

Smith-Harris House Commission  
Regular Meeting Minutes  
July 27, 2016

FILED

Present: Gary Lakowsky  
Kathleen Sasso  
Robert Seifel  
Maggi Prokop  
Barbara Odgers

August 1 20 16 AT 10:50 AM/PM  
Sullivan, ATC  
EAST LYME TOWN CLERK

Absent: Richard MacDonald

Also Present: Joanie DiMartino, Smith-Harris House Director  
Donna Massung, Friends of Smith-Harris President  
Dan Cunningham, Ex officio

I. CALL TO ORDER. Chairman Lakowsky called the Smith-Harris House Commission Meeting of July 27, 2016 to order at 7:07 p.m.

II. APPROVAL OF MINUTES. Mr. Lakowsky asked for additions, deletions or corrections to the June 22, 2016 Meeting Minutes.

MOTION: Ms. Sasso moved to approve the June 22, 2016 Smith-Harris House Minutes, as presented. Seconded by Mr. Seifel. Ms. Odgers abstained from voting. (4-0-1) Motion carried.

III. REPORTS

A. Public Delegations. Ms. Massung had nothing new to report that was not on the Agenda.

B. Ex-officio Report. Mr. Cunningham reported the Board of Selectmen approved the Band Shell which will be located on the upper site at the lower end. It should be a nice addition and attract people to East Lyme.

The Selectmen approved a lease for the Samuel Smith House with its organizational structure.

The Board of Selectmen approved the street light projects. The lights will be changed to LED lighting. It will significantly reduce the regular lighting bill. The Town will own them once they are paid off.

C. Director's Report. See attached report.

D. Agenda Additions. The Commission was asked if they had any additions to the Agenda.

MOTION: Ms. Prokop moved to add under Property Maintenance item 2. Upstairs Bathroom and under New Business

E. Loan Policy of Non-collection items. Seconded by Ms. Sasso. (5-0) Unanimous.

E. Chairman's Report. Mr. Lakowsky stated he represented the Smith-Harris House at the Southeastern Cultural Coalition meeting. The meeting was very interesting. He received information which he plans to review. He shared floor plan sketches of the house and a building evaluation report.

As of June 22 \$5,010 was spent on the Director's salary. The Friends paid \$4,395. Ms. Massung was contacted and brought \$600 to the Town. After June 22 there was no money remaining to pay the Director's salary. We paid her out of this year's budget. Because we were given a grant for her salary we could not transfer money from any other line item. The interpreters salaries have been taken care of.

Mr. Lakowsky informed the Commission there will be a Bike and Barbeque Meeting on July 28 at 6 p.m. at the Parks & Recreation Meeting Room. Ms. Prokop agreed to attend.

Ms. Massung will send a letter to the Lions thanking them for their donation.

He asked if anyone is available on Saturday from 12 p.m. to 4 p.m. for tours. Ms. Prokop agreed to give the tours.

#### F. Financial Report.

1. Status Update. Mr. Lakowsky reported as of June 30, 2016 \$380.40 remained in our 2015-16 budget. Our 2016-17 budget has \$14,256.

Ms. Sasso agreed to check on the cost of adding a wireless single booster to the internet?

2. Presentation of Bills. Mr. Lakowsky requested reimbursement of \$49.98 for a toner for the Smith-Harris House computer.

MOTION: Ms. Odgers moved to reimburse Mr. Lakowsky \$49.98 for a toner. Seconded by Mr. Seifel. (5-0) Unanimous.

Ms. DiMartino requested reimbursement of \$15.93 for her business cards.

MOTION: Ms. Prokop moved to reimburse Joanie DiMartino \$15.93 for her business cards. Seconded by Ms. Odgers. (5-0) Unanimous.

3. Barn Rental. Ms. Prokop reported she has had a request for a rental on July 2017. An Eagle Scout Ceremony will be held on September 24, 2016 at 11 a.m.

G. Collections Committee. Ms. DiMartino gave Temporary Custody Receipts to Commission members.

Ms. Odgers requested that file cabinets be placed in the attic to be used for old financial records and minutes. Ms. DiMartino has a file cabinet in her office.

H. Correspondence. Ms. Prokop sent a thank you to Diane Sylvia. She sent an invitation to First Selectman Mark Nickerson for this Commission's 40th anniversary.

#### IV. OLD BUSINESS

##### A. Property Maintenance.

1. Garden Fence and Maintenance. Ms. DiMartino reported a Leo would like to volunteer at the house. She agreed to put him in touch with Ms. Davis.

2. Front Walkway. Mr. Lakowsky is waiting for the Town to dig out the walkway. He will request a fall crew to work on the walkway and build stone walls.

##### B. Museum Development.

1. STepCT Report. Ms. Seifel reported storage cabinets were discussed at the STepCT meeting. He was informed if you are storing important papers you need fire proof cabinets.

Mr. Lakowsky stated most of the discussion was on grants and where you go for help. He was informed the Connecticut Trust for Historic Preservation will visit the house and give information on how to seek grants. They recognize in kind services for matching funds. They discussed a problem with condensation inside the walls. They stated you need a plan for handicapped access. They discussed the grounds and plants and appropriate decorations. They recommended the following two books: Visual Dictionary and Caring for Historical Houses. They suggested telling the entire story of the building. Ms. DiMartino reported the Town Clerk's Office has much information on the people that lived in the house. They suggested a seasonal inspection of mechanical equipment. The next STepCT meeting will be held on August 29. The topic will be about pests.

Mr. Lakowsky will discuss repairing the back porch with Ron Bence.

#### V. NEW BUSINESS

##### A. Property Maintenance.

1. Split Rail Fence. The split rail fence will be taken care of.

2. Upstairs Bathroom. There was general discussion on the tub, and it was felt it should be removed. Mr. Lakowsky agreed to take care of removing it. He will speak first to a plumber about capping the faucets.

B. Museum Development. Ms. DiMartino reported currently we use the bathroom for staff and reenactors to change clothes. Photos were suggested to be used in a news release in a local paper.

##### C. Upcoming Events.

1. Motorcycle Show August 14. Ms. Sasso reported to date she has received no response from vendors.

Flyers on the Motorcycle Show have been distributed.

Mr. Lakowsky reported the Lions will provide food. Fencing has been secured. Trophies have been ordered. Signs have been ordered. New tee shirts have been ordered. Mr. Lakowsky agreed to get more pens.

D. Meeting dates October and November. Mr. Lakowsky suggested changing the regularly scheduled meeting dates for October and November.

MOTION: Ms. Prokop moved to change the regularly scheduled meeting dates to October 19 and November 16. Seconded by Ms. Odgers.  
(5-0) Unanimous.

E. Loan Policy of Non-Collection Items. Ms. Odgers stated she feels there is a liability to the Town and to this Commission to individuals who borrow or loan equipment. Ms. DiMartino added STepCT discussed the liability. Mr. Cunningham suggested no written policy, but not to lend or borrow items. He recommended further discussion on this matter at the August meeting.

## VI. ADJOURNMENT

MOTION: Ms. Sasso moved to adjourn the Smith-Harris House  
July 27, 2016 Regular Meeting at 9:00 p.m.  
Seconded by Ms. Prokop. (5-0) Unanimous.

Respectfully submitted,

Frances Gheri, Recording Secretary

**Director's Report**  
**Smith-Harris House, July, 2016**

Note: I will be away on vacation Wednesday, August 3rd through Tuesday August 9th.

**Upcoming Meetings**

- STEPS-CT subcommittee meeting, Thursday, August 18th, 10 am to noon at the EL library atrium, all are welcome;
- Smith-Harris House Commission meeting, Wednesday, August 24th, 7 pm, Senior Center, all are welcome;
- other meetings TBD.

**Programs**

- The Historic House Trails brochure is bringing visitors to our site; not in any great numbers so far, but in speaking with folks on tour quite a few have mentioned finding us through the brochure that they've picked up at local libraries and other locations.
- The table at Lobsterfest was a success in promoting our site, and it was a good opportunity to chat with people about the House.
- We had about 20 people attend our 40th Anniversary celebration on Sunday, July 3rd, a Proclamation was presented to the Smith-Harris House Commission & Friends Board on behalf of the Town of East Lyme; this document will remain on view in the Parlor over the summer.
- Reliance House was scheduled for a tour on 7/23; I had planned a small "tussie mussie," or sachet-making, activity for the group. They were no call/no show. Feel free to use the supplies currently in the historic kitchen as an "end-of-tour" activity for weekend visitors.
- We've accomplished a lot at our quarterly program meeting, slating most of our fall/early winter programs, and they are listed on our website.
- I still need to confirm Susan J. Jerome for a quilt workshop and we need to set some tentative dates to contact Fallon & Wilkinson, furniture conservators for a workshop as well; this is necessary due to the Chelsea-Groton grant—possibly February or March of 2017?
- We need tour coverage this Saturday, July 30th, also Sat & Sun Aug. 27 and 28.

**STEPS-CT /Collections Update**

- I have not received everyone's signed copy of the Conflict of Interest Policy. This is a priority; please bring a signed copy to this evening's meeting.
- Our final 4 hours with Sarah for the Collections segment was very successful. The STEPS-CT sub-committee has begun meeting again, and we plan to have a board manual in place by December, with a main focus on collections. We will be meeting every other week starting in September to accomplish this.
- Please note the new Temporary Custody Receipt Policy. I will review the process for this at tonight's meeting; please let me know if you have any questions.

- Please note the new Key & Building Safety policy; the Commission will need to decide the next step in this process for documenting key use.
- A PO was turned in to Finance for the two final STEPS Units: landscape & interpretation.
- The Commission will need to have a re-vote on the purchase of a fire/waterproof safe for internal records, for this fiscal year.
- Gary & Bob S. will probably update everyone on the landscape session from this past week.

### **Miscellaneous**

- Ron Bence suggested we purchase a new phone for the modern kitchen.
- The filing cabinets and desk need to be removed from the Barn and put into the House; I'm measuring potential spaces to put the new display case.
- The modern kitchen needs to be organized ASAP; I plan to use the blue shelving space for STEPS-related materials.
- I've purchased new business cards.
- An update is needed on the barn, bathrooms, and potential insect concern.

### **Meetings Attended**

- STEPS-CT Collections Wrap-Up, 6/27.
- STEPS-CT meeting with peer advisor, 6/27.
- STEPS-CT meeting, 7/7.
- Friends of Smith-Harris House, 7/12.
- STEPS-CT subcommittee meeting, 7/14.
- Quarterly Joint-Programming meeting, 7/15.
- phone meeting w/ Barbara Odgers, 7/26.
- Commission meeting, 7/27.

Submitted by:

Joanie DiMartino, Director

July 27, 2016