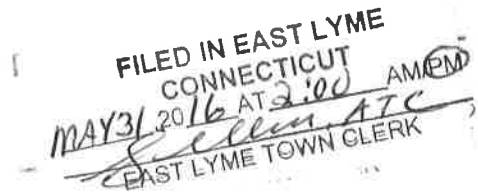


Smith-Harris House Commission
Regular Meeting Minutes
May 25, 2016

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



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

I. CALL TO ORDER. Chairman Lakowsky called the Smith-Harris House Commission Meeting of May 25, 2016 to order at 7:05 p.m.

II. APPROVAL OF MINUTES. Mr. Lakowsky asked for additions, deletions or corrections to the April 27, 2016 Meeting Minutes.

MOTION: Ms. Sasso moved to approve the May 27, 2016 Smith-Harris House Minutes, as presented. Seconded by Mr. MacDonald. (6-0) Unanimous

III. REPORTS

A. Public Delegations. Ms. Massung reported the Friends' Annual Meeting date has been changed from June 4 to June 14 at 2 p.m. at the East Lyme Library.

B. Ex-officio Report. Mr. Cunningham was unable to be at this meeting.

C. Director's Report. Ms. DiMartino reported she attended a meeting for the historical house trails, and it was suggested that this Commission be the host for that event. She also attended a Friends' meeting.

The Ghost Tour was a huge success. All in attendance participated in it and it was very successful. There were some paranormal experiences. We had pizza, salad and dessert.

D. Agenda Additions. The Commission was asked for any additions to the Agenda.

MOTION: Mr. MacDonald moved to add under New Business, A Property Maintenance, item 2. Gardens and under Upcoming Events, item 5, June 5, Launch Day for our new tri-fold flyer. Seconded by Ms. Odgers. (6-0) Unanimous.

E. Chairman's Report. Mr. Lakowsky thanked all for their help on the Middle School Program. It went very well.

He has been working on projects at the house.

Mr. Lakowsky suggested interviewing Diane Sylvia, the Mungers great-aunt.

F. Financial Report.

1. Status Update. Mr. MacDonald reported there is \$3,893.29 remaining in the budget.

2. Presentation of Bills. Ms. Prokop presented a bill to be paid out of Museum Programs for food.

a. End of year PO's and Expenses. Ms. Odgers informed the Commission the last day to issue a Purchase Order is June 3. All Purchase Orders are closed on August 26. She distributed a report on final expenses and budget report for the Smith-Harris House as of May 20. Ms. Odgers reported a new vacuum cleaner has been purchased. Items needed for the house are: house supplies, acid free boxes, an air conditioner for the office, boxwood, chicken wire or a fence, mulch, plantings, a portable ramp, new sign for the entrance to the lane, a safe, Past Perfect software and a new refrigerator. Commission members were assigned to obtain quotes for Ms. Odgers.

MOTION: Ms. Prokop moved to authorize Ms. Odgers to prepare purchase orders for items needed for the house. Seconded by Mr. MacDonald.
(6-0) Unanimous.

Ms. Peterson purchased a hose.

MOTION: Ms. Prokop moved to authorize the expenditure from Museum Program for Past Perfect software in an amount not to exceed \$750 to be coupled with a \$250 grant to the Friends from the Rotary. Seconded by Mr. MacDonald
(6-0) Unanimous.

Ms. DiMartino informed the Commission a discount can be obtained from AASH.

MOTION: Ms. Sasso moved to reimburse Ms. Prokop \$69.01 for food to be taken out of Museum Programs. Seconded by Mr. MacDonald. (6-0) Unanimous.

3. Barn Rental. Ms. Prokop reported on a rental for a Bridal Shower on September 10.

Mr. Lakowsky reported he received a call from a scout postponing his Eagle Scout Ceremony. He will inform us of a new date.

G. Collections Committee. Mr. Lakowsky reported he received Frank Harris' school book from the Toad Schoolhouse. It is in pristine condition.

H. Correspondence. A note was received from David Rau, Educational Director of the Florence Griswold Museum and a Professor at Connecticut College, thanking the Commission for use of the house. Connecticut College is donating \$200 to the house.

IV. OLD BUSINESS

A. Property Maintenance.

1. Garden Fence and Maintenance. Mr. Lakowsky reported the garden fence will be painted.

2. Front Walkway. Mr. Lakowsky reported the front walkway will be taken care of.

B. Museum Development.

1. STepCT Report. Kathleen Paterson and Maggi Prokop went to the Open House in Essex.

V. NEW BUSINESS

A. Property Maintenance.

1. Split Rail Fence. Mr. Lakowsky will dig holes for the split rail fence.

2. Garden. Mulch will be needed for the garden.

B. Museum Development. Ms. DiMartino reported the Open House will be held on June 11 from 10 a.m. to 3 p.m.

A Lace Workshop will be held on June 18 from 1 p.m. to 3 p.m. Susan Jerome will discuss lace. Tours will be held. Snacks will be available.

C. Upcoming Events.

1. 40th Anniversary July 3. Ms. Sasso and Ms. DiMartino will prepare a letter.

2. Motorcycle Show August 14. Ms. Sasso is working on a letter to be sent to vendors. Mr. Lakowsky stated the judging sheets are ready. He will advertise through the motorcycle clubs.

3. Volunteer Honoree Date. No date has been determined yet.

4. Montville Jazz Band. This event will be held on June 6 from 7 p.m. to 8 p.m. A donation of non-perishable food items is requested.

5. June 5, Launch Day for our new Tri-fold flyer.

VI. ADJOURNMENT

MOTION: Ms. Prokop moved to adjourn the Smith-Harris House
May 25, 2016 Regular Meeting at 8:35 p.m.
Seconded by Ms. Odgers. (6-0) Unanimous.

Respectfully submitted,

Frances Gheri, Recording Secretary