

**TOWN OF EAST LYME
SMITH-HARRIS HOUSE COMMISSION
REGULAR MEETING MINUTES
Wednesday, OCTOBER 19th, 2016**

Present: Gary Lakowsky, Chairman, Richard MacDonald, Barbara Odgers,
Kathleen Sasso, Bob Seifel

FILED

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

Oct 24 2016 AT 2:10 AM/PM

Kenneth A. ...

EAST LYME TOWN CLERK

1. Call to Order

Chairman Lakowsky called the October 19, 2016 Meeting of the Smith-Harris House Commission to order at 7:04 PM.

2. Approval of Minutes

Mr. Lakowsky called for any additions, deletions or changes to the September 28, 2016 Regular Meeting Minutes.

****MOTION (1)**

Ms. Sasso moved to approve the September 28, 2016 Regular Meeting Minutes of the Commission as presented.

Mr. MacDonald seconded the motion.

Vote: 5 - 0 - 0. Motion passed.

3. Reports

↓ Public Delegations

Donna Massung noted that an ad and article had run in the Lyme Times on the Spirit Voices being held at the House. She provided Ms. DiMartino with a copy. She also noted that the November 18, 2016 Planning Meeting that they had originally scheduled for the East Lyme Room has been re-scheduled to the Library at the same time: 2-4 PM. She also noted that they should take a look at their window display at the Library.

↓ Ex-Officio Report

Mr. Lakowsky said that Mr. Cunningham was attending a Board of Selectmen meeting this evening.

↓ Director's Report

Ms. DiMartino said that she had not finished her report and that she would email it to them the next day. She would update throughout the meeting. She said that she would like to request \$150 for the Spirit Voices program and also \$40 for her to attend a program.

↓ Agenda Additions

Mr. Lakowsky asked if there were any agenda additions.
There were none.

↓ Chairman's Report

Mr. Lakowsky asked that they send Ms. Prokop some flowers and well wishes.
Ms. Sasso said that she would put that together and get it out.

****MOTION (2)**

Mr. MacDonald moved that they send flowers in an amount up to \$50 to Ms. Prokop.

Mr. Selfel seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Mr. Lakowsky reported that he had done some repairs to the porch and fencing and that the last two brush piles are now gone.

Ms. DiMartino asked Mr. Lakowsky to take a look at the red hanging lamp in the House and see if it could be raised as it is too low.

Mr. Lakowsky reported that he would meet with the electrician the next day to have the light put up over the weekend. He also reported that the Board of Selectmen had approved the map of the Smith Harris property boundaries and that he had brought a copy for them to look over. He lastly noted the offer that had been made of a chair that would be reviewed by the Collections Committee.

↓ Financial Report

▪ Status Update

Mr. MacDonald reported that the budget balance is \$11,934.25 including encumbrances. They have expended 36% of their budget to date.

▪ Presentation of Bills

****MOTION (3)**

Ms. Sasso moved to appropriate \$75 for Mindy and \$75 for Karen (the tea leaf readers) from Museum Programs for the Spirit voices Program.

Mr. MacDonald seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

****MOTION (4)**

Ms. Sasso moved to approve payment of \$9.49 fro wood from the Building Maintenance line item.

Ms. Odgers seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

****MOTION (5)**

Ms. Odgers moved to approve payment of \$40 from Programs for Ms. DiMartino to attend the SE Cultural Coalition THRIVE Conference.

Mr. MacDonald seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

▪ Barn Rentals

Christmas Tree Rental

It was noted that with regard to the Heidi Trees Rental that there is a need for a hook-up for the lights. Mr. Lakowsky said that he would check with the electrician when he meets with him regarding that and also with Heidi Trees as to what kind of hook-up they are looking for.

Christmas Eve Day Wedding

Ms. DiMartino noted that there is also a Christmas Eve Day Wedding being planned at the House.

Mr. Lakowsky said that he would check on the heaters that they have in the basement. He noted that the charge would be \$50/hour.

↓ Budget Planning Committee

Mr. Lakowsky said that he had not received anything on the budget planning for next year but he did expect to see something in the near future. He said that he had asked Ms. Johnson to add a separate line item in their budget for professional development and dues/fees. He then asked for volunteers for the budget planning committee.

Ms. Odgers and Mr. MacDonald volunteered and Ms. DiMartino said that she felt that while she could not vote on anything that she should also be on it.

Ms. Odgers noted some figures that she had worked on and that she wanted to run by them in comparison to the previous year. She suggested that they figure out how much they returned to the Town in barn rentals and how much of their overall budget it represents.

Mr. Lakowsky noted that the budget planning committee could work out those technicalities.

↓ **Collections Committee**

Ms. DiMartino said that they would need a vote on the loan of the hearse for Saturday.

****MOTION (6)**

Ms. Odgers moved to approve the borrowing of a hearse for the Spirit voices event on Saturday.

Mr. MacDonald seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

↓ **Correspondence**

There was no correspondence.

4. OLD Business

↓ **Property Maintenance**

- **Garden Fence and Maintenance** – Mr. Lakowsky said that this would be a project for the spring.

- **Front Walkway** – Mr. Lakowsky said that this would be an Eagle Scout project.

↓ **Museum Development**

- **STepCT Report** – Ms. DiMartino will nominate the program for a potential award. She also noted that there is the potential for a grant in the amount of \$4,999 to help pay for the re-naming of the House if they should decide to go that way.

5. NEW Business

↓ **Property Maintenance**

- **Porch Repairs** – Mr. Lakowsky said that the porch repairs are done.

- **Bat sonic Eliminator** – Mr. Lakowsky said that the eliminator has been working and that it has now been removed from the property.

A suggestion was made to look into purchasing one for the House so that they would have it in the event that it is needed again.

****MOTION (7)**

Mr. MacDonald moved to approve spending up to \$50 on the purchase of a Bat sonic Eliminator for the House.

Ms. Sasso seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

✚ **Museum Development**

- **Nominating Committee** – Mr. Lakowsky asked for volunteers for this committee. He noted that they have a Chair, Vice-Chair, Financial and Secretarial position.

Ms. Sasso suggested that they continue to make these decisions as a Commission as they have been doing as they have a limited number of people and it has worked out well in the past.

Mr. Lakowsky said that he could not be Chair in the next year but would be willing to resume as Chair if they wanted him to in the following year. He volunteered to be on the nominating committee. Ms. Sasso volunteered to work with Mr. Lakowsky on the nominating committee.

✚ **Upcoming events:**

- **Bike & BBQ 2017** – Mr. Lakowsky reported that they had a wrap up meeting on this event and that they did not make any money on it as the ad dollars in were paid out to the person at Rocky Neck and the Police Officer. He said that a suggestion was made to find a place that would not charge them for the venue property. He suggested that they could hold the event at the House as there is enough of an area to have everything. The publicity would be tremendous and he said that he would keep this on their agenda as he wanted them to think about this.
- **Spirit voices October 22** – Ms. DiMartino said that this is all set – the text has been sent out to everyone so they can follow the flow of the program stations. She asked that everyone wear black clothing. There are three sessions – 3:30, 4:30 and 5:30 pm.
- **Trick a Trunk / Folk Tales October 26** – Ms. DiMartino reported that this is all set. Gary, Valerie and Michael are the storytellers. Last year they had some 60 – 70 people attend.

6. Adjournment

Mr. Lakowsky called for a motion to adjourn.

****MOTION (8)**

Mr. MacDonald moved to adjourn the October 19, 2016 meeting of the Smith Harris House Commission at 8:38 PM.

Mr. Seifel seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary, Pro-Tem