

Smith-Harris House Commission
Regular Meeting Minutes
June 22, 2016

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

FILED
June 27 2016 10:15 AM/PM
Karen Galbraith
EAST LYME TOWN CLERK

Absent: Barbara Odgers

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

I. CALL TO ORDER. Chairman Lakowsky called the Smith-Harris House Commission Meeting of June 22, 2016 to order at 7:10 p.m.

II. APPROVAL OF MINUTES. Mr. Lakowsky asked for additions, deletions or corrections to the May 25, 2016 Meeting Minutes.

MOTION: Ms. Sasso moved to approve the May 25, 2016 Smith-Harris House Minutes, as presented. Seconded by Mr. Seifel. (5-0) Unanimous

III. REPORTS

A. Public Delegations. Ms. Massung reported the Friends plan to have a booth at the Lobsterfest to promote its 40 for 40 Annual Appeal.

On July 3 from 1 p.m. to 3 p.m. we will celebrate our 40th anniversary with cake and a beverage. Ms. Prokop will take care of invitations.

Ms. Massung, Kathleen Patterson and Valerie Kibler attended the Connecticut League of History Annual Conference on June 6.

Ms. Davis asked when the mulch will be delivered? Mr. MacDonald agreed to check on it.

Ms. Davis requested volunteer help with gardening. She requested reimbursement from the Friends for items she purchased for the house grounds. She also asked for donations of iris or lilies. Since it is not possible to use a weedwacker, she asked that the brush be cut down. She also felt its necessary to get rid of the bees by the birdhouse. Ms. Massung stated Mr. Bence has been contacted about the bees.

B. Ex-officio Report. Mr. Cunningham reported the Farmer's Market begins tomorrow from 3 p.m. to 6 p.m..

There have been several meetings concerning Oswegatchie Hills. They were well attended.

A Forum was held on opioid abuse. It was very moving and drove home the idea it crosses all lines. He felt education and awareness is very important.

Repaving projects in Town are being worked on.

There are budgetary concerns at the state level. How much the Town will receive is uncertain.

Celebrate East Lyme will be held on July 16 from 2 p.m. to 10 p.m.

C. Director's Report. See attached report.

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

MOTION: Mr. MacDonald moved to add under F. Financial Report, item 4. Director's Pay Rate and under item F. 1. b. Current Director's Situation and item 4. C. Bike and Barbeque. Seconded by Ms. Sasso. (5-0) Unanimous.

E. Chairman's Report. Mr. Lakowsky gave Ms. DiMartino school books of Frank Harris from 1800's donated by Diane Sylvia. These books are from the Toad Schoolhouse, which he attended. A book stand was ordered to properly display them.

He asked Parks and Recreation when they mow the lawn to also weedwack.

The Lions have agreed to have a food booth and kettle corn at the Motorcycle Show on August 14.

The following items have been purchased: a new 6' ladder, a safe, a pop up tent, an air conditioner and a shop vacuum.

Mr. Lakowsky praised Ms. DiMartino's work on the brochure.

The performance of Mrs. Henderson and Thomas Avery went very well.

He informed Mr. Cunningham that the Commission needs an additional member. Mr. Cunningham agreed to inform the Board of Selectmen.

F. Financial Report.

1. Status Update. Mr. MacDonald reported as of June 20, we had \$3,658.74 remaining in the budget. Two thousand of this sum is encumbered. There are bills remaining.

a. End of year P.O.'s and Expenses. Ms. Sasso spent \$18.80 for postage on mailings for the Motorcycle Show. She would like to donate that expense.

V. NEW BUSINESS

A. Property Maintenance.

1. Split Rail Fence. The split rail fence will be taken care of.
2. Garden. Mulch is needed for the garden.

Ms. Massung would like to remove the lilacs and replace it with the boxwood. She asked what would be an appropriate fence? Mr. Lakowsky showed a photo of a Victorian fence.

B. Museum Development. Mr. Lakowsky received a business card from Pamela Ryley, Executive Manager, who is interested in a music concert using old instruments and the melodium. Ms. DiMartino suggested having the melodium recorded. She expressed concern about the limited amount of guests the parlor can hold.

Mr. Lakowsky asked if it was felt a wood or coal stove could be used for the house. Ms. DiMartino said 1845-1865 is the decorative focus of the house.

C. Upcoming Events.

1. 40th Anniversary July 3. The 40th anniversary will be held on July 3 from 1p.m. to 3 p.m.
2. Motorcycle Show August 14. Ms. Sasso reported she sent letters to thirty vendors.

Flyers on the Motorcycle Show will be distributed. There will be custom and classic motorcycles.

Ms. Massung stated there will be a Motorcycle Show planning meeting in the barn on July 15 from 2 p.m. to 4 p.m.

3. Volunteer Honoree Date. No date has been decided on.

4. Bike and Barbeque. There will be a meeting on June 28 at the Parks and Recreation Meeting Room from 6 p.m. to 7 p.m. A member of the Commission needs to attend.

The Commission has agreed to have a model train display in the barn on October 1.

VI. ADJOURNMENT

MOTION: Ms. Sasso moved to adjourn the Smith-Harris House
June 22, 2016 Regular Meeting at 8:40 p.m.
Seconded by Ms. Seifel. (5-0) Unanimous.

Respectfully submitted,

Frances Gherzi, Recording Secretary

b. Current Director's Situation. The Board of Selectmen and the Board of Finance did not give Ms. DiMartino a raise.

2. Presentation of Bills.

a. End of year P.O.'s and Expenses. All Purchase Orders are in. The encumbrance at True Value has been spent.

Ms. DiMartino informed the Commission that Ms. Prokop's rototiller broke while being used at the house.

MOTION: Mr. MacDonald moved to reimburse Ms. Prokop \$545.96 the cost to repair her rototiller. Seconded by Ms. Sasso. (5-0) Unanimous.

3. Barn Rental. Ms. Prokop reported she had no new barn rentals.

4. Director's Rate of Pay. The following has been proposed: instead of Ms. DiMartino working 52 weeks per year, it has been suggested that she work 45 weeks per year. She works eight hours per week.

MOTION: Mr. MacDonald moved to recommend that Ms. DiMartino work 45 weeks per year beginning on July 1. Seconded by Ms. Sasso. (5-0) Unanimous.

G. Collections Committee. Mr. Lakowsky reported he received a telephone call regarding a donation.

H. Correspondence. There was no new correspondence received.

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. See the Director's Report.

C. Bike and Barbeque. On October 1 there will be a Bike Ride and Barbeque. The shorter ride will include visiting the three historical houses in Town.

Director's Report
Smith-Harris House, June, 2016

Upcoming Meetings

- STEPS Collections Wrap-up, Monday, June 27th, 1 pm at CHS in Hartford, all are welcome;
- STEPS Collections peer advisor work meeting, Tuesday, June 28th, 11 am to 3 pm, all are welcome;
- Friends of Smith-Harris House Board meeting, Tuesday, July 12th, 2 pm, East Lyme Public Library, all are welcome;
- Program Planning Quarterly Meeting, Friday, July 15th, 2 pm at Barn or outside, weather permitting, Commission & Friends Board welcome;
- Smith-Harris House Commission meeting, Wednesday, July 27th, 7 pm, Senior Center, all are welcome;
- other meetings TBD.

Programs

- The Historic House Trails brochure launch was a huge success; at least 82 people attended the event featuring state historian Walter Woodward.
- The Open-House Museum Day was also successful, with a lower turnout, about 25 people.
- The lace workshop, in collaboration with the Avery-Copp House, was cancelled due to lack of interest, although we did connect with a local bobbin lacemaker interested in assisting us with inventorying our lace collection.
- Tours are off to a great start; our two interpreters, Mindy Morris and Cassidy Atkinson have each had a training session, and visitors have been arriving.
- I will be working with the two interpreters to have vacation days covered as possible; if we have a day that can't be covered I will inform Commission members ASAP for coverage.

STEPS-CT /Collections Update

- Due to the elimination of the CTHumanities budget, STEPS-CT will continue, but on a much smaller scale. We will only have 2 hours of peer advisor time per segment, rather than 6 hours.
- We had 8 hours of time banked with our peer advisor from the previous segments; since we needed to spend them down before the start of the new state fiscal year, we have met with her for 4 hours yesterday to begin development of a disaster plan.
 - This has brought us up to Bronze in the management segment of STEPS--good work!
 - We do need to have my performance evaluation completed, and
 - a self-evaluation of performance by each governing body (both Commission & Friends) needs to be established on a yearly basis.
- I have not received everyone's signed copy of the Conflict of Interest Policy. This is a priority; please leave it in my office some time during the next month.
- Our final 4 hours with Sarah for the Collections segment will take place on Tuesday, June 28th from 11 am to 3 pm. This will involve developing a formal policy & scope of collections.
- Items purchased recently to assist with our STEPS-CT requirements are:

- Past Perfect software
- fire/water proof safe
- disaster plan field guide & ER response poster
- archival supplies
- landscape/historic house maintenance books
- Small Museums Toolkit book series
- specialized vacuum for textiles cleaning
- STEPS--Kathleen Patterson & I are attending the collections wrap-up next Monday. The "Stewardship of Landscapes" segment begins in July. Bob Patterson has expressed interest. I would like to request Gary & Bob Patterson to attend on Monday, July 25th, and Bob P. and Bob Sidfel to attend on Tuesday, July 26th. The other full-day is Monday, August 29th; after that it's the open-house sessions, which anyone can attend. Gary & Bob S., please let me know ASAP if you can attend, as I'll need to give STEPS your contact information for attendance. Full-day hours are 9:30 am to 4 pm at the CT Historical Society in Hartford.
- The STEPS-CT sub-committee needs to begin meeting again; we are trying to schedule a date.

NEMA Update

- I'm thrilled to announce that NEMA accepted our off-site workshop proposal, "Undread the Dead: Taking the Fear out of Cemetery Preservation," and it will be scheduled for Friday, November 11th, with more details to come.

Miscellaneous

- I will be off for the first of seven weeks in the new fiscal year from Aug. 3rd to Aug. 9th.
- Is it possible to trade one of the garbage bins for a second recycling one?
- Ron Bence suggested we purchase a new phone for the modern kitchen.

Meetings Attended

- Interpreter/guide training, 6/8.
- Friends of Smith-Harris, 6/14.
- STEPS-CT meeting with peer advisor, 6/21.
- Commission meeting, 6/22.

Submitted by:

Joanie DiMartino, Director

June 22, 2016