

Smith-Harris House Commission
Regular Meeting Minutes
April 26, 2017

Present: Robert Seifel
Richard MacDonald
Maggi Prokop
Cheri Meiers
Gary Lakowsky

FILED

May 1 2017 AT 12:50 AM/PM
Seifel, ATC
EAST LYME TOWN CLERK

Absent: Barbara Odgers

Also Present: Joanie DiMartino, Smith-Harris House Director
Donna Massung, President of the Friends of Smith-Harris
Kathleen Patterson, Collection Chairlady
Robert Patterson

I. CALL TO ORDER. Chairman Seifel called the Smith-Harris House Commission April 26, 2017 Meeting to order at 7:00 p.m.

II. APPROVAL OF MINUTES. Mr. Lakowsky asked for additions, deletions or corrections to the March 22, 2017 Smith-Harris House Commission Meeting Minutes.

The following corrections were noted: The last sentence on page 1 to be rewritten as follows: "The Board of Selectmen have been authorized to purchase a new cruiser for the Police Chief." The last sentence on page 3 to be revised as follows: "The Commission observed that the grape arbor has been cut."

MOTION: Mr. Lakowsky moved to approve the March 22, 2017 Smith-Harris House Minutes, as amended.
Seconded by Mr. MacDonald. Ms. Meiers
abstained from voting. (4-0-1)

III. REPORTS.

A. Public Delegations. Ms. Massung reported the Plant Sale will be held on May 6 from 9 a.m. to noon.

Clean up Day is scheduled for this Saturday. Students from the Key Club and the Leos will help. Ms. Massung stated the Friends will provide water and coffee.

Mr. Patterson informed the Commission an Eagle Scout will discuss his project on April 29.

B. Ex-officio Report. Mr. Cunningham was unable to be present, and there was no report.

C. Director's Report. See attached report.

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

MOTION: Mr. Lakowsky moved to add to this evening's Agenda, under Old Business, Museum Development, Property Maintenance, item 3, Clean Up Day. Seconded by Ms. Prokop. (5-0) Unanimous.

E. Chairman's Report. Mr. Seifel will meet with the carpenter to discuss the porch and ramp.

F. Financial Report.

1. Status Update. Mr. MacDonald reported as of today two-thirds of our budget has been spent. We have \$5,997.61 remaining in our budget.

2. Presentation of Bills. Mr. Patterson submitted a bill for the house sign.

3. Barn Rental. Ms. Prokop reported she has scheduled a wedding in July.

She is working on scheduling the Montville High School band to perform at the house.

4. Budget Planning Committee.

a. Review Budget and Planned Expenses. Mr. Lakowsky informed the Commission the Board of Finance cut the docent and secretary line item. The First Selectman moved money from the electricity account into the docent and secretary line item.

The Commission will have a finalized budget after the Referendum.

G. Collections Committee.

a. Permanent Loan Policy to Other Historical Houses. There was no discussion on this matter.

The Collection Committee is looking at items that have been received.

Ms. DiMartino suggested naming the collection space "Betty Morrison's Collection Space."

H. Correspondence.

Ms. Prokop will send a card to Barbara Odgers.

IV. OLD BUSINESS

A. Property Maintenance.

1. Garden Fence and Maintenance. The garden fence and maintenance of it is on the April 29 plan.

2. Front Walkway. The front walkway is on the plan for April 29. Mr. Lakowsky will take measurements and paint the grass orange where the slate will go. Mr. Foster will backhoe the area.

3. Clean Up Day. Mr. Lakowsky listed the following work that is needed: paint the garden fence, clean up the herb garden, install slate for the front walkway, clean up the driveway, repair the stone wall on the Middle School side, clean up the goose/pig run, remove the stump, clean up the walk paths, general lawn clean up, and clean the barn and the basement.

B. Museum Development

1. STepCT Report. Ms. DiMartino has submitted the grant proposal.

She informed the Commission of a one day workshop on June 6 in Farmington. The cost is \$65 for up to six people to attend. A STepsCT meeting will be held on Friday at East Lyme High School.

V. NEW BUSINESS

A. Property Maintenance. Mr. Patterson discussed dog droppings on the house grounds and suggested signage asking that owners curb their dogs and that a box with bags for droppings be placed in the corncrib area and/or the trail.

1. Porch Repairs. The carpenter will meet with Mr. Seifel.

2. Landscape Committee. Mr. Patterson will lead the Landscape Committee. It was felt that some plantings may be transplanted or potted for the Plant Sale. Plans for the garden are being discussed.

Mr. Patterson suggested moving the sundial and memorial plaque.

B. Museum Development.

1. Betty Morrison Room. The Betty Morrison's Collections Room was suggested. A final name will be presented to the Commission.

C. Upcoming Events.

1. Bike and BBQ 2017. The Bike and BBQ is scheduled for October 1, 2017. Portapotties and a tent will be on the grounds. Mr. Patterson suggested considering using the barn. The Lions will take care of the meal. Most of the work will be done by the Committee. Parks and Recreation will take care of the grounds. The house will be open for tours.

2. Middle School Program. (See Director's Report).

VI. ADJOURNMENT

MOTION: Mr. Lakowsky moved to adjourn the Smith-Harris House
April 26, 2017 Regular Meeting at 8:30 p.m.
Seconded by Ms. Prokop. (5-0) Unanimous.

Respectfully submitted,

Frances Gheri, Recording Secretary

Director's Report
Smith-Harris House, April, 2017

STEPS-CT Grant

- The grant has been submitted by the April 3rd deadline; thank you to everyone who provided me with the required information in a timely manner, we have a very good chance of getting funded. I've provided both Bob Seifel & Donna Massung with copies of the grant for their records, if anyone else would like a copy by email, please let me know.
- There were some shifts with the budget; I will go over them briefly in detail, but in the end we asked for more money, since we could ask for up to \$4,999, and I wanted to get us closer to that figure, so I added some components that will strengthen our need for the increased support within the STEPS guidelines.

STEPS-CT

- Although STEPS-CT is officially completed, we plan to continue with the self-study and continue getting our policies in order. Our next STEPS sub-committee meeting is Friday, April 28th at 2:30 pm.

Programs

- Moving forward with the middle school teachers on the field trip program; we are on target for this time of year. Have speakers confirmed and rotation schedule set. Friends will provide deli lunches for speakers.
- Wil Reed's class visited; about 10 students enjoyed a tour of the House on Friday, March 31st.
- Publicity regarding summer tours and programs has begun.
- Mindy will be away for a month-long training from July 10th to August 5th. She still plans to give tours on Saturdays when she is not at training, but we will need those dates covered.

Collections

- We have a few donations offered recently, the Collections Committee is reviewing the items for consideration and will have their suggestions next month.
- This has been a short month with spring break; I've spent time reorganizing my office and dealing with paperwork.
- We need to schedule a thorough cleaning day to get ready for school tours and the summer season.

Fundraising

- I had a meeting with Emma Palzere-Rae about the possibility of hiring her as a consultant through the Friends to develop a fundraising plan; she submitted a proposal, it's under consideration with the Friends and another conversation with Emma is planned.

Meetings Attended

- April 3rd, potential consultant discussion mtg.
- April 11th, Friends of Smith-Harris House Board of Directors meeting.
- April 26th, Smith-Harris House Commission meeting.

Upcoming Meetings

- April 21st, STEPS/Strategic Planning meeting, House, 2:30 pm.
- May 9th, Friends of Smith-Harris House Board of Directors meeting, ELPL, 2 pm.
- May 24th, Smith-Harris House Commission meeting, Senior Center, 7 pm.

Submitted by:
Joanie DiMartino, Director
April 26, 2017