

Smith-Harris House Commission  
Regular Meeting Minutes  
May 24, 2017

Present: Robert Seifel  
Maggi Prokop  
Cheri Meiers  
Gary Lakowsky

FILED

*May 29* 2017 AT *10:35* AM/PM  
*Jill...*  
EAST LYME TOWN CLERK

Absent: Barbara Odgers  
Richard MacDonald

Also Present: Joanie DiMartino, Smith-Harris House Director  
Donna Massung, President of the Friends of Smith-Harris  
Kathleen Patterson, Collection Chairlady  
Molly Perrino Rossi  
Robert Rossi  
Pierre Bumgarner  
Mark Hallbauer  
Dan Cunningham, Ex officio of the Board of Selectmen

I. CALL TO ORDER. Chairman Seifel called the Smith-Harris House Commission May 24, 2017 Meeting to order at 7:00 p.m.

II. APPROVAL OF MINUTES. Mr. Seifel asked for additions, deletions or corrections to the April 26, 2017 Smith-Harris House Commission Meeting Minutes.

**MOTION (1): Mr. Lakowsky moved to approve the April 26, 2017 Smith-Harris House Minutes, as presented. Seconded by Ms. Prokop. (4-0) Unanimous.**

III. REPORTS.

A. Public Delegations. Ms. Massung reported the Friends/Commission Planning Meeting will be held on June 2 at 4 p.m. in the barn.

The Friends' Annual Meeting will be held on June 10 at 9 a.m. in the barn.

Ms. Patterson gave the attached report from Mr. Patterson.

Ms. Massung received an email from Eli Doggart. After he receives approval, he will get back to us.

Ms. Patterson and Ms. Massung have identified and listed 129 items in the house collections.

Mr. Bumgarner works for the East Lyme Sewer Department. Ms. Rossi is a dispatcher and Sergeant Hallbauer has worked for the Town for nineteen years. They would like to have a

Halloween Festival on the Smith-Harris House property. Non perishable food items will go to Care and Share and pet supplies will go to Waterford/East Lyme Animal Control. Any cash donations will be donated to the Friends of the Smith-Harris House. Ms. Rossi stated we have had this event for five years at other locations. It is a family event. Last year there were 300 in attendance. We control the size of the group. Mr. Cunningham asked how large is the group? Ms. Rossi informed him the largest group we have had is ten.

Sergeant Hallbauer would like the Police Cadets to become involved. He reported they will use LED lights. We will have guides. Portapotties will be needed.

This event will be held on October 27 and 28 from 6 p.m. to 9 p.m.

Ms. DiMartino asked will you go out to the woods? Sergeant Hallbauer replied it will take place at the perimeter of the barn and the house grounds.

Ms. Rossi added we will bring in our own generator.

B. Ex-officio Report. Mr. Cunningham reported the Board of Selectmen received a suggestion to put banners on the Main Street lights. This matter was tabled for more thought. It was felt it might be dangerous to have another distraction on Main Street.

The Board of Selectmen approved a lease agreement with the Lions to allow them to hold the Lobsterfest.

The Band Shell on the upper parking area has been completed. All of the sound will be projected over the water and will not disturb the neighbors. Music and/or arts will be held on Friday nights throughout the summer.

C. Director's Report. See attached report.

Ms. DiMartino suggested using sign-up.com for dates Commission or Friends members are available to give tours. Volunteers will receive a reminder through this website.

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

**MOTION (2): Mr. Lakowsky moved to add to this evening's Agenda, under Financial Report item 5. Director's compensation for 2017-2018; under Old Business item 3. Clean up Day Report; under New Business C. First Aid Box; under Upcoming Events D. Walk of Horror; under Financial Report item 6. NEMI Workshop and under STepCT item a) Key Policy. Seconded by Ms. Prokop. (4-0) Unanimous.**

E. Chairman's Report. Mr. Seifel had nothing to report that was not an Agenda item.

F. Financial Report.

1. Status Update. Mr. MacDonald was unable to be present, and there was no report.

2. Presentation of Bills.

**MOTION (3): Ms. Meiers moved to reimburse Ms. Prokop an amount not to exceed \$60 to attend the CT League of History Organization's Annual Conference on June 5, 2017. Seconded by Mr. Lakowsky. (4-0) Unanimous.**

3. Barn Rental. Ms. Prokop reported she was in contact with individuals who wanted to rent the barn, but chose not to because of the Town's alcohol policy of no alcohol on Town property.

4. Budget Planning Committee.

a. Review Budget and Planned Expenses. The Smith-Harris House 2017-2018 budget was approved.

5. Director's Compensation. Mr. Lakowsky reported compensation for Ms. DiMartino was increased to \$6,000.

**MOTION (4): Mr. Lakowsky moved to increase the Director's rate of pay to \$15 per hour, effective July 1, 2017. Seconded by Ms. Prokop. (4-0) Unanimous.**

6. NEMI Workshop.

**MOTION (5): Mr. Lakowsky moved to approve the expenditure of \$65 to allow Ms. DiMartino and up to five Commission or Friends members to attend the NEMA workshop on June 6 from 1-5 p.m. Seconded by Ms. Meiers. (4-0) Unanimous.**

G. Collections Committee.

Ms. Patterson reported we have received a gilded mirror which we have several of. We received a lyre base table. We have a similar one. We received four balloon chairs which are from an earlier period. We recommend that we decline these donations, because they are similar to what we already have.

We received from Monica Detlann two tables, a red glass painted lamp, and pewter candle sticks. One table is similar to the one we have. We are interested in one table and possibly the lamp and pewter candle sticks.

To date Ms. Patterson has not seen the baptismal gown but would like to see it.

She stated an appointment will be made to see the 1930 Niantic postcard, dolls and textiles.

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

H. Correspondence. There was no discussion of correspondence.

#### IV. OLD BUSINESS

##### A. Property Maintenance.

1. Garden Fence and Maintenance. The garden fence and maintenance of it will be done by an Eagle Scout as soon as he obtains approval.

2. Front Walkway. Mr. Lakowsky has begun putting in slate and hopes put in more over the weekend.

3. Clean Up Day. Mr. Lakowsky reported we had an excellent Clean Up Day. We had 15 students from the High School, our regular crew and the Lions. Butch Foster removed stumps with his backhoe. Eli Doggart removed stones from the garden and did some weeding.

##### B. Museum Development

###### 1. STepCT Report.

a) Key Policy. It was felt a key policy needs to be in place. If an individual leaves the Commission, they need to return their key and notify Ron Bence so he can remove them from his list.

#### V. NEW BUSINESS

##### A. Property Maintenance.

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

##### B. Museum Development.

1. Nominating Committee. There was no discussion on nominations.

C. First Aid Box. Mr. Lakowsky reported Ron Bence informed him we have a first aid box, and he would like to know where it should be mounted. Ms. Patterson suggested rather than mounting it at this time that it be placed on the bathroom shelf. Mr. Lakowsky agreed to notify Mr. Bence.

##### D. Upcoming Events.

1. Bike and BBQ 2017. The Bike and BBQ 2017 is scheduled for October 1. They anticipate 400 visitors to the house on that day. They are looking for major sponsors and are getting help from an outside fundraiser. The Lions will prepare the food. Each historical house will have a booth or table. There will be a stop at the Lee House and Samuel Smith House.

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

3. Walk of Horror. Mr. Lakowsky felt the individuals running the Walk of Horror are knowledgeable of the Town.

Ms. DiMartino stated her only concern is it will over shadow Spirit Voices on October 21. Ms. Massung felt each would serve a different group of people. Ms. DiMartino asked if the Commission wished to have the first floor opened? They did not. It was felt Walk of Horror will be a great fundraiser.

**MOTION (6):**            **Mr. Lakowsky moved to inform the Committee of Walk of Horror that they may use the barn and grounds for its Walk of Horror on October 27 and October 28, 2017. Seconded by Ms. Prokop. (4-0) Unanimous.**

#### VI. ADJOURNMENT

**MOTION (7):**            **Mr. Lakowsky moved to adjourn the Smith-Harris House May 24, 2017 Regular Meeting at 8:35 p.m. Seconded by Ms. Prokop. (4-0) Unanimous.**

Respectfully submitted,

Frances Gheri, Recording Secretary

**Director's Report**  
**Smith-Harris House, May, 2017**

STEPS-CT Grant

- WE GOT THE GRANT!!!
- We need to set up a few potential dates in June for our preliminary site visit with our consultant.
- We should take advantage of the NEMA workshop, "Plan the Work, Work the Plan: Strategic Success for Museum Leaders" on creating effective strategic planning. This will take place at the Hill-Stead Museum in Farmington, on 6/6, from 1 pm to 5 pm. We must send director, and up to 5 board members; it would be ideal if both Commission and Friends are represented. Cost is \$65 total.

STEPS-CT

- STEPS-CT sub-committee is still meeting; we are in the process of developing new board manuals—coming soon!
- Key Policy—this was confirmed by the Commission last year; we need to put this policy in place.
- We received from the Town a large First Aid box; we need to determine location. Through our disaster plan work, we have a list of items that it must contain; we just need to purchase them.

CLHO

- The CT League of History Organizations Annual Conference is taking place in Meriden, CT on 6/5. It is a one-day conference. At the Luncheon we are receiving an Award of Merit for our "Spirit Voices" program.

Programs

- We completed two middle school tours; third to take place on 5/31. Both 5/10 and today, 5/24, were highly successful. Much of my month has revolved around firming up these details.
- We need to prepare for summer tours; I am interested in offering a docent training if new people would like to learn to give tours.
- 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

- Donations are currently under consideration with the Collections Committee; we viewed some furniture items last week and are doing research to make an informed decision to present to the Commission.
- 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 the summer season.

### Fundraising

- I had a second meeting with Emma Palzere-Rae after the Friends meeting; it was agreed to hold off on the fundraising planning until we knew where we were in the strategic planning process. Palzere-Rae brings experience in rebranding, renaming, new logos, etc and it is hoped that this could be the place her skills would be of most use. She agreed, and feels that a during a rebranding process would be the ideal time to launch a developed fundraising campaign for the House.

### Meetings Attended

- April 28th, STEPS-sub-committee meeting.
- May 2nd, meeting with Emma Palzere-Rae for potential fundraising consultant.
- May 24th, Smith-Harris House Commission meeting.

### Upcoming Meetings

- June 2nd, quarterly Planning Meeting, 3 pm in the Barn.
- June 7th, next STEPS-sub-committee meeting, 3:30 pm at the EL high school library.
- June 28th, Smith-Harris House Commission meeting, 7 pm senior center, Day room.
- June, TBD—preliminary meeting with Strategic Planning consultant.

Submitted by:  
Joanie DiMartino, Director  
April 26, 2017

Friends of Smith-Harris Commission Meeting  
May 24, 2017

I have been working on our tree trimming proposal with Tomorrow's Trees ( not the same as the tree donation company). I suggest a walk-around with myself, Chuck, and from the commission Bob and Gary, to point out and mark on a map specifically which trees etc to trim. A map will then be given to TT and I will walk around with them to confirm the areas. The proposal will state that items will be trimmed, debris ground up, lawns etc. raked, and the wood either taken away, left for our use, or accessible to members for their use. As stated before, work will be done around our summer schedule.

I have had no contact with Eli the eagle scout re project. I do not have a contact number etc. Has the commission followed up with him?

There is a broken picnic table that needs repair. I will volunteer to do it unless it's the Commission/towns responsibility. Minimal cost—a 2x6, some screws and new bolts. If it hasn't been repaired by now, it should be soon.

Bob Patterson

