

**TOWN OF EAST LYME
SMITH-HARRIS HOUSE COMMISSION
REGULAR MEETING MINUTES
Wednesday, FEBRUARY 22nd, 2017**

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

Also Present: Joanie DiMartino, Smith Harris House Director
Donna Massung, Friends of Smith Harris President
Rose Ann Hardy, Ex-Officio - Board of Selectmen

1. Call to Order

Chairman Seifel called the February 22, 2017 meeting of the Smith-Harris House Commission to order at 7:03 PM.

2. Approval of Minutes

Mr. Seifel called for any additions, deletions or changes to the January 25, 2017 Regular Meeting Minutes.

Ms. Sasso asked that on the bottom of Page 2 where she is speaking that the first line be changed to read: *'Ms. Sasso suggested that the members look at the House Facebook page.'*

Ms. Odgers asked that on Page 2 where she is speaking that the line be changed to read: *'Ms. Odgers informed everyone that they had the lane cleaned some 36 years ago and that it should be cleaned on a regular basis.'*

****MOTION (1)**

Mr. Lakowsky moved to approve the January 25, 2017 Regular Meeting Minutes of the Commission as amended.

FILED

Mr. MacDonald seconded the motion.

Vote: 6 - 0 - 0. Motion passed.

Feb 27 2017 AT 10:00 AM/PM

Karen Galbo, att

EAST LYME TOWN CLERK

3. Reports

↓ **Public Delegations**

Donna Massung reminded everyone that they would have a combined meeting of the Commission and the Friends regarding the clean-up day in April on March 10, 2017 from 3 to 5 PM. She expects that it will last an hour. She asked that after the meeting that everyone stay for an afternoon Tea.

↓ **Ex-Officio Report**

Ms. Hardy said that she was covering for Mr. Cunningham and that she had brought Cheri Meier with her to observe as she may be interested in joining the Commission. Ms. Meier teaches Latin at the school.

She reported that they are working on the budget now and are concerned with the State cuts. She said that we are fortunate to have both Mr. Formica and Ms. Cheeseman at the State Capital. They are hoping for some restoration otherwise they would be looking at positions, higher taxes and reduced services. They are at about a 2 to 2.5% increase now during the budget process.

Ms. Odgers asked if the Town is involved in the discussion on the train proposal.

Ms. Hardy said yes and that a letter should be going up on the website soon regarding what is happening with this.

↓ **Director's Report**

Ms. DiMartino went over her report. See attached.

↓ **Agenda Additions**

Mr. Seifel asked if there were any agenda additions.

****MOTION (2)**

Mr. Lakowsky moved to add a second item under Collections Committee – Betty/Sam Morrison archives acceptance.

Ms. Sasso seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

↓ **Chairman's Report**

Mr. Seifel said that he did not have anything to add at this time.

↓ **Financial Report**

▪ **Status Update**

Mr. MacDonald reported that the budget balance is \$8,092.50 including encumbrances. They have expended 55% of their budget to date.

▪ **Presentation of Bills**

Ms. DiMartino asked that they allot the \$60 to join ALFLAM.

****MOTION (3)**

Mr. Lakowsky moved to approve payment of \$60 to join ALFLAM.

Mr. Macdonald seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Ms. DiMartino noted the \$200 matching contribution that would be needed regarding the Steps Grant.

****MOTION (4)**

Mr. Lakowsky moved to encumber \$200 from Museum Programs for a consultant if need be for the Steps Grant.

Ms. Prokop seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

▪ **Barn Rental**

Ms. Prokop said that she did not have any at this time although she did have a few inquiries on rentals.

▪ **Alcohol Usage**

Mr. Lakowsky said that this could be removed from the agenda for now as the Board of Selectmen will discuss it at a later time once the budget process is over.

4. Budget Planning Committee

↓ **Review Budget and planned Expenses**

Mr. Lakowsky said that next week Wednesday at 5 PM would be when the Board of Selectmen would take up their budget for discussion. He noted that they basically have a flat budget and that there was a cut to the secretary and docents line item as they had put in for \$2040 and it was reduced to \$1440. As they pay for the recording secretary and the docents out of that line item he said that they would need to know the exact figures for each as he is concerned about docent coverage on Sundays.

Ms. Prokop suggested that they could cover it on a rotational basis as it is only 4 hours.

Ms. Sasso noted that some people do not like to give up that time when they work all week.

Ms. Odgers said that the \$16,200 budget is the same as what they have and that she recalled that they were told that they could get a 2.5% increase to their budget which would be another \$405. She said that she would like to see them have it.

↓ **Collections Committee**

Ms. Odgers said that she has been working on the textile room and that she would like to get an ironing board cover and also magazine type folders/holders.

○ **Permanent Loan Policy to other Historical Houses**

Ms. DiMartino said that she would be writing this over the next month.

Mr. Lakowsky noted that he thinks that they should continue to formally accept donations as they have been doing.

○ **Betty/Sam Morrison Archives Acceptance**

Mr. Seifel called for a motion.

****MOTION (5)**

Mr. Lakowsky moved to accept the institutional archival papers of Betty and Sam Morrison into the collection.

Ms. Prokop seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

↓ **Correspondence**

There was no correspondence.

5. OLD Business

↓ **Property Maintenance**

▪ **Garden Fence and Maintenance** – This was deferred until the joint meeting with the Friends.

▪ **Front Walkway** – This was deferred until the joint meeting with the Friends.

↓ **Museum Development**

▪ **STepCT Report** – Ms. DiMartino had reported on this previously.

Mr. Lakowsky reported that he had attended the meeting in Deep River.

6. NEW Business

↓ **Property Maintenance**

○ **Porch Repairs** – Mr. Lakowsky suggested that they wait on this until they have information on maintenance and related grants and the strategic plan.

↓ **Museum Development**

○ **Nominating Committee** – This has already been done.

↓ **Upcoming events:**

▪ **Bike & BBQ 2017** – Mr. Lakowsky said that they have been asked to hold the date of October 1, 2017 open for one month in the event that this could be held at the House. At this time there is a question regarding when the State will close Rocky Neck State Park – whether it will be October 8 or 12 or earlier due to budgetary concerns. They are also trying to find out what other events are being planned on those dates. They will keep this on their agenda.

- **Middle School Program** – Ms. DiMartino said that they are looking at mid to late May for a 2-day period event. She noted that this is one of the biggest programs that they do for the year and asked that people make themselves available for it.

6. Adjournment

Mr. Seifel called for a motion to adjourn.

****MOTION (6)**

Mr. Lakowsky moved to adjourn the February 22, 2017 meeting of the Smith Harris House Commission at 8:15 PM.

Mr. MacDonald seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary, Pro-Tem

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

STEPS-CT Grant

- Requests for Proposals (RFP) went out to four potential consultants. I have heard back from 3 with questions; interest in submitting proposals. Deadline is March 1st.
- We have received our first proposal; Commission & Friends Board will receive it by email.
- Another potential consultant contacted me today; we should have a second proposal by the end of this week.
- Everyone should have received a copy of the RFP earlier this month, and I've also sent out a matching grant proposal as well.
- If the Commission can commit to covering an honorarium of \$200 for an initial site visit with the selected consultant in June, that can be added to the grant budget toward matching funds.
- We need to schedule time to discuss consultants, and set up phone interviews, if need be. I'm thinking March 3rd would be a good date to do so.
- Consultant has recommended we keep the STEPS-CT sub-committee intact, to become the strategic planning sub-committee.

STEPS-CT

- The final STEPS session, wrapping up the Interpretation Unit, and our commitment to monthly STEPS meetings with CTHumanities is Monday, February 27. Potluck is at 12:30; wrap-up goes until 4 pm. Final meeting is at the CT Historical Society in Hartford.
- Peer Mentor Sarah Griswold will be meeting with us on Monday, March 6th at 10 am at the House to go over landscape & interpretation.
- We need approval to apply for Bronze in landscape; other than that, our commitments have been reached. We can proceed to Silver, then Gold, as a self-study going forward.

SECTCC Historic Sites Roundtable

- They are planning a series of 4 summits for local history organizations; topics include:
 - media and the arts: how to navigate what outlets want
 - accounting and banking: how to stay organized, create grants proposals, etc
 - on-boarding: how to explain board obligations, get new members, etc
 - legal and governance: how to grapple with professional concerns
- Other topics will consider relevancy, succession planning for volunteer organizations, and trends in membership.
- Dates for these are TBD; I'll forward information to Commission & Friends Board.

Programs

- Upcoming meeting with middle school teachers Monday March 6th, 8:45 am. I'd like for at least one or two Commission or Friends members to join me. We're going to plan this year's field trip, and all thoughts and ideas are welcome. Hank Savin has contacted me about returning to offer the "Abolition" presentation again this year.

Attachment Su.Ha - Harris 2/22/17

2 pg.

- The teacher contact requested 3 days, since 3 teams are offering the curriculum. This will increase costs. I think we need to meet with the teachers ahead of time and decide how long each day will be and what topics to offer. Before finalizing program dates and costs.

Collections

- I will be writing a draft of the Collections policy over the next month; I will be at the House on Fridays (this next month filing paperwork).
- Barbara Odgers has organized space for Institutional Archives; I will be working with her on processing what we have on-site so far.
- We have received IA papers previously owned by Sam Morrison, one of the founders of the Smith-Harris House.
- Deeds of Gifts for what we've received up to date will be going out this month.

Professional Development

- "Creating a Major Gift Program in a Small Shop" Lunch w/ NEMA webinar, 2/22.

Meetings Attended

- SECTCC Historic Sites Roundtable, 1/31.
- STEPS open-house, 2/6.
- Friends of Smith-Harris House Board, 2/14.
- Collections mtg. with Barbara Odgers, 2/17.
- RFP phone mtg. with potential consultant Jackie Haley, 2/17.

Upcoming Meetings

- February 27th, at CT Historical Society, Hartford; STEPS-wrap up.
- March 6th at the Middle School; meeting with teachers, 8:45 am to 9:20 am.
- March 6th, at the House; peer mentor meeting 10 am.
- March 10th, at the House; quarterly program planning meeting, 3 pm. to 6 pm.
- other meetings TBD.

Submitted by:
Joanie DiMartino, Director
February 22, 2017