

**TOWN OF EAST LYME
SMITH-HARRIS HOUSE COMMISSION
REGULAR MEETING MINUTES
Wednesday, JANUARY 24th, 2018**

FILED IN EAST LYME
CONNECTICUT
Jan 30 2018 AT 11:39 AM/PM
B MacDonald ATC
EAST LYME TOWN CLERK

Present: Bob Seifel, Chairman, Gary Lakowsky, Richard MacDonald, Cheri Meiers,
Robert Patterson, Maggi Prokop,

Also Present: Dan Cunningham, Ex-Officio, Board of Selectmen
Joanie DiMartino, Smith Harris House Director
Donna Massung, Friends of Smith Harris President
Charles Massung, Kathleen Patterson, Friends of Smith Harris

Absent: Kathleen Sasso

1. Call to Order

Chairman Seifel called the January 24, 2018 meeting of the Smith-Harris House Commission to order at 7:00 PM.

2. Approval of Minutes

Mr. Seifel called for any additions, deletions or changes to the November 15, 2017 Regular Meeting Minutes.

****MOTION (1)**

Mr. Lakowsky moved to approve the November 15, 2017 Regular Meeting Minutes of the Commission as presented.

Mr. MacDonald seconded the motion.

Vote: 6 – 0 - 0. Motion passed.

Mr. Seifel called for any additions, deletions or changes to the December 11, 2017 Special Meeting Minutes.

****MOTION (2)**

Mr. Lakowsky moved to approve the December 11, 2017 Special Meeting Minutes of the Commission as presented.

Ms. Prokop seconded the motion.

Vote: 6 – 0 - 0. Motion passed.

3. Reports

✦ **Public Delegations**

Donna Massung, Friends President said that she did not have anything to report this evening.

✦ **Ex-Officio Report**

Mr. Cunningham reported that the public park at 224 Main Street had passed at Town Meeting. He said that nothing would be high enough to obstruct the view of the water for those who will visit it. The clock will also be moved from where it is now to the park area.

Mr. Lakowsky asked about the clock and the darkness of the walk in that area.

Mr. Cunningham said that he would check into it as it is a State road. He also reported that they would be selling granite bricks to help make up the difference in dollars for the park area. Additionally there is an old fence there that appears to be original to the trolley days and they will be looking into the potential of keeping it and cutting it into sections and possibly selling sections.

↓ **Director's Report**

Ms. DiMartino went over her report. See attached.

Mr. Patterson explained the Knox Box, how it would work and how the fire and police would have the only access code to it so that they could obtain a key to get into the House rather than to have to break through windows or doors and damage it.

↓ **Agenda Additions**

Mr. Seifel asked if there were any agenda additions.

****MOTION (3)**

Mr. Lakowsky moved to add under New Business – Upcoming Events – Item 2. Bike & BBQ.

Ms. Prokop seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

↓ **Chairman's Report**

Mr. Seifel said that he spoke with Ms. Stevens regarding the PO's and was told that for the smaller items they could continue as they have been doing however; if there is a larger item they would like to know before hand so that it could be approved.

Mr. Lakowsky added that they would also obtain three (3) bids for the larger items.

↓ **Financial Report**

▪ **Status Update**

Mr. MacDonald reported that they have around 44% of their budget left so they are doing okay at this time.

▪ **Presentation of Bills**

Mr. Patterson said that he has the Knox Box application filled out and asked who he would give it to. Mr. Lakowsky said that he should give it to Mr. Seifel and that the Town would have to sign off on it also. Regarding the cost of the Knox Box, he suggested that they could take it from the Building Maintenance line item.

****MOTION (4)**

Mr. MacDonald moved to approve spending up to \$400 for the Knox Box and to utilize the Building Maintenance line item to fund this item.

Mr. Lakowsky seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

▪ **Barn Rental**

Ms. Prokop said that she had a possible rental for September 15, 2018.

▪ **Alcohol Usage**

Ms. Prokop reported that when she spoke with the First Selectman that he had said that he would look into trying to get beer and wine usage.

Mr. Lakowsky noted that Rocky Neck State Park allows beer and wine at the Pavilion however it is very heavily regulated. They require insurance and that a licensed bartender is present.

‡ **Budget Planning Committee**

▪ **Review Budget and Planned Expenses**

Mr. Lakowsky said that they met on December 11, 2017 and worked to form a budget for the new fiscal year. Two lines increased – the Recording Secretary/Tour Guides for House events and the Curator line item. He noted that the rest stayed the same. The \$810 that they gave up this year was not taken out of the new calculation; the net increase in the new proposed budget is 1.42% - or \$230 more than the current budget. Except for the two line items that increased all others remained the same. So far they have made it through the review with the First Selectman and Finance Director.

‡ **Collections Committee**

Ms. Meier said that she did not have anything to report.

Mr. Lakowsky asked if a copy of the Deed of Gift could be sent to the Samuel Smith House to that they could also use it.

Ms. DiMartino said that she would send it to them.

‡ **Correspondence**

Ms. Prokop said that she did not have any correspondence.

Ms. DiMartino said that she had received some fund raising materials in the mail. She passed them around to the members.

4. OLD Business

‡ **Property Maintenance**

▪ **Garden Fence and Maintenance** – Mr. Patterson said that the Eagle Scout that he is working with has sent him ideas on flowers and plans for the area and that they have been going back and forth on them.

‡ **Museum Development**

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

5. NEW Business

‡ **Property Maintenance**

○ **Porch Repairs** – Mr. Lakowsky reported that he had received a quote from Mr. McMasters and that as it was awhile ago, that he would call to check on it and get back to them.

‡ **Elections**

▪ **Nominating Committee**

Ms. Prokop reported that the following nominations had been made by the Nominating Committee: Mr. Seifel for Chairman, Mr. Lakowsky for Vice-Chairman, Mr. MacDonald for Treasurer and Ms. Prokop for Secretary.

****MOTION (5)**

Ms. Meier moved that the above nominations be entered and nominations closed.

Ms. Prokop seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Mr. Cunningham took over the chairing of the meeting for the election of officers.

▪ **Election of Officers**

Mr. Cunningham called for a motion for Mr. Seifel to fulfill the position of Chairman of the Smith Harris House Commission for 2018.

****MOTION (6)**

Ms. Meier moved that Mr. Seifel fill the position of Chairman of the Smith Harris House Commission for 2018.

Mr. Patterson seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Mr. Cunningham called for a motion for Mr. Lakowsky to fill the position of Vice-Chairman of the Smith Harris House Commission for 2018.

****MOTION (7)**

Ms. Prokop moved that Mr. Lakowsky fill the position of Vice-Chairman of the Smith Harris House Commission for 2018.

Mr. MacDonald seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Mr. Cunningham called for a motion for Mr. MacDonald to fill the position of Treasurer of the Smith Harris House Commission for 2018.

****MOTION (8)**

Mr. Lakowsky moved that Mr. MacDonald fill the position of Treasurer of the Smith Harris House Commission for 2018.

Ms. Prokop seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Mr. Cunningham called for a motion for Ms. Prokop to fill the position of Secretary of the Smith Harris House Commission for 2018.

****MOTION (9)**

Mr. Lakowsky moved that Ms. Prokop fill the position of Secretary of the Smith Harris House Commission for 2018.

Mr. MacDonald seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Mr. Cunningham congratulated everyone and turned the Chairing of the meeting over to Mr. Seifel.

✦ **Upcoming events:**

- **Walk of Horror** – Ms. Prokop reported that they have been calling to do this event again. She noted that it was a profitable event and was enjoyed by many.

Mr. Cunningham noted that a few days before the event he was at a meeting where they were practicing for it and found it to be quite a nice event and heard that it was very well received.

Mr. MacDonald said that he thought that they may have started a bit too early.

Mr. Lakowsky said that those are details that they could tweak for the next time.

****MOTION (10)**

Mr. Lakowsky moved that they contact the Walk of Horrors and obtain a date from them for the event for this year and then set up the parameters.

Mr. Macdonald seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

▪ **Bike & BBQ 2018**

Mr. Lakowsky reported that this would have been a very profitable event for them if they did not have to pay the debt from the previous year when it was held at Rocky Neck. He said that the event was well received and that they would like to do it again with just a little bit of tweaking. It was suggested that they ask through solicitation letters for some items from the public for the event while giving business advertisements, the donation would be linked to the various advertising. He said that he is proposing that they hold Saturday, September 29, 2018 open for this event. He noted that this also would give them a rain date of Sunday, September 30, 2018 should they need it.

****MOTION (11)**

Ms. Prokop moved to use the Smith Harris House grounds for the Bike & BBQ event on Saturday September 29, 2018 with a rain date of Sunday September 30, 2018 if necessary.

Mr. MacDonald seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

6. Adjournment

Mr. Seifel called for a motion to adjourn.

****MOTION (12)**

Mr. Lakowsky moved to adjourn the January 24, 2018 meeting of the Smith Harris House Commission at 8:15 PM.

Ms. Prokop seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary, Pro-Tem

Director's Report—January 2018

Smith-Harris House Commission & Friends of Smith-Harris House, Inc.

Strategic Plan

- At this point we are awaiting the final document from our consultant, Kathy Craughwell-Varda. I will be working with her as necessary to complete the plan and with the Friends to determine where we are budget-wise with the project. If we still have funds left over we will need to work with CTHumanities for project-related spend down approval.

Website/Technology

- Our Facebook page appears to be a success. Thank you to Kathleen Sasso for her assistance.
- Website work has begun, and will continue throughout the winter.
- An “alarm log” was created; essentially a “sign-in/out” sheet for tracking entering/leaving the House for the time being. Please see me with any questions.

Programs

- The “Novel History” collaborative program with the East Lyme Public Library is all set. The theme for 2018 is “WWI in Literature.” Books have been selected, and we are in the process of seeking guest speakers. As we finalize the speakers I will confirm what our portion of the cost will be; I don't expect it to exceed \$300.
- I've contacted Arthur Liverant of Liverant & Son Antiques, to host an Antiques Appraisal Day in late-spring or early summer. He is interested in working with us on this fundraiser.
- I've contacted Fallon & Wilkerson regarding a tea/workshop sometime in September.

Professional Organizations

- Preservation Potluck: Friday, January 12, 6 pm. All East Lyme preservation/heritage organizations were in attendance, we shared accomplishments and goals, and it was a lovely event. We formally offered to host a summer Preservation Potluck brunch in July.
- Southeastern CT Cultural Coalition hosted a Rising Tide Roundtable Kristina Newman-Scott, Director of the CT Office for the Arts shared the new READI plan for grant considerations.
- The CLHO (Connecticut League of History Organizations) Annual Conference will be on Monday, June 4, 2018. The theme is “Debunk'd: History Myths & Mysteries—Offering Fresh Perspectives on Age-Old Issues” and I submitted a proposal to Chair a session. If the proposal is accepted it will not affect anyone else on the Commission or Friends.

STEPS Sub-Committee

- A “contact information” sheet has been created; this will be added to the Board Manual. We are on-target for completing this manual by the end of the month, and need to schedule our early 2018 meetings.
- I am working hard this winter to finish up our approved policies to date.
- We need to all re-sign the Conflict of Interest Policy, as that needs to be re-signed on a yearly basis.

Collections

- It was decided not to apply for a CAP (collections assessment program) grant at this time.
- We need to schedule some workdays in the museum: continuing the on-going work of organizing the Odgers papers (for which I've contacted Mindy to assist, and will meet with her next week), and organizing attic and kitchen space.

Attachment submitted 1/24/18

- The Fire Marshall inspected the museum in November; he has requested we get a Knox Box.
The House is in good shape otherwise.

Meetings Attended

- Friends of Smith-Harris House, 1/09
- Preservation Potluck, 1/12
- Southeastern Cultural Coalition, 1/18
- Smith-Harris House Commission, 1/24

Upcoming Meetings

- Friends of Smith-Harris House, Inc., 2/13

Submitted by: Joanie DiMartino, Director

January 24, 2018