

**TOWN OF EAST LYME
SMITH-HARRIS HOUSE COMMISSION
REGULAR MEETING MINUTES
Wednesday, FEBRUARY 28th, 2018**

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
Kathleen Patterson, Friends of Smith Harris

Absent: No One

1. Call to Order

Chairman Seifel called the February 28, 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 January 24, 2018 Regular Meeting Minutes.

Ms. Meiers asked that on Page 3 under Collections Committee that her name be changed to read: Ms. Patterson.

****MOTION (1)**

Ms. Prokop moved to approve the January 24, 2018 Regular Meeting Minutes of the Commission as amended.

Mr. Lakowsky seconded the motion.

Vote: 6 – 0 - 0. Motion passed.

3. Reports

✚ **Public Delegations**

Donna Massung, Friends President reminded everyone of the joint Friends and Commission meeting on Monday March 5, 2018 at 3 PM at the House.

✚ **Ex-Officio Report**

Mr. Cunningham reported that the Board of Selectmen has been reviewing the budgets and that the proposal is for a flat budget with no increases. He also said that they are starting work on the Park downtown.

✚ **Director's Report**

Ms. DiMartino went over her report. She noted that the Strategic Plan has to be approved by both groups. (Report attached)

✚ **Agenda Additions**

Mr. Seifel asked if there were any agenda additions.

Mr. Lakowsky said that he had a few items to add to the agenda.

****MOTION (2)**

Mr. Lakowsky moved to add under New Business – Property Maintenance Item 2. Clean-up Day and under Upcoming events – 3. Spirit Voices.

Ms. Prokop seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

↓ **Chairman's Report**

Mr. Seifel said that Mr. Patterson is now a formal member of their Commission as he has resigned from the Friends. Also, Ms. Sasso has formally resigned from this Commission.

↓ **Financial Report**

▪ **Status Update**

Mr. MacDonald reported that they have spent 61% of their budget to date and have \$6,478.97 remaining heading into spring.

▪ **Presentation of Bills**

Mr. Patterson said that he has the Knox Box application and information and that it will cost \$308. He gave the application to Mr. Seifel to fill out and to then obtain a purchase order for the \$308.

Ms. DiMartino said that she had forgotten the bills that she has for the organization dues payments for the members.

Mr. Lakowsky said that he would make a motion and that she could bring them along.

****MOTION (3)**

Mr. Lakowsky moved to approve member organization dues payments in an amount of not more than \$275 to be paid from Museum Programs.

Ms. Prokop seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

▪ **Barn Rental**

Ms. Prokop said that she had a potential rental for May 12, 2018 if they can have wine and beer. She said that she is also still working on getting the Steel Band from Montville.

▪ **Alcohol Usage**

Mr. Lakowsky said that the only thing that they can do is to present to the First Selectman regarding the wine and beer issue.

Ms. Prokop said that she and Mr. Seifel will be doing so on Monday March 5, 2018 as they have an appointment to meet with the First Selectman regarding the issue of wine and beer for events and rentals at the House.

↓ **Budget Planning Committee**

▪ **Review Budget and Planned Expenses**

Mr. Lakowsky said that they did not have anything further at this time. They will be appearing before the Board of Selectmen next week.

↓ **Collections Committee**

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

↓ **Correspondence**

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

4. OLD Business

✦ Property Maintenance

- **Garden Fence and Maintenance** – Mr. Patterson said that the Eagle Scout that he is working with was working here on Saturday and did some weeding and moving of rocks. He may do some work on the gate.

He also said that he worked on the grounds with Chuck while the Eagle Scout did his work and they took two (2) truckloads of limbs and brush from the property to the landfill.

- **Landscape – Lock Changes** – Mr. Lakowsky said that he would get another set of locks so that they could use the same key. He will also get the keys made on Saturday at True Value so that they will have them.

✦ Museum Development

- **STepCT Report** – Ms. DiMartino said that she had provided all of them with the Strategic Plan and that they would discuss it on Monday at the meeting.

5. NEW Business

✦ Property Maintenance

- **Porch Repairs** – Mr. Lakowsky reported that he had contacted another contractor and that they would meet and go over the porch so that he could provide them with an estimate.

- **Clean-Up Day** – Mr. Lakowsky said that they had originally planned on this for April 21, 2018 however the Lions have an event and the schools have Earth Day on that day. He said that if they wait until April 28, 2018 (a week later) they would have help from the Rotary, Lions and the school kids so they would have a lot of people and be able to get a lot done. This would mean that they would have a rain date of April 29, 2018. The time is from 8 AM to 12 Noon and the Friends provide snacks, etc. He said that he would get a Town truck and possibly a backhoe for some stone work.

Mr. Patterson noted that he could put together a list of some of the items that they could do that day.

✦ Museum Development

- **Develop Contracts** – Mr. Patterson explained that they have had discussions on contracts regarding property usage and facility rentals. Some of the discussion items have been: alcohol usage, proof of insurance, cancellation policy, trash pick-up (who removes it), and parking on site and in other areas close by.

Mr. Lakowsky noted that they could not park on school grounds. He also said that he thought that they should be specific with regard to the trash being put into the Town barrels and that the recyclables are separated out into their own barrel. Regarding the cancellation policy that they have now, the \$25 that they put down is non-refundable if they cancel. If the cancellation is made by the House due to a major weather event, he said that he thinks that they should try to find a mutually agreeable future replacement date.

It was agreed that they would discuss all of this further at their Monday meeting.

✦ Upcoming events:

- **Bike & BBQ 2018** – Mr. Lakowsky said that they had a meeting on Monday and that everything for this is a go for September 29, 2018 with September 30, 2018 as a rain date. They want all groups to get ads. The next meeting is March 26, 2018 and he would like a Friends member there also.

They also heard from Bikes for Kids which is similar to a Care & Share event. They give out 25 bikes to kids and would like to do it at this event this year between 11 AM and 1 PM. The members thought that this could probably be done.

Mr. Lakowsky said that if they hit the numbers that they did last year that it would be nice and would provide some seed dollars for the next event. He noted that he is looking for 55 quart coolers (donated) and that they will put advertising on them by those who donate them.

▪ **Walk of Horror – Discussion**

Mr. Patterson said that they had a meeting on this a month or so ago and the following dates were offered: Friday and Saturday – October 26 & 27, 2018 – 5:30 PM to 9 PM on October 26 and from 3 PM to 5 PM and 6 PM to 9 PM on October 27. They would clean up on Sunday. Also, they do not want to be part of the Trick or Trunk event.

****MOTION (4)**

Mr. Lakowsky moved to hold the Walk of Horror events on October 26 and October 27, 2018.

Mr. MacDonald seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

▪ **Spirit Voices**

Ms. DiMartino noted that there had been some discussion of holding Spirit Voices every other year. Mr. Lakowsky said that this should be something that they discuss with the Friends and that they could do it on Monday at their meeting. He also noted that they would have to set up a Special Meeting for Monday after their Regular Meeting with the Friends for discussion and potential voting on the Strategic Plan.

Mr. Seifel said that he would make sure that the agenda was filed for that item.

6. Adjournment

Mr. Seifel called for a motion to adjourn.

****MOTION (5)**

Mr. Lakowsky moved to adjourn the February 28, 2018 meeting of the Smith Harris House Commission at 8:12 PM.

Ms. Meiers seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary, Pro-Tem

Director's Report—February 2018

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

Strategic Plan

- The Strategic Plan has been presented to us; it needs to be approved by both organizations. A Special Meeting by the Commission may need to be called.
- This plan will be the primary focus of our discussion at the quarterly joint meeting on 3/5.
- Our consultant, Kathy Craughwell-Varda, is willing to return for a final visit to review the Plan in detail if necessary; we will need to discuss this after the Plan has been approved.

Programs

- “Novel History” began this month at the East Lyme Public Library. Fifteen people attended the first session. We have Faye Ringel, retired Coast Guard Academy professor, and Phil Devlin, retired high school teacher, leading discussions and giving talks, and we were able to slate April Smith, author of *A Star for Mrs. Blake*, for an author discussion in May. Kathleen Sasso and I are working on discovering the WWI activities of the Smith and Harris families to augment the series. Program has been publicized to our usual outlets.
- Other programs are under consideration; however, decisions will be made moving forward based on our Strategic Plan. This can be discussed in greater detail at the 3/5 meeting.

Professional Organizations

- We formally offered to host a summer Preservation Potluck brunch in July.
- Kay Davis representing the Friends,, Robert Patterson representing the Commission, and myself will attend the SECT Cultural Coalition workshop, Tuesday, March 6th.

STEPS Sub-Committee

- We have a draft of a Site Use Policy. This policy/contract will cover barn rentals and museum use by outside groups as well as grounds use. This policy will also dovetail with an upcoming food/alcohol use policy.
- Board Manual still in process; working with Cheri Meier and Kathleen Patterson. We should have a new manual by next month.

Technology

- Tweet Tweet! The Smith-Harris House is on Twitter!
- We have the beginnings of a new website! It's skeletal, with buttons and some photos, but the format/theme/palette is set, and the next step is generating text.

Collections

- We still need to schedule some workdays in the museum: continuing the on-going work of organizing the Odgers papers and organizing attic and kitchen space.
- I forgot to mention last month that the Fire Marshal also requested we have the chimney cleaned.

Smith Harris House Commission - Report submitted 2/28/18

Meetings Attended

- phone meetings with Landscape Committee members, 2/1
- phone meetings with Friends Board members, 2/5
- Landscape Committee meeting, 2/12
- Friends of Smith-Harris House, 2/13
- Landscape Committee meeting, 2/26
- STEPS Sub-Committee meeting, 2/26
- STEPS Sub-Committee Board Manual preparation meeting, 2/18
- Commission meeting, 2/28

Upcoming Meetings

- Quarterly Joint Planning meeting w/ Friends & Commission, 3 pm on March 5th at House.
- DEI Workshop with SECT Cultural Coalition, 8:30 am, O'Neill Theater, March 6th.
- STEPS Sub-Committee meeting, 2:30 pm ELHS Library, March 12th.
- Friends of Smith-Harris House meeting, 2 pm, March 13th.
- Other meetings TBD.

Submitted by:

Joanie DiMartino, Director

February 28, 2018