

Smith-Harris House Commission  
Regular Meeting Minutes  
May 23, 2018

FILED IN EAST LYME  
CONNECTICUT  
May 29 2018 AT 1:28 AM  
Diane D. Martino  
EAST LYME TOWN CLERK

Present: Robert Seifel, Chairman  
Richard MacDonald  
Maggi Prokop  
Robert Patterson  
Cheri Meier

Absent: Gary Lakowsky  
Joanie DiMartino, Smith-Harris House Director

Also Present: Daniel Cunningham, Ex officio, Board of Selectmen  
Donna Massung, Friends of the Smith-Harris President  
Chuck Massung

### I. CALL TO ORDER

Chairman Seifel called the meeting to order at 7:05 p.m.

### II. APPROVAL OF MINUTES

Mr. Seifel asked for additions, deletions or corrections to the April 25, 2018 Minutes.

**MOTION (1): Ms. Meier moved to accept the April 25, 2018 Regular Meeting Minutes, as presented. Seconded by Ms. Prokop. (5-0) Unanimous.**

### III. REPORTS

A. Public Delegations. Ms. Massung reminded everyone that the Friends Annual Meeting will be held in the barn on June 2, 2018 at 9 a.m.

B. Ex officio Report. Mr. Cunningham reported the Board of Selectmen have approved the alcohol regulation to allow three events with alcohol at the Smith-Harris House.

Touch a Truck has been postponed to October 13. The Bike and Barbeque event will be held on September 29.

Historical properties are working on software to record the collections at each historical house in Town. There will be one data base. Mr. Patterson informed Mr. Cunningham that Joanie DiMartino has no internet service at the Smith-Harris House. Mr. Cunningham agreed to bring it to the Selectmen's attention.

Mr. Cunningham reported the Main Street park is continuing to be worked on. Ms. Meier felt the signs need to be moved.

C. Director's Report. (See attached).

D. Agenda Additions. There were no additions to the Agenda.

E. Chairman's Report. Mr. Seifel was asked to contact Town Attorney about the name change for the house. There will be a Public Hearing on June 6 on the name change.

F. Financial Report.

1. Status Update. Mr. MacDonald reported as of today \$4,166.72 remains in the Smith-Harris House budget.

2. Presentation of Bills. There were no bills presented.

3. Barn Rental. Ms. Prokop informed the Commission an individual looked at the barn on May 5.

4. Budget Planning Committee

a. Review Budget and Planned Expenses. There was no discussion on this matter.

G. Collections Committee. Mr. Patterson gave Ms. Patterson's Collection Report as follows:

1-4 piece maple rope bed frame reported to be passed down from the Munger family.

2-wooden and cast iron wheelbarrows reported to have been from Brookside Farm.

3-5 piece white porcelain dresser set with lavender floral pattern reported to have been used at Brookside Farm.

4-roughly 12X12X12" stone cube carved out to be used to crack corn reported to be from Brookside Farm.

**MOTION (2): Ms. Prokop moved to accept the above listed items. Seconded by Mr. Patterson. (5-0) Unanimous.**

H. Correspondence. No new correspondence was received.

IV. OLD BUSINESS

A. Property Maintenance.

1. Garden Fence and Maintenance. Mr. Patterson reported he will have discussions at the Webb-Dean Museum on April 26 to discuss restoration of the outhouse.

Mr. Patterson informed the Commission the Eagle Scout has done some work on the garden project. His work needs to be completed by July.

Mr. Patterson reported he will meet at the Smith-Harris House with Ron Bence to determine the needs for the Smith-Harris property.

2. Front Walkway. There was no discussion on the front walkway.

**B. Museum Development**

1. Strategic Planning. There was no discussion on strategic planning.

**V. NEW BUSINESS**

**A. Property Maintenance.**

1. Porch Repairs. There was no discussion on porch repairs.

2. Vote to Change Name. A vote was taken at the April meeting.

3. Strategic Fiscal Planning. Commission members need to determine the financial needs for the house.

4. Technology-Internet. It was felt that internet service at the house was needed.

**C. Upcoming Events.**

1. Bike & BBQ 2018. Mr. Massung reported everything for the Bike & BBQ 2018 is going as planned. The Committee is looking for a map showing the locations of the three historical houses in order to put on it on the internet. The Lions will prepare food for this event. Walking trails will be included.

Mr. Patterson informed the Commission there will be a radio interview on June 6 discussing donating bikes for kids.

2. Walk of Horror. The Walk of Horror will be held on October 26-27.

**VI. ADJOURNMENT**

**MOTION (3): Ms. Prokop moved to adjourn the May 23, 2018 Smith-Harris House Commission Meeting at 7:45 p.m. (5-0) Unanimous.**

**Respectfully submitted,**

**Frances Gheri, Recording Secretary**

## **Director's Report—May, 2018**

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

#### **Strategic Plan**

- Bob Seifel, Donna Massung & I met with the First Selectman to update him on changes determined within the plan; we have his full support going forward, and we offered a presentation to the Board of Selectmen regarding our name change on May 16.
- Name change and new tag line have been selected and accepted by Friends & Commission; name change has been formally voted on, tag line awaiting respective meetings.
- I'm writing the final report for our CTHumanities grant; please see me if you have any comments you'd like added to the narrative questions.

#### **Programs**

- "Novel History" continued this month at the East Lyme Public Library. 27 people attended the third session with Phil Devlin. and the Smith-Harris House Commission is covering the cost of this speaker. The final date is May 21st; the book is *A Star for Mrs. Blake*, by April Smith, and we will Skype in the author.
- We are going with our standard program Open-House Museum Day on Saturday, June 9th. We will be open 10 am to 3 pm in line with the other two historic houses in town.
- Mindy is not returning for Saturdays due to work obligations, but she wants to continue to be involved in collections and events as a volunteer. We have interviewed two docents for the summer position, and hired one for Saturdays and every other Friday, the other docent will cover the opposite Fridays, both through August. We need to find coverage for Sundays.
- We are co-sponsoring, along with the library and the senior center, a reading of the *Declaration of Independence* at the Senior Center on Tuesday, July 3rd. Discussion will follow.

#### **STEPS Sub-Committee**

- Finalizing committee descriptions, name change issues, and rebranding.
- Statement detailing alcoholic beverages on site has been generated for internal use, and facilities rental request form has been sent to the Town attorney. It would be helpful if the Commission Chair could follow up with the Town attorney.
- Work is still on-going with alarm system.
- Finalizing policies and text to date, and prepping for Board Manual creation.
- Next meeting June 11th 2:30 pm at the ELHS library.

#### **Meetings Attended**

- STEPS Sub-Committee meeting, 4/30 & 5/14
- Strategic Plan Joint Commission/Friends meeting, 5/7
- Friends meeting, 5/8
- meeting with Leslie Evans to discuss CLHO presentation, 5/17

#### **Upcoming Meetings**

- summer prep cleaning & docent training, 5/31, all-day
- Friends of Smith-Harris House annual meeting, 6/2, 9 am
- CT League of History Organizations (CLHO) annual meeting, 6/4, all-day
- STEPS Sub-Committee meeting, 2:30 pm ELHS Library, 6/11

- Friends of Smith-Harris House, 3 pm, 6/12
- Other meetings TBD

**Professional Development**

- attended State Historic Preservation Office (SHPO) annual conference 5/16

**Upcoming Time Off**

- May 22—25 for poetry conference

Submitted by: Joanie DiMartino, Executive Director

May 21, 2018