

Brookside Farm Museum
Formerly Smith-Harris House Commission
Regular Meeting Minutes
July 25, 2018

Present: Robert Seifel, Chairman
Maggi Prokop
Robert Patterson
Gary Lakowsky
Cheri Meier

FILED

Aug 2 2018 AT 8:20 AM/PM
J. Cunningham
EAST LYME TOWN CLERK

Absent: Richard MacDonald

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

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 June 27, 2018 Minutes.

MOTION (1): Mr. Lakowsky moved to accept the June 27, 2018 Regular Meeting Minutes, as presented. Seconded by Ms. Prokop. Ms. Meier abstained from voting. (4-0-1) Motion carried.

III. REPORTS

A. Agenda Additions.

MOTION (2): Mr. Lakowsky moved to add item D. Rental Contract to this evening's Agenda. Seconded by Mr. Patterson. (5-0) Unanimous.

B. Public Delegations.
There was no discussion.

C. Ex officio Report.
Mr. Cunningham reported the new park was dedicated on Saturday. He has seen many people enjoying it.

Celebrate East Lyme was a day well attended. He felt many people are attracted to our Town.

D. Directors Report. There was no report.

E. Chairman's Report. Mr. Seifel reported he has a Purchase Order from Staples and Lowes. If items are needed money has been encumbered. Ms. Massung stated new ink is needed for the computer. Mr. Seifel stated a requisition, purchase order and a tax-exempt number will be needed for the purchase.

F. Financial Report.

1. Status Update. Mr. Lakowsky reported \$14,616.17 (less than 11%) remains in the budget.

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

3. Barn Rental. Ms. Prokop reported she has a barn rental for September 15, 2018. The renters wish to set up on September 14 and take down on September 16. Ms. Prokop stated she is not available to be at the house on September 15 but is able to be there on September 14 and 16. Ms. Meier and Ms. Massung agreed to share time on September 15.

4. Budget Planning Committee

a. Review Budget and Planned Expenses. The Budget Planning Committee will set a date to meet.

G. Collections Committee. There was nothing new to discuss.

H. Correspondence. Ms. Prokop agreed to send a note to the individual who gave laundry soap for display.

IV. OLD BUSINESS

A. Property Maintenance. Mr. Patterson will walk the property with Ron Bence to show him what needs attention.

1. Garden Fence and Maintenance. Mr. Patterson reported the Eagle Scout has completed his project. He added three bat houses to the property.

2. Front Walkway. Mr. Lakowsky felt it was necessary to determine what is needed for the new porch before the front walkway can be done. While work on the porch is being done, it may be necessary to only use the front entrance to the house.

B. Museum Development.

1. The Strategic Planning Committee. The Strategic Planning Committee will search for a rebranding firm.

V. NEW BUSINESS

A. Property Maintenance.

1. Porch Repairs. Mr. Patterson received a second proposal for the porch repairs. Mr. Lakowsky agreed to review the two proposals.

2. Strategic Fiscal Planning. Mr. Lakowsky suggesting discussing this matter earlier than last year.

3. Technology-Internet. Mr. Lakowsky reported Carmen Ames suggested that he contact Frontier regarding DSL at Brookside Farm Museum. He did a cost analysis for the house phone (See attached).

MOTION (3): Ms. Prokop moved to purchase the DSL Broadband for the Brookside Farm Museum. Seconded by Ms. Meier. (5-0) Unanimous.

MOTION (4): Ms. Prokop moved to transfer \$350 from Museum Programs to Telephone line items in order to pay for the DSL hookup. Seconded by Mr. Lakowsky. (5-0) Unanimous.

Mr. Lakowsky will go to the Town Hall to have the transfer taken care of. Ms. Ames will notify Frontier and get a router.

B. Museum Development.

1. Committee to Search for a Curator. Mr. Lakowsky suggested a Search Committee of two individuals from the Commission and two from the Friends. He suggested contacting Human Resources and putting a notice up at the Town Hall. Ms. Massung suggested rewriting the Job Description. The Search Committee will meet on July 30, 2018 at 10 a.m. at the Library.

2. Committee to Search for a Rebranding Firm. This Committee will also meet on July 30, 2018 at 10 a.m. at the Library.

C. Upcoming Events.

1. Bike & BBQ 2018. Mr. Lakowsky reported sponsors have been secured. Any businesses that sponsor \$100 or more will have its name placed on the back of the tee shirt. There will be six different bike routes. They added 5K, 10K and 15K walks. They have approval to have the Bike & BBQ at Brookside Farm Museum. The Senior Center kitchen and its main dining room

will be available for the BBQ. They have received an estimate for food from Tri Town. The Lions will serve the food. Mr. Patterson reported one person from each house will do a radio broadcast in Westerly. They will link the interview to the Bike & BBQ website.

2. Walk of Horror. Ms. Prokop reported the Walk of Horror is all set.

D. Rental Agreement. Mr. Patterson reported the Town Attorney has reviewed the Rental Agreement and made some changes. Mr. Patterson asked if someone stays longer than a day do we increase the fee? Ms. Prokop informed him we do not extend the rental agreement.

MOTION (5): Mr. Lakowsky moved to accept the new Rental Agreement, as presented. Seconded by Ms. Prokop. (5-0) Unanimous.

VI. ADJOURNMENT

MOTION (6): Ms. Prokop moved to adjourn the July 25, 2018 Brookside Farm Museum Regular Meeting at 8:10 p.m. (5-0) Unanimous.

Respectfully submitted,

Frances Gheri, Recording Secretary

Frontier DSL at Brookside Farm Museum

Cost analysis for phone # 860-739-0761

DSL Broadband 6MB per second

Install charge \$149.99

Router charge:

Buy outright \$200.00 or \$66.67 over 3 months

Rent \$10.00 per month

Monthly charge with no contract \$59.99 per mo.

One year contract \$14.99 per month for 1st year and \$29.99 per month after that.