

Brookside Farm Museum
Formerly Smith-Harris House Commission
Regular Meeting Minutes
September 26, 2018

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

Absent: Robert Patterson

FILED
OCT 2 20 18 AT 11:30 AM/PM
Kenneth Helm
EAST LYME TOWN CLERK

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 August 22, 2018 Brookside Farm Museum Minutes.

MOTION (1): Mr. Lakowsky moved to accept the August 22, 2018 Regular Brookside Farm Museum Meeting Minutes, as presented. Seconded by Ms. Meier (5-0) Unanimous.

III. REPORTS

A. Agenda Additions.

There were no agenda additions.

B. Public Delegations.

There were no guests.

C. Ex officio Report.

Mr. Cunningham was unable to be present, and there was no report.

D. Directors Report. There was no report.

E. Chairman's Report. Mr. Seifel asked that Ron Bence be given a key to the house.

F. Financial Report.

1. Status Update. Mr. MacDonald reported the remaining balance in the Brookside Farm Museum budget is \$10,025.17. He stated 39% of our budget has been spent.

Mr. Lakowsky asked that a Purchase Order in the amount of \$350 be submitted to be able to have DSL installed for the computer system.

2. Presentation of Bills. Ms. Sasso requested reimbursement in the amount of \$386.68 to reimburse her for Constant Contact for a year in the amount of \$169.68, PayPal in the amount of \$99 and domain registration in the amount of \$18.

MOTION (2): Mr. Lakowsky moved to reimburse Ms. Sasso \$386.68 to be taken out of Museum Programs. Seconded by Ms. Prokop. (5-0) Unanimous.

3. Barn Rental. Mr. Lakowsky reported he received a request from Mr. Littlefield on behalf of the East Lyme Book Club to use the house on December 4.

MOTION (3): Mr. Lakowsky moved to allow the East Lyme Book Club to use the house on December 4, 2018, with supervision. Seconded by Ms. Prokop. (5-0) Unanimous.

4. Budget Planning Committee

a. Review Budget and Planned Expenses. The Budget Planning Committee plans to meet in October.

G. Collections Committee.

MOTION (4): Mr. Lakowsky moved to accept a book and photos from Diane Munger Sylvia. Seconded by Ms. Meier. (5-0) Unanimous.

H. Correspondence. Mr. Lakowsky informed the Commission of an email he received from the Groton Public Library.

IV. OLD BUSINESS

A. Property Maintenance.

1. Garden Fence and Maintenance. Mr. Lakowsky reported he removed some flat stones near the barn. He also removed some mice from the trap in the attic and reset the trap. He stated the lawn will be cut tomorrow.

B. Museum Development.

1. The Strategic Planning Committee. The Strategic Planning Committee will meet.

V. NEW BUSINESS

MOTION (5): Mr. Lakowsky moved to allow Bill Tester, of Heidi Trees, to sell Christmas trees on the Smith-Harris

**property with the same conditions as last year.
Seconded by Mr. MacDonald. (5-0) Unanimous.**

A. Property Maintenance.

1. Porch Repairs. Mr. Lakowsky has received two bids for the porch repairs. He stated we can apply for a grant from the Niantic Rotary. The deadline for it is September 30.
2. Strategic Fiscal Planning. Mr. Lakowsky felt we need to work on fiscal planning in April.
3. Technology-Internet. A Purchase Order will be submitted to the Finance Department.

B. Museum Development.

1. Committee to Search for a Curator. Ms. Prokop reported the Search Committee is considering an individual as Curator.
2. Committee to Search for a Rebranding Firm. Mr. Lakowsky referred to an article in the Day newspaper regarding a woman who does rebranding.

C. Upcoming Events.

1. Bike & BBQ 2018. Mr. Lakowsky reported Kozlowski Dental Group has donated a photo booth for The Bike & BBQ. East Lyme Parks and Recreation will bring picnic tables to be used for it and take care of the signs. Gift Baskets will be raffled off. Five Beans will provide music. Mr. Lakowsky will bring extension cords for those needing electricity. Four hundred participants have signed up for the Bike & BBQ.
2. Walk of Horror. Ms. Prokop reported the Walk of Horror will be held on October 26 and October 27.
3. Trick or Trunk. Trick or Trunk will be held on October 27.

D. Memorial Trees. Mr. Lakowsky received a telephone call from Mrs. McNeely who wished to donate a maple tree to the house. Since the Commission would like to have fruit trees for the upper orchard, he suggested that she consider the Samuel Smith House.

VI. ADJOURNMENT

MOTION (6): Mr. Lakowsky moved to adjourn the September 26, 2018

**Brookside Farm Museum Regular Meeting at 8:00 p.m.
Seconded by Ms. Prokop. (5-0) Unanimous.**

Respectfully submitted,

Frances Gheri, Recording Secretary