

Brookside Farm Museum  
Meeting Minutes  
January 23, 2019

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

FILED

Jan 28 2019 AT 10:00 AM/PM  
Winnifred  
EAST LYME TOWN CLERK

Also Present: Donna Massung, President of the Friends  
Kathleen Patterson, Chairlady of the Collections Committee  
Joshua D. Taylor, Interim Curator  
Daniel Cunningham, Ex officio

### I. CALL TO ORDER

Chairman Seifel called the meeting to order at 7:00 p.m.

### II. APPROVAL OF MINUTES

Mr. Seifel asked for additions, deletions or corrections to the November 26, 2018 Brookside Farm Museum Minutes.

The following corrections were noted: On page 2, under Financial Report, item 2, the first sentence to be rewritten as follows: "Mr. Patterson reported Riverhead Building Supply Company is the new owner of UBS." Under V. New Business, on page 2, item A., the first sentence to be rewritten as follows: "Mr. Patterson reported the barn was cleaned before the wedding." On page 3, under item C. Upcoming Events the second paragraph to be rewritten as follows: "The Preservation groups plan to have a Pot Luck Supper at Niantic Community Church on January 18, 2019."

**MOTION (1): Mr. Lakowsky moved to accept the November 26, 2018 Regular Brookside Farm Museum Meeting Minutes, as amended. Seconded by Ms. Prokop. (6-0) Unanimous.**

### III. REPORTS

#### A. Agenda Additions.

**MOTION (2) Mr. Lakowsky moved to add to this evening's Agenda, under B. Museum Development, 1. Clean Up Day -April 13; under C. Upcoming Events, 1. Bike and Barbeque; and under D. Election of Officers. Seconded by Ms. Prokop. (6-0) Unanimous.**

B. Public Delegations. Ms. Massung listed the following events and programs:

1. March 4 at 3:30 p.m. at Brookside Farm Museum Strategic Planning with the Friends and Commission.

2. April 13 Clean Up Day, with a rain date of April 20.

3. May 11 Plant Sale

Mr. Cunningham arrived.

4. June 1 Annual Friends Meeting

5. June 8 Connecticut Open House Day

6. October 14 Explore History Program

7. October 19 Spirit Voices

8. December 8 Open House

The Friends are considering a tea. No date has been set for it.

C. Ex officio Report.

Mr. Cunningham reported the Board of Selectmen held a Special Meeting on the Public Safety Complex. The Board of Selectmen voted unanimously in favor of it and forwarded it to the Board of Finance. It is a \$6 million project (\$2.7 million to purchase it and \$3.3 million to build it into a Public Safety Complex) and if approved by the Board of Finance it will go to Referendum. The Call Center will be included in the project. Concern was expressed about having a radio tower at that site. Mr. Cunningham informed the Commission they will use fiber optic cables. The Honeywell property needs to close by the end of May. He stated the Town is retiring debt.

On Saturday an Open House will be held to tour the Honeywell facility.

Mr. Cunningham stated he is in favor of this project. Ms. Prokop felt the current facility the police are in has a lot of pedestrian traffic and is difficult to get in and out of it.

Mr. Patterson asked if funding for commissions, boards or departments will decrease in order to have funds available for the Public Safety Complex? Mr. Cunningham did not feel it would.

D. Interim Curator's Report. Mr. Taylor reported he has been working on cleaning out the Children's Room, obtaining a shelving unit and cataloging items in the house.

Mr. Patterson informed Mr. Taylor there are items in the barn and attic in need of repair. Mr. Taylor stated we need to consider what items to conserve or repair and establish a collection's policy.

E. Chairman's Report. Mr. Seifel had nothing new to report.

F. Financial Report.

1. Status Update. Mr. MacDonald reported the remaining balance in the Brookside Farm Museum budget is \$7,428.06.

2. Presentation of Bills. Mr. Massung reported he purchased computer ink for the house.

**MOTION (3): Mr. Lakowsky moved to pay Mr. Massung \$24.99 for computer ink for the house. Seconded by Ms. Prokop. (6-0) Unanimous.**

3. Barn Rental. Ms. Prokop reported the barn is closed for barn rentals for the season.

4. Budget Planning Committee.

a. Review Budget and Planned Expenses. Mr. Lakowsky reported he had discussions with the First Selectmen regarding the Brookside Farm Museum upcoming budget. Mr. Nickerson asked that it have no increase.

G. Collections Committee. Mr. Taylor was thanked for his presentation on what he has accomplished to date. Ms. Patterson showed Commission members forms to be used for items for the museum. She showed a Temporary Custody Form which is used until the Commission has approved the item. She informed the Commission there is also a Loan Agreement for someone who is allowing us to borrow for a display.

H. Correspondence. Ms. Prokop reported no correspondence has been received.

#### IV. OLD BUSINESS

A. Property Maintenance.

1. Garden Fence and Maintenance. Mr. Lakowsky reported the garden fence can be taken care of on Clean Up Day.

B. Museum Development.

1. The Strategic Planning Committee.

**MOTION (4): Mr. Lakowsky moved to set the Strategic Planning Committee Meeting of the Friends and Commission on March 4 at 3:30 p.m. at Brookside Farm Museum. Seconded by Ms. Prokop. (6-0) Unanimous.**

#### V. NEW BUSINESS

A. Property Maintenance.

1. Porch Repairs. Mr. Lakowsky has received two bids for the porch repairs. To date no grant has been received.

2. Strategic Fiscal Planning. Mr. Lakowsky reported Strategic Fiscal Planning will be deferred to the April Meeting.

3. Technology-Internet. Mr. Lakowsky stated at the present time we will remain with WIFI. Mr. Sheer asked to be contacted to discuss the internet needs for the house. Installation is expected to cost \$250. Mr. Taylor agreed to contact Mr. Sheer.

B. Museum Development.

1. Clean Up Day.- April 13

**MOTION (5): Mr. Lakowsky moved to schedule Clean Up Day on April 13,**

**with a rain date of April 20. Seconded by Ms. Prokop. (6-0)  
Unanimous.**

C. Upcoming Events.

Mr. Lakowsky reported the Bike & Barbeque is scheduled for October 5. Because the COSTCO project is planned to be developed at that time, traffic will be re-routed. White Gate Farm has agreed to allow the use of its farm. The Lions will inspect its facility to determine whether or not they can cook the food. Music is not allowed. The Parks and Recreation Department will be in charge of the event.

The historical houses will be allowed to distribute literature during this event. A raffle will be held. They are asking the historical houses to obtain sponsors and tag cars.

The Friends have requested that the Plant Sale be scheduled on May 11.

**MOTION (6): Mr. Lakowsky moved to approve the Plant Sale to be held on May 11. Seconded by Ms. Prokop. (6-0) Unanimous.**

The Friends would like to have the following events: The Friends Annual Meeting on June 1, Connecticut Open House Day on June 8, History Day on October 14, Spirit Voices on October 19, and Open House on December 8.

**MOTION (7): Mr. Lakowsky moved to approve the above Friends' events. Seconded by Ms. Prokop. (6-0) Unanimous.**

D. Election of Officers. Mr. Cunningham asked for nominations for Chairman of the Brookside Farm Museum for 2019.

**MOTION (8): Ms. Prokop moved to nominate Gary Lakowsky as Chairman of the Brookside Farm Museum for 2019. Seconded by Ms. Meir. (6-0) Unanimous.**

There were no other nominations. A vote was taken and Mr. Lakowsky was unanimously voted Chairman of the Brookside Farm Museum for 2019.

Mr. Cunningham asked for nominations for Vice Chairman of the Brookside Farm Museum for 2019.

**MOTION (9): Mr. Lakowsky moved to nominate Robert Seifel as Vice Chairman of the Brookside Farm Museum for 2019. Seconded by Ms. Prokop. (6-0) Unanimous.**

There were no other nominations. A vote was taken and Mr. Seifel was unanimously voted Vice Chairman of the Brookside Farm Museum for 2019.

Mr. Cunningham asked for nominations for Corresponding Secretary of the Brookside Farm Museum for 2019.

**MOTION (10): Mr. Lakowsky moved to nominate Maggi Prokop as Corresponding Secretary of the Brookside Farm Museum. Seconded by Ms. Meir. (6-0) Unanimous.**

There were no other nominations. A vote was taken and Ms. Prokop was unanimously voted Corresponding Secretary of the Brookside Farm Museum for 2019.

Mr. Cunningham asked for nominations for Financial Officer of the Brookside Farm Museum for 2019.

**MOTION (11): Mr. Lakowsky moved to nominate Robert Patterson as Financial Officer of the Brookside Farm Museum. Seconded by Ms. Meir. (6-0) Unanimous.**

There were no other nominations. A vote was taken and Mr. Patterson was unanimously voted Financial Officer of the Brookside Farm Museum.

**B. Museum Development**

1. Committee to search for a curator. Mr. Taylor is now Interim Curator.
2. Committee to search for rebranding firm. Ms. Tobin has been hired for rebranding.

**VI. ADJOURNMENT**

**MOTION (12): Mr. Lakowsky moved to adjourn the January 23, 2019 Brookside Farm Museum Regular Meeting at 8:05 p.m. Seconded by Ms. Meir. (6-0) Unanimous.**

**Respectfully submitted,**

**Frances Gheri, Recording Secretary**