

**TOWN OF EAST LYME
Brookside Farm Museum
REGULAR MEETING MINUTES
Wednesday, FEBRUARY 27th, 2019**

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

Also Present: Donna Massung, President of Friends
Kathleen Patterson, Chairperson of Collections Committee
Chuck Massung, Friends Grounds Committee

Absent: Cheri Meiers, Josh Taylor, Interim Curator

1. Call to Order

Chairman Lakowsky called the February 27, 2019 meeting of the Brookside Farm Museum to order at 7:00 PM.

2. Approval of Minutes

Mr. Lakowsky called for any additions, deletions or changes to the January 24, 2018 Regular Meeting Minutes.

****MOTION (1)**

Mr. Seifel moved to approve the January 23, 2019 Regular Meeting Minutes of Brookside Farm Museum as presented.

Ms. Prokop seconded the motion.

Vote: 5 - 0 - 0. Motion passed.

FILED

3. Reports

✚ Agenda Additions

There were no Additions to the agenda.

Mar 5 2019 AT 10:50 AM/PM
Wendy Helm
EAST LYME TOWN CLERK

✚ Public Delegations

Donna Massung, Friends President reminded everyone of the joint Friends and Commission meeting on Monday March 4, 2019 at 3:30 PM at the House. She also noted that they were looking to hold a Tea at the House on September 22, 2019.

✚ Ex-Officio Report

There was no report.

✚ Curator Report

There was no report

✚ Chairman's Report

Mr. Lakowsky said that he received notice from the Town on what they are proposing for their budget and that the Board of Selectmen would be holding a Special Budget Review Meeting on Wednesday March 6, 2019 and that they were on the agenda. He said that anyone who would like to come was welcome to attend.

✚ **Financial Report**

▪ **Status Update**

Mr. Patterson reported that they have \$6,349.52 remaining in their budget heading into spring.

▪ **Presentation of Bills**

Mr. Patterson said that he has a True Value bill for supplies for \$22.98 and the NEMA renewal in the amount of \$90. He also noted that he had been informed that there was not enough money in the phone line item to carry them through the rest of the year.

Mr. Lakowsky noted that there must be something logged incorrectly and said that he would see finance regarding this issue to get it straightened out.

****MOTION (2)**

Mr. MacDonald moved to approve payment of the True Value bill in the amount of \$22.98 for supplies for the house cleaning from Building maintenance and payment for the NEMA renewal in the amount of \$90 from Programs.

Ms. Prokop seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

▪ **Barn Rental**

Ms. Prokop said that she had a rental request for Sunday June 9 for a memorial service for four hours. They would like to serve beer and wine. It was noted that their rental agreement calls for \$50/hour for such rental.

Ms. Patterson noted that this would be one of the three (3) rentals with liquor for the year and that they wanted to use one for the Wassail also.

Mr. Lakowsky said that as a policy that they have to vote on if they are allowing the rental and then provide the price.

****MOTION (3)**

Mr. Seifel moved to approve rental of the barn with beer & wine on Sunday June 9, 2019 for a memorial service.

Ms. Prokop seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Ms. Patterson asked if the same rules govern the house rental also.

Mr. Lakowsky said yes. He added that he would provide everyone with a copy of the rental form and agreement.

▪ **Budget**

Mr. Lakowsky said that the only thing that he could see on their budget that had been reduced was the PT Secretary line item from \$1820 to \$600 which would eliminate the tour guides. He suggested that they should consider being open from 1 pm to 3 pm like the other historical homes and eliminate the docents completely. He noted that they would meet with the Board of Selectmen on their budget on March 6, 2019.

The general consensus was to eliminate the docents.

✚ **Collections Committee**

Ms. Patterson reported that she was pleased with the progress on the cleaning in the House. Continuing this will help them determine what they want to keep for the House and what is broken or should be discarded.

✚ **Correspondence**

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

4. OLD Business

✚ **Property Maintenance**

▪ **General Maintenance Report** – Mr. Patterson reported that he and Mr. Massung had worked with collections and had begun cleaning the attic. They had also fixed the railing and notified Ron Bence of issues with the clapboards falling off the siding outside and the kitchen sink inside that was draining very slowly.

Mr. Bence mentioned that the inmates may be available on April 12 to help them with their clean-up just prior to their actual clean-up day to give them a head start. They also discussed humidifiers for the house to help with the HVAC issues. The chimney also needs to be repaired once the weather permits. Holes in the siding where squirrels and birds may be entering need to be repaired. The house is also in need of a paint job and Mr. Bence indicated that he may be able to get them some help with that. The driveway potholes and wash outs will be filled in when the weather warms up.

✚ **Museum Development**

▪ **Strategic Planning March 4, 2019 @ 3:30 PM at the House**

✚ **Upcoming Events:**

▪ **Clean Up Day April 13, 2019** – Mr. Lakowsky said that he had given out sign up sheets to the Leos and Lions and that he needs to know by 3/27/2019 how many have signed up so that they can set up the projects for the day. He said that he would like them to clean the corn crib out and reset the items on display. They also need to put the beeper in to keep the mice out, label the tools and put the floodlights on them. With respect to the outside brush clean-up, he said that he would walk the grounds with Gary and Chuck and make a list of the things that need to be done.

▪ **Plant sale** – May 11, 2019

▪ **Friends Annual Meeting** – June 1, 2019

▪ **Connecticut Open House Day** – June 8, 2019

▪ **Barn Rental for Memorial Service** – June 9, 2019

▪ **Bike & BBQ** – September 21, 2019 – Mr. Lakowsky noted that this was changed to this date from the October date that they previously had. He said that they would need to approve the date change.

****MOTION (4)**

Mr. MacDonald moved to approve having the Bike & BBQ at the barn on September 21, 2019.

Ms. Prokop seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

▪ **Friends Tea at the House** – September 22, 2019 – Mr. Lakowsky said that they would need to approve this also.

****MOTION (5)**

Ms. Prokop moved to approve the Friends holding a Tea at the House on September 22, 2019.

Mr. Seifel seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

▪ **Exploring History Day** – October 14, 2019

- **Spirit Voices** – October 19, 2019 – Ms. Prokop reported that the House of Horrors will be held at the Community Center inside the hallways and outside the grounds for three days.
- **Open House** – December 8, 2019

5. NEW Business

± **Property Maintenance** – Previously discussed.

± **Museum Development**

▪ **Middle School Program** – Ms. Massung suggested that if they are going to be doing this that they should be doing it in half day sessions as the children become very over-active in the longer sessions. Also, while they may not be able to do it this year due to the time frame, it would be good to get on the schedule for next year so that they could get working on organizing and setting it up. It also does not have to be done in the spring and could be done in the fall instead.

Mr. Lakowsky said that it has been a successful program in the past and the he would speak with Ms. Sasso about it.

Mr. Seifel noted that Colin McIvor is someone that they should speak with about it also.

6. Adjournment

Mr. Lakowsky called for a motion to adjourn.

****MOTION (6)**

Mr. Seifel moved to adjourn the February 27, 2019 meeting of the Brookside Farm Museum at 8:15 PM.

Ms. Prokop seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary, Pro-Tem