

**TOWN OF EAST LYME
BROOKSIDE FARM MUSEUM
REGULAR MEETING MINUTES
Wednesday, MARCH 27th, 2019**

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

Also Present: Josh Taylor, Curator
Donna Massung, President of Friends
Kathleen Patterson, Chairperson of Collections Committee
Cheri Meier, Friends

Absent: Chuck Massung

1. Call to Order

Chairman Lakowsky called the March 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 February 27, 2019 Regular Meeting Minutes.

Mr. Lakowsky noted that they should read: January 23, 2019 Minutes rather than January 24, 2018.

Ms. Patterson asked that on the top of Page 3 that it read that she was pleased with the progress on the listing of the items in the House. Continuing this will help them determine what they want to keep for the House and what is appropriate.

****MOTION (1)**

Mr. Seifel moved to approve the February 27, 2019 Regular Meeting Minutes of Brookside Farm Museum as amended.

Mr. Patterson seconded the motion.

Vote: 4 - 0 - 0. Motion passed.

FILED

Apr 1 2019 AT 10:05 AM/PM
Carrie Hulm
EAST LYME TOWN CLERK

3. Reports

↓ Agenda Additions

There were no Additions to the agenda.

↓ Public Delegations

Donna Massung, Friends President reminded everyone that the Re-branding meeting will be held on March 28, 2019 in the Library at 3 PM.

↓ Ex-Officio Report

There was no report.

↓ Curator Report

Mr. Taylor reported that all of the items in the main rooms have been assigned numbers. He has also done a schematic on moving items to obtain more room and for putting shelving in place.

(Note: 7:10 PM – Ms. Prokop joined the meeting)

Ms. Patterson asked Mr. Taylor if he considers putting the shelving in place a passive activity. Mr. Taylor said that he would help with putting it in place.

Mr. Lakowsky asked if they have the shelving or if it is something that they need to get.

Mr. Taylor said that they would need to get it and that the price varies – but he would estimate around \$150. He said that he would send the list to Mr. Patterson so that they can obtain it within budget.

Mr. Lakowsky said to Mr. Taylor that if he was having trouble with the internet that if he would like to get the hot spot on his phone that they would cover that cost.

Mr. Taylor said that it was working better now.

✚ **Chairman's Report**

Mr. Lakowsky reported that they would have to post some information regarding Millstone at the House and provided Mr. Taylor with the information. He also provided him with information on someone who does restorations of older items.

Mr. Lakowsky said that he had gone before the Board of Finance for his budget review and that it was suggested with respect to their larger phone bill that they have a line put in at Town Hall where they can retrieve messages. With regard to their phone bill doubling he was informed that one reason is because they put a dedicated line in to go to the fire department for the alarm due to the insurance company requirement. He said that he would be meeting with the Fire Marshal on this to see what they can do.

✚ **Financial Report**

▪ **Status Update**

Mr. Patterson reported that they have \$5,540.61 remaining in their budget and that they have used 66% which puts them on target.

▪ **Presentation of Bills**

There were none.

▪ **Barn Rental**

Ms. Prokop reported that she had received an inquiry for Saturday May 18, 2019 to use the barn area and grounds for a college graduation party with liquor.

Ms. Patterson noted that this would use up their three rentals with liquor for the year.

Ms. Prokop said that she would work on what could be done about this. In the meantime they would keep this date open for this inquiry.

▪ **Budget**

Mr. Lakowsky noted the PT Secretary line item reduction which would eliminate the docents. They would then be open from 1 pm to 3 pm like the other historical homes.

✚ **Collections Committee**

Ms. Patterson said that she did not have anything to report.

✚ **Correspondence**

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

4. OLD Business

✚ Property Maintenance

▪ **General Maintenance Report** – Mr. Patterson reported that he, Mr. Massung and Mr. Lakowsky had walked the property and worked up a list of the things that needed to be done and that the groups would do for the April 13 clean up day. He said that he would also be meeting with Mr. Bence and a basement company regarding dehumidification and the mold in the basement. Additionally, the inmates may be able to tackle the pathway in the woods the day before the April 13 work day that they have planned.

Mr. Lakowsky noted that Mr. Bence is getting someone for the chimney and the clapboards.

✚ Museum Development

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

Mr. Lakowsky noted that this was cancelled due to the storm.

Ms. Massung said that they have not re-scheduled it yet.

✚ Upcoming Events:

▪ **Clean Up Day April 13, 2019** – Mr. Lakowsky passed out additional sign up sheets for posting.

▪ **Plant sale** – May 11, 2019

▪ **Friends Annual Meeting** – June 1, 2019 – Ms. Massung noted that if this needs to be re-scheduled that she would let everyone know.

▪ **Connecticut Open House Day** – June 8, 2019 – Ms. Patterson said that she thought that they could explain the change from Smith Harris to the Brookside Farm and perhaps unveil the logo at this time.

Ms. Massung said that she had thought the same thing if it was ready.

▪ **Bike & BBQ** – September 21, 2019 – Mr. Lakowsky noted that they are now talking about serving beer. This is being discussed with Parks & Rec on how it would be regulated/watched. He also presented them with a copy of the new sponsorship forms.

▪ **Exploring History Day** – October 14, 2019 – Ms. Massung said that they would need to hold a joint meeting sometime in August to discuss the October thru December events.

▪ **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** – Mr. Lakowsky said that while they may not get to do this for this year that they definitely need to do it for next year as it is a good program.

Ms. Massung agreed that it is a program that they want to keep doing and not lose sight of.

6. Adjournment

Mr. Lakowsky called for a motion to adjourn.

****MOTION (2)**

Ms. Prokop moved to adjourn the March 27, 2019 meeting of the Brookside Farm Museum at 7:50 PM.

Mr. Seifel seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary, Pro-Tem