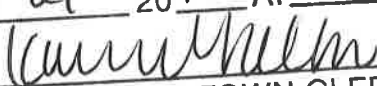


**BROOKSIDE FARM MUSEUM
REGULAR MEETING MINUTES OF NOVEMBER 20, 2019**

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

Absent: Cheri Meier

Also Present: Donna Massung, President of the Friends
Joshua Taylor, Interim Curator
Dan Cunningham, Ex Officio

FILED
Nov 21 2019 AT 3:13 AM/PM

EAST LYME TOWN CLERK

CALL TO ORDER. Chairman Lakowsky called the November 20, 2019 Brookside Farm Museum Regular Meeting to order at 7:00 p.m.

- I. APPROVAL OF MEETING MINUTES.** Mr. Lakowsky asked for additions, deletions or corrections to the October 23, 2019 Brookside Farm Museum Regular Meeting Minutes.

The following correction was noted: On page 2, Upcoming Events, item 3, the first sentence should be revised as follows: "Ms. Meier and Ms. Sasso have prepared a list of Trivia questions."

MOTION (1): Mr. MacDonald moved to approve the October 23, 2019 Brookside Farm Regular Meeting Minutes, as amended. Seconded by Mr. Seifel. Ms. Prokop abstained from voting. (4-0-1) Motion carried.

II. REPORTS

- a. Agenda Additions. There were no additions to the Agenda.
- b. Public Delegations. There was no discussion at this time.
- c. Ex-officio. Mr. Cunningham reported we are moving forward with the Public Safety Complex. We are close to awarding the contract. If all goes well, it may be completed in September.
- d. Curator. Mr. Taylor reported the panels were well designed. Everything is sitting on the shelves.
- e. Chairman. Mr. Lakowsky read letter dated October 28, 2019 from Karen Galbo, Town Clerk, regarding requirements for filing minutes and agendas and schedule of 2020 meeting dates.
- f. Financial
 - 1. Status Update. Mr. Patterson reported as of this week there is \$11,517.36 In the Brookside Farm Museum budget.
 - 2. Presentation of Bills. There were no bills presented for payment.
 - 3. Barn Rental Ms. Meir was unable to be present, and there was no report.
 - a. Heidi's Trees Contract. Mr. Lakowsky reported Heidi's Trees will make a donation to Brookside Farm Museum to use the Brookside Farm lot.

MOTION (2): Mr. MacDonald moved to approve the Heidi's Trees contract to use the Brookside Farm lot from November 25, 2019 until December 25, 2019. Seconded by Ms. Prokop. (5-0) Unanimous.

4. Budget. Mr. Lakowsky reported to date he has not received budget guidelines. He may need a Special Meeting at the end of December to discuss and vote on the budget.

g. Collections. There was no report on collections.

h. Correspondence. Mr. Lakowsky received an email from Kathleen Sasso regarding the Brookside Farm Museum's advertisement in the Holiday Stroll flyer.

I. OLD BUSINESS

a. PROPERTY MAINTENANCE

1. General Maintenance Report. Mr. Lakowsky reported he removed some branches from the grounds.

b. MUSEUM DEVELOPMENT

Ms. Massung reported she and Mr. Massung plan to attend the Grant Writing Meeting on December 12.

c. UPCOMING EVENTS

1. The Commission reviewed the proposed schedule of 2020 meeting dates.

MOTION (3): Mr. Patterson moved to approve the proposed 2020 meeting dates and request that the Recording Secretary submit them to the Town Clerk. Seconded by Ms. Prokop. (5-0) Unanimous.

2. November 4th "Fruits of the Harvest" new exhibit. Mr. Lakowsky felt the Fruits of the Harvest went well.

3. December 8 Open House Children's Program. Ms. Massung reported we have all the materials needed for the craft projects. The house will be decorated on Friday November 22 at 9:30 a.m. Mr. Patterson will work on clean up at 10:00 a.m. This program has been advertised in the Post Road Review, East Lyme Times and by distributing flyers.

4. December 13- Christmas Programs, Wassail and Trivia Night. Trivia Night will be held on December 13 from 6 p.m. to 8 p.m. The maximum who are allowed to attend are 25. We plan to have Wassail with or without alcohol. Ms. Massung agreed to set up after the Children's Program on December 12 at 3 p.m. Mr. MacDonald and Ms. Prokop will loan card tables. There will be a coat rack. There was general consensus not to have a fire.

II. NEW BUSINESS

a. Property Maintenance.

1. Back Porch. Mr. Lakowsky reported the Bike & Barbeque group donated \$399.50 towards the back porch. Funds received for Trivia Night will also go towards the back porch. Mr. Lakowsky contacted Ron Bence regarding two estimates received.
2. Front Columns. Mr. Lakowsky felt the front columns have a moisture problem.
- b. House Painting. Mr. Lakowsky will give Mr. Bence information on house painting tomorrow.
- c. Museum Development There was no discussion on Museum Development.
- d. Middle School Program for 2020. Mr. Lakowsky will to contact Colin Mclvor, the Middle School history teacher, regarding a date for the Middle School Program.

III. ADJOURNMENT

MOTION (4): Ms. Prokop moved to adjourn the Brookside Farm Museum October 20, 2019 Regular Meeting at 7:35 p.m. Seconded by Mr. MacDonald. (5-0) Unanimous.

Respectfully submitted,

Frances Gheri, Recording Secretary