

Brookside Farm Museum
Regular Meeting Minutes
July 22, 2020

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

FILED

July 28 20 20 AT 10:57 AM/PM
(Signature)
EAST LYME TOWN CLERK

Also Present: Dan Cunningham, Ex officio
Joshua Taylor, Interim Curator

I. CALL TO ORDER. Chairman Lakowsky called the July 22, 2020 Brookside Farm Museum Regular Meeting to order at 7 p.m.

II. APPROVAL OF MINUTES. Mr. Lakowsky asked for additions, deletions or corrections to the June 23, 2020 Regular Meeting Minutes (See corrected minutes).

MOTION (1): Ms. Prokop moved to approve the June 23, 2020 Brookside Farm Museum Regular Meeting Minutes, as amended. Seconded by Ms. Meier (6-0) Unanimous.

III. REPORTS.

- a. Agenda Additions. There were no additions to the Agenda.
- b. Public Delegations. There were no public delegations.
- c. Ex-Officio. Mr. Cunningham reported the Selectmen voted on additional funding for the Public Safety Complex. The Board of Finance denied the request. The Selectmen are busy working on end of year transfers.
- d. Curator. Mr. Taylor reported Friday was his last day of work at the Coast Guard Museum. He will try to spend time at the Brookside Farm Museum to work on the data base. He has been interviewed by the Smithsonian, and if accepted he will have to leave the area. Mr. Lakowsky asked Mr. Taylor to give him a list of what he has been working on at the Brookside Farm Museum. Mr. Taylor agreed to also recommend an intern to work at the house.
- e. Chairman. Mr. Lakowsky reported he met with F&S Contracting to determine what is needed for the chimney. He informed Mr. Lakowsky the chimney needs a cap. There are also some bricks that need mortar. His cost is \$1500 and he is able to do the work this weekend. Mr. Lakowsky suggested paying the minimal balance of the chimney repair from the 2020-2021 Building Maintenance Account.

Six trees at the Brookside Farm Museum have been cut down.

Mr. Lakowsky was at the house on Sunday and he had no visitors. He spent time cleaning and marked the stone posts.

FILED

_____ 20 _____ AT _____ AM 7M

EAST LYME TOWN CLERK

- f. Financial.
- g. **Status Update.**
 - a. 2019-2020 Budget. Mr. Patterson informed the Commission he was not able to obtain a budget report prior to this meeting.
 - b. 2020-2021 Budget. Mr. Lakowsky reported our budget for 2020-2021 is \$15,210. Utilities will be taken out of this budget.

h. Presentation of Bills

Ms. Meier submitted a bill for stamps in the amount of \$11.00.

MOTION (2): Ms. Prokop moved to reimburse Ms. Meier \$11.00 for postage stamps to be taken out of Museum Programs, Line Item 134-236. Seconded by Mr. MacDonald. (6-0) Unanimous.

- i. **Barn Rental June 28, 2020.** Ms. Meier reported the June 28, 2020 rental went very well. Ms. Prokop informed the Commission that the Historical Properties Commission wishes to use the barn on August 4, 2020 and the first Tuesday of each month thereafter. Mr. Waterman would like to use the barn for his puppetry project on Thursdays. Mr. Lakowsky stated he will need to submit the necessary paperwork.
- j. **COLLECTIONS** There was no report on collections.
- k. **CORRESPONDENCE** No new correspondence was received.

IV. OLD BUSINESS

a. Property Maintenance

- 1. **General Maintenance Report.** Ms. Prokop and Ms. Meier agreed to weed the garden.
- 2. **Trees.** Six trees have been cut down.

b. MUSEUM DEVELOPMENT

Mr. Lakowsky would like to contact the teacher of archeology to work on a dig at Brookside Farm Museum.

c. UPCOMING EVENTS

Due to the coronavirus no events have been scheduled.

V. NEW BUSINESS

a. PROPERTY MAINTENANCE

- 1. **Back Porch, Painting.** The porch is in need of repairs. Mr. Lakowsky contacted 18th Century Builders, the lowest bidder, and he is willing to update his bid.
- b. **MUSEUM DEVELOPMENT** There was no further discussion on this matter.
- c. **Summer Opening Hours** The Commission agreed that the summer hours for the Brookside Farm Museum will be on Sunday from 1 p.m. to 3 p.m.

VI. ADJOURNMENT

MOTION (3): Mr. Patterson moved to adjourn the July 22, 2020 Brookside Farm Museum Meeting at 7:50 p.m. Seconded by Ms. Meier (6-0) Unanimous.

Respectfully submitted,

Frances Gheri, Recording Secretary

CORRECTED

Brookside Farm Museum
Regular Meeting Minutes
June 23, 2020

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

Also Present: Donna Massung, President of the Friends
Dan Cunningham, Ex office

I. CALL TO ORDER. Chairman Lakowsky called the June 23, 2020 Brookside Farm Museum Regular Meeting to order at 7 p.m.

II. APPROVAL OF MINUTES. Mr. Lakowsky asked for additions, deletions or corrections to the February 26, 2020 Regular Meeting Minutes.

The following corrections were noted: Ms. Meier's name was misspelled in item 2 of Status Update and in motion 5.

MOTION (1): Ms. Meier moved to approve the February 26, 2020 Brookside Farm Museum Regular Meeting Minutes, as amended. Seconded by Mr. Patterson. (6-0) Unanimous.

III. REPORTS.

- a. Agenda Additions. There were no additions to the Agenda.
- b. Public Delegations. Ms. Massung reported she is trying to negotiate with the antique dealer.

She reported that a gentleman from Stamford, Connecticut contacted her and asked whether the Friends are interested in an 1879 William Avery ledger. She informed him we would like to exam it. He sent Ms. Massung a photo of it. He may come to East Lyme next week.

- c. Ex officio. Mr. Cunningham reported the Board of Selectmen are working on contingencies for additional funding for the Public Safety Complex.

Mr. Lakowsky asked Mr. Cunningham to find out from the Board of Selectmen what is being done in the lower lot of the Brookside Farm Museum property where large equipment is being stored.

- d. Curator. Mr. Taylor was not in attendance. Mr. Lakowsky will contact him to determine whether or not he is able to work at the Brookside Farm Museum.
- e. Chairman. Mr. Lakowsky, Mr. Patterson and Mr. Massung removed items from the Flowers' house. Mr. Lakowsky will work on a display of electrical items.

He informed the Commission that more sections of the garden fence have fallen down.

f. Financial.

1. Status Update. Mr. Patterson reported as of mid-June there was \$9,705.38 in the Brookside Farm Museum budget.
2. Presentation of Bills. Mr. Lakowsky purchased a storage box, permanent markers, gloves and storage bags at a cost of \$28.16.

A Purchase Order will be prepared for a dehumidifier filter in the amount of \$149.

MOTION (2): Mr. Patterson moved to reimburse Mr. Lakowsky \$28.16 for the above miscellaneous items from line item Preservation and Collections Care #200-257 and that a Purchase Order be submitted for a dehumidifier filter at a cost of \$149.00 to be taken from line item Maintenance Account #200-222. Seconded by Mr. Seifel. (6-0) Unanimous.

3. Barn Rental June 28, 2020. Ms. Meier reported Robin P. Neff of 1 Surry Lane, Niantic, Connecticut has rented the barn on Sunday June 28, 2020 from 11 a.m. to 3 p.m. and will set up from 9 a.m. to 11 a.m. There will be 25 attendees. First Selectman Mark Nickerson has approved the event, providing the doors to the barn are open.
4. Budget Adjustments. Mr. Lakowsky showed Mr. Bragaw the dead ash trees on the house grounds. Mr. Bragaw suggested removing them. He estimated the cost for two days of work at \$2,800.

The porch is in need of repairs. Mr. Lakowsky has tried to contact Eighteen Century Builders, the lowest bidder, prior to this meeting without success. His bid was \$6700.

Mr. Bragaw estimated the cost of painting the house at \$25,000.

Mr. Lakowsky spoke to Mr. Bragaw regarding repairs of the chimney.

MOTION (3): Ms. Prokop moved to transfer \$2500 from Account #200-415 Curator to Landscaping Maintenance Account #200-225 for tree removal. Seconded by Ms. Meier. (6-0) Unanimous.

MOTION (4) Ms. Prokop moved to purchase sanitizing supplies from Miscellaneous Programs Account #200-236 in the amount of \$100 and event tables from Miscellaneous Programs in the amount of \$800 and for card tables in the amount of \$300. Seconded by Mr. MacDonald. (6-0) Unanimous.

MOTION (5): Mr. Patterson moved to transfer up to \$1,000 from the Curator line item to the Building Maintenance Account #200-222 for chimney repairs. Seconded by Mr. MacDonald. (6-0) Unanimous.

g. COLLECTIONS

1. Flowers house inventory. The following items are of interest to the Brookside Farm Museum: The attic hooks, the kitchen light switch, the knob and tube wiring sample, the kitchen door bell, the arched window, the sample shutter and hardware, the window pulley system, the sample window trim, various door knobs, the front door, the bricks and barn boards.

h. CORRESPONDENCE

No new correspondence was received.

IV. OLD BUSINESS

a. Property Maintenance

1. General Maintenance Report.

b. MUSEUM DEVELOPMENT

There was nothing new to report on museum development.

c. UPCOMING EVENTS

V. NEW BUSINESS

a. Property Maintenance

1. Back porch, painting, front and back columns.

b. Summer hours of opening. Since the two other historical properties in East Lyme are open on Sundays from 1 p.m. to 3 p.m., Mr. Lakowsky suggested that Brookside Farm Museum be opened on Sundays from 1 p.m. to 3 p.m. He asked Commission members to notify him of dates they are available to give tours. Ms. Prokop informed him she is available on July 12.

VI. ADJOURNMENT

MOTION (6): Ms. Prokop moved to adjourn the June 24, 2020 Brookside Farm Museum Meeting at 8:15 p.m. Seconded by Mr. Seifel. (6-0) Unanimous.

Respectfully submitted,

Frances Gherisi, Recording Secretary