

**BROOKSIDE FARM MUSEUM  
REGULAR MEETING MINUTES  
MARCH 22, 2023**

RECEIVED FOR RECORD  
EAST LYME, CT

2023 MAR 27 A 11: 22

*Cynthia M. Meier*  
TOWN CLERK

**Present:** Robert Seifel. Chairman  
Maggi Prokop  
Cheri Meier

**Absent:** Richard MacDonald

**Also Present:** Donna Massung

**I. CALL TO ORDER** Chairman Seifel called the March 22, 2023 Brookside Farm Museum Meeting to order at 7:10 p.m.

**II. APPROVAL OF MINUTES.** Mr. Seifel asked for additions, deletions or corrections to the Brookside Farm Museum Minutes of February 22, 2023.

**MOTION (1):** Ms. Meier moved to approve the February 22, 2023 Brookside Farm Museum Minutes, as presented. Seconded by Ms. Prokop (3-0) Unanimous

**III. REPORTS**

- a. Agenda Additions. There were no additions to the agenda.
- b. Public Delegations. Ms. Massung reminded commission members on April 22, 2023 we have Spring Clean-up Day from 9 a.m. to 12 noon (rain date April 23, 2023)
- c. Ex-Officio. Mr. Cunningham was unable to be present and there was no report.
- d. Curator. Ms. Massung reported tomorrow we will interview Andrea Harris, our first applicant, at East Lyme Town Hall at 11 a.m. Ms. Meier and Ms. Prokop and Ms. Spencer, of Human Resources, will attend. Ms. Massung suggested a three-month probationary period for any applicant. It was felt that the applicant should be aware that the Commission would like a new Curator to work at the house, not from home.
  1. Advertising. There was nothing new to report on advertising.
- e. Chairman. Mr. Seifel distributed copies of NEMA Annual Conference Call for Proposals on thoughtful and interaction sessions and a calendar of events.
- f. Financial

Ms. Meier suggested that the following items be purchased for the house: 2 or 3 picnic tables, a bookcase for the office, new chairs for the barn, and several buckets of Damp Rid for the attic.

1. Status Update. Mr. Seifel reported the remaining amount in the Brookside Farm Museum budget is \$8,025.83.

2. Presentation of Bills. No bills were presented.
  3. 2023/2024 Budget. Mr. Seifel reported the Brookside Farm 2023/2024 budget is being reviewed by the Board of Finance.
  4. Collections. Ms. Prokop reported a tea service has been donated. It will be determined whether it is appropriate for the house.
- g. Correspondence. No new correspondence was received.

#### **IV. OLD BUSINESS**

- a. Property Maintenance
  1. General Maintenance Report. Ms. Meier reported the hand railings were installed in the attic and down to the basement. Commission members have been working on cleaning up the attic.
- b. Museum Development. There was no discussion on museum development.
- c. Events.
  1. June 10 is Open House Day from 11 a.m. to 2 p.m. There will be a spinning demonstration.
  2. August 18 from 6 p.m. to 8 p.m. we will have an Irish music performance by Al Yost. The Commission will provide dessert.

#### **V. NEW BUSINESS**

- a. Barn Rentals. Ms. Meier asked if the Commission is willing to waive our rental fee for a local, non-profit organization. Niantic Community Church would like to have a retreat in the barn on April 29. There was a general consensus that there would be no charge for a local, non-profit organization to use the barn.

The barn is rented on May 19 and June 24.

- b. NEMA and CHLO. The Commission has renewed our membership in NEMA and CHLO.
  1. Web page, Facebook and Administrator. There was nothing new to report.
- c. Historical Properties Commission. Ms. Prokop reported Mark Christensen will provide a flyer for Brookside Farm and other museums in town.

#### **IV. ADJOURNMENT**

**MOTION (2): Ms. Meier moved to adjourn the March 22, 2023 Brookside Farm  
Museum Regular Meeting at 8:00 p.m. Seconded by Ms. Prokop. (3-0)  
Unanimous**

**Respectfully submitted,**

**Frances Ghersi, Recording Secretary**