

BROOKSIDE FARM MUSEUM  
REGULAR MEETING MINUTES  
NOVEMBER 15, 2023

RECEIVED FOR RECORD  
EAST LYME, CT

2024 JAN -8 A 9:13

*Kevin Hill*  
TOWN CLERK

**Present:** Robert Seifel. Chairman  
Maggi Prokop  
Cheri Meier  
Richard MacDonald  
Wanda Stazick

**Absent:** William Follett

**Also Present:** Donna Massung, President of the Friends  
Annah Perch. Curator  
Jan Larson

**I. CALL TO ORDER** Chairman Seifel called the November 15, 2023 Brookside Farm Museum Meeting to order at 7:00 p.m.

**II. APPROVAL OF MINUTES.** Mr. Seifel asked for additions, deletions or corrections to the Brookside Farm Museum Regular Meeting Minutes of October 25, 2023.

**MOTION (1):** Wanda Stazick moved to approve the October 25, 2023 Brookside Farm Museum Regular Meeting Minutes, as presented. Seconded by Cheri Meier. (5-0)  
Unanimous.

**III. REPORTS**

- a. Agenda Additions. There were no additions to the Agenda.
- b. Public Delegations. Ms. Larson informed the Commission she has been reading the Diary of Frank Harris from 1950 to 1955. He had a life of hard work. His wife gave him the five-year diary.

Ms. Perch reported Ms. Larson is a storyteller and can be liaison from the Historical Society to the Brookside Farm Museum.

Ms. Stazick asked if painting the house is in the Town Budget? She was told the Commission has been informed it is in the Town Budget.

- c. Ex-Officio. Mr. Cunningham's last meeting as Ex-officio was the October 25<sup>th</sup> meeting.
- d. Curator. (See attached report). Ms. Perch reported she has put in a request for new windows for the house.

Finance Director Kevin Gervais plans to meet with Annah Perch and William Follett.

Ms. Perch feels it would be worthwhile to visit other historical houses. Ms. Massung suggested visiting them after the holidays.

Ms. Stazick asked for an update on the Annual Appeal. Ms. Perch suggested working on it in January. Ms. Stazick suggested considering sending it out in the summer to request donations from the summer residents. Ms. Massung suggested meeting after the first of the year to decide when to do the Annual Appeal.

Ms. Perch suggested a Meet the Director luncheon with a complementary boxed lunch.

She suggested continuing with the Strategic Plan.

- e. Chairman. Mr. Seifel reported this will be his last meeting as Chairman.
- f. Financial. Status Update. Mr. Follett sent an email stating we have spent \$14,734.
  - 1. Presentation of Bills. No bills were presented.
  - 2. 2023-2024 Budget. Forty percent of the Brookside Farm Museum budget has been spent.
  - 3. Collections. There were no new collections.
- g. Correspondence. No new correspondence was received.

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

- a. Property Maintenance
  - 1. General Maintenance Report. The outside water has been turned off.
  - 2. Painting. There was no further discussion on painting.
- b. Museum Development. There was no discussion on museum development.
- c. Events.

December 10 from 1-3 p.m., a Holiday Open House will be held at the Brookside Farm Museum.

December 13 a Senior Tea will be held at the house from 1 p.m. to 3 p.m.

The Victorian Lady is willing to perform at the house.

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

- a. Barn Rentals. Ms. Meier reported the barn is closed for the season. She will arrange to have the sink taken out. The quality of the tables will be looked at.

- b. Historical Properties Commission. Ms. Massung reported the Samuel Smith Farmstead will have family photos taken at the house as a fundraiser.

#### **IV. ADJOURNMENT**

**MOTION (2): Ms. Meier moved to adjourn the November 15, 2023 Brookside Farm Museum Regular Meeting at 8:15 p.m. Seconded by Ms. Stazick. (5-0) Unanimous**

**Respectfully submitted,**

**Frances Gheri, Recording Secretary**

Curators Report  
November 15, 2023

Looked at the adopted job descriptions for the “executive director”, Friends and the Commission and made suggestions about where to make changes that might motivate some positive growth in the future.

Reached out to Town officials about certain needs including landscaping, grant writing, and budget information. I could use the help of commissioners to follow up on these requests.

I’m looking to determine:

Is it ethical for a town employee to raise funds for a specific part of the town budget?

Can Parks and Rec staff work over the winter on cutting back invasive and cutting down dead trees?

Should I work with the town planner on grants?

How to apply for a bigger budget.

November 13, 2008

looked at the subject job description, the executive director, the board and the Commission and made suggestions about where to make changes that might improve some of the things in the future.

Reached out to town officials about what needs in their jurisdiction, given what the budget information, and use the list of concerns to follow up on those requests.

Am looking to develop...

is it critical for a town employee to raise issues for a specific part of the town budget?

Can Parks and Rec staff work on the winter on their back involving and cutting down dead trees?

Should I work with the town district on grants?

How to apply for a bid for...