

BROOKSIDE FARM MUSEUM
REGULAR MEETING MINUTES
MAY 22, 2024

RECEIVED FOR RECORD
EAST LYME, CT

2024 MAY 28 P 1:09

Karen Hill
TOWN CLERK

Present: Cheri Meier
Richard MacDonald
Wanda Stazick
William Follett

Also Present: Donna Massung, President of the Friends
Annah Perch, Curator
Jason Debble, Ex officio

- I. **CALL TO ORDER.** Ms. Meier called the May 22, 2024 Brookside Farm Museum Regular Meeting to order at 7:00 p.m.
- II. **APPROVAL OF MINUTES.** The Commission was asked for additions, deletions or corrections to the April 24, 2024 Regular Meeting Minutes of the Brookside Farm Museum.

The following correction was noted: Ms. should be changed to Mr. in motion 1.

MOTION (1): Mr. MacDonald moved to approve the April 24, 2024 Regular Meeting Minutes as amended. Seconded by Ms. Stazick. (4-0) Unanimous.

MOTION (2): Mr. Follett moved to have the Curator's Report moved to the beginning of Reports. Seconded by Ms. Stazick. (4-0) Unanimous.

III. **REPORTS**

- a. **Curator.** See attached Curator's Report. Ms. Perch added she has spoken to Ruby Glass concerning broken glass in the barn. They will come to give an estimate on May 23.

Ms. Perch stated she will send copies of monthly bills to Mr. Follett.

Ms. Perch wishes to join Women's Network of Southeastern Connecticut. Membership will cost \$150 per year. Every month they will have lunch and a presentation. They also have events. Ms. Perch would also like to attend Chamber of Commerce meetings.

Ms. Perch reported UConn School of Landscape Design would like to give a follow-up presentation in the barn for town officials and leaders on June 6 at 5 p.m. Mr. Debble agreed to inform First Selectman Dan Cunningham about the presentation.

- b. **Agenda Additions.** There were no additions to the Agenda.
- c. **Public Delegations.** There were no guests.

The revised barn rental agreement will be discussed at the next scheduled meeting of the Commission to determine the language of the contract. Commissioners are asked to come up with some ideas about how to best rent the space. Cheri Meier will send out a copy via email to the commissioners before the next meeting.

- b. Historical Properties Commission.** Ms. Massung reported we received \$225 from the sale of house plaques.

The Samuel Smith Farmstead on Open House Day will have a Tractor and Truck Show with music by Five Bean Row on June 8 from 10 a.m. to 3 p.m.

Ms. Massung reported the Lee House will have a Flea Market on May 25 and May 26. On August 17 from 9 a.m. to 1 p.m. there will be an archeological dig at the Lee House. The cost to participate will be \$10.

VI. ADJOURNMENT

MOTION (3): Mr. Follett moved to adjourn the May 22, 2024 Brookside Farm Museum Meeting at 8:00 p.m. Seconded by Mr. MacDonald. (4-0) Unanimous.

Respectfully submitted,

Frances Gheri, Recording Secretary

May 2024 Curator's Report as of May 20, 2024

Collaboration with UConn School of Landscape Design

Attended a presentation on April 26 where the students gave their final reports. Planned a follow-up presentation for town officials and leaders to see on June 6 at 5 pm at the barn. I hired intern Haley Visko to move forward some of the common themes in the reports over the summer.

Grants and Assessments

I began working on a SHPO grant for a historic structures report which has a deadline of June 14 (for an August start date). I've been told that the funding is extremely tight this year. I'm working along the lines that we will apply for a historic structures report but if we have that funding from the Town, I will apply for the next phase of restoration which would likely be lead abatement, window repair, roof repair and painting. Daryn Reyman-Locke as the consultant to conduct the historic structures report.

Grounds Security

Because there was more vandalism to the barn, I purchased a second outdoor ring security camera. Ron Bence helped install it. The youth discovered the camera that afternoon and haven't returned to the area behind the barn.

Misc.

I made plans for Frontier to install wifi. Installation of fiber will be on May 29. The bill for phone and wifi together will be \$104 per month (this will replace the \$80 per month telephone bill for a total of \$20 more per month which we have in our utilities budget).

Brookside Farm Museum joined the Chamber of Commerce of Eastern Connecticut. I then attended a networking meeting that they hosted at Marvel Home Decorating in East Lyme. I was able to introduce the museum to everyone and secured an interested candidate for volunteering.

I attended the Women's Network of Southeast Connecticut's monthly luncheon, which also gave me the chance to introduce Brookside to the people I met.

I hosted the East Lyme Ag Committee for their monthly meeting on May 15. The purpose was to offer our space should it meet any of their needs and to inform them about the work we are doing in the hopes of having their support and participation.

I am seeking a budget from the Friends of Brookside Farm Museum for what it plans to contribute to the general operating budget in the next fiscal year. The Friends group must be contributing meaningfully to the general operations of Brookside. My recommendation is:

- Improved signage around the property. This was recommended by almost every presentation made by UConn. Educational signs can cost \$1,000 per sign. Wayfinding signs would be less. Annah will manage the project in an amount of \$5,000.

- Consultant to catalog the objects and paper in the house. A student archivist could be paid minimum wage to accomplish this task at \$15.69 per hour. At 10 hours per week that would be \$156.90 per week and could be capped at \$2,510 (or 16 weeks of work).
- If the interpretive plan is not funded by the grant application, funding an interpretive plan in the amount of \$10,000 is recommended.

These are each high-priority items that are not covered in next year's Town budget. Friends should feel free to work with me throughout June to finalize a plan.

On Thursday, May 23 at 6:30 pm the Waterford Historic Society is hosting a workshop called "Don't Know What You've Got 'Til It's Gone – The Importance of Historic Preservation." It is at 49 Rope Ferry Road, Waterford. I recommend volunteers attend.

Chairman's Report
April 24 – May 22, 2024

1. On April 26, Wanda Stazick and I attended UCONN's Plant Sciences and Landscaping Architecture students with presentations of their vision for us at BFM. It was a very interesting and exciting to see the possibilities.
2. Contacted RoseAnn Hardy about finding a couple more people to fill the vacancies on the Commission. Haven't heard back.
3. I have participated in several events held by the Friends of Brookside Farm Museum: Clean up Day, Plant Sale, High Tea in the Barn, and keeping in touch with Wil Reed, archeology teacher, at East Lyme High School.

Range of Accounts: 01-01-134- - to 01-01-134-999-999 Include Cap Accounts: Yes As of: 05/21/24
Skip Zero Activity: Yes

NOTE: This report includes ONLY activity originally Budgeted/Charged to Budget Year 4.
Prior Year Budgeted/Encumbered/Payable amounts rolled to Budget Year 4 have been EXCLUDED.

| Account No | Description | Budgeted | Transfers | Encumber | Net Expd/Reimb | Payable | Balance YTD | %Used |
|--------------------|--|-----------|-----------|----------|----------------|---------|-------------|-------|
| 01-01-134-000-000 | Brookside Farm Museum Commission | | | | | | | |
| 01-01-134-100-000 | Personnel Services | | | | | | | |
| 01-01-134-100-412 | PT Clerical | 600.00 | 0.00 | 0.00 | 531.98 | 0.00 | 68.02 | 89 |
| 01-01-134-100-415 | Curator | 6,180.00 | 19,500.00 | 0.00 | 21,486.14 | 0.00 | 4,193.86 | 84 |
| 01-01-134-200-000 | Services - Contracted/Operatio | | | | | | | |
| 01-01-134-200-222 | Building Maintenance | 1,000.00 | 0.00 | 923.77 | 76.23 | 0.00 | 0.00 | 100 |
| 01-01-134-200-225 | Landscaping Maintenance | 360.00 | 0.00 | 0.40 | 359.60 | 0.00 | 0.00 | 100 |
| 01-01-134-200-236 | Museum Programs | 2,000.00 | 0.00 | 1,552.81 | 447.19 | 0.00 | 0.00 | 100 |
| 01-01-134-200-257 | Preservation, Collections Care | 500.00 | 0.00 | 324.28 | 175.72 | 0.00 | 0.00 | 100 |
| 01-01-134-300-000 | Operating Exp - Supplies/Fuels | | | | | | | |
| 01-01-134-300-200 | Communications | | | | | | | |
| 01-01-134-300-201 | Telephone | 1,000.00 | 0.00 | 0.00 | 863.74 | 0.00 | 136.26 | 86 |
| Control: 200 | Total | 1,000.00 | 0.00 | 0.00 | 863.74 | 0.00 | 136.26 | 86 |
| 01-01-134-300-300 | Supplies & Miscellaneous | | | | | | | |
| 01-01-134-300-320 | Misc Supplies | 300.00 | 0.00 | 141.07 | 158.93 | 0.00 | 0.00 | 100 |
| Control: 300 | Total | 300.00 | 0.00 | 141.07 | 158.93 | 0.00 | 0.00 | 100 |
| 01-01-134-400-210 | Utilities | 5,000.00 | 0.00 | 1,115.73 | 2,912.20 | 0.00 | 972.07 | 81 |
| Fund: 01 | GENERAL FUND EXPENDITURES Budgeted Total | 16,940.00 | 19,500.00 | 4,058.06 | 27,011.73 | 0.00 | 5,370.21 | 85 |
| Fund: 01 | GENERAL FUND EXPENDITURES Non-Budgeted Total | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| Fund: 01 | GENERAL FUND EXPENDITURES Total | 16,940.00 | 19,500.00 | 4,058.06 | 27,011.73 | 0.00 | 5,370.21 | 85 |
| Final Budgeted | | 16,940.00 | 19,500.00 | 4,058.06 | 27,011.73 | 0.00 | 5,370.21 | 85 |
| Final Non-Budgeted | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| Final Total | | 16,940.00 | 19,500.00 | 4,058.06 | 27,011.73 | 0.00 | 5,370.21 | 85 |