

Smith-Harris House Commission  
Regular Meeting Minutes  
August 26, 2015

Present: Gary Lakowsky  
Richard MacDonald  
Maggi Prokop  
Barbara Odgers  
Kathleen Sasso

FILED IN EAST LYME  
CONNECTICUT  
Sept 1, 2015 AT 1:40 AM/PM  
Kathleen Sasso  
EAST LYME TOWN CLERK

Also Present: Joanie DiMartino, Smith-Harris Executive Director  
Donna Massung, Friends of Smith-Harris President  
Kathleen Davis, a member of the Friends

I. CALL TO ORDER. Chairman Lakowsky called the Smith-Harris House Commission Meeting of August 26, 2015 to order at 7:00 p.m.

II. APPROVAL OF MINUTES. Mr. Lakowsky asked for additions, deletions or corrections to the July 24, 2015 Meeting Minutes.

The following corrections were noted: On page 2, under G, The second sentence in the second paragraph to be revised as follows: "It was thought that Ms. White's daughter continues to take care of it."

On page 2 the fifth paragraph under barn rental, the fourth sentence to be revised as follows: "She requests permission to spend \$75 to purchase the following supplies: 9 three ring binders, a package of plastic sheet protectors and one package of manila folders."

MOTION: Ms. Prokop moved to approve the July 24, 2015  
Smith-Harris House Commission, as amended.  
Seconded by Mr. MacDonald. (5-0) Unanimous.

### III. REPORTS

A. Public Delegations. Ms. Massung reported on the following upcoming programs: October 12 the house will be open for tours as well as children's programs in the barn from 12-4 p.m. There are four teen members that will run the program. The children will make a mural with natural-dye paint and participate in squash bowling, yard games and make hankie dolls.

October 16 and 17 we will have a Spirit Voices Program. The house will be open on those days and nights. We will have a funeral tradition in the parlour. Tickets are \$15 per person if purchased prior to the event, \$18 if purchased the day of the event and \$40 per family if purchased prior to the event and \$45 per family if purchased the day of the event. The program will be held on October 16 from 5 p.m. and 5:45 p.m. and on October 17 from 4:15 p.m., 5 p.m. and 5:45 p.m. There will be individuals portraying Elizabeth Avery, Marcela Miller, Mrs. Utley, Harris Beckwith, Mrs. Simon Smith, and Moses Warren.

On October 28 we will have Trick or Trunk and slightly creepy folktales in the house.

On November 28 the house will be open for tours. Ms. DiMartino will focus on Thanksgiving.

On December 5 we will have a Wreath Sale in the barn with singing by Montville High School. We will have an Open House the same day.

On December 6 the volunteers will be served soup.

Ms. Davis reported she loves gardening and is very interested in working on the house gardens. She would like to work with Ms. DiMartino on appropriate plantings. Ms Davis asked what monies would be available. She was informed there is \$900 in the Landscaping Maintenance Account.

B. Ex-officio Report. There was no report.

C. Curator's Report. (See attached)

Ms. DiMartino stated we are applying for two grants. The Rotary awards up to \$1,000 each August. It was suggested that Susie Jerome, a Conservator, should be hired to identify clothing items. The second grant is called the Regional Angels Grant.

D. Agenda Additions. The Commission was asked for any additions to the Agenda.

MOTION: Ms. Prokop moved to add A 1. Garden Fence and Gardening Round About to this evening's Agenda. Seconded by Ms. Sasso. (5-0) Unanimous.

E. Chairman's Report. Mr. Lakowsky reported he replaced two lights in the corncrib with LED lights.

He received one quote on the split rail fence from Rings End in the amount of \$324.90. He will obtain two more quotes.

Mr. Lakowsky spoke to Joe Bragaw, Public Works Director. A gas line will run up to the Community Center. Mr. Lakowsky would like it to run to the barn some time in the future.

There remains two trophies from the Antique Motorcycle Program which Mr. Lakowsky will deliver.

The potholes have been repaired. The equipment has been moved. He will contact Ron Bence regarding plugging holes in the barn.

The fruit trees are bearing fruit and should be ready by the middle of September. The peaches are ready for picking.

He will need another quote on the outside lighting.

Mr. Hobby is willing to give more information about the farm equipment.

#### F. Financial Report.

1. Status Update. Mr. MacDonald reported we had \$16,750 at the beginning of the fiscal year. Electricity and telephone expenses were encumbered. There remains \$11,995.77.

MOTION: Mr. MacDonald moved to encumber \$200 from the Maintenance Budget to True Value.  
Seconded by Ms. Odgers. (5-0) Unanimous.

2. Presentation of Bills. There were no bills presented for payment.

3. Barn Rental. Ms. Prokop reported there is a wedding on August 29, 2015 and she will be at the house from 2 p.m. to 6 p.m. They will have a rehearsal on August 28 at 3:30 p.m. She has another wedding on October 10.

#### G. Collections Committee (See attached report)

H. Correspondence. Ms. Prokop received a thank you note from Ann Marie Yuhas for the Girl Scouts end of school program held in the barn.

### IV. OLD BUSINESS

#### A. Property Maintenance.

1. Garden Fence and Gardening Round About. Ms. Odgers reported the apple tree needs pruning.

2. Front Walkway. Mr. Lakowsky will work on the front walkway.

3. Lighting. It was felt lighting is needed for the outside of the house as well as in the attic. Ms. DiMartino felt the dining room needs better lighting. Mr. Lakowsky agreed to look into better lighting.

#### B. Museum Development.

1. SStepCT Report. Ms. DiMartino reported the Commission will need to vote on the Bylaws, the Curator's job description and record retention in the attic. It was felt that an evaluation for Ms. DiMartino was needed.

#### C. Motorcycle Show Wrap Up.

Mr. Lakowsky thanked all who helped. The event went well. We were asked to keep future motorcycle shows on the second Sunday in August. It was felt that the show should start a little later and be less hours. It was suggested the motorcycles should drive on the grass rather than on the lane. We need to

advertise for vendors. Ms. DiMartino felt possibly the fee for vendors should be reduced. Ms. Sasso asked if there is a vendors' organization we could go to? She was informed that it will be researched.

Ms. Massung reported we had a profit of \$692.50. The Lions made a profit of \$150.

Ms. Odgers suggested requesting a financial commitment from sponsors and vendors.

Ms. Sasso suggested opening it up to classics.

## V. NEW BUSINESS

### A. Property Maintenance.

1. Barn Roof. There was nothing new to report on the barn roof.

2. Split rail fence. Mr. Lakowsky received an estimate and will obtain two more.

3. Brush Removal. The Town will use its brush cutter along the side of the stone wall. They will also remove the tree near the barn.

### B. Museum Development.

There was no discussion at this time.

### C. Upcoming Events.

1. Fall/Winter Events. See Friends Report and Curator's Report.

D. 2016/17 Budget Suggestions. Mr. Lakowsky would like suggestions from all early to help him prepare the upcoming budget. He would like to request an electric heater for the barn.

## VI. ADJOURNMENT

MOTION: Ms. Prokop moved to adjourn the Smith-Harris House  
August 26, 2015 Regular Meeting at 8:45 p.m.  
Seconded by Ms. Odgers. (5-0) Unanimous.

Respectfully submitted,

Frances Gheri, Recording Secretary

## **Director's Report--August, 2015**

Submitted to the Smith-Harris House Commission

### **Upcoming Meetings**

- Grant proposal meeting, Friday, August 28th, 10 am at the House.
- STEPS-CT sub-committee meeting, Friday, August 28th, from 1-3 pm at the Barn.
- STEPS half-day open-house, finalizing AUD session, Monday, August 31st, 1 pm-4:30 pm, CHS in Hartford.
- Collections Committee meeting, Friday, August 11th at 10 am.
- "Spirit Voices" planning meeting w/ ELHS & S. Smith House, Friday, August 11th, exact time TBD.
- Friends Board Meeting, Tuesday, September 8th, at 5 pm, location TBD.
- Commission Meeting, Wednesday, September 23rd, 7 pm in the senior center.
- Additional meetings scheduled throughout the month TBD.

### **STEPS-CT**

The current STEPS-CT Sub-Committee: Donna Massung, Kathleen Patterson, Kathleen Sasso, Maggi Prokop, and director Joanie DiMartino met throughout the month to continue with STEPS-CT work.

- Please vote on the suggested Commission by-laws by September, please. Conflict of Interest policy coming soon, along with job descriptions, and Record Retention policy.
- Gary & I need to set up a "performance evaluation" for staff.
- Sarah Griswold (and seconded by our STEPS sub-committee) has approved the Smith-Harris House of reaching "Bronze" status on our Mission, Vision, & Governance segment, once we've got the last of these policies in place--Congratulations to all, and thank you for your hard work on this segment! Now, to finish the AUD segment--onward!
- We begin the "Management" section in September.

### **Programs/Education**

- We will be collaborating with the Florence Griswold Museum and the Avery-Copp House, as the location for an open-hearth cooking program sometime this fall or winter. Leslie is donating her historic culinary expertise to the Florence Griswold Museum for a fundraiser, and we will be the location for the cooking. It's easy for us and a good collaborative/awareness opportunity.
- UPCOMING PROGRAMS (as per the holiday event planning meeting):
  - AUTUMN/HOLIDAY: (See attached blurb sheet)
    - "Spirit Voices: Tales from the Old Burial Ground" Oct. 16th & 17th; 5 pm & 5:45 pm on Friday, 4:15 pm, 5 pm, & 5:45 pm on Saturday. We need several more actors/guides. Would like to contact the high school drama club teacher. Who would like to be in the Parlor? We also need a police presence for visitors crossing the street.
    - Columbus Day, Monday, October 12th we will be open for tours from 12 - 4 pm with four other activities:

- hankie doll making
- squash bowling
- “mural painting” with natural-dye paint
- children’s games
- Trick or Trunk featuring our “Slightly-Creepy Folk Tales” from 6-8 pm on Wednesday, October 28th.
- open Saturday, November 28th just for tours (maybe a Thanksgiving focus?) 12 pm to 4 pm.
- December 5th, Saturday-- Wreath Sale & Open-House, times TBD.
  - Donna overseeing decorating & Sitting Room tree program TBD.
- December 10th or 17th; Belsnickel or Antique Santa program.

### **Summer Tours**

- The new tour script appears to have been a success this summer; will have final numbers in September.
- Need to confirm someone for August 30th for tours.

### **Meetings Attended**

- 7/23- STEPS-CT sub-committee meeting for MVG & AUD.
- 7/24- meeting with Historic Properties Commission Chair Luane Lange.
- 7/27- holiday events planning meeting.
- 7/27- hosted STEPS-CT peer advisor and peer sites at Barn & House.
- 8/14- “Spirit Voices” meeting; Collections Comm. meeting; STEPS-CT subcommittee meeting for MVG & AUD.
- 8/17- represented the Smith-Harris House at the EL Historic Properties Commission meeting.
- 8/18- Friends meeting.
- 8/26- Commission meeting.

### **Other**

- developed 1 hr. Powerpoint presentation & talk on the national & CT woman suffrage movement. Presented talk at Avery-Copp House on Sunday, August 23rd.

Submitted by:  
Joanie DiMartino, executive director

August 26, 2015

## **Odgers, Barbara (EDU)**

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### AUGUST 2015 COLLECTION COMMITTEE REPORT

We held our first Collection Committee meeting on August 14. In attendance were Kathleen Patterson, Donna Massung, Maggie Prokop, Joanie DiMartino and Barbara Odgers. The next meeting will be September 19 at 9:00.

Recent donations of period clothing were examined and we decided the items needed further research. We also looked at a small piece of needlework donated by a Girl Scout leader. I will be contacting the donor for more information.

Two sets of books were discussed and the committee recommended:

Keep for Special Use – Books by Eugene Field (1850-1895) 10 Volumes published 1889-1901

De-accession – Time Life Civil War Books 17 Volumes (4 Volumes are duplicates) publication dates 1990s

None of these books have any significant resale value but are good reading material.

How to dispose of them? Friends Sale, Library Sale, Transfer Station?

There will probably be more items from the attic to consider. Most of the attic items will most likely fall into the Special Use category. These would include documents, records, craft supplies, dinner wares etc.

A section of the attic directly opposite the stairs has been cleared for a Friends file cabinet donated by Town Hall courtesy of Darlene Stevens.

The next area that will be cleared and set up is directly to the left of the file cabinet. This is where the dining Room chairs will be lined up. The front row of chairs will then be used to temporarily lay out the Holiday decorations for easy access when the house decorating begins.

Other discussion at the Collection Committee meeting had to do with how to mark individual items with accession numbers for unique identification. Kathleen Patterson will be bringing this issue to STEPS when they discuss Inventory Policies & Procedures.

With Joanie's help I have collected inventory records consisting of 90 printed pages, 73 file cards each listing up to 10 articles, 59 photos in an inventory album and numerous references of donated items. I plan to enter all of the pertinent data into an Excel spreadsheet where I can match up and weed out duplicates. Hopefully this will be the base of a comprehensive inventory.

In August I spent 13.5 hours in the attic. The last half hour on August 18 I removed the dried Hydrangea. The heat was excessive that day so I have decided to limit my time in the attic until it cools off a bit.

Sincerely, Barbara B. Odgers