

Smith-Harris House Commission
Regular Meeting Minutes
July 22, 2015

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

FILED IN EAST LYME
CONNECTICUT
7/28, 2015 AT 9:00 AM/PM
Cesley Blair
EAST LYME TOWN CLERK

Also Present: Joanie DiMartino, Smith-Harris Curator
Donna Massung, Friends of Smith-Harris President

I. CALL TO ORDER. Chairman Lakowsky called the Smith-Harris House Commission Meeting of July 24, 2015 to order at 7:05 p.m.

II. APPROVAL OF MINUTES. Mr. Lakowsky asked for additions, deletions or corrections to the June 24, 2015 Meeting Minutes. The minutes were tabled until the Commission had a chance to review them.

III. REPORTS

A. Public Delegations. Ms. Massung reported she will receive the signs on Monday.

She asked if the Commission would like her to order tee shirts. It was felt she should order the light grey tee shirts. She will need a black and white photo of the house.

B. Ex-officio Report. Mr. Wilson was not present, and there was no report.

C. Curator's Report. (See attached) The Curator reported she will be on vacation from July 29 through August 3.

D. Agenda Additions. The Commission was asked for any additions to the Agenda, and there were none.

E. Chairman's Report. Mr. Lakowsky reported the water and electric bills will need to be paid before a report on a year ending balance can be made.

Mr. Lakowsky informed the Commission he uncovered all of the farm equipment and spoke to the Town about the removal of brush and repair of potholes.

F. Financial Report.

1. Status Update. There was no report.

2. Presentation of Bills. Mr. Lakowsky presented bills for ink for the printer in the amount of \$54.23 and for materials for fixing the upstairs bathroom in the amount of \$31.88

MOTION: Kathleen Sasso moved to approve reimbursement to Gary Lakowsky in the amount of \$86.11. Seconded by Barbara Odgers. (5-0) Unanimous.

3. Barn Rental. Ms. Prokop reported she showed the barn yesterday and the couple gave a deposit for a wedding on October 10.

G. Collections Committee. Ms. Odgers reported last month she gave a description of inventory management. She suggested having a monthly meeting on each Saturday before this commission's meeting. The Committee will review donations.

Mary Cutillo called regarding a tree in memory of Virginia White. Ms. White's daughter continues to take care of it.

Ms. Cutillo donated a Johnny Appleseed tree that needs to be replaced. It was felt the replacement should be made through Trees for Tomorrow.

Ms. Odgers showed the Commission a piece of silverware for serving dainties she found in the attic. Mr. Lakowsky repaired it. She also showed a hook for a swing.

The attic cleaning is continuing. She found hand made parking signs in the attic. Currently the record keeping on inventory must be done on paper. She requests permission to spend \$75 to purchase the following supplies: 9 three ring binders, one package of Avery labels and one package of manila folders.

MOTION: Maggi Prokop moved to authorize Barbara Odgers to purchase supplies for an amount not to exceed \$75. Seconded by Richard MacDonald. (5-0) Unanimous.

H. Correspondence. Ms. Prokop sent a thank you note to Leslie Evans for lending plates for the Honey Tea.

IV. OLD BUSINESS

A. Property Maintenance.

1. Garden Fence and Maintenance. Mr. Lakowsky will be at the house on Saturday and Sunday and will take care of the electric cutters when not giving tours. He will cut everything down in the garden. He will purchase white paint for the fence.

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. STepCT Report. Ms. DiMartino reported STepCT will host the next Open House session in the barn. The other three historical societies of Essex, Deep river and Colchester will be present. Light refreshments will be served.

We have decided to pair that meeting with a planning meeting for holidays on July 27 at 11 a.m. Attendees are asked to bring a bagged lunch.

StepCT has suggested that Commission members read and sign a Code of Ethics and Behavioral Agreement. Ms. DiMartino will have Bylaws to be reviewed and voted on by the August meeting.

She provided her job description.

The Commission and Friends Board encourage the establishment of a Nominating Committee to seek new volunteers.

V. NEW BUSINESS

A. Property Maintenance.

1. Barn Roof. The barn roof is expected to be repaired this year.

Ms. Prokop observed the actions of critters in the barn. Mr. Lakowsky agreed to check into it.

B. Museum Development.

1. Curator Title. After reviewing Ms. DiMartino's Job Description it was felt her title should be changed.

MOTION: Ms. Prokop moved to change Ms. DiMartino's title from Curator to Executive Director.
Seconded by Ms. Odgers. (5-0) Unanimous.

C. Upcoming Events.

1. Antique Motorcycle Show. Ms. DiMartino developed a tour flow for the house. She asked for assistance in roping off tours. She would like to develop a description sheet of information on the house and obtain more detail on tours. She will need three people in

the house. She will need only two people during the day. Vendors have called regarding an information sheet on setting up.

Mr. MacDonald ordered portapotties for this event. He also took care of the tags. Ms. Sasso has prepared sponsor and vendor letters. Mr. Lakowsky suggested various businesses to send them to, as well as the Lions and Rotary.

Ms. DiMartino has taken care of publicity.

The lawn will be cut. Mr. Lakowsky will bring a few pop up tents. The area for vendors will have storm fencing. Two tables will be set up for the day of the event. There will be wood blocks for motorcycles. Mr. MacDonald will take care of voting and evaluation sheets. Ms. Massung will take care of hand stamps. The signs have been taken care of. Ms. Massung will try to obtain reasonable trophies. The Friends will take care of the entrance fees. It was felt a roll of raffle tickets and a container for the 50/50 raffle tickets will be needed.

Mr. Lakowsky felt six people will be needed for each booth. The gates will be opened from 10 a.m. to 3:30 p.m. The Friends and the Leos will help. Ms. DiMartino asked if lunch will be provided for helpers. Mr. Lakowsky felt the Lions could prepare lunches.

2. October Meeting Dates. Mr. Lakowsky reported our October meeting date conflicts with the Trick or Trunk event and suggests that it be changed to October 29.

MOTION: Ms. Prokop moved to change our regularly scheduled meeting date for October to October 29. Seconded by Mr. MacDonald. (5-0) Unanimous.

VI. ADJOURNMENT

MOTION: Mr. MacDonald moved to adjourn the Smith-Harris House July 22, 2015 Regular Meeting at 8:50 p.m. Seconded by Ms. Prokop. (5-0) Unanimous.

Respectfully submitted,

Frances Gheri, Recording Secretary