

June 1, 2015 AT 1:45 AM/PM  
*Joseph Blair*  
EAST LYME TOWN CLERK

**TOWN OF EAST LYME  
SMITH-HARRIS HOUSE COMMISSION  
REGULAR MEETING MINUTES  
Wednesday, MAY 27th, 2015**

**Present:** Gary Lakowsky, Chairman, Richard MacDonald, Barbara Odgers,  
Kathleen Sasso

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

**1. Call to Order**

Chairman Lakowsky called the May 27, 2015 Meeting of the Smith-Harris House Commission to order at 7:03 PM.

**2. Approval of Minutes**

Mr. Lakowsky called for any additions, deletions or changes to the April 22, 2015 Regular Meeting Minutes.

Mr. Lakowsky asked that on Page 4 in the end of the paragraph on upcoming events where he is speaking that the line be corrected to read: Mr. Lakowsky asked Parks and Recreation to cut the lawn on August 6 and on August 7 prepare the line markings.

**\*\*MOTION (1)**

**Ms. Sasso moved to approve the April 22, 2015 Regular Meeting Minutes of the Commission as amended.**

**Mr. MacDonald seconded the motion.**

**Vote: 4 – 0 - 0. Motion passed.**

**3. Reports**

↓ **Public Delegations:**

Donna Massung, President of the Friends reported that tickets are still available for the Honey Tea on June 28, 2015; she is still waiting on the sign guy for the motorcycle show and if she does not hear from him, she will go elsewhere; and they did very well on the Plant Sale that they held earlier in the month.

↓ **Ex-Officio Report**

Mr. Wilson was not present and there was no report.

↓ **Curator's Report**

Ms. DiMartino thoroughly reviewed her report. (Attached to Minutes)

Ms. DiMartino said that the Vision Statement was complete and asked if they would want to discuss and possibly vote on it this evening. She passed around a completed copy in flowchart style depicting how all of this works together. (Attached to Minutes)

↓ **Agenda Additions**

Mr. Lakowsky asked that they add Discussion/Action – Vision Statement to the agenda as New Business Item D.

**\*\*MOTION (2)**

**Ms. Sasso moved to add item D. under New Business – Discussion/Action – Vision Statement to the agenda.**

**Ms. Odgers seconded the motion.**

**Vote: 4 – 0 - 0. Motion passed.**

↓ **Chairman's Report**

▪ **Sign up Sheet**

Mr. Lakowsky turned over to the Curator the sign up sheets to be posted at the House for sign-ups for the various events.

Mr. Lakowsky reported that he would be cutting the brush near the walls and taking care of the old equipment; possibly this weekend when he will be at the house for the Birthday Party event being held there from 6:30 to 11 PM.

He would also like to have the trees in the back that are falling down cleaned up and will be considering offering the wood there as firewood in return for the help with the clearing.

They have tents for the Middle School event and will be putting them up.

He will attend the Annual Meeting of the Friends.

He is still trying to get in touch with Mr. Ball regarding having help from the inmates with work that needs to be done at the House and on the grounds.

He is looking into the internet service.

He has provided lawn cutting dates to Mr. Putnam so that the grounds will be mowed in time for the various events and lastly, they need to work on the ads for the upcoming Motorcycle Event.

↓ **Financial Report**

▪ **Status Update**

Mr. MacDonald reported that including encumbrances that they have \$2485.46 left.

▪ **Presentation of Bills**

Mr. Lakowsky asked if there were any bills.

Ms. DiMartino presented an invoice for the Middle School event that was already encumbered.

▪ **Barn Rentals**

Mr. Lakowsky noted that this Saturday is the 16<sup>th</sup> Birthday Party that he will be covering from 6:30 PM to 11 PM. He said that he did not have anything else from Ms. Prokop at this time.

↓ **Collections Committee**

Mr. Lakowsky said that there was nothing to report.

↓ **Correspondence**

Ms. DiMartino said that she was asked that they write a letter for Mr. Martin regarding the work and information that he had provided on the dig last year.

**4. OLD Business**

↓ **Property Maintenance**

▪ **Garden Fence and Maintenance** – Mr. Lakowsky said that he is working on this and looking for the paint.

Ms. Massung and Ms. DiMartino said that the paint is in the basement of the House.

▪ **Front Walkway** – Mr. Lakowsky said that they are still waiting on the supplies.

↓ **Museum Development**  
▪ **Educational Programs**

Ms. DiMartino asked that they put up a sign indicating that this is a PRIVATE EVENT at the entrance drive to the House so that they will not have the public coming in as they will be hosting over 100 students for this event.

Ms. DiMartino also asked that they purchase an OPEN banner that could be posted at the drive entrance to the House so that people would know that they are open. She also asked that Mr. Lakowsky purchase ink for her printer and a box of manila folders.

▪ **STepCT Report**

Reported previously – see attached Curator's report.

**5. NEW Business**

↓ **Property Maintenance**

- **Barn Roof** – Mr. Lakowsky said that this is part of the 2016 budget.

↓ **Museum Development**

▪ **Educational Program Middle School**

Mr. Lakowsky said that the dates for this year are June 1 and 3, 2015; after this event is over they will begin discussing the event for next year.

↓ **Upcoming events:**

- **Antique Motorcycle Show** – Mr. Lakowsky said that he has been diligently working on this and that the date is August 9, 2015. They will continue working on this.

Ms. DiMartino said that they would be getting a free ad in the Post Road Review as one of their ads did not go in as it was supposed to.

↓ **Discussion/Action – Vision Statement**

Mr. Lakowsky noted that everyone has seen and read this.

Ms. Sasso read the following Vision Statement:

*The Smith-Harris House Commission and the Friends of Smith-Harris House work in tandem with each other to position the Avery, Smith, and Harris families in the historical framework and cultural knowledge of East Lyme. This includes the development of continued research into the families' history, and demonstrating relevance to the lives of East Lyme residents today through educational programs provided for the community. Both organizational branches actively strive to collaborate with the East Lyme Historical Society/Thomas Lee House and the Samuel Smith House as integrated partners to deepen the sense of connection to East Lyme history as it creates a sense of belonging and understanding of modern life by encouraging residents and visitors to participate in the study of the past.*

**\*\*MOTION (3)**

**Ms. Sasso moved to approve the vision Statement as presented and read.**

**Mr. MacDonald seconded the motion.**

**Vote: 4 – 0 – 0. Motion passed.**

Mr. Lakowsky noted that he would meet at the House with Ms. DiMartino on Friday June 12<sup>th</sup> at 1:30 PM for the orientation on the new tour information. He asked that the other members also arrange to go over this with Ms. DiMartino.

Mr. Lakowsky also said that they would be setting up meeting dates to ensure that the holiday event information gets organized and is done well prior to the events.

**6. Adjournment**

Mr. Lakowsky called for a motion to adjourn.

**\*\*MOTION (4)**

Ms. Odgers moved to adjourn the May 27, 2015 meeting of the Smith Harris House Commission at 8:07 PM.

Ms. Sasso seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,  
Recording Secretary, Pro-Tem

## **Curator's Report--May, 2015**

Submitted to the Smith-Harris House Commission

### **Upcoming Meetings**

- STEPS-CT sub-committee on Thursday, May 28 at 4:15 pm at the East Lyme High School Library. All Commission Members and Friends Board who wish to attend are welcome.
- Friends Board on Tuesday, June 9 at 2:30 pm at the East Lyme Public Library.
- Commission Meeting on Wednesday, June 7 at 7 pm in the Senior Center.
- STEPS-CT full-day wrap-up for AUD with Donna Massung on Monday, June 29 from 9:30 am to 4:30 pm in Hartford. Added attendees can participate at \$40 per person.
- Additional meetings scheduled throughout the month TBD.

### **STEPS-CT**

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

- The Friends Board has approved their new mission statement and the vision statement. The Commission has approved their new mission statement, but needs to approve the vision statement.
- The Friends have revised their By-Laws. The sub-committee has offered some suggestions to the Commission's By-Laws, subject to review and approval.
- We have developed a draft of our Code of Ethics; both the Commission and Friends Board will be viewing it shortly for approval and signing.
- Our next task will be both a Conflict of Interest policy, along with Commission & Friends Board member job descriptions.
- We have begun the "Audience" sessions of the program. Our goals as defined by our work with our peer advisor are as follows:
  - Interviewing community focus groups to discover who they are, what their needs are, and how our site can uniquely support them.
  - Demographics. We need to study study who our community is, and what we can do to reach more residents and visitors.
  - Develop pilot programs and tour schedules to be open more often, or during different times (such as evening hours or vacation days); to make our site more accessible to visitors.
  - Institute a visitor sign-in book that collects data; utilize the information you collect to further develop programs, tours, and events that appeal to wide range of visitors.
- Also, the keynote talk on Tuesday, the 18th was on ADA requirements. We'll also be reviewing what is needed to best serve our visitors.

### **Programs/Education**

Attachment Smith Harris Notes. 5/27/2015 ①

- The “Novel History” program held it’s second session; 20 people attended the discussion led by Dr. David Canton. The third session is scheduled for June 10th, featuring poet and scholar Kate Rushin speaking about “Native Guard” by national Poet Laureate Natasha Trethewey.
- The Afternoon Honey Tea scheduled for Sunday, June 28th is moving forward.
- Museum Open-House Day, Saturday, June 13th: We will indeed have a passport and basket giveaway with the Thomas Lee House and the Samuel Smith House. Both the East Lyme Historical Society and the Friends of the Samuel Smith House are pleased we’re working together again this year. Liz Kutcha is printing out the “Passports to History” and the 3-house tri-fold brochure again this year for handouts. Many thanks to all involved.
- Middle School Program: Things are moving forward; we will have 6 groups of 22 students each day. Maggi & I will split each House tour group into 11, so tours are manageable. I plan to finalize any further details tomorrow; nearly all the invoices have been sent to me.
- We still need to have an open discussion regarding how to approach the holiday season this year. When can we schedule this?

### **Summer Tours**

- The new tour script is pretty much finished. An “orientation session” needs to be scheduled. Can we pair this with a discussion regarding holiday programs?
- I have found a potential interpreter for some Saturdays in the summer. I’ve scheduled an interview with her for Monday, June 8th.

### **Collections/Landscape**

- With increased interest in our collections needs, I’m recommending a collections sub-committee to be formed, co-chaired by Commission member Barbara Odgers and Friends Board member Kathleen Patterson. Kathleen Patterson has already agreed to be the second Smith-Harris House representative during the Collections session of the STEPS-CT program.

### **Meetings Attended**

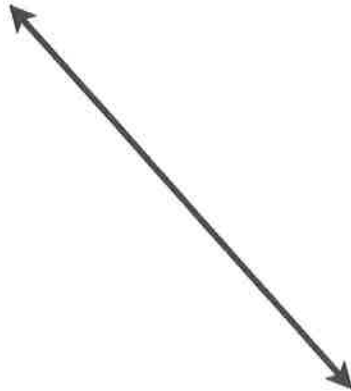
- 4/23-STEPS-CT sub-committee meeting for MVG.
- 4/27-STEPS-CT wrap-up workshop for MVG.
- 5/07-STEPS-CT sub-committee meeting for MVG.
- 5/12-Friends Board meeting.
- 5/14-STEPS-CT sub-committee meeting for MVG.
- 5/18-STEPS-CT introductory workshop for AUD.
- 5/19-STEPS-CT session workshop for AUD.
- 5/27-Commission meeting.

Submitted by:  
Joanie DiMartino, curator

May 27, 2015

**Vision Statement**

The Smith-Harris House Commission and the Friends of Smith-Harris House work in tandem with each other to position the Avery, Smith, and Harris families in the historical framework and cultural knowledge of East Lyme. This includes the development of continued research into the families' history, and demonstrating relevance to the lives of East Lyme residents today through educational programs provided for the community. Both organizational branches actively strive to collaborate with the East Lyme Historical Society/Thomas Lee House and the Samuel Smith House as integrated partners to deepen the sense of connection to East Lyme history as it creates a sense of belonging and understanding of modern life by encouraging residents and visitors to participate in the study of the past.



**Mission Statement for Friends of Smith-Harris House**

The Friends of Smith-Harris House provides volunteer staff and financial support to further the preservation of the Smith-Harris House, its historic site, and family stories.

**Mission Statement for Smith-Harris House Commission**

The purpose of the Smith-Harris House Commission is to maintain the Smith-Harris House. The House serves as an historic house museum that engages the community in the history of domestic and agricultural life through the education and preservation of the Avery, Smith, and Harris family stories.



Attachment Smith Harris 5/27/15