

Smith-Harris House Commission
Special Meeting Minutes
January 8, 2015

Present: Gary Lakowsky
Richard MacDonald
Kathleen Sasso
Maggi Prokop

FILED IN EAST LYME
CONNECTICUT
Jan 12 2015 AT 3:10 AM PM
Kathleen Sasso
EAST LYME TOWN CLERK

Also Present: Joanie DiMartino, Smith-Harris House Curator
Friends of the Smith-Harris House Donna Massung, President, Gene Medley,
Lorraine Blinn, Suzanne Badagliacco

I. CALL TO ORDER. Chairman Lakowsky called the Smith-Harris House Commission Special Meeting of January 8, 2015 to order at 7:08 p.m.

- A. Public Delegations. Donna Massung is researching shelving for textile closet and needs measurements.
- B. CT StEPS Program – Joanie DiMartino gave a brief summary of what the CT StEPS Program is and what our involvement would require.

The program is a two year process where we would have the opportunity to develop a strong foundation for our program with the assistance of the CT Humanities Council, the CT League of History Organizations and the American Association for State and Local History. Through this program, we would be guided through the processes of creating a mission statement, management and interpretation of the site and grant writing for the Smith Harris House. In order to be successful, the Friends and the Commission will need to work together. Approval from both organizations is required and Chairman Lakowsky and Donna Massung will have to sign a letter of resolution to confirm the commitment of both the Friends and the Commission for the Smith Harris House. There are 7 Sessions that are offered for education, development and grantwriting. Each session must be attended by one lead person (Joanie DiMartino) and one other person either from the Friends or from the Commission. Each session is comprised of six different meetings and the second person in attendance should be able to attend all workshops within one session. All workshops are held at the CT Historical Society office.

The total cost for participation in this program is \$940.00. This is broken down into membership fees for two organizations: \$50 for the CT. League of History Organizations and \$290.00 for the American Association of State and Local History. There is also a \$600 fee to the CT StEPS Program. The \$600 can be paid in \$100 increments. The first increment of \$100 is due by January 12, 2015.

Maggi Prokop offered to write a check for \$100 and be reimbursed by the town to cover the initial fee to the CT StEPS Program.

A motion was made by Gary to accept a check from Maggie for \$100 to be made out to the CT. Humanities Council and Seconded by Dick. All were in favor.

A Bill was written up for \$100 and given to Dick. Dick was also given two bills for membership fees for the CT League of Historical Organizations and the American Association of State and Local History to be submitted to the town.

A motion was made by Dick to join the CT StEPS Program and seconded by Kathleen. All were in favor.

Presentation of Bills:

Maggie - For materials and food for December events.

Stop and Shop - \$59.14

Staple - \$23.39

Gary - Printing and Candy for December Events - \$51.66

Joanie - Hooks for Wreaths - \$19.90

Stacy Ventura - Website management - \$99.97

Kathleen made a motion to pay the bills and was seconded by Dick. All were in favor.

VI. ADJOURNMENT

MOTION: Ms. Prokop moved to adjourn the January 8, 2015
Smith-Harris House Special Meeting at 8:05 p.m.
Seconded by Mr. MacDonald. (4-0) Unanimous.

Respectfully submitted,

Kathleen K. Sasso

Kathleen Sasso, Commission Member