

**TOWN OF EAST LYME
SMITH-HARRIS HOUSE COMMISSION
REGULAR MEETING MINUTES
Wednesday, NOVEMBER 19th, 2014**

Present: Gary Lakowsky, Chairman, Richard MacDonald, Maggi Prokop,
Kathleen Sasso

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

FILED IN EAST LYME
CONNECTICUT
Nov 21 2014 AT 10:05 AM PM
Brooke J. Ferraro ATC
EAST LYME TOWN CLERK

1. Call to Order

Chairman Lakowsky called the November 19, 2014 Meeting of the Smith-Harris House Commission to order at 7:04 PM.

2. Approval of Minutes

Mr. Lakowsky called for any additions, deletions or changes to the October 22, 2014 Regular Meeting Minutes.

****MOTION (1)**

Ms. Prokop moved to approve the October 22, 2014 Regular Meeting Minutes of the Commission as presented.

Ms. Sasso seconded the motion.

Vote: 4 - 0 - 0. Motion passed.

3. Reports

⬇ **Public Delegations:**

Donna Massung, President of the Friends reported that the House is decorated and that everything for the wreath sale seems to be in order.

⬇ **Ex-Officio Report**

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

⬇ **Curator's Report**

Ms. DiMartino reviewed her report (attached to Minutes) noting that the Steps-CT paperwork was completed and submitted on time. They will find out in December if they were accepted. She noted that the Fiendish Folklore part of the Trick or Trunk Halloween event was very successful. She also reported that they have been offered another baby cradle, one that is intact and of the period of the House by Karen Peacock and they will need to make a decision on whether to accept it or not.

⬇ **Agenda Additions**

Mr. Lakowsky said that he did not have any items to add to the agenda.

▪ **Chairman's Report**

Mr. Lakowsky reported that the Lions had made a donation to the Friends for the wire shelving for the closet. He suggested to Ms. Massung that if they purchase it that it should be wire shelving with a plastic coating for air flow. He said that there is a dig going on at the east side of the House and suggested placing yellow caution tape around the area prior to the Holiday events at the House.

Mr. MacDonald said that he would help him with it.

Mr. Lakowsky lastly reported that the crew had come and cleared the grounds very nicely and had made a nice compost pile of the leaves for them.

He provided Ms. Prokop with the names of the Warden and inmates from York CI who had come to help and do the painting and asked that she send them a thank you along with one for Mr. Holyfield, Mr. Ball; Ron Bence and Dave Putnam for their help with all of the work at the house and grounds. He also asked that a thank you be sent for the donation of the scanner.

- **Financial Report**
 - **Status Update**

Mr. MacDonald reported that including encumbrances that they have \$10,866.06. The unencumbered amount is \$7,338.46. The budget seems to be on target.

- **Presentation of Bills**

Mr. Lakowsky asked if there were any bills.

Ms. Prokop presented invoices from Cash True Value to Mr. MacDonald for a plug for the House and a Staples bill for \$28.70 that she had spent on items for the House.

****MOTION (2)**

Mr. MacDonald moved to reimburse Maggi Prokop \$28.70 for items that she had purchased for the House at Staples.

Ms. Sasso seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

- **Barn Rentals**

Ms. Prokop reported that she has booked three (3) barn rentals for next year already. None are during the winter months.

Ms. Prokop also reported that for the Wreath Sale and Open House that the Montville Choir (15 members) would be coming down on Sunday December 7th, and caroling on the grounds from 2 – 3 PM. In return for this they would like service hours.

The members suggested having hot chocolate along with the cider in the barn and cookies.

Ms. Prokop said that she had sent all of the thank you letters and had also made cookies for Mr. Putnam and his crew and Mr. Bence.

⚡ **Collections Committee**

Mr. Lakowsky asked for a motion on whether or not to accept the cradle from Karen Peacock.

****MOTION (3)**

Mr. MacDonald moved to accept the cradle from Karen Peacock.

Ms. Sasso seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

Mr. Lakowsky asked Ms. Prokop to send a thank you from the Commissioners for the cradle.

⚡ **Correspondence**

Mr. Lakowsky said that he had received a letter dated 6/11/14 from the Anthropology Class at the school thanking them for the guided tour of the House and the information they provided.

4. OLD Business

✚ Property Maintenance

- **Garden Fence and Maintenance** – Mr. Lakowsky said that he received word that he should contact Mr. Ball in Parks & Rec regarding scheduling the York CI inmates to help them with this work in the spring. He said that he would contact him so that it could be set up now.

- **Tree Limbs** – Mr. Lakowsky said that the tree limbs are still there.

- **Front Walkway** – Mr. Lakowsky said that this would be done in the spring and added that perhaps they could have the inmates help with this project also.

Mr. Lakowsky said that he was approached by the Dept. of Agriculture about putting a tag on a very large ash tree that is on the House property to monitor it for the ash borer beetle. He advised them that they contact Mr. Bragaw and the tree warden as it is Town property. Mr. Bragaw and the tree warden approved it so the tree has been tagged and they will check the tags each year for the next five (5) years.

✚ Museum Development

▪ Educational Programs

Mr. Lakowsky said that they would work on programs for the Middle School after the first of the year.

5. NEW Business

✚ Property Maintenance

- **Barn Roof** – Mr. Lakowsky said that this is still on the schedule for next summer.

✚ Museum Development

▪ Educational Program Middle School

Mr. Lakowsky said that he would work on this after the first of the year.

▪ Upcoming events:

Mr. Lakowsky noted the following upcoming events for the holidays:

- **November 29th** – Tree Lighting (Downtown) and Stroll – 3-7 PM – Mr. Lakowsky said that he will hand out post cards during the stroll about the upcoming Holiday events at the House.

- **December 5th** – Wreath Auction – Ms. Prokop said that she has several people (7+) who will do wreaths for the windows in the rooms of the House.

- **December 6th & 7th** – Open House and Wreath sale – this is ready to go.

- **December 11th** – Belsnickle at the House – 6-8 PM – Mr. Lakowsky said that he would do the Story of the Christmas tree. Mr. Lakowsky also noted that he was at a German restaurant in New London having dinner and that the owner asked him about doing the Belsnickle at the restaurant.

- **December 13th** – Christmas Show

Ms. DiMartino noted that the chandelier has to be taken down for the events so that people do not hit their head on it.

Mr. Lakowsky and Mr. Macdonald said that they would take care of it.

Ms. DiMartino also reminded them that they would need baked goods for the 5th, 6th and 7th and that she had period recipes if anyone needed one.

6. Adjournment

Mr. Lakowsky called for a motion to adjourn.

****MOTION (4)**

Ms. Prokop moved to adjourn the November 19, 2014 meeting of the Smith Harris House Commission at 7:55 PM.

Mr. Macdonald seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary, Pro-Tem

Curator's Report--November
submitted to the Smith-Harris House Commission

STEPS-CT

- All our paperwork is completed, and our application has been turned in by the deadline.
 - Special thanks to Lorraine Blinn, Donna Massung, and especially Darlene Stevens, for assisting with last minute paperwork requests.
- We will find out if our application was accepted in December; if so, we begin the program this January, 2015.

Programs

- We had about 60 people through the museum for our "Fiendish Folklore" portion of the Town of East Lyme's "Trick or Trunk" event. It was a very successful evening.
 - Special thanks to Kathleen Sasso, Gary Lakowsky, Dick MacDonald, and Maggi Prokop for making the program so successful.
- I have met with Tara Borden of the East Lyme Public Library, and we're planning a Civil War-themed book discussion, scheduled for February through May of 2015.
- Jim Littlefield has been in contact with me regarding his new book, and I've asked him if he was interested in having a signing at the House sometime.
- We need to finalize plans for the December 5-7 on-site events, especially donated wreaths.

Collections

- The Friends of Smith-Harris have begun decorating the museum. The upstairs is complete, and we are currently working on finishing the first floor.
 - We need some batteries for the lights, and some assistance in putting swags under the windows.
- We have had the offer of another baby cradle; the Collections Committee needs to make a decision whether or not to accept.
- Eight (8) artifacts were on display at the East Lyme High School for their performance of "Our Town." This was not an ideal situation, and I would recommend handling a few aspects of outside loans differently; however, all went smoothly.

Upcoming Initiatives

- Attend NEMA conference Thursday, November 20th with Kathleen Sasso and Donna Massung.
- Finish decorating and planning for December programs.
- Continue planning 2015 programs.
- Apply for Charter Oak grant for collections software.
- Finish new tour script.

Meetings Attended

- Meeting with Tara Borden about Civil War book discussion group--10/30
- Friends Board Meeting--11/18
- Commission Meeting--11/19

Joanie DiMartino, Curator
November 19, 2014

Attachment Smith-Harris 11/19/14