

Town of Lebanon, Board of Trustees
for the Jonathan Trumbull Jr. House Museum, LLC

Minutes
Regular Meeting
Tuesday, September 27, 2016, at 4:00 p.m.
Town Hall, Upper Conference Room

Present: Sherri-Ann Martin, presiding, Maggie McCaw, Tim Smith, Alicia Wayland

Absent: Pat Hedwall, Leigh Hogan Ruckdeschel

1.0 Chairman Martin called the meeting to order at 4:13 p.m.

2.0 Minutes. Discuss and act on:

2.1 MOTION (McCaw, Wayland) to approve the minutes of the August 23, 2016 regular meeting passed unanimously with one abstention (Martin).

MOTION (McCaw, Wayland) to add discuss and act on Minutes of the August 31, 2016 special meeting to the agenda passed unanimously.

2.2 MOTION (McCaw, Wayland) to approve the minutes of the August 31, 2016 special meeting passed unanimously.

3.0 Other Business. Discuss and act on:

3.1 Owner's Rep Kathryn Hurley submitted a final requisition from General Builders in the amount of \$2,746.00 and recommended payment. MOTION (McCaw, Smith) to approve payment of final requisition of \$2,746.00, submitted by General Builders, and dated 07-30-16, funds to come from the balance in the grant for Phase III Renovations received from the Adams Town Memorial Fund, and administered by the Lebanon Historical Society. Motion passed unanimously.

3.2 Board members reviewed the grant application one last time. MOTION (Martin, McCaw) to submit the grant application to the Adams Town Memorial Fund for Phase IV Renovations in 2017. Motion passed unanimously.

3.3 Tom Linskey is still behind in making up days lost to extreme weather. He will fix the door locks on interior doors and provide the new door for the stairway to the second floor in the welcome room, as time permits.

3.4 Mrs. McCaw submitted an invoice for reimbursement in the amount of \$18.48 for the purchase of a white 10-LED wireless sensor closet-light for the stairway in the welcome room that leads to the second floor. MOTION (Martin, Wayland) to reimburse Maggie McCaw in the amount of \$18.48 for the purchase of a white 10-LED wireless sensor closet-light for the stairway to the second floor accessed in the welcome room, with invoice dated Sept. 5, 2016, funds to come from the balance in the grant for Phase III Renovations received from the Adams Town Memorial Fund, and administered by the Lebanon Historical Society. Motion passed unanimously.

4.0 New Business. Discuss and act on:

4.1 Odors from new carpentry work seem to have dissipated.

4.2 No update on gardens maintained by the Lebanon Garden Club. Mrs. Wayland passed out copies of the landscape report prepared by Rudy Favretti in 1997, as part of a CHC grant, for their information.

4.3 The original pesticide application on Aug. 4 seems to be working. So far, there are no known infestations of boxelder bugs in the house museum. We need to keep an eye on this during October.

4.4 Owner's Rep Kathryn Hurley sent a memo with instructions for winterizing the house. We do not want to lose sight of this list and Mrs. Wayland was requested to send it to Linda McDonald for further action with DPW. Among winterizing chores are purchase of a flashlight with a strong light, a dust buster, and a new refrigerator to replace the broken one. MOTION (McCaw, Wayland) to spend up to \$800.00 to purchase a new refrigerator, flashlight and dustbuster, funds to come from the balance in the Phase III Renovations grant received from the Adams Town Memorial Fund, administered by the Lebanon Historical Society. Motion passed unanimously/

4.5 Membership in regional organizations. The Connecticut Office of the Arts, which is part of the CT Dept of Economic & Community Development, has nine regional offices working together to promote the arts and other cultural activities to draw tourists. Mrs. Wayland had put her name on the email list, with the Junior House named as the organization she represents, for the Southeastern regional office that serves New London County. This is a very active group with interesting programs and meeting topics. The LHS sends staff member Grace Sayles to their meetings to represent LHS. Mrs. Martin and Mrs. Brashears have received emails from the group and Mrs. Martin and Mrs. Wayland would like to recommend that Mrs. Brashears attend meetings that she finds of particular interest and charges her time to her salary account, as long as funds are available. It was the consensus of the board that Mrs. Brashears represent the Junior House at the SE Conn. Regional Service Organization and charge meeting attendance to her salary account, if funds are available. Windham Arts is the designated Regional Service Organization for Windham County. Lebanon is formally included in the Windham Arts organization but organizations and individuals can join one or both.

5.0 Adjournment.

MOTION to add meeting dates for 2017 to the agenda passed unanimously.

5.1 There's a possibility we may not meet in the months of November and December when we have to submit meeting dates for 2017. MOTION (Smith, Martin) to continue to meet in 2017 on the fourth Tuesdays of the month at 4:00 p.m. in Town Hall, passed unanimously.

5.2 MOTION (Wayland, Smith) to adjourn passed unanimously. Meeting adjourned at 5:00 p.m.

Alicia Wayland, Secretary-Treasurer