

**Town of Lebanon
Board of Trustees for the
Jonathan Trumbull Jr. House Museum Board LLC
MINUTES
SPECIAL Meeting
Tuesday, June 4, 2019 at 4:00 p.m.
JONATHAN TRUMBULL JR HOUSE MUSEUM**

Present: S. Martin, M. McCaw, P. Hedwall, T. Smith

Absent: L. Hogan Ruckdeschel, D. Moore

1.0 The meeting was called to order at 4:06 pm.

2.0 Minutes. Discuss and act on:

2.1 Minutes of April 23, 2019 Meeting

(McCaw/Hedwall) made a motion to accept the April 23, 2019 Meeting Minutes as presented. All approved.

3.0 Old Business. Discuss and act on:

3.1 Review Finance reports – no new reports received; budget was approved at May Selectmens' Meeting

3.2 Status of Minor Repair Funding Request – no updates to share

3.3 Status of Couch Upholstery and Matching Pianoforte Cover: P. Hedwall has recovered and spruced up wood finish on pianoforte stool cover. This item is now complete and will no longer be listed on our agenda. Huzzah! Thank you Pat.

3.4 Status of Pianoforte – Fallon and Wilkinson has furnished an estimate for repairs to the furniture casing with a reference/referral for repair of the musical portion of the pianoforte; fund raising and next year's Adams' Trust Fund request are methods of completing repairs; estimate is enclosed

4.0 New Business. Discuss and act on:

4.1 Program planning for 2019:

- C. Brashears coordinated with John Koopman so will appear in Hussar gear with his horse, Skills, on CT Open House Day on June 8th
- School groups are now done with visits for the season

4.2 Reimbursements – (Smith/Hedwall) made a motion to approve reimbursement to S. Martin for the following items, to be charged to the following accounts:

Item	Account	Amount
CHLO Annual Membership 2019	215-00-015-5910-0000	\$ 70.00
CHLO 2019 Conference Registration	215-00-015-5210-0000	65.00
Replica Colonial Money A	215-00-015-5210-0000	13.28
Replica Colonial Money B	215-00-015-5210-0000	<u>5.20</u>
Total Reimbursement Due to S. Martin:		\$ 153.48

4.3 Invoices to Pay –(Martin/Hedwall) made a motion to pay \$350 to the State of CT, Department of Revenue Services to account 215-00-015-52910-0000 for Miscellaneous Expenses. The payment is late as the Chairman was out ill for a couple of weeks. This fee is due as part of our

LLC structure with The Lebanon Historical Society. Approved unanimously. (original form to be dropped off to the Finance Office/Erin Clark by June 21, 2019.)

4.4 Directors' Job Description and Salary – The Selectmen approved the changes to our Director's Job Description and the salary increase we requested of 3% from \$22.67 to \$23.35 per hour. The position has also been added to the Town's matrix of employees so that our Director will get increases in line with other town employees. The increase in total hours was also approved as we replace volunteer hours that had been provided by Alicia Wayland.

4.5 Status of House and Grounds- The Selectmen approved our use of the separate storage room on the outside garage. M. McCaw to coordinate removed of winter fencing to be moved to the LIONS Club so that our Isaac Fitch Woodwork can be moved into the separate area and locked. The only keys will be one with the Board and a second with the Town. Movement of materials to be coordinated in July/August.

M. McCaw to follow up with Gilbane/General Builders regarding repair to cracked floor beam under the Keeping Room. The repair needs to be completed.

4.6 Outdoor Furniture – Difficult to move picnic table, it is very heavy but needs to be so it is not stolen. This table was specified by the Town Hall when purchased. The existing metal and wood benches can be repainted and placed on patio or under tree for shade, as needed. Do we need to consider additional pieces for seating/table space?

4.7 Gingko Tree Maintenance - The Town of Lebanon is reviewing all trees belonging to the Town. S. Martin requested that approval of our Board be sought prior to anything being done to the Gingko Tree on our property. It is very important to our House and we would like to see a three year plan for maintenance. B. Petrie agreed we would review/meet with Town employees.

5.0 The date of the next Regular Meeting is June 25, 2019 but we are cancelling it due to vacations occurring during this week. A Special Meeting will be agreed upon in early July.

6.0 (Hedwall/Smith) made a motion to adjourn at 4:53 pm. Approved unanimously.

Respectfully submitted,

Sherri-Ann Martin
Chairman and Secretary

