REAL PROPERTY COMMITTEE MEETING MINUTES

Russell Library, Middletown, CT.
January 7, 2017

The meeting was called to order at 10:00 am, by Dave Packard. In attendance was Real Property Committee member Dave Packard, Damien Cregeau and John Keeney were unable to attend. Also present were CTSSAR Board of Manager members, Ethan Stewart, Paul Selnau, Daniel Benoit, Dave Perkins, Grant writer and Consultant, Jennifer Eifrig.

The Properties Committee has been unable to fill the vacant position created by a recent resignation. A possible email to all members requesting volunteers for all committees was suggested.

A first draft of the Real Properties Budget for 2017 was presented. After a line by line review, it was suggested to make a few minor changes and present it back to the Properties Committee for approval. If the approval passes, the budget will be presented to the Board of Managers at the next meeting in February.

Days and hours of Museum operation were discussed and it was agreed to change opening day from May 1st to the first weekend in June (June 3, 2017). After that start date, New London will be open Wednesday through Sunday. East Haddam and the War Office will continue to be open Friday through Sunday. All 3 museums will be closing for the season on Sunday, September 3, 2017. We will continue the practice of having the buildings open for special events and school groups, whenever requested.

The School Programs will continue as in the past. They will begin with our annual event in East Haddam on the projected date of Friday, June 2, 2017. The War Office programs are conducted in the Spring and New London is in late September into early October.

Jennifer Eifrig will be seeking grants for our continuing exterior projects in East Haddam and New London. We will apply for a grant through The Society of the Cincinnati, requesting support for our School Programs. This request will be in the form of Docent wages and educational materials.

The pianoforte being stored at the Lebanon Historical Society has to be removed by April 1st. We will have it removed and laid to rest in a land fill.

Paul Selnau explained his plans to alleviate the ground water problem at the War Office and will contact the Town of Lebanon for their approval.

The meeting was adjourned at 12:00 pm.

Respectfully Submitted,
David Packard
CTSSAR Real Property Steward

Real Property Committee Report

January 13, 2017

We are now nearing mid-winter and are making plans for the 2017 visitor season. On January 7, 2017 the Property Committee and several Board of Managers met at the Russell Library in Middletown. The agenda included, Committee Member replacement, 2017 Budget, Museum operation schedule, School Programs, Grants, Pianoforte disposal and Projects.

The Property Committee vacancy has not been filled. An email request for volunteers on all committees is forthcoming. Hopefully this will generate some interest for members to step forward.

The 2017 Budget Request was reviewed line by line. It was suggested that several items be changed. These items have been adjusted and the budget will be presented at the February 18th Board of Managers meeting.

Noticeable changes for 2017 are the increase in paid docent wages, due to the new Connecticut Minimum Wage Law. At the War Office, we are running the utilities 24/7 to help preserve the building and the artifacts, creating a higher electric bill then in the past. Both, of these items have increased our request to approx. $3,000 over last year.

We have adjusted the Museum opening and closing dates. All buildings will open on June 3, 2017 and close for the season on October 1, 2017. The buildings will always be open for school groups and special events. To date the Lebanon and East Hampton elementary schools have requested 4 days in early spring at the War Office. For our School Days Program in East Haddam we expect that to be scheduled on the first Friday in June. The Magnet Schools, in New London always contact us in September for their visits. We have applied for a grant with the Connecticut Society of the Cincinnati for support with these school programs. This is for educational materials and possible assistance with docent wages. This grant was submitted on January 11, 2017 and we should receive notification of acceptance by the end of February.

Jennifer Eifrig, our grant writer, has submitted a matching grant with CT-Trust for Historical Preservation for $5,000 to begin the exterior repairs and painting in East Haddam. We have requested that she submit a grant with the Frank Loomis Palmer Foundation for exterior repairs and paint to the schoolhouse in New London.

The Lebanon Historical Society has notified us that the pianoforte, that we own, needs to be removed from their premises by April 1,2017. They have been storing this for several years and need the space for their many exhibit items. We will attempt to have it removed prior to that date.

Projects, this year, are a repeat from the ones that could not be accomplished in 2016. Funding has been the major issue. Our budget handles small repairs and emergencies, thus the need for grants to handle the major restoration projects. We will attempt the repairs and paint in East Haddam through the grant process. Signage at that sight needs restoration and visitor information changes. The siding in New London requires repair or replacement along with exterior paint, except for the windows that were restored in 2016. The War Office is still in need of eliminating the ground water drainage situation. Architect, Paul Selnau has given his time to study and come up with a possible solution. This will be presented to the Town of Lebanon for their approval.

Here is hoping for a very successful year and an increase in volunteerism.

Patriotically yours,
Dave Packard
CTSSAR Real Property Steward

REAL PROPERTY BUDGET PROPOSAL FOR 2017 Sheet #1

Nathan Hale-East Haddam

Signage change		150
Pest Control		150
Port-A-Potty		750
Landscaping (brush removal)		150
Insurance		219
Flag 3x5		40
SAR-DAR (dues)		842
	Total	2,301

Nathan Hale-New London

Security		360
AC Service		200
Flag 3x5		40
Insurance		733
Pest Control		150
Staff 2 as needed		9,924
SAR-DAR (dues)		240
	Total	11,647

War Office-Lebanon

Security		360
AC Service		200
Flag 3x5		40
Insurance		1,164
Pest Control		350
Staff 2 days per week		2,493
Lawn Care (mowing)		480
Utilities (electric)		1,560
SAR-DAR (dues)		
	Total	6,647

General Operating Expenses 20,595

REAL PROPERTY BUDGET PROPOSAL FOR 2017 Sheet #2

Miscellaneous Expenses

Meals and Entertainment	550
Nathan Hale Award	320
Advertising	
Merchandise (books)	500
Professional Fees (Musevue)	300
Associations Dues	
Postage	100
Banking Fees	50
Printing (labels)	120
Office Supplies	200

Total Miscellaneous	2,140
Total Sheet #1	20,595
Total Sheet #1 & #2	22,735
5% Contingency	1,137
Budget Request Total	23,872