

**CITY OF NORWALK  
HISTORICAL COMMISSION  
NOVEMBER, 28, 2012**

ATTENDANCE: Peter Bondi, Chair; Suzanne Betts; Thom Dunlap;  
Bruce Kimmel; David Westmoreland

OTHERS: Patsy Brescia, Susan Gilgore, Lockwood Mathews Mansion  
Museum

**CALL TO ORDER**

Mr. Bondi called the meeting to order at 7:06 p.m.

**ACCEPTANCE OF MINUTES - October 24, 2012**

The following corrections were made to the minutes:

Page 1: sentence should read: Mr. Bondi reported that Linda Forcelina from  
Brien McMahon Alumni Association requested copies of photographs...

Page 4: correct spelling from preson to person.

**\*\* MR. WESTMORELAND MOVED TO ACCEPT THE MINUTES AS  
CORRECTED**

**\*\* MS. BETTS SECONDED**

**\*\* MOTION PASSED WITH ONE (1) ABSTENTION (MR. DUNLAP)**

**CHAIRMAN'S REPORT**

Mr. Bondi reported that he continues to take care of Norwalk Museum business  
and addresses any requests that come in. Lola in the City of Norwalk Finance  
department has been very helpful.

**REPORTS - BOARDS**

**A. NORWALK HISTORICAL SOCIETY**

Mr. Westmoreland distributed and reviewed his written report as follows:

Monthly Report to the Norwalk Historical Commission  
November 28, 2012

1. Our "Haunted Halloween Lantern Graveyard Tours" were again a huge  
success. We ran six tours over two evenings with most tours sold out  
and several were oversold.

2. **Madeleine Eckert's lecture "Lincoln and Norwalk: Some Interesting Connections"** in conjunction with the Norwalk Community College's exhibit on Lincoln was held on two Sundays in October with a good crowd turning out for each presentation
3. Katie Sharrard is our new fine arts intern and has recently completed **cataloguing and photographing the Society's** small collection of paintings. Some of the paintings along with her research will be on display in the Town House beginning in December. Katie graduated from the University of Texas with an MA in Art History this year.
4. **Our annual "Evening of Historic Proportions" fundraiser will be a** holiday theme this year and will be held at the Town House on Thursday, December 6<sup>th</sup>. The event will feature music by the Jim Clark Trio, a party photo booth and catering by Garelick and Herbs.

Thank you for your continued support of the Norwalk Historical Society

Respectfully submitted,  
David Westmoreland, President

#### B. LOCKWOOD MATHEWS MANSION MUSEUM

Ms. Brescia distributed and reviewed her written report as follows:

Dear Commissioners:

As reported last month the contracts had been signed for the electrical upgrades. We are happy to report that construction has been ongoing **since last month's meeting. The trench and conduits have been installed** from the Park roadway to the building. We have been told that the work will be completed by the end of January. Once completed, this phase will provide the necessary electrical service to the Mansion. We would then be able to proceed with the second phase which would include the elevator installation. This of course, requires the necessary funding.

We reported last month that the Mansion Board of Trustees has applied to the State Historic Preservation Board for a \$200,000 grant to be matched by the City of Norwalk to accomplish this second phase. We expect to hear about this funding by the end of January. If we do not receive this **funding we will need to request his amount in the City's 2013-2014 Capital** budget. Due to the timing schedule for budget requests we are requesting a sum of \$200,000 to proceed with the second phase of the mechanical upgrades: including the elevator and other ADA requirements. The design work for this project is completed and funded. We therefore would be immediately ready to go out to bid for his work.

We are also requesting \$45,000 for operating expenses to cover utility and building maintenance costs for the 2013-2014 operating budget.

The Museum is decorated for the holiday season. Please come to one of our holiday events on Sunday December 16<sup>th</sup> or Wednesday evening, December 19<sup>th</sup>.

The Lockwood Mathews Mansion Museum has had a successful 2012. We appreciate all of your help and look forward to more exciting events and restoration projects for the coming year.

Respectfully submitted,  
Patsy Brescia, Board Chair  
Susan Gilgore, Executive Director

Ms. Brescia reported that someone broke into the Mansion by breaking and entering through the window in the Gift Shop.

## **REPORTS**

### **BUILDINGS**

Mr. Bondi reported that Mr. Mauro is working on the Jail. Mr. Westmoreland said that he is going to submit a capital request for tree removal. During Hurricane Sandy, a tree fell on the Barn and cut it in half.

### **Review Quotes and Approve Vendor for Gate House Repairs**

Mr. Bondi described the repairs that are needed on the Gate House and said that he received two, but needs three. The third one will not be ready until Friday. All of the bidders were given the same information. He said that he would like to move forward with the repairs so that the tenant can move in.

**\*\* MR. WESTMORELAND MOVED TO APPROVE THE GATE HOUSE  
REPAIR PROJECT AT A COST NOT TO EXCEED \$9,875.00  
\*\* MS. BETTS SECONDED  
\*\* MOTION PASSED UNANIMOUSLY**

### **CEMETERY**

Ms. Cuzzone submitted her written report as follows:

Mill Hill: Some debris and small branches, no damage. There is one headstone, broken in two with only the lower portion laying prostrate, face

up. Not a new break.

Pine Island: No damage visible. There is a branch, still attached to the **tree hanging over Elizabeth Fowler's headstone that was just conserved** and reset. This should be removed. Otherwise, just some debris and small branches. Repairs by Aegis all look fine but or one signed headstone, Eliza Day Hazlet is lying face down. The stone was originally **lying face up and partially buried. I don't know if this happened during the storm** and have a call into Aegis to see how it was reset.

Kellogg Comstock: No damage, just overgrown.

Brookside: Almstead was working on the cemetery when I arrived. Two large trees had fallen and hit two small footstones, do damage just a bit askew. Their chipper broke and they will return to finish the job.

Mr. Westmoreland reported that there was a big break in an important white marble stone. It is very rare because the carver engraved their name on the stone.

## FINANCE

### **Discuss Capital/Operating Budget**

Ms. Betts distributed the preliminary estimates for 2013-2014 Capital Improvement Projects.

The Commissioners discussed the projects and prioritized them as follows:

1. Cemetery Site Work	\$25,000
2. Museum Collections Cataloging	\$40,000
3. Mill Hill Buildings	\$22,000
4. Mathews Park buildings	\$25,000
5. Cemetery Restoration	\$25,000
6. LMM Improvements	\$200,000
7. Barn - repair	\$40,000
	<hr/>
	<b>\$377,000</b>

**\*\* MR. WESTMORELAND MOVED TO APPROVE THE PRELIMINARY ESTIMATES FOR THE 2013-2014 CAPITAL IMPROVEMENT PROJECTS AS PRESENTED AT A COST OF \$377,000 WITH THE UNDERSTANDING THAT THESE ARE PRELIMINARY ESTIMATES AND THERE MAY BE APPROPRIATE ADJUSTMENTS PENDING FURTHER INFORMATION**

**\*\* MS. BETTS SECONDED  
\*\* MOTION PASSED UNANIMOUSLY**

### NORWALK MUSEUM

Mr. Westmoreland provided an update from the Norwalk Museum Restructuring Committee. He said that they met twice since the last meeting and have followed up on action items. He said that he will have more information available at the January meeting.

The Historical Society will make a proposal to manage the Museum's collection and as a result Mr. Westmoreland said that he will step down as Chair of the Norwalk Museum Restructuring Committee because he is the President of the Historical Society. He said that he will bring that option to the Historical Commission in January.

### OLD BUSINESS

There was no old business discussed this evening.

### NEW BUSINESS

#### **2013 Meeting Schedule**

The Committee reviewed the proposed meeting schedule for 2013 and agreed to meet on the fourth Wednesday of the month, with the exception of November and December, when they will meet on the third Wednesday of the month.

Mr. Westmoreland said that the Norwalk Museum Restructuring Committee would like to move forward with hiring a temporary part time consultant to complete an inventory of the Museum's collection.

**\*\* MR. WESTMORELAND MOVED TO SUSPEND THE RULES TO ADD  
AN ITEM TO THE AGENDA**

**\*\* MS. BETTS SECONDED  
\*\* MOTION PASSED UNANIMOUSLY**

**\*\* MR. WESTMORELAND MOVED TO HIRE A TEMPORARY PART  
TIME CONSULTANT WITH A STRONG COLLECTIONS AND  
CURATORIAL BACKGROUND TO COMPLETE AN INVENTORY OF  
THE NORWALK MUSEUM'S OBJECTS COLLECTION (OR,  
DEPENDING UPON COST ESTIMATES, HIRE A COMPANY TO  
COMPLETE THE INVENTORY QUICKLY) AND PURCHASE A NEW  
COMPUTER AND MUSEUM COLLECTIONS MANAGEMENT  
SOFTWARE SUCH AS PAST PERFECT TO MAINTAIN INVENTORY  
RECORDS, PENDING FUNDING**

**\*\* MS. BETTS SECONDED  
\*\* MOTION PASSED UNANIMOUSLY**

**ADJOURNMENT**

**\*\* MR. DUNLAP MOVED TO ADJOURN  
\*\* MR. WESTMORELAND SECONDED  
\*\* MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 8:22 p.m.

Respectfully submitted,

Rosemarie Lombardi  
Telesco Secretarial Services