

**CITY OF NORWALK
HISTORICAL COMMISSION
JULY 22, 2015**

ATTENDANCE: David Westmoreland, Chair; Suzanne Betts; Eric Chandler;
Lisa Wilson Grant; Dana Laird; Kathryn Martino

OTHERS: Susan Gilgore, Lockwood Mathews Mansion Museum;
Diane Jellerette, Norwalk Historical Society;
Devon Cornell, Eagle Scout

CALL TO ORDER

Mr. Westmoreland called the meeting to order at 7:01 p.m.

ACCEPTANCE OF MINUTES

June 24, 2015 – Regular Meeting

The following corrections were made to the minutes of June 24, 2015:

Page 1: add – the meeting was called to order at 7:00 p.m.

Cemeteries: add – tombstone capper

Page 7: correct should to side

**** MR. CHANDLER MOVED TO ACCEPT THE MINUTES AS
CORRECTED**

**** MS. BETTS SECONDED**

**** MOTION PASSED UNANIMOUSLY**

CHAIRMAN'S REPORT

Mr. Westmoreland's written report dated July 22, 2015 is as follows:

I'll be on vacation from the 26th through August 12th.

REPORTS – BOARDS

Lockwood Mathews Mansion Museum

Ms. Gilgore's written report dated July 22, 2015 is as follows:

Dear Commissioners:

We are in the process of forwarding the Final Report to the State Historic Preservation Office of the Department of Economic and Community Development for the \$179,558 grant LMMM received in support of the Museum's installation of the elevator and ADA bathrooms.

We have met with Sen. Bob Duff to submit a new grant proposal that will allow LMMM to complete the second part of Phase II including an ADA ramp and staircase outside the building.

We thank Chairman David Westmoreland and the Norwalk Historical Commission for overseeing and supporting the installation of lighting in the Servants' Quarters that will allow viewing of the exhibit, "The Stairs Below" opening to the public on October 14th with a preview on October 10th, the night of the Gala.

The Mansion is in the process of opening a new *Summer Invitational* exhibition entitled, *Interpretations*. The exhibition will feature works by Katharine Draper, Catherine Caulfield Russell and Joan Poarch. This exhibition, curated by Trustee Gail Ingis-Claus, will run through October 1st with a fundraising reception on September 10th 5-7 p.m. Tickets are \$20 and proceeds will benefit the Museum's cultural and educational programs.

We are delighted to see several successful events taking place in the park in June. The Mansion participated with *Mini Tours* and we were able to turn these park events into successful opportunities to showcase the Museum with new visitors unfamiliar with this landmark. Despite all this excitement, we need to be vigilant as we had a "graffiti" incident during one of these events which we must thank Chairman David Westmoreland for resolving very quickly. We already have a costly alarm system, but we may need to make an additional investment and install cameras to monitor what is going on outside in the future.

We thank you for all your support.

Respectfully submitted,

Patsy R. Brescia
Chairman of the Board

Susan Gilgore, PhD
Executive Director

Mr. Westmorland asked if the grant request was submitted to Senator Duff's office. Ms. Gilgore said that they are asking for designs of the ramp leading to the office. They said that it is not a formal grant submission and theoretically they should be ok.

Mr. Westmoreland suggested scheduling a meeting to discuss art exhibitors at the Mansion. Ms. Gilgore noted that some exhibitors are not mindful that they are at an historic landmark.

Norwalk Historical Society

Ms. Jellerette's written report dated July 22, 2015 is as follows:

Curatorial

The curatorial assistants are continuing to enter data in the museum management PastPerfect software. This has been extremely helpful to quickly search for objects in the collection.

Raggedy Ann Exhibit

Reception held July 16, 2015 at Stepping Stones Museum for Children. Selected pieces from the City of Norwalk's Raggedy Ann collection are on display at the Stepping Stones Museum for Children (SSMC) in its "Mega Making" exhibit. "Mega Making is a hands on approach to inspire creativity in children, using actual tools and materials to make something. The Raggedy Ann story was inspired by a rag doll that was found by Johnny Gruelle's daughter in the attic. The Raggedy Ann objects have been placed in cubby holes covered by plexi glass on both sides, which can be easily viewed by small children. The exhibit runs June 13 – August 31, 2015. SSMC's next exhibit is "Broken? Fix It!". This is designed to help children develop "fix – it" skills. One of the objects on display will be a Raggedy Ann doll that needs "fixing". The exhibit will run late September thru December 2015.

New Museum

The main house has been painted and floors refinished. Working with the exhibit teams and graphic designed to get the exhibits ready. Soft opening late September. We will be opening the exhibits as they are completed throughout the year.

Mill Hill

Town House interior will be going through renovations late summer/early fall 2015. In the process of packing up everything to be moved out within the next three weeks.

Upcoming Events

Working on a collaboration with Westport Historical Society and Norwalk Arts Commission on a screening of a recent Works Progress Administration (WPA) documentary, "Enough to Live On: The Arts of the WPA". Produced by 215 Films. We are narrowing down the dates.

REPORTS

Buildings

Mr. Westmoreland's building report dated July 22, 2015 is as follows:

Tony completed the installation of all of the new windows in the Jail. The painters begin painting the exterior yesterday, which will be completed by the end of the week. The next step is to focus on the interior restoration, which will be done in phases. We will get a dumpster and remove the remaining burnt items from the building in the next week or so. I am working with the architect to refine the interior plan and develop a bid package for the next phase, which will cover just the structural work (rafter replacement, framing, etc.). We will then bring in the trades individually electric, hvac, plumbing etc. and then bid out the remaining finish work. We will likely require additional funds through the City capital budget process to complete the building. The target to open the building is 2017.

The painting and floor refinishing work has been completed at the new museum building. The Historical society will begin installing their first exhibit and moving their offices in August, hopefully with a "soft" opening in September or October. Facilities Management is rebuilding the front steps to the building this week. The Building Inspector and Fire Marshall approved the plans for the ADA enhancements to the new museum building. The architect is working on the construction drawings and bid package. I am trying to get the first phase done this fall, though it may not happen until the spring depending on the bid process and the weather.

The bid package for the next phase of the Mansion Roof Leak repair project has been delivered to the City Purchasing department and will hopefully go out to bid in the next couple of weeks so that the work can be completed this fall. The

Mansion's architect has also completed the drawings and specs for the servants wing lighting project and is soliciting bids from electricians.

Work on the Gate Lodge Porch and the Town House interior ADA project will hopefully begin in August as soon as Legal has the contracts finalized. The stone wall at mill Hill along Hubbell's Lane will be rebuilt in mid-August.

I hired an intern for a few days a week. He helped me clean out the cellar of the Town House, the Well House and cleaned the Fitch and School House, including washing the windows and curtains in the Fitch. Tony replaced the sump pump in the basement for the dehumidifier. The second floor dehumidifier stopped working (just replaced last year), but had to be emptied manually. Instead of replacing it I had Tony make two small second floor windows operable and he built small screens for them so we can leave them open for air circulation. The mildew smell we have been fighting for years is now gone.

Cemeteries

Devon Cornell an Eagle Scout candidate, Senior Patrol Leader of Boy Scout Troop 2 presented his headstone restoration project at Pine Island Cemetery. Mr. Westmoreland said that he was not sure if only cleaning the headstones would generate enough hours for the project and suggested including re-setting head stones.

Ms. Wilson Grant suggested handing out generic maps during events at Mathews Park to help generate more hours for the project.

- ** MR. CHANDLER MOVED TO APPROVE THE EAGLE SCOUT HEADSTONE RESTORATION PROJECT AT PINE ISLAND CEMETERY TO TAKE PLACE IN FALL 2015**
- ** MS. WILSON GRANT SECONDED**
- ** MOTION PASSED UNANIMOUSLY**

Finance

Ms. Betts said that she does not have the current budget. She said that the Commission was over in the last operating budget by \$3,000.

OLD BUSINESS

Mr. Westmoreland explained that the Lockwood Mathews Mansion phase II roof repair project was short \$8,300 and he needs to go back to get the overage approved.

**** MS. BETTS MOVED TO AUTHORIZE THE HISTORICAL COMMISSION TO APPROVE AN ADDITIONAL \$9,000 IN CHANGE ORDERS FOR THE REPAIR OF THE LOCKWOOD MATHEWS MANSION CONSERVATORY AS PART OF THE LOCKWOOD MATHEWS MANSION ROOF REPAIR PHASE II PROJECT PREVIOUSLY AWARDED TO DOMUS CONSTRUCTION. ACCOUNT NUMBER: 09166310 5777 C0092**

**** MS. LAIRD SECONDED
** MOTION PASSED UNANIMOUSLY**

OTHERS BUSINESS

**** MR. CHANDLER MOVED TO AUTHORIZE PAYING G&G \$2,750 TO PAINT THE EXTERIOR OF THE SMITH STREET JAIL**

**** MS. MARTINO SECONDED
** MOTION PASSED UNANIMOUSLY**

ADJOURNMENT

**** MS. BETTS MOVED TO ADJOURN
** MS. MARTINO SECONDED
** MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 7:31 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services