

Danbury Museum & Historical Society Authority
MEETING MINUTES
Tuesday, October 21, 2008
Huntington Hall
43 Main Street
Danbury, CT 06810

In attendance: Natalie Weise, Robert (Bob) Young, Levi Newsome, Barbara Rosseland, Mike Kallas, Kay Schreiber, James Guertin and Brigid Guertin

- 1. Welcome-President Robert Young called the meeting to order at 5:00 PM and asked that everyone review the minutes of the September Meeting**
MOTION: by Kay Schreiber to accept minutes of September meeting, seconded by Barbara Rosseland, no discussion, all were in favor, motion carried
B. Presidents Report- Bob Young briefly spoke about the state of the museum- saying all was well.

- 2. Finance Report-**
President Young asked Brigid Guertin to recount the state of the Museums finances. Brigid reported all was well and that there was a healthy bank balance as of end of September.

- 3. Executive Directors Report**
Tours- continuing through December. We will continue to employ Mary Jo Sierjieg through December to facilitate tours on Saturdays as well as man the gift shop during the Holiday Bazaar. Brigid spoke briefly about the other items on the agenda, planning for spring programs, success with various volunteer programs, a few donations of photographs and other ephemeral items, the outstanding work of Diane Hassan, research specialist to the museum and the ongoing efforts to facilitate the creation of the "Friends of DMHSA". Levi Newsome read into the minutes (please see attached) his report re: picking the architectural firm for the CDBG handicap bathroom project in Huntington Hall.

- 4. Fundraisers**
 - A. Car Show- no report this month**
 - B. Status report: Holiday Bazaar all is well, 3 vendors to start with, hoping for more-we had several vendors drop out for various reasons.**
 - C. Status report: Tea- two sponsors for the Tea no other report at this time**
 - D. Status Report: Mayor's Ball corporate solicitations will be out by the end of this month.**

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5. New Business

A. General Comments- Kay Schreiber suggested that we approach Yale University for fund to help restore Ives House. General discussion ensued regarding the application to the state for an architectural assessment grant (to be done when Brigid returns from maternity leave in November) and various ways to finance the project.

6. President Bob Young called for adjournment at 5:50PM, Barbara Rosseland and Mike Kallas seconded, no discussion, all were in favor, motion carried.

**Respectfully submitted,
Brigid Guertin**

On Tuesday, September 23, 2008, meetings were held with the two architectural firms who had attended a pre bid meeting on Thursday, September 4, 2008.

In addition to the two firms, Archidesign Group of Danbury, CT and LAN Associates of Midland Park, NJ (office in Goshen, NY), the following people were in attendance: Peter Testa of L. Wagner Associates, Buzzy Straiton, retired Building Inspector for the City of Danbury, CT and Levi Newsome, Director of Operations for the Museum.

Following a brief presentation by each firm and a question and answer period, it is our recommendation to select LAN Associates as the architects for our HC accessible entrance and bathrooms in Huntington Hall.

This decision is based on the following information:

1. Lowest price for the work:

Archidesign Group	\$10,500.00
LAN Associates	\$7,850.00

2. The size of their organization –

They have all in-house experts which will provide better control and coordination of the project and will save time. (The other firms would have to hire out these experts.)

3. Their presentation and experience is very impressive, especially the number and scope of ADA improvement projects they have been involved with over the years.

4. Their presentation, documentation, knowledge and skills regarding public bidding requirements lead us to believe that they are very intense and thorough in their work.

5. Finally, after reviewing both proposals, there is no justification not to accept their bid.

Levi A. Newsome