

Long Hill Estate Authority
421 Wadsworth Street
Middletown, CT 06457

January 7, 2019

Present:

Phil Cacciola Lauren Middleton
John Coughlin Kate Plummer
Joe Barone Adam Flemming
Al Santostefano

Absent:

Charlotte McCoid

Also Present:

Jessica Hess
Deborah Moore

The meeting was called to order at 5:05 in the West Ballroom.

Public Session:

There was no one present.

Minutes:

There was a motion by J. Coughlin seconded by L. Middleton to approve the minutes of December 3, 2018. Motion carried unanimously.

Finance:

J. Coughlin reported the LHEA remains under budget for the maintenance account.

Policy and Procedure:

D. Moore reported that she has been making inquiries into setting up a retirement plan. The Mansion is unable to piggyback off of the city and there are limited options due to the LHEA being a governmental entity. J. Coughlin said he would contact Diana Doyle at the City of Middletown finance department to inquire about options.

Building and Grounds:

There has been some patchwork on the driveway with the help of Bill Russo. J. Coughlin mentioned the mayor has grants for building improvements and the LHEA should consider applying in the future to help with repairing the driveway.

Parklands:

There was nothing to report.

Personnel and Nominating:

There was nothing to report.

Executive Director:

D. Moore presented projections through June 2019. She reported that wedding sales continue to lag in the 2019 to 2020 fiscal year and she will be working on projections for the final six months of 2019 to present at the next LHEA meeting. Now that we are in "engagement season" inquiries have increased. J. Hess reported that in the first week of 2019, 53 email inquiries have

been received. The average number of inquiries for a month is 60. Moore is in the process of phasing in the new accountant. So far things are going well.

Succession Committee:

J. Coughlin reported that the committee is comprised of P. Cacciola, J. Barone, Nancy Bauer, and himself. Donna McCarty of the firm J. Morrissey has been retained to recruit a new Executive Director. The committee has met three times and plans to meet every other Friday with D. McCarty until a decision is made. They will update the LHEA as needed. So far, D. McCarty has interviewed stakeholders and posted the job on the J. Morrissey website and other online job posting sites. She is in the process of collecting resumes and searching through her own channels to find qualified candidates. The committee's goal is to have an Executive Director replacement announced by the beginning of March for the Wadsworth Mansion Wedding Show, scheduled March 3rd.

Old Business:

Al Santostefano is in talks with Bill Russo on the project of installing lights on the main driveway to help with visibility. P. Cacciola will be speaking with Bill Russo about the city's assistance to help defray costs with re-paving the driveway.

New Business:

P. Cacciola thanked all in attendance and encouraged everyone's continued attendance at all meetings as there will be significant changes in the coming months.

There being no further business, and with a motion by J. Barone, seconded by A. Santostefano the meeting adjourned at 5:46.

Submitted,
Jessica Hess