



Pierce Property Committee

5/1/2019 at 3:30 pm in Donaldson Room at Town Offices

Present: Lucia MacMahon, Jean Horne, Anne Crosby, Terry Green, Gina Halstead (FinCom liaison), Mary Day (Assistant Town Administrator) , Colleen Wilkins (Town Finance Director)

AGENDA

I. Welcome and Introductions

II. Review/approval of April minutes

Minutes were approved unanimously.

III. Discussion

a. Pierce House Budget Review (handout dated 4/25/19)

Mary Day & Colleen Wilkins led the discussion about the Pierce House budget. The house is not reaching our expected revenue for FY 19. Several factors led to this change: ways revenue is collected and recorded (amount due is collected 6 months in advance of the event. This revenue can then be reflected in a different FY that when the event is happening, reflecting decreased revenue estimates in future FY).

Nancy is requesting we approve her request to not manage any weddings this season and hire a “per diem” for the summer weddings with the costs covered by her commission. Colleen and Mary said projections of costs of per diems could be covered by commissions according to data submitted by Nancy.

Committee members expressed concern over this plan and wanted to hear more about the per diem staff. Discussion included concerns over management of events, possibility of poor rating on social media sites and the effect this might have on future bookings and costs.

Nancy will be retiring from her Manager position. Mary Day suggested we advertise in May, interview in June and start the new manager in July with a month of overlap with Nancy for the new hire.

Motion: Pierce House Committee recommends Nancy’s contract be extended until the end of July 2019 and include up to a one month overlap with the new hire. Motion passed unanimously.

b. Review and vote on By-Laws

Edits- change PH Budget to approval for \$500

Pam will edit the “Fund Raising & Gifts Received” after working with Colleen and send changes to the Committee. Document will be reviewed in June.

c. Revisit Memorial/Funeral Package

Tabled until next month

d. Report out on Bridal Show at Pierce House 4/27 & 28

Tabled until next month

e. Revisit COA request for an additional Clinic

Motion: Move that we do not pay for an additional clinic for the COA due to our financial state.

Passed Unanimously.

f. Review Pierce House Building Use document & set rate schedule

Document will be updated and brought to the next meeting.

g. Update on progress on 501C3, Pond revitalization project

Passed until next month

IV. Pierce House Manager's Report

Passed until next month

V. Sound Abatement discussion

A. Plans for sound testing with VHB and DJ using Bose system

May 7, 1-3pm and will test the Bose equipment

VI. Action Items

A. Review of day & time of Pierce House monthly meeting

Proposed 1st Tuesday of the month at 6:30 at Pierce House.

B. Signage for Pierce House- Lexington signs (handout from Anne Crosby)

Need a design, put address on it,

Anne will pursue design #1, and get an estimate and find out the wording.

Pierce House

17 Weston Rd

Established 1900

C. Requisition approvals

Next meeting Tuesday June 4 at 6:30 Pierce House.

Meeting adjourned at 5:25.

"Our mission is to be stewards of this historic property so that residents of Lincoln, neighbors, and guests may continue to use the Pierce House as a venue to gather and celebrate, in keeping with the spirit of John H. Pierce's gift to the Town of Lincoln." (approved March 20, 2016)