



## **Pierce House Finance Subcommittee - Meeting Minutes**

Minutes for April 1, 2022

**Finance Subcommittee Attendees:** Peter Braun, Gus Browne, Fuat Koro.

**Other Attendees:** Dan Pereira (Assistant Town Manager), Victoria Otis (Manager)

The meeting was called to order at 9:35 AM.

### **Discussion:**

Gus moved that the Minutes of the Subcommittee meeting on March 4<sup>th</sup> be approved; Fuat seconded the motion. Passed unanimously.

The purpose of the meeting was to plan for the Subcommittee's presentation on April 5 to the full Pierce House Committee of the FY'23 approved by the Subcommittee on March 4. It was the consensus of the Subcommittee that the presentation will: be based on the first two content pages of the budget materials; will highlight the revisions made by the Subcommittee on March 4; and include a request that the full Committee recommend the budget to the Select Board.

The Subcommittee requested that Dan arrange for the budget to be presented to the Select Board at one of its meetings in May and agreed that the Subcommittee would meet prior to the presentation date to plan for the Select Board meeting.

There was also discussion of how cleaning fees are presented in the financial reports received by the full Committee and will be presented in the budget. Based on information shared by Victoria and Dan, it was the consensus that the cleaning fees reported as an expense reflects all cleaning expenses, but that the separate revenue line for cleaning fees most likely include only reimbursements by non-flat-fee users of the House, such as local NGO's, while the flat-fee payers pay the cleaning fees along with their flat-fee payment as a single check and are thus lumped together in the events revenue line. Dan and Victoria will review with the Town Finance Department whether they are accounting for the event fees and cleaning fees separately even though received as a single check. The Subcommittee agreed that no change of the financial or budget format was warranted at this time.

At 10:18, Gus moved that the meeting be adjourned; Peter seconded. The motion passed unanimously.

Minutes submitted by Gus Browne.