



Pierce House Property Committee Meeting Minutes

July 12, 2022

Zoom Meeting

https://us04web.zoom.us/j/72964197775?pwd=aWcpGqyGp67Y7Pw7iitF_FnZSwJmil.1

Meeting ID: 729 6419 7775

Passcode: welcome

Pierce House Committee Attendees: Gus Browne, Margi Byrnes, Ann Crosby, Terry Green (Chair), Barbara Peskin.

Other Attendees : Victoria Otis (Pierce House Director), Dan Pereira (Assistant Town Manager), Collette Sizer (Minute Taker).

WELCOME & MINUTES: The meeting was called to order at 5:34 p.m. by Terry Green, Chair. Terry moved that the minutes from the June 14, 2022, meeting be approved. Anne Crosby seconded the motion. Roll call was taken, and the minutes were unanimously approved.

Roll Call:

- Gus Browne - Aye
- Margi Byrnes - (arrived after minutes were approved)
- Ann Crosby - Aye
- Terry Green - Aye
- Barbara Peskin - Aye

FINANCES - see the meeting packet

Pierce House Finances Actual Results - ready for Sept - not available

- The PH Actual Results Statement will be available and presented at the September meeting.

Requisition Approval

- Victoria Otis answered a few questions before Terry asked for requisition approval. Margi Byrnes moved that the requisition be approved. Terry seconded the motion.

Roll Call:

- Gus Browne - Aye
- Margi Byrnes - Aye
- Ann Crosby - Aye
- Terry Green - Aye
- Barbara Peskin - Aye

Procurement of Rug Update

Victoria met with Dan Pereira to update on the procurement process and work on detailed specifications.

- The finished specifications are sent to a list of vendors and the vendors provide bid proposals.
- Once the proposals are in, they will determine if the vendors are responsive.

- Did the bid meet the specifications?
- Did the vendor provide the lowest price?
- The lowest compliant bid, per State law, is accepted. Therefore, it is critical that the specifications be detailed and precise.
- Victoria's current goal is to get the procurement form finished and sent to the merchants by August. The specifications will then be sent to at least three vendors.
- **Action item:** Victoria will keep the PH Committee informed.

OPERATIONS - see the meeting packet

HDC Meeting, Driveway

- Victoria reported that The Historic District Committee meeting went well. The HDC granted PH non-applicability status for crushed rock/gravel along the driveway extending about 1 foot.
- There was not enough notice to get a discussion of the stake/rope proposal before HDC at this meeting. This will be on the next meeting agenda.
 - The Committee discussed offering the HDC two proposals for driveway fencing solutions, one temporary and the other a more expensive and permanent solution.
 - **Action Item:** Anne Crosby to look up detail on a driveway solution proposed in the past.
 - Barbara Peskin to get the details and provide a sketch of posts and fencing along the driveway.
 - DPW does not want to put in the crushed rock.
 - Action Item: Victoria will investigate landscape companies that will do it for a reasonable cost.
 - Victoria clarified that the crushed rock will not extend to the pond.

DIRECTOR'S REPORT

- There were eighteen events held in June that all generated good reviews. Some booked repeat events for next year.
- Four tours produced two events.
- One event brought in a resident complaint. Victoria explained that more people attended the event than communicated, the customer set up an additional tent in front of the main tent for extra seating and the DJ encouraged a loud event.
 - Victoria was informed that additional tents are not allowed in front of the main tent.

OTHER

- Terry informed the committee that she is stepping down in October as Chair but will remain on the committee.
- Anyone interested in taking over as Chair should let Terry know. She recommends a two-year term.

Terry closed the meeting as Zoom terminated the session. The meeting closed at 6:13 p.m.

The next meeting will be on September 13 at 5:30 p.m.

Respectfully submitted,
 Collette Sizer, Minute Taker
 July 13, 2022

“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)