



## Pierce House Property Committee Meeting Minutes

September 13, 2022

Zoom Meeting

[https://us04web.zoom.us/j/72964197775?pwd=aWcpGqyGp67Y7Pw7iitF\\_FnZSwJmiL1](https://us04web.zoom.us/j/72964197775?pwd=aWcpGqyGp67Y7Pw7iitF_FnZSwJmiL1)

Meeting ID: 729 6419 7775

Passcode: welcome

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

**Other Attendees:** Victoria Otis (Pierce House Director), Jim Hutchinson (Select Board Liaison) Collette Sizer (Minute Taker).

**WELCOME & MINUTES:** The meeting was called to order at 5:30 p.m. by Terry Green, Chair. Gus Browne moved that the minutes from the July 12, 2022, meeting be approved. Margi Byrnes seconded. Roll call was taken, and the minutes were unanimously approved.

### ***Roll Call:***

- Peter Braun - Abstained
- Gus Browne - Aye
- Margi Byrnes – Aye
- Ann Crosby - Aye
- Terry Green – Aye
- Barbara Peskin – Aye

### **FINANCES – *attached***

#### **Pierce House Finances Actual Results**

Victoria Otis reviewed the financial statement from the Director's report.

- Peter Braun noted that the full annual Director's salary was reported in the FY'23 YTD column. This distorts the Program Net (Loss)/Surplus line.
  - **Action Item:** Victoria to make sure the new format is presented each month.
- Several other points were noted
  - The kitchen fee line is not relevant and can be removed.
  - There may be a pending expense on repairs to the outside rails and steps.
    - Whether this is a repair or a rebuild will determine whether the Town pays for it or whether it comes out of the PH Repairs and Maintenance budget.
    - **Action Item:** Victoria will ask Brandon Kelly (facilities manager) to look at the rails and steps and estimate the cost of the job.
    - One patch of the yard needs to be seeded. The landscape company must guarantee the grass will come back next year, otherwise it may not be a good time of year to replace.
    - **Action Item:** Victoria will ask for an estimate.
- Peter proposed that a budget line of \$24,000 for the Director's Commission be added to the Pierce House Actual Results Statement under the budget line for the Director's Compensation. Terry seconded the motion. The motion was unanimously approved.

***Roll Call:***

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

**Requisition Approval**

Victoria Otis answered a few questions before Terry asked for requisition approval. Peter moved that the requisition be approved. Gus seconded the motion. The requisitions were unanimously approved.

***Roll Call:***

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

**Part Time Staff Rate**

Victoria informed the board that she had miscalculated the part time staff rate. The wage she had proposed would be for an independent planner.

- Victoria proposed a rate of \$30.00/hour.
- Peter moved that the rate be adjusted. Terry Seconded. The motion passed unanimously.

***Roll Call:***

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

**Donation of Furniture from Lincoln Resident**

A Lincoln resident has kindly donated furniture to the Pierce House.

- Peter inquired if there is a town process for taking donations.
- ***Action items:***
  - Victoria to verify the process for accepting new furniture with Colleen Wilkins.
  - Victoria to check with Brandon Kelly to see if the Town can move the furniture.
  - Barbara Peskin to write a thank you note.
- Ann Crosby moved that the Pierce House accept the furniture. Gus seconded the motion. The motion passed unanimously.

***Roll Call:***

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

Terry moved that if the town will not move the furniture for free, The Pierce House will allocate up to \$500 as needed to pay for moving. Barbara seconded the motion. The motion was unanimously approved.

***Roll Call:***

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

**OPERATIONS** – *see the meeting packet*

**Director's Report**

- Tours in July: 11
- Booked in July: 6
- Tours in August: 20
- Booked in August: 0
- Events booked in 2023: 25
- Events booked in 2024: 1
- Events booked in 2025: 1

**Other Business:**

Anne passed a picture of the public garden fencing. She suggested that the Pierce House could interrupt fencing with trees on both sides of driveway.

- **Action items:**
  - Anne to check out the cost. This would be an FY'25 budget item.
  - Put a discussion of the fence on the agenda for October.

The committee discussed Terry's resignation as chair. She will be stepping down in October.

- Terry outlined the following responsibilities of the Chair
  - Works with Victoria on the monthly agenda and reviews the minutes
  - Meets with Dan Pereira and appropriate people to resolve problems
  - Reviews requisitions and signs purchase orders
  - Writes the annual report for the town
  - Helps with the newsletter
- The committee pondered whether the group might take on Chair duties to relieve Terry's load or have revolving responsibility for the Chair's duties.
- **Action Item:** A discussion of the position will be included on October's agenda.

Terry moved that the meeting adjourn. Peter seconded the motion. The meeting adjourned at 6:33 p.m.

The next meeting will be on October 11 at 5:30 p.m.

Respectfully submitted,  
Collette Sizer, Minute Taker  
September 18, 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)*

PIERCE HOUSE ACTUAL RESULTS				
	FY23 Budget	FY22 Actual	FY22 Differential	FY23 YTD 8/31/2022
<b>REVENUES</b>				
Balance forward from prior year		\$ 264,148.87		\$ 323,686.76
<b>PROGRAM REVENUE</b>				
Restitution of Property (repayment for damage)		\$ -	\$ -	\$ -
Flat Fee Events	\$ 159,300.00	\$ 178,416.00	\$ 19,116.00	\$ 31,905.00
Tent Revenue	\$ 23,895.00	\$ 20,405.00	\$ (3,490.00)	\$ 8,415.00
Cleaning Fees	\$ 5,576.00	\$ 13,200.00	\$ 7,624.00	\$ 4,650.00
Police Details	\$ 3,000.00	\$ 5,600.00	\$ 2,600.00	\$ 2,100.00
Kitchen Fees		\$ 300.00	\$ 300.00	\$ -
<b>Total Program Revenue</b>	<b>\$ 191,771.00</b>	<b>\$ 217,921.00</b>	<b>\$ 26,150.00</b>	<b>\$ 47,070.00</b>
<b>EXPENSES</b>				
Director Compensation	\$ 63,895.00	\$ 86,892.05	\$ (22,997.05)	\$ 65,029.75
Part Time Staff Compensation	\$ 4,800.00	\$ -	\$ 4,800.00	\$ -
Utilities (Gas/Electric/Water)	\$ 13,000.00	\$ 16,112.16	\$ (3,112.16)	\$ 1,533.54
Repairs & Maintenance (looking for more details/ manager report)	\$ 5,000.00	\$ 5,681.80	\$ (681.80)	\$ 175.00
Cleaning	\$ 11,411.00	\$ 17,118.05	\$ (5,707.05)	\$ 3,300.00
Landscaping	\$ 18,000.00	\$ 11,787.57	\$ 6,212.43	\$ 3,010.00
Police Details	\$ 3,000.00	\$ 1,249.60	\$ 1,750.40	\$ -
Other Contracted Services - Website, seating software,	\$ 2,000.00	\$ 1,260.76	\$ 739.24	\$ 1,513.00
Clinical Services (Wellness clinics)	\$ 5,500.00	\$ 3,750.00	\$ 1,750.00	\$ 1,000.00
Communication Services & Internet	\$ 3,514.00	\$ 4,161.39	\$ (647.39)	\$ 382.30
Advertising	\$ 7,500.00	\$ 7,400.00	\$ 100.00	\$ 102.26
First Day	\$ -	\$ -	\$ -	\$ -
Supplies & Misc Charges	\$ 2,200.00	\$ 3,280.58	\$ (1,080.58)	\$ -
<b>Total Program Expenses</b>	<b>\$ 139,820.00</b>	<b>\$ 158,693.96</b>	<b>\$ (18,873.96)</b>	<b>\$ 76,045.85</b>
<b>Program Net (Loss)/Surplus for FY</b>	<b>\$ 51,951.00</b>	<b>\$ 59,227.04</b>	<b>\$ 7,276.04</b>	<b>\$ (28,975.85)</b>
<b>TOWN FINANCIAL RESOURCES</b>				
Interest on Trust Funds		\$ 33,137.02		\$ -
Adj for Fair Market Value		\$ (86,399.44)		\$ -
Contribution & Donation Gifts		\$ 13,573.27		\$ 1,703.14
General Fund Subsidy		\$ 40,000.00		\$ 40,000.00
<b>Change of fund balance for program and town financial resources</b>		<b>\$ 59,537.89</b>		<b>\$ 12,727.29</b>
<b>TOTAL ENDING EXPENDABLE TRUST FUND BALANCE</b>		<b>\$ 323,686.76</b>		<b>\$ 336,414.05</b>
<b>FIN COM DIRECTIVE</b>		<b>\$ 60,000.00</b>		<b>\$ 60,000.00</b>
<b>FUND BALANCE OVER/UNDER FINCOM DIRECTIVE</b>		<b>\$ 263,686.76</b>		<b>\$ 276,414.05</b>
<b>Fund Balance Excluding Adj FMV</b>		<b>\$ 350,086.20</b>		<b>\$ 276,414.05</b>