



Pierce House Property Committee Meeting Minutes

November 16, 2022

The meeting was held as a hybrid meeting, both in person and on Zoom.

Pierce House Committee Attendees: Peter Braun, Gus Browne(Meeting Chair), Anne Crosby, Terry Green(Chair), Barbara Peskin.

Other Attendees : Ken Bassett (Tree Warden), Jim Hutchinson (Select Board), Victoria Otis (Pierce House Director)

WELCOME & MINUTES: The meeting was called to order at 5:30 p.m. by Gus Browne, Chair.

Peter moved that the minutes from the October, 2022 meeting be approved. Terry Green seconded. The minutes were unanimously approved.

FINANCES

David Sequeira- Parks and Rec

- David Sequeira thanked the Committee for a successful ice skating year last winter, with the portable ice rink installed in front of Pierce House. He discussed the possibility of having the ice rink in front of Pierce House again for the up-coming winter.
- A question was asked concerning the water use and if the Water Department supported the water use for this purpose. David said he would find out and get back to us.
- The Committee discussed other water sources such as rain barrels and the pond. Anne Crosby asked about the water costs. Victoria Otis said we split the cost with Park and Recreation and the cost was minimal.
- Terry Green asked David about the timeline for installation. David said, once permitting was in place, the rink would be set up before the end of the year and taken down late winter, probably mid-March. Terry asked if we need to seek approval from the Historical Commission. David said yes.
- Terry Green made a motion to approve the Parks and Rec ice rink installation on the lawn in front of Pierce House pending approval from the Water Department and the Historical Commission. Peter seconded the motion. The motion passed unanimously.
 - **Action Items:** Terry will complete the application to the Historical Commission. David will check with the water department.

Ken Bassett- Tree Warden

- Anne Crosby thanked Ken Bassett for attending our meeting and discussed the concern of the Committee with degradation of the edges of the new asphalt with parking along the driveway. She circulated possible post and chain fencing and asked Ken for his opinion for its use for Pierce House.
- Ken Bassett expressed concern with pedestrian safety issues as well as landscape issues with a chain system. Ken discussed solutions other venues have used, such as Walden Pond, and wondered if a different way could be developed to inhibit parking along the driveway. Ken said perennial gardens would not be a good solution as they would be too far from the Pierce House.
- Anne asked if posts without the chains might work. Ken said yes, that would be a possibility and that he would look for a site that uses that method for us to consider.
- Peter suggested that Anne and Barbara Peskin confer with Ken and bring back information to the next meeting.
- Peter asked if tree planting comes out of the Tree Warden's budget. Ken said yes.
 - **Action Items** : Anne and Barbara will work with Ken on possible designs and bring to the next meeting.

Pierce House Finances Actual Results (attached)

- Peter Braun discussed the Pierce House financial information and noted that tent revenues were separated out for 2022 but not in the previous year.
- Victoria Otis said that cleaning fees are a pass through cost.
- Peter said that we should expect the utilities expense to go up next year and asked why contracted services was so high. Victoria thought it was the due to pest control but would look into the line item. Anne suggested we use the pest control services quarterly rather than monthly. She suggested we get a bid from other pest control companies and volunteered to talk to her company and get back to the committee.
- Terry Green made a motion to approve the financial actual results as listed. Peter Braun seconded. The motion passed unanimously.
 - **Action Items:** Victoria will research contracted services and get back to the Committee. Anne Crosby will get another bid for pest control services.

Requisition Approval

Victoria Otis answered questions about expenses.

- Terry moved that the requisitions be approved. Peter seconded the motion. The requisitions were unanimously approved.

Brandon Kelly- Facilities Director

- Tabled until another meeting.

Rate increase for wedding season 2024 & 2025

- Victoria Otis discussed a rate increase for the 2024 and 2025 seasons and suggested an 8% increase from current rates. Jim Hutchinson asked about the history of our rate increases and suggested we do an annual rate increase every year. The committee discussed the increase including an increase in the cleaning fee.
- Terry Green made a motion that to raise the rates for 2024 to
 - Saturday events: \$4,500
 - Friday and Sunday events: \$3250
 - Cleaning fee: \$350

Gus Browne seconded the motion. The motion passed unanimously.

- **Action Items:** Victoria will research 2025 rates and come back at a later date with a proposal.

OPERATIONS

Director's Report

- Events:
 - Events booked in 2023: 34 (with every Saturday booked, May through October)
 - Events booked in 2024: 2
 - Events booked in 2025: 1

Barbara Peskin moved to adjourn the meeting at 6:42. Peter Braun seconded the motion. The motion passed unanimously.

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

Respectfully submitted,
Terry Green, Minute Taker
November 16, 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 FINANCIAL INFORMATION				
	FY22 Actual	FY23 Budget	FY23 YTD 10/31/2022	Prior YTD 10/31/2021
REVENUES				
PROGRAM REVENUE				
Restitution of Property (repayment for damage)	\$ -		\$ -	
Flat Fee Events	\$ 178,416.00	\$ 159,300.00	\$ 57,655.00	\$ 79,873.50
Tent Revenue	\$ 20,405.00	\$ 23,895.00	\$ 16,851.00	\$ 4,095.00
Cleaning Fees	\$ 13,200.00	\$ 5,576.00	\$ 6,750.00	\$ 2,300.00
Police Details	\$ 5,600.00	\$ 3,000.00	\$ 900.00	\$ -
Kitchen Fees	\$ 300.00		\$ -	\$ -
Total Program Revenue	\$ 217,921.00	\$ 191,771.00	\$ 82,156.00	\$ 86,268.50
EXPENSES				
Director's Compensation	\$ 57,375.00	\$ 63,895.00	\$ 16,592.58	\$ 16,487.10
Director's Commission	\$ 29,517.05	\$ 24,000.00	\$ 15,283.00	\$ 9,134.00
Part Time Staff Compensation	\$ -	\$ 4,800.00	\$ -	\$ -
Utilities (Gas/Electric/Water)	\$ 16,112.16	\$ 13,000.00	\$ 7,032.48	\$ 4,307.92
Repairs & Maintenance (looking for more details/ manager report)	\$ 5,681.80	\$ 5,000.00	\$ 1,035.68	\$ 965.80
Cleaning	\$ 17,118.05	\$ 11,411.00	\$ 9,900.00	\$ 6,100.00
Landscaping	\$ 11,787.57	\$ 18,000.00	\$ 6,693.56	\$ 5,591.50
Police Details	\$ 1,249.60	\$ 3,000.00	\$ 990.64	\$ 461.60
Other Contracted Services - Website, seating software,	\$ 1,260.76	\$ 2,000.00	\$ 2,241.50	\$ 225.00
Clinical Services (Wellness clinics)	\$ 3,750.00	\$ 5,500.00	\$ 2,000.00	\$ 750.00
Communication Services & Internet	\$ 4,161.39	\$ 3,514.00	\$ 844.99	\$ 1,159.49
Advertising	\$ 7,400.00	\$ 7,500.00	\$ 102.26	
First Day	\$ -	\$ -	\$ -	
Supplies & Misc Charges	\$ 3,280.58	\$ 2,200.00	\$ 516.76	\$ 531.13
Total Program Expenses	\$ 158,693.96	\$ 163,820.00	\$ 63,233.45	\$ 45,713.54
Program Net (Loss)/Surplus for FY	\$ 59,227.04	\$ 27,951.00	\$ 18,922.55	\$ 40,554.96