



Pierce House Property Committee Meeting Minutes March 20, 2023

Pierce House Committee Attendees:

Peter Braun, Gus Browne, Margi Byrnes, Ann Crosby, Terry Green (Chair), Barbara Peskin.

Other Attendees:

Victoria Otis (Pierce House Director), Dan Pereira (Assistant Town Administrator), Brandon Kelly (Facilities Manager), Jim Hutchinson (Select Board).

WELCOME: The meeting was called to order at 5:33 p.m. by Terry Green.

Agenda Item, Action, Discussion:

February meeting minutes: The Committee voted to approve the minutes of the February 14, 2023 meeting.

Budget Review:

- The Committee reviewed the Pierce House Financial Information chart attached to these minutes.
- Peter noted that YTD Program Revenues had improved in comparison to last year YTD and this year's budget. He also noted that five more events for the upcoming season had been scheduled.
- Peter also noted that it continues to be likely that Utilities will be well over budget.
- The Committee discussed the potential for reducing communications costs (internet, phone and cable) by using one vendor, instead of Comcast and Verizon. Dan will follow up with Town IT and report back.
- The Committee continued to discuss the Landscaping expenses. Victoria provided additional detail for the Thyme In The Garden bills and a recent proposal from Lynch Landscape & Tree for comparison.
- Peter noted that there continue to be some improvements needed in how certain expenses are categorized, as well as a few entries needing correction. He said he would work with Dan and Colleen on these items. Victoria showed the Committee her list of vendors and expense categories and agreed to send those to Peter.
- Peter also noted that the Committee would need to plan for presenting its annual budget to the Select Board in June, and that therefore discussion should begin at the April meeting.

Requisitions:

- The Committee reviewed and voted to approve the requisitions presented by Victoria. Vote unanimous.
- There was discussion about why some requisitions are presented to the Committee with dates from many months before. Dan noted that some bills are received well after the service, and some bills have to be allocated to the Pierce House after being paid by the Town. However, the current requisition report format shows only the invoice-paid date but not the service-date. To help better review expenses and services, it was recommended that a service-date column be added to the requisition report.

Board of Health inspection update:

- The Board of Health's report on the Pierce House kitchen's compliance with current code was reviewed and discussed with Brandon and Dan. It was noted that the Board of Health had not reviewed the kitchen in recent memory. In summary, the Pierce House needs certain new equipment and space redesign to meet current code. New equipment needed includes a refrigerator, several sinks, and a stove hood and vent. The report details were discussed, and the Committee toured the kitchen with Brandon and Dan. They reported that some of the changes could be implemented quickly, while others would need more time for design and pricing. They also said that they would follow common practice and apply to the Board for a variance that would likely allow the Pierce House to continue to use the kitchen while implementing an improvement plan over a period of time. It was also noted that the costs of these improvements would likely need to be borne by the Pierce House, utilizing funds accumulated in the trust fund.
- The Committee voted to authorize Dan and Brandon to take such steps as are necessary to comply with the Board of Health report. Vote unanimous.

Pierce House updates:

Since our last meeting, Anne has worked on interior improvements with Victoria and Terry and exterior planning with Ken Bassett (landscape architect volunteer) and Chris Bibbo of DPW

- Interior:
 - Terry donated period art now hung throughout the house
 - New rugs in place
 - Rugs cost \$700 less than expected. Pads were provided by the vendor.
 - Shades need to be repriced.
 - Repointing of basement walls needs to be reviewed and potentially addressed by the new pest-control vendor.
- Exterior
 - Phase I (beautification) of improvements includes planting new trees on the Pierce House side of the driveway. Grant application for 5 trees submitted to Garden Club. If Garden Club doesn't fund grant, Tree warden may still be able to help fund.
 - Phase II (driveway protection) updates: Since our last meeting Anne met with Ken and Chris. Ken provided updated plans which Anne shared with the Committee. Anne, Chris and Ken discussed posts during their meeting. Chris will research cost options for wood and granite posts and report back. The Committee learned and discussed that since Phase II would involve the park side of the driveway, Park and Rec is stakeholder and should

be asked for input when we are closer to decisions around how we would like to move forward.

- There was further discussion of composting or other disposition of landscape/garden debris.

Pierce House Director transition update:

- Victoria's last day will be 3/21/23. She is moving to South Dakota. She thanked the Committee for the opportunity to serve the Pierce House, and the Committee thanked her for her service and wished her well.
- After receiving Victoria's notice, Dan and Colleen followed up with the other candidate from the last hiring process, Jen Whalen. He reported that she is still interested in the position and highly qualified, and he recommended that she be offered the position. He also noted that Jen will not necessarily need to reside at the Pierce House, but would be able to do so at her discretion, which would be particularly likely on event-nights.
- After noting that time is of the essence to retain a new Director to handle the upcoming busy season and communication of the transition to clients and vendors, the Committee voted unanimously to recommend that the Town offer Jen the position based on Dan's recommendation. Dan will follow-up with Jen and report back, as well as provide the Committee an opportunity to meet Jen soon.
- Dan also reported that Jen will be offered appropriate compensation similar to Victoria's. The Committee and Dan discussed how to handle the commission-based compensation in the transition. Dan will assure that commissions will be paid appropriately based on who booked the event and who manages the event as outlined in the contract.

Operations

Director's Report:

51 Events in 2023

12 Events in 2024

3 Events in 2025

Other

Terry Green recognized Gus Browne and said that he will be cycling off the Committee after today's meeting. The Committee thanked Gus for his service to the Town.

The next meeting will be April 11, 2023 at 5:30.

Respectfully submitted,

Barbara Peskin, Minute Taker

March 28, 2023

PIERCE HOUSE FINANCIAL INFORMATION

	FY22 Actual	FY23 Budget	FY23 YTD 2/28/2023	Prior YTD 2/28/2022
REVENUES				
PROGRAM REVENUE				
Restitution of Property (repayment for damage)	\$ -		\$ -	
Flat Fee Events	\$ 178,416.00	\$ 159,300.00	\$ 120,050.00	\$ 116,728.50
Tent Revenue	\$ 20,405.00	\$ 23,895.00	\$ 22,811.00	\$ 16,445.00
Cleaning Fees	\$ 13,200.00	\$ 5,576.00	\$ 11,650.00	\$ 3,450.00
Police Details	\$ 5,600.00	\$ 3,000.00	\$ 900.00	\$ 1,200.00
Kitchen Fees	\$ 300.00		\$ 300.00	\$ -
Total Program Revenue	\$ 217,921.00	\$ 191,771.00	\$ 155,711.00	\$ 137,823.50
EXPENSES				
Director's Compensation	\$ 57,375.00	\$ 63,895.00	\$ 36,772.74	\$ 36,271.62
Director's Commission	\$ 29,517.05	\$ 24,000.00	\$ 22,105.25	\$ 18,739.05
Part Time Staff Compensation	\$ -	\$ 4,800.00	\$ -	\$ -
Utilities (Gas/Electric/Water)	\$ 16,112.16	\$ 13,000.00	\$ 13,961.52	\$ 9,851.37
Repairs & Maintenance	\$ 5,681.80	\$ 5,000.00	\$ 1,606.58	\$ 2,246.80
Cleaning	\$ 17,118.05	\$ 11,411.00	\$ 17,600.00	\$ 10,718.05
Landscaping	\$ 11,787.57	\$ 18,000.00	\$ 13,478.66	\$ 7,279.00
Police Details	\$ 1,249.60	\$ 3,000.00	\$ 990.64	\$ 761.60
Other Contracted Services	\$ 1,260.76	\$ 2,000.00	\$ 2,034.50	\$ 1,044.76
Clinical Services (Wellness clinics)	\$ 3,750.00	\$ 5,500.00	\$ 4,500.00	\$ 1,750.00
Communication Services & Internet	\$ 4,161.39	\$ 3,514.00	\$ 2,420.66	\$ 2,605.52
Advertising	\$ 7,400.00	\$ 7,500.00	\$ 10,652.26	\$ 7,400.00
First Day	\$ -	\$ -	\$ -	\$ -
Supplies & Misc Charges	\$ 3,280.58	\$ 2,200.00	\$ 1,465.36	\$ 1,819.26
Total Program Expenses	\$ 158,693.96	\$ 163,820.00	\$ 127,588.17	\$ 100,487.03
Program Net (Loss)/Surplus for FY	\$ 59,227.04	\$ 27,951.00	\$ 28,122.83	\$ 37,336.47