



Pierce House Property Committee Meeting Minutes April 11, 2023

Pierce House Committee Attendees:

Peter Braun, Margi Byrnes, Ann Crosby, Barbara Peskin.

Other Attendees:

Jennifer Westlund (New Pierce House Director), Dan Pereira (Assistant Town Administrator), Brandon Kelly (Facilities Manager), and April (Tent Company rep.)

WELCOME: The meeting was called to order at 5:30p.m., chaired by Peter Braun.

Agenda Item, Action, Discussion:

March meeting minutes: The Committee voted to approve the minutes of the March 20, 2023 meeting.

Board of Health update:

- Brandon Kelly updated the Committee on the expected costs to upgrade the kitchen according to the Board of Health requirements. One quote was received from Muise Mechanical, Inc. for the plumbing work, dated April 7, 2023. Two more quotes are needed to comply with public bidding requirements. Brandon reported that it would be preferable for the Committee to approve the renovation now with a not-to-exceed limit, so that he could present the Board of Health with the proposed compliance plan and begin the work as soon as possible. The Committee voted unanimously to authorize acquisition of the necessary services and equipment from the lowest qualified bidder, for up to the amount proposed by Muise Mechanical (\$23,465.00), for the scope described in the Muise Mechanical proposal. Brandon also said that the maximum estimated combined cost for a new refrigerator and stove was \$10,000.00. The Committee unanimously approved the purchase of a new refrigerator and stove with a cost not to exceed \$10,000. It was the consensus of the Committee to defer consideration of replacing the flooring until the other work was completed. It was also the consensus of the Committee that, in light of the need to implement the kitchen renovation costs as soon as possible, they would be paid from Pierce House funds, as a charge for Repairs and Maintenance. It was recognized that although this would be an unexpected large expense above the operating budget, the funds from the Town should be ample for the project.

Pierce House Finances Actual Results Review:

Peter reviewed the Pierce House Financial Information chart for results through March 31, 2023. The chart is attached to these Minutes. He noted that the revenue picture has improved from prior months and appears to be on target to equal or exceed budget. He noted that he is continuing to work with Colleen Wilkins to correct and improve the expense category reports and the reporting of expense information to populate the reports. It was the consensus of the Committee that the expense reports do not need to be reviewed by the whole Committee each month unless Peter believes there is discussion warranted. There was further discussion of the gardening expense. It was the consensus of the Committee that staff review the services provided by Thyme In The Garden and provide the Committee with a recommendation whether to seek alternative bids for 2024. Dan reported that he is continuing to review the options for the communications expenses, including eliminating the Pierce House land line and potentially converting the number to a mobile phone and/or bundling the phone and internet services. As proposed by Peter, it was the consensus of the Committee to defer a vote on the FY24 budget (and its presentation to the Select Board) until September. This will enable the budget process to take into account a full year of revenue and expense under the improved format and to involve the new Director in the budget-development process.

Requisitions:

The Committee reviewed and voted to approve the requisitions presented by Dan. Vote unanimous.

Other Business:

There was discussion of potential items to be included in the next submission to the Capital Planning Committee, including painting and other repairs on the second floor, repair of guardrails, and repair of porch floor.

It was noted that the architects for the Community Center project would be touring the Pierce House on April 25. The tent company's representative was praised for their assistance during the Director transition.

The new Director, Jennifer Westlund, was welcomed to the Committee meetings.

Meeting adjourned at 7:12pm

The next meeting will be May 9, 2023 at 5:30.

PIERCE HOUSE FINANCIAL INFORMATION

| | FY22 Actual | FY23 Budget | FY23 YTD 3/31/2023 | Prior YTD 3/31/2022 |
|--|----------------------|----------------------|-----------------------|------------------------|
| REVENUES | | | | |
| Balance forward from prior year | \$ 264,148.87 | | \$ 323,686.76 | \$ 177,079.00 |
| PROGRAM REVENUE | | | | |
| Restitution of Property (repayment for damage) | \$ - | | \$ - | |
| Flat Fee Events | \$ 178,416.00 | \$ 159,300.00 | \$ 134,485.00 | \$ 135,533.50 |
| Tent Revenue | \$ 20,405.00 | \$ 23,895.00 | \$ 22,811.00 | \$ 16,445.00 |
| Cleaning Fees | \$ 13,200.00 | \$ 5,576.00 | \$ 12,600.00 | \$ 5,400.00 |
| Police Details | \$ 5,600.00 | \$ 3,000.00 | \$ 1,500.00 | \$ 2,600.00 |
| Kitchen Fees | \$ 300.00 | | \$ 300.00 | \$ - |
| Total Program Revenue | \$ 217,921.00 | \$ 191,771.00 | \$ 171,696.00 | \$ 159,978.50 |
| EXPENSES | | | | |
| Director's Compensation | \$ 57,375.00 | \$ 63,895.00 | \$ 41,257.22 | \$ 40,668.18 |
| Director's Commission | \$ 29,517.05 | \$ 24,000.00 | \$ 23,615.25 | \$ 19,751.55 |
| Part Time Staff Compensation | \$ - | \$ 4,800.00 | \$ - | \$ - |
| Utilities (Gas/Electric/Water) | \$ 16,112.16 | \$ 13,000.00 | \$ 11,269.05 | \$ 11,555.32 |
| Repairs & Maintenance | \$ 5,681.80 | \$ 5,000.00 | \$ 2,630.18 | \$ 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 | \$ 1,478.64 | \$ 761.60 |
| Other Contracted Services | \$ 1,260.76 | \$ 2,000.00 | \$ 633.79 | \$ 1,044.76 |
| Clinical Services (Wellness clinics) | \$ 3,750.00 | \$ 5,500.00 | \$ 4,500.00 | \$ 2,250.00 |
| Communication Services & Internet | \$ 4,161.39 | \$ 3,514.00 | \$ 2,496.56 | \$ 2,924.21 |
| Advertising | \$ 7,400.00 | \$ 7,500.00 | \$ 10,652.26 | \$ 7,400.00 |
| First Day | \$ - | \$ - | \$ - | |
| Supplies & Misc Charges | \$ 3,280.58 | \$ 2,200.00 | \$ 1,557.91 | \$ 2,838.70 |
| Total Program Expenses | \$ 158,693.96 | \$ 163,820.00 | \$ 131,169.52 | \$ 109,438.17 |
| Program Net (Loss)/Surplus for FY | \$ 59,227.04 | \$ 27,951.00 | \$ 40,526.48 | \$ 50,540.33 |