



## **Pierce House Property Committee Meeting Minutes May 11, 2023**

Pierce House Committee Attendees: Terry Green (Chair), Peter Braun, Margi Byrnes, and Ann Crosby

Other Attendees: Kim Bodnar (Select Board), Jennifer Westlund (Pierce House Director), Dan Pereira (Assistant Town Administrator), Fuat Koro (FinCom), Maureen Belt (Minute Taker).

### **WELCOME & MINUTES**

Terry Green called the meeting to order at 5:30pm.

The Board welcomed Kim Bodnar, new liaison to the Select Board and Jennifer Westlund, Pierce House Director.

Peter Braun moved to approve the minutes from the April 11, 2023 meeting. Margi Byrnes seconded. The motion was unanimously approved without discussion.

### **FINANCES**

#### **Kitchen Update**

Town Facilities Director Brandon Kelly could not attend so Dan Pereira spoke on his behalf. Official documents detailing the exact layout of the kitchen could not be found, so Dan created one, indicating that it was not to scale, but would suffice for discussion purposes. New items include a commercial-grade slop sink, a hand sink, a three-bay sink, a refrigerator and a five-burner electric range. Handouts included detailed information on the proposed refrigerator and range. Dan said the Board of Health must approve the products before they can be purchased.

Dan said Brandon received three quotes from plumbing contractors regarding installation of the sinks. Up to \$25,000 was approved for the expenditure. One plumber withdrew, another came in at \$23,465, and the third, Kirkland and Shaw,

came in at \$20,000. The town has positive experiences with Kirkland and Shaw, however the board agreed that the contractor first be informed that the town mandates prevailing wage for all workers. If approved, Kirkland and Shaw will deliver the sinks, traps and all necessary materials.

Discussion followed about removal of the gas stove, and the placement of the washer and dryer, currently located in the kitchen. Dan Pereira said the working range could be put out to bid, adding he had no clarity on what will happen at this time. Additional costs may be accrued for its removal. Dan said the washer and dryer would go into the basement, especially as the caterers don't use them. Ann Crosby said she'd prefer they remain on the main floor. The washer and dryer are used to clean the drapery for the sound wall. Peter said Brandon will handle the details. Terry Green thanked Brandon for his research.

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

Peter Braun said revenue is going well and exceeding budget. The new kitchen appliances will cost approximately \$30,000, which was not forecast; however, the \$40,000 Pierce House received from the town treasury would balance that out . Kim Bodnar asked about typical nets and losses, to which Peter answered that those numbers are hard to gauge so soon after the pandemic. He will need a full year of typical expenses to use as a baseline. The committee will present the FY24 budget, which will factor in Jennifer Westlund's salary, to the Select Board in September. He proposed a five-year running tally of key items and operating expenses, factoring in market fluctuations.

### **REQUISITIONS APPROVAL**

Dan Pereira said there have been two pay periods since the last meeting and handed out a spreadsheet detailing \$5,836.76 in operating expenses. He requested at least one committee member's signature for approval to accept the invoices as presented.

Peter Braun made the motion to approve the requisitions, which was seconded by Terry Green. Margi Byrnes will sign the requisitions. Motion passed unanimously without discussion.

### **REVIEW LANDSCAPING**

Committee members are pleased with the current landscape contractor Thyme in the Garden, which Terry Green estimated has been onboard for about 10 years. At a previous meeting the committee discussed options to reduce the tipping charge for composting, \$9,500 - or 17 percent of the total invoices. Thyme in the Garden hauls 10 truckloads of compost away last season. Terry Green investigated purchasing an onsite composter, but withdrew the idea, as the property cannot accommodate the size needed. Kim Bodnar will follow up on her suggestions of bundling Pierce House composting with the school department's upcoming composting program. The discussion was tabled until Jennifer Westlund has been in the job for one year.

Ann Crosby urged the committee appropriate funds to repair a large bald spot in the lawn where a majority of the ceremonies take place. She also expressed concern about parts of the lawn that have been dug up by snowplows. Dan Pereira said he would investigate if DPW or its contractors are responsible for those repairs. Members investigated the patch Ann Crosby referred to. As growing season has passed for this year, Peter Braun made a motion for up to \$2,000 be allocated to repair the area and to seek a quote from Brendan Byrnes of Byrnes Landscaping. Ann Crosby seconded the motion, which passed with Margi Byrnes recusing herself because of a personal conflict of interest.

## **MAINTENANCE**

### **PAINTING, WOODWORK, SHADES**

Terry Green said the Piano Room, Bride's Room, and kitchen need to be painted. Some woodwork needs to be repaired, and a previously approved expenditure needs to be increased to purchase 10 decorative room-darkening shades for the Piano and Dining rooms. Ann Crosby asked about transferring \$10,000 from the Pierce House Trust Fund. Peter Braun said there are no legal limits for withdrawals, but the committee needs to be mindful of other expenses and market fluctuations. It was suggested to hold off painting until the events season ends in the fall.

Terry Green motioned that the expenditure for shades be increased to up to \$4,000. Peter Braun seconded, and the motion passed unanimously.

### **RUGS**

Terry Green said two Pakistani hand-knotted runners were installed in the hallways for committee approval. The cost of the runners including pads is \$3,595.

Terry Green motioned that the Board approve the purchase of two additional runners for the house for \$3,595. Margi Byrnes seconded. The motion passed unanimously. Peter Braun suggested creating a five-year capital project list for furnishings, decorating and other beautification projects. Jennifer Westlund agreed to work on this.

### **OFFICE FURNITURE FOR DIRECTOR**

A discussion took place on the need for appropriate office furniture for the Director's office.

Peter Braun motioned that up to \$2,000 be allocated for new office furniture for the director. Terry Green seconded the motion and it passed unanimously without discussion.

### **Director's Report**

Jennifer Westlund said she is doing a lot of catching up since beginning this position last month. She is meeting with prospective clients and adjusted scheduling concerns. She will have the piano tuned for the season. Bees have also been a concern. Ann Crosby suggested calling Concord Carlisle Pest Control for mice, insects and carpenter ants. Jennifer said Waltham Pest Control has been by three times. The Committee believed that the vendor was canceled after its February meeting. Jennifer will cancel Waltham Pest Control.

Jennifer also requested a structured fee schedule be created so she can provide fair quotes to potential renters. Ann Crosby, Margi Byrnes and Terry Green will work on a proposal to present at the June meeting with Dan Pereira and Jennifer Westlund.

Terry Green adjourned the meeting at 7 p.m.

The next meeting will be June 13, 2023 at 5:30.

PIERCE HOUSE FINANCIAL INFORMATION				
	FY22 Actual	FY23 Budget	FY23 YTD 4/30/2023	Prior YTD 4/30/2022
<b>REVENUES</b>				
Balance forward from prior year	\$ 264,148.87		\$ 323,686.76	\$ 177,079.00
<b>PROGRAM REVENUE</b>				
Restitution of Property (repayment for damage)	\$ -		\$ -	
Flat Fee Events	\$ 178,416.00	\$ 159,300.00	\$ 145,085.00	\$ 140,133.50
Tent Revenue	\$ 20,405.00	\$ 23,895.00	\$ 21,911.00	\$ 16,445.00
Cleaning Fees	\$ 13,200.00	\$ 5,576.00	\$ 13,500.00	\$ 7,150.00
Police Details	\$ 5,600.00	\$ 3,000.00	\$ 1,780.00	\$ 3,500.00
Kitchen Fees	\$ 300.00		\$ 600.00	\$ -
<b>Total Program Revenue</b>	<b>\$ 217,921.00</b>	<b>\$ 191,771.00</b>	<b>\$ 182,876.00</b>	<b>\$ 167,228.50</b>
<b>EXPENSES</b>				
Director's Compensation	\$ 57,375.00	\$ 63,895.00	\$ 50,142.36	\$ 45,064.74
Director's Commission	\$ 29,517.05	\$ 24,000.00	\$ 23,802.75	\$ 20,793.05
Part Time Staff Compensation	\$ -	\$ 4,800.00	\$ -	\$ -
Utilities (Gas/Electric/Water)	\$ 16,112.16	\$ 13,000.00	\$ 14,396.08	\$ 13,404.35
Repairs & Maintenance	\$ 5,681.80	\$ 5,000.00	\$ 4,367.68	\$ 2,536.80
Cleaning	\$ 17,118.05	\$ 11,411.00	\$ 19,100.00	\$ 11,918.05
Landscaping	\$ 11,787.57	\$ 18,000.00	\$ 13,478.66	\$ 9,556.00
Police Details	\$ 1,249.60	\$ 3,000.00	\$ 1,478.64	\$ 761.60
Other Contracted Services	\$ 1,260.76	\$ 2,000.00	\$ 633.79	\$ 1,260.76
Clinical Services (Wellness clinics)	\$ 3,750.00	\$ 5,500.00	\$ 5,000.00	\$ 2,750.00
Communication Services & Internet	\$ 4,161.39	\$ 3,514.00	\$ 3,230.75	\$ 3,229.96
Advertising	\$ 7,400.00	\$ 7,500.00	\$ 10,652.26	\$ 7,400.00
First Day	\$ -	\$ -	\$ -	\$ -
Supplies & Misc Charges	\$ 3,280.58	\$ 2,200.00	\$ 1,628.91	\$ 3,108.14
<b>Total Program Expenses</b>	<b>\$ 158,693.96</b>	<b>\$ 163,820.00</b>	<b>\$ 147,911.88</b>	<b>\$ 121,783.45</b>
<b>Program Net (Loss)/Surplus for FY</b>	<b>\$ 59,227.04</b>	<b>\$ 27,951.00</b>	<b>\$ 34,964.12</b>	<b>\$ 45,445.05</b>