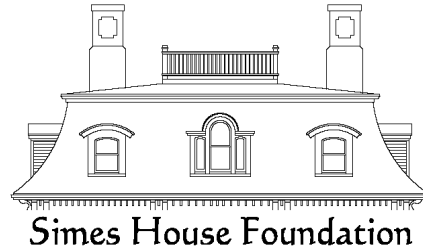


BOARD OF DIRECTORS MEETING SUMMARY
81 Manomet Avenue, Plymouth
6:30 PM • THURSDAY • 05-16-2013



Meeting called to order 6:45pm by R. Parker.

Present: R. Parker, M. Parker, W. Shain, B. Shain, J. Pierson, J. Hoagland, S. King, T. Manter, J. Metcalfe

Absent: T. Gwilliam, G. Green (illness)

Also attending: W. Keohan (CPC Chair)

• **Minutes and Secretary's Report (W. Shain)**

- Only minutes for approval were General Members meeting 3/13/13. Accepted for review only; vote to accept in final form will be taken at June meeting.
- Minutes from last two Building committee meetings were reviewed and discussed, but no approval necessary.
- Nothing else from Secretary.

• **Building Committee Report (W. Shain)**

- **Motion 1:** As recommended by the Building Committee.
 - Motion: To extend the contract of Agricola Corporation to include the services of Red Hawk Studios as the lead architect for Phase 2, under section 4 of the paragraph in the contract labeled "Stipulations".
 - Motion was made by W. Shain, seconded by J. Pierson. Motion passed 9-0.
- **Motion 2:** As recommended by the Building Committee.
 - Motion: To continue the committee approach (currently served by J. Pierson, G. Green, B. Shain, W. Shain, and Red Hawk Studio Architects) in lieu of a formal project manager (owner's representative), pending the final selection of a general contractor for Phase 2. Any other Board members are welcome to participate.
 - Motion was made by W. Shain, seconded by J. Hoagland. Motion passed 9-0.
- **Motion 3:** The Building Committee recommended the installation of a 3-story LULA-style elevator instead of a full-service elevator, pending receipt of cost estimates.
 - Motion: To install a LULA-style elevator from the 1st floor to the 3rd floor regardless of cost. First by R. Parker, seconded by M. Parker.
 - R. Parker suggested that we formally commit to the 3-story LULA, regardless of cost. Discussion to revise the motion to include the language "that installation of 3-story LULA should depend on cost estimates that are not available yet" led to a motion to table the original motion.
 - Original motion was amended to **table the vote** until the General Members meeting in June pending availability of cost estimates, made by J. Hoagland, seconded by T. Manter. Motion to table passed 6-3 with R. Parker, M. Parker and W. Shain in the negative.

- **Motion 4:** As recommended by the Building Committee.
 - Motion: To retain the servants' staircases running from the 1st to the 2nd floors and the 2nd to the 3rd floors in place in the final interior design. This is in full knowledge that 2nd-3rd floor staircase will serve no function as it will terminate in a ceiling after restoration, but it will represent an important historical icon acknowledging the importance of the servant staff in Simes history.
 - Motion was made by W. Shain, seconded by J. Pierson. Motion passed 9-0.
- **Motion 5:** As recommended by the Building Committee.
 - Motion: To finish the front door in Benjamin Moore Leather Saddle brown color with faux graining as recommended by Agricola Corporation based on color analysis from the HSR report.
 - Motion was made by W. Shain, seconded by J. Metcalfe. Motion passed 9-0.
- **Motion 6:** No recommendation was made by the Building Committee.
 - Motion: To finish the porch floors with Boiled Linseed oil finish with some degree of tinting from a lamp-black tint.
 - Motion was made by J. Metcalfe, seconded by J. Hoagland. Motion passed 9-0.
- **Motion 7:** No recommendation was made by the Building Committee.
 - Motion: To permit the SHFI Project Management team for Phase 1 to make the final decision on degree of tinting in the linseed oil finish.
 - Motion was made by R. Parker, seconded by J. Metcalfe. Motion passed 9-0.
- **President's Report (R. Parker)**
 - Presented financial work sheet suggesting Town over-charged FY2012 PILOT fees (payment in lieu of taxes) in the amount of \$800 (attached). Randy is in discussions with Town Manager to request a credit against FY2013 taxes.
 - We are currently in arrears in the amount of \$4,300 for FY2013. Mary Ellen and our CPA filed the application for abatement in April 2013. Randy is now talking with Town concerning the tax abatement application.
 - Key finding was that Town has no plans to put a lien on the property at any time; process of abatement application will be handled by the Town Board of Assessors which is expected to deliver its judgment in June.
 - Discussed need to file "Property Tax Exemption" application annually to assure that the Foundation is not accountable for property taxes on Lot 16A and House in future years. If needed, FY14 application must be filed before June 30, 2013 (end of fiscal year). Randy committed to clarify with Tax Assessor if annual abatement application is needed.
 - These actions do not include Lot 15 that is still in Tax Court. Therefore, Lot 15 conveyance remains unresolved.
- **Vice President's Report (J. Pierson)**
 - Nothing to report.

- **Treasurer's Report (M. Parker)**

- QuickBooks financial reports were submitted to the Board for review and discussion. P&L statement appears to be missing at least one page of itemized expenses. To be corrected by Treasurer as soon as possible.
- Cash balance in checking account is \$409.35 as of May 3, 2013.
- Net income over time period of September 2010 to May 2013 was \$21,778.91. Question was raised why the net income is at this level when cash balance is only \$409. What other income can explain the difference? Treasurer to confer with CPA for explanation before next meeting.
- Membership dues have taken a serious downturn, and were not a significant source of operating funds over the past year. No membership dues notices have been mailed to membership since July 2012 as partial explanation. Effort will be made by R. Parker to upgrade the solicitation letter. M. Parker to begin dues collection efforts anew.
- Discussion of removal of CB Christmas ornament from website. State Taxation Dept made inquiry into SHFI "Virtual Store" on website, and indicated we must pay sales tax on each unit sold or pull from site. Treasurer and CPA directed removal of ornament from virtual store. A Board resolution in Sep-2012 was to collect sales tax as part of pricing for the ornament. W. Shain complied with request to remove ornament from on-line store, but left notice of availability of ornament on site without pricing, subsequently removed entirely from site by R. Parker. Inventory of approximately 80 ornaments, with net sales of negative \$400 will be addressed with selling efforts in subsequent off-web events such as Tag Sale.
- W. Shain thought it best to resign from being temporary Marketing chairperson for more than one year to focus on secretarial responsibilities, and Building and Capital Needs & Grants committees. New committee chair for Marketing & Membership to be discussed at next meeting.
- Upcoming expenses include:
 - Property insurance in July at \$350/mo. for 9 months.
 - D&O insurance paid up through December at \$780 annually.
 - FY2013 property tax of \$4,300, if abatement application is not granted.
 - Power & water: water has been re-activated for summer; power may be installed soon to support security system, de-humidifiers recommended by Vareika Construction and other on-going power needs. Estimate unknown.
 - Estimate of installation of basic security system is \$430 plus monthly monitoring fee of \$33 from Performance1 Company. Will also require a phone or cellular line for monitoring. To be discussed at future meeting.
 - MHC Grant sign (estimated at \$500) to be paid by CPC.
 - Next tax return must be filed by November, estimate \$1,000 CPA fee.
 - Randy requested direction on how much we need for immediate operations. Suggestion made that \$2,000 could cover us for summer, not including tax burden if abatement is not granted. Town has suggested an "easy payment" plan for FY2013 taxes over several years, if necessary.

- **Events Committee (M. Parker)**

- Tag/Plant Sale scheduled for Saturday, June 22, 2013.
- No other events are planned.

- **G&O Committee (G. Green, via email)**
 - Vareika Construction graded and seeded around the house. Regular watering is needed, and watering equipment needed to comply.
 - J. Hoagland delivered the mower now stored on-site.
 - Keys for new locks needed by members of G&O Committee to open house to get equipment. Not discussed at meeting.
 - CB Tree doesn't appear to have survived the winter. 40 lbs. of Holly-Tone recently added to feed tree, and regular watering has re-commenced. It may need to be taken down if tree is declared "dead", but this is a Town decision as the tree resides on Town property. R. Parker in subsequent email believes tree may survive, waiting on site visit by John Scagliarini.

- Discussion opened by R. Parker to return to open meetings every month so anyone can attend.
 - R. Parker made a motion that anyone be allowed to attend Directors meetings. Lacking a second, discussion continued.
 - **Motion:** To allow active Committee Members to attend Directors meetings. First by R. Parker, second by M. Parker.
 - 2 in favor, 4 opposed, 2 abstained, J. Hoagland had to depart the meeting before the vote. Motion did not pass.

- W. Keohan provided a report on the current sales status of the "Cooper" property that abuts the Simes House property at 32 Old Colony Drive. Property is a short-sale and currently under contract by a private party at \$175,000. Approved by the Coopers as homeowners, but pending approval by Bank. Mr. Keohan suggested one plan of action would be to file a CPC warrant article for Fall Town Meeting to purchase the property if available in the fall. Coldwell Banker realtor is aware that CPC/Town is interested, and if deal falls through, CPC will be next in line for consideration.

- Other meetings to note:
 - Will and Barbara Shain will be visiting with Ms. Victoria Simes Poole, the great-granddaughter of Joseph and Mary Simes on Friday, May 17th in Cape Elizabeth, Maine. A report of historical findings will be provided at a future meeting.
 - Members of the Community Preservation Committee (CPC) will tour Simes House on Sunday, May 19th at 2:00pm. Board members are encouraged to show their support and participate in the tour.
 - Simes House has been invited to participate in the Antiquarian Society's Tour of Homes on Saturday, June 15 from 10am – 4pm.

- Time having expired, J. Metcalfe was unable to present the revised Phase 2 building drawings.

- Motion to adjourn made and passed at 9:15pm.

Re-submitted 05/21/2013 by W. Shain, Secretary.