



Minutes of the Simes House Foundation Board of Directors Meeting
Plymouth Town Hall-Lower Level Room, Plymouth, MA

Jan. 19, 2016

Present: Pierson, Welker, Williams, W.Shain, B.Shain, Keohan. Absent: Green.

Call to order at 707pm

Secretary minutes

Motion: W.Shain moves to accept with two minor corrections; Pierson seconds.

Vote: Unanimous.

Treasurer report

Cash on hand \$7,666 after paying Directors & Officers (D&O) insurance.

St. Catherine's Chapel Park \$598 cash balance after paying Egan and Fairway. Vanguard value \$71,336. St. Catherine's expense in 2015 just under \$7,000.

D&O insurance: Settle with Navigator for coverage for \$979 for same amount of coverage.

Liability insurance is expensive if unlimited for the house. St.Catherine's is about \$800. Nolan quote for three events at the house \$625. Keohan suggests the town should pay for tree lighting liability, and that the foundation approach Town Manager Arrighi. Welker will start on obtaining coverage.

Motion: Williams moves to accept; W.Shain seconds.

Vote: Unanimous.

Allocation of D&O cost

Discussion about allocating half of accountant's fee for 2015 return and half of D&O 2016 insurance to St. Catherine's.

Motion: W.Shain moves to approve payment of accountant and D&O half from Simes House Foundation and half from St. Catherine's. Pierson seconds. Keohan questions what the real percentage is and if fees are part of care of park. Welker affirms half is about right. W.Shain notes sweat equity and spending only \$7,000 per year, not \$17,000 as estimated.

Vote: Unanimous.

Egg hunt

Egg Hunt scheduled for Saturday March 19, with Sunday March 20 as the rain date. W.Shain will file application for permit. Welker will work on getting insurance certificate.

Keohan update on town's progress on Simes House project

Keohan summarizes run-up to town meeting and vote on Simes House article for funding, including the roles of Ted Gentry Associates (TGA) and PM&C in generating the concept estimate of \$3.4 Million. He also noted the role of the Owner's Project Manager (OPM) Tom Finnegan of TGA, who suggested a \$3.2 million plan with \$200,000 contingency. PM&C estimate based on last version of floor plan from SHFI and Red Hawk.

Keohan explained that after town meeting approved funding with a \$900,000 reduction, a working committee of town officials and managers was formed to effect the reduced plan.

Reducing square footage was first option on the table. Keohan did not want more destruction than preservation, with concern by CPC over rear staircase, basement room, etc. that would be destroyed, as well as moving the kitchen into dining room. A second plan was devised. Keohan wants to maintain the footprint and staircases. Revised plan came back worse, Keohan says. CPC revisited and sent letters to Town Manager Arrighi, selectmen and the Building Committee. The Historical Commission also sent a letter asking not to reduce the square footage and not to remove the staircase. Stakeholders meeting decided a bath could be moved to second floor, decided modified A was unacceptable, that the adaptive re-use was encroached on, revenue was threatened. At this meeting, Asst. Town Manager Derek Brandisi, Finnegan and Gentry agreed revised bath plan to second floor, and would redo plan A. Meanwhile, CPC will have new independent analysis and two estimates done.

W.Shain restates position on kitchen, that a caterer's kitchen is all that is needed and that this would achieve a significant cost saving.

Storage of assets

Keohan affirms town can store SHFI assets such as couches and piano at the former town barn, after renovations there are complete. CPC would move things for SHFI, with the piano first. Keohan suggests that until the town barn is done, it's better to leave what's in the house there. He says CPC can move the piano to the house; Keohan will set it up.

Chapel Park

Pierson suggests the Christmas tree now temporarily planted at Simes House go to St. Catherine's park. Consensus agreed to do so.

Egan Landscaping proposal to remove and replace dead trees at park. Quote for spruces and maples is \$2,300. Spring cleanup quote is \$1,500. Total \$3,800. Looking at other fertilizing estimates. Tabled decision on trees

Keohan suggests removing barrel to stop trash.

Need to find out who did signage (Zebra Visuals in Plymouth).

Outreach to business

Welker suggests reaching out to businesses, especially those on the website, to bolster revenue. List on website needs to be vetted.

Land Management Systems loan

Need to return about 120 ornaments. Invoice from LMS in December. Agreed loan would be repaid as ornaments sold.

Motion to adjourn by W.Shain.

Adjournment 852pm.

Respectfully submitted,
Paul Williams, Secretary

Approved by Board of Directors March 16, 2016