

Worship God

Grow in Discipleship

Share Christ's Love

**Minutes of the St. Andrew's Vestry Meeting
May 27, 2025**

In Attendance:

Rev. Suzannah Rohman
Sara Sandberg, Sr. Warden
Kelley Kash, Jr. Warden
Tanya Albert
Kirk Holbrook
Bob Lundeen
Rita McKinney
Ruth Piper
Alex Pugh
Laura Blanchard
Martha Elliott

Absent:

Laurie Gray

1. Opening Prayer/Reflection

The meeting was called to order at 5:00 pm. Tanya gave the opening prayer. Martha volunteered to give next month's reflection.

2. Reports and Action Items

- a. Approval of Minutes: The vestry reviewed and approved the amended April meeting minutes, noting Sara's attendance.
- b. Treasurer's Report: Kelley delivered Ed Ross's report (attached). Fuel expenses increased due to higher unit prices. A question arose about high elevator inspection costs; Bob clarified that an annual inspection occurs, but every five years a costly full load test is required, involving two inspectors and travel time. The Finance Report was approved by motion.

- c. Property Committee Report: Bob Lundeen provided copies of his notes, which are attached to the minutes. Discussion items:
- 1) Undercroft dehumidifier: No agreement yet on whether to keep it running or turn it off during downstairs meetings and events; solutions are still being explored.
 - 2) The fence and curb/wall project has three phases: removing the old fence (Tom Fence), installing footings, replacing the wall/curb, and adding drainage (Peter Anderson), then installing a picket fence (Tom Fence). Work is scheduled before winter, preferably September, pending Peter's availability. Costs are \$14.4K for Tom Fence, \$27.9K for Peter Anderson, totaling \$42.3K plus a 10% contingency (\$46.5K). Motion to approve passed unanimously. Finance Committee will advise on funding sources.
 - 3) Painting is required, and there has been an inquiry regarding the funding source. The Finance Committee should provide guidance on the appropriate funding allocation.
 - 4) Alex noted the Atrium sound system isn't working; it can't be used due to echoing into the sanctuary. Bill Judd is addressing the issue.
- d. PNDC/Resource Committee Report: Kelley announced the formation of the committee with Ann Kash, Rita McKinney, Sara Sandberg, Bob Lundeen, and himself. They held an initial meeting with Suzannah to discuss advancing PNDC goals and identifying resource needs for the 2026 budget.

3. Old Business

- a. Nine am Sunday Worship Service – Early Feedback: It was noted that there may be a need for a second Eucharistic minister at the service because of number of people attending. Martha commented that there was some grumbling from 8 am people who said there was too much music and only one service. However, Alex said he had a nice conversation with couple coming from South Bristol because there was only one service.
- b. Good Samaritan Outreach: Jim Swan submitted a report indicating that an initial meeting took place on May 21, attended by Ruth, John Ward, Tanya, Terry Marsh, Laura Blanchard, Kay Liss, Judy W., and Steve Ward. The primary topic was strategies for raising funds to support organizations affiliated with St. Andrews.

Attendees discussed potential names for the group and emphasized that its activities should not detract from the ongoing first Sunday cash offering, which will remain unchanged. The group agreed that four or five fundraising events should be scheduled over the course of the calendar year. The first event is tentatively planned for this summer, possibly on August 2 or 3. The second event is proposed for October and may take the form of a Pumpkin Festival Bake Sale. Additional events are anticipated for January (winter) and March (spring). Members are encouraged to propose ideas for the summer event, which will be discussed at the next meeting; the date for this meeting is yet to be determined. It was also noted that the second or third event should include a focus on engaging children.

- c. Earth Keepers Season of Creation – Feedback for Planning: Suzannah proposed holding St. Francis Day on Saturday afternoon, noting that some individuals did not attend Sunday service last year due to the presence of animals. There was also a recommendation to advertise the event to encourage participation from the entire community. Additionally, it was suggested that the liturgy remain consistent throughout the month, rather than changing each Sunday.

4. New Business

- a. Pride Flag: Sara reported a heartfelt request from a parishioner to display the pride flag at the church. A motion was made to procure and display the pride flag at the earliest practical opportunity; the motion was seconded and passed unanimously.
- b. Rector's Sabbatical: Suzannah announced her sabbatical will begin June 1 and last four months. Reverend Pam Moss will serve part-time, attending church on Sundays and Wednesdays and offering pastoral care as needed. She will not attend vestry meetings.

5. Expressions of Gratitude

To Bob Lundeen for the signage in parking areas. Very helpful.

Kelley expressed gratitude to Suzannah because it will give both her and the church to grow and come together as a congregation.

Bob Lundeen thanked property committee for all its hard work and ideas.

6. Adjournment

The meeting was adjourned at 6:30 pm. The next meeting will be June 24, at 4 pm. Bishop Brown will attend. Please note that the start time is one hour earlier than normal to accommodate the Bishop's schedule.

2 Attachments

1. Treasurer's Report
2. Property Committee Report

St. Andrew's Episcopal Church
Treasurer's Report with Actual-to-Budget Analysis
Year-to-date, May 2025

Operating Revenues and Expenses through the first five months of 2025 are generally satisfactory, considering the timing of Pledge Receipts, Diocesan and DFMS distributions, and the seasonal impacts of Fuel Oil/Propane and Snow Removal. General Maintenance is an exception to this statement.

General Maintenance at \$16,569 is over the 2025 budget by \$569.00. I thought the 2025 Operating Budget included painting, but it did not.

St. Andrew's has two unrestricted funds on its Balance Sheet – St. Andrew's Investment Fund (#3009) and Unrestricted Funds (#3900). The other funds are restricted.

Restricted Funds

Money given by donors to a nonprofit organization may specify how a gift is to be used in three basic ways:

- An Unrestricted Fund can be used for any purpose the organization deems appropriate.
- A Temporarily Restricted Fund must be used for a specifically defined purpose.
- A Permanently Restricted Fund is designated to be held in perpetuity as principal, on which interest can be earned, with only the interest allowed to be spent.

The Student Gift Fund began in 2022 to help support Mark Zoorob at the University of Maine. Donations from the congregation funded the account.. Two payments were made to the University of Maine, leaving an excess of \$492.00. Before her sabbatical, Suzannah and I discussed donating the balance to the Bishopswood Scholarship Fund, with Vestry approval.

A notice in the newsletter advising donors of St. Andrew's intention should satisfy the requirements of a Restricted Fund.

The Curate Fund, established in November 2023, supported Ben Cooke as transitional deacon at St. Andrew's Church. Contributions from two parishioners funded the account. Donations exceeded the payroll requirements, leaving \$2,700 in the account. After receiving the donors' approval, Ben received the balance.

The Henry Vaughan Fund (HVF) document has meaningful restrictions on the spending of the funds.

The Rector Sabbatical Fund receives funds transferred from Unrestricted Available Funds. As I understand the intent, the cost of a temporary rector is to be expensed to this account. Thus, the expected expense of \$16,147.50 plus travel will not show in the expense accounting for 2025.

The Sabbatical Fund received the Lily Foundation grant of \$59,946.00. Costs to date have been charged to the account. The portion of the Sabbatical used for Suzannah's children will be subject to income taxes. This additional tax expense and Suzannah's plan changes will require an amendment to the sabbatical funding. Hopefully, the changes will offset and be approved.

Ed Ross
Treasurer

Property Committee Report to Vestry - May 2025

The Committee met via Zoom on May 13th with 8 members logged in and 1 travelling.

Ongoing activities discussed included:

- Refining design options for the Memorial Gardens.
- Exploring options for refurbishment of chairs in the Library and Suzannah's office.
- Monitoring warranty repairs to the atrium roof drain with G&E Roofing.
- Scheduling a Spring Clean-up date.
- Development of a routine maintenance schedule and list of potential capital projects.
- Exploring repair to the bell in the bell tower.

Specific activities included:

- Dennis Anderson completed clean-up of planting beds, cleaning gutters & catch basin drains, and removal of fallen debris. The grinding of stump in flower bed adjacent to entry ramp has been deferred to the Fall.
- Received proposals and options from James & Whitney Roofing to discuss roof conditions and options for replacement. Estimated cost for complete replacement with cedar shake shingles would be \$159,000. Estimated cost of replacement of all but Glidden Street rooves with cedar shake shingles would be \$108,000. Replacement with asphalt shingles in lieu of cedar would be \$37,000. No action is requested at this time.
- Installed parking area and parking court signs.
- Installed replacement signs for worship times on our street sign at Glidden & Main Street.
- Interviewed Suse Wicks and requested a proposal for routine garden maintenance through the Fall.
- Rein Green completed the painting of the Glidden Street side of the church plus the heat pump line conduits.
- Established a subcommittee to seek professional architectural services to develop a master plan. The initial invitees for the subcommittee include Jim Swan, Sara Sandburg, Kelley Kash, Jim Van Dyke, Rita McKinney, Margaret Coit, Alex Pugh, Andrew Donaldson, Seth Stewart and Bob Lundeen. Two Zoom meetings were held with various members logging in. Meetings will continue every Thursday through the architect selection process. The next meeting is May 29th.
- Reviewed proposals from Dennis Anderson and Peter Anderson for the removal of the Glidden Street fence and repair/resetting of the curb and improvements to

drainage from the street. The Committee recommends acceptance of Peter Anderson's proposal (see attachment 1 and action item 1 request below).

- Reviewed proposal from Tom Fence for replacement of the Glidden Street fence in conjunction with work of Peter Anderson. The Committee recommends accepting Tom Fence's proposal for removal of the existing fence and replacement with a picket fence (see attachment 2 and action item 2 request below).
- Received a proposal from TC Hafford to replace the dehumidifier in the Undercroft. The Committee recommends accepting the proposal and authorizing TC Hafford to install the unit (see attachment 3 and action item 3 request below).

Action requiring Vestry approval:

- Action Item 1: Peter Andreson proposal in the amount of \$27,913.32
- Action Item 2: Tom Fence proposal in the amount of \$14,358.54.
- Action Item 3: TC Hafford proposal in the amount of \$2,035.00