

**Worship God**

**Grow in Discipleship**

**Share Christ's Love**

**Minutes of the St. Andrew's Vestry Meeting  
February 24, 2026**

**In Attendance:**

Suzannah Rohman

Sara Sandberg, Sr. Warden

Kelley Kash, Jr. Warden

Laura Blanchard

Martha Elliott

Kirk Holbrook

Bob Lundeen

Rita McKinney

Marek Pruski

Alex Pugh

**1. Opening Prayer/Reflection**

The meeting was called to order at 5:03 pm. Bob shared a prayer from Pope Francis. Marek volunteered to give the opening prayer/reflection in March.

**2. Reports and Action Items**

- a. Review of Meeting Minutes: The vestry formally approved the minutes from the meeting held on January 10, 2026.
- b. Treasurer's Report: Kelley presented the report for Ed Ross; his written report is attached to the minutes.
- c. Property Committee Report: Bob presented notes from the January and February property committee meetings. Bob noted that Peter Anderson said that project work would begin once weather conditions improve. The town inquired whether stairs should be constructed from the parking lot to the street; the committee recommended against this addition. A motion was made to uphold the committee's recommendation and communicate to the town our preference not to have the stairs, which was seconded and approved. Regarding the master plan, Bob and Jim met with Nancy Barba, who informed them of her partner's upcoming retirement and the firm's reorganization. As a result, a new contract may need to be signed. They were also advised that if the project proceeds, the entire structure, including the original church, must be equipped with fire

sprinklers. They are currently evaluating various options, and the committee expects to receive updates in March. Additionally, Bob discussed the cause of the recent pipe burst and provided an update on the progress of repairs to the resulting water damage.

### **3. Old Business**

- a. By Law Revision: Suzannah stated the group was formed but couldn't meet before the annual meeting; work will proceed next year.
- b. Parish Administrator Search Committee: Kelley and Sara will form the committee in March. Kelley will send the current job description for review.
- c. Earth Keepers: Marek gave an overview of the 1980 Maine Indian Claims Settlement Act, which permanently waived future claims and largely removed any risk in making a land acknowledgement statement. Despite this, both the group and the vestry continue to seek meaningful actions. The group has asked the vestry for suggestions on impactful steps. The vestry expressed support for inviting a speaker who could raise awareness and help plan next steps.

### **4. New Business**

- a. Annual Meeting: Suzannah reminded the group that there will be a single service at 9:00 a.m., immediately followed by the meeting. The Vestry will host a coffee hour. Members are requested to email Sara regarding any items they plan to bring.
- b. Lent: Suzannah mentioned that over 30 people attended the early Ash Wednesday service, while around 14 attended in the evening. She plans to ask Sean to play at the early service next year. We lack the resources to host our own Easter Vigil, but there will be one held in the Camden/Rockland area where Sean will perform at the bishop's request. We will promote this event to our congregation.
- c. Faithful Givers: Kelley announced that the Faithful Givers Roadshow sessions will take place in May and urged members to participate.
- d. Suzannah presented the parochial report and invited questions. A motion to approve the report was made, seconded, and passed.
- e. First Sunday Giving: Kelley moved to replace Haiti with OUT Maine in the giving rotation. After the Meades' passing, the remaining Haiti Fund was sent to The Haiti Project as requested by the family. The motion was seconded and approved unanimously.

## **5. Expressions of Gratitude**

- We extend our sincere appreciation to the outgoing vestry members: Martha, Kirk, Ruth, and particularly Sara, whose leadership as senior warden over the past two years has been exemplary.
- Sara expressed gratitude to the vestry for their dedicated service, commitment, openness, and grace in fulfilling their responsibilities.
- We also acknowledge the numerous individuals who responded promptly to the “pipe burst” incident, demonstrating effective collaboration to address the situation.

## **6. Adjournment**

The meeting was adjourned at 6:31pm. The next meeting will be on March 24, 2026.

### 2 Attachments

1. Treasurer’s Report
2. Property Committee Reports

St. Andrew’s Episcopal Church  
Treasurer’s Report  
January 2026

Financially, St. Andrew’s is off to a good start for 2026.

Regular offerings totaled \$33,818 compared to \$27,740 for January 2025. The monthly budget is \$21,417.

Receipts for the first quarter from the Diocesan Funds, St. Andrew’s Investment Fund, and monthly dividends totaled \$29,645; the 2026 budget amount is \$29,124 per quarter.

Total Compensation is in line with the 2026 budget. The Diocesan Assessment was \$5,014, \$26 above budget.

Regular Maintenance totaled \$8,334 in January, \$3,050 above the monthly budget. The primary causes were higher than the monthly average for Fuel Oil/Propane and Snow Removal, as expected.

The one surprise was Electricity. The January 2026 cost was \$812 compared to \$579 and \$558 in January 2025 and January 2024, respectively. I have not yet looked into the details of usage and rate. A significant increase in electricity is anticipated, but not until the fourth quarter of 2026.

Total Ordinary Income was \$32,463 for January 2026, compared to a budgeted loss of \$722 for the month.

DFMS reported a full-year net return of 18.1%. The portfolio has returned 8.7% annually since 2015 and 8.2% annually since inception in 1993.

As of December 31, 2025, and 2024, St. Andrew’s investment accounts were:

	12/31/2025	12/31/2024	Change after 2025 Distributions
General Fund	\$ 1,406,372	\$ 1,246,757.00	\$ 159,615.00
HVF Fund	462,231	409,770.00	52,461
Outreach Fund	129,567	114,862.00	14,705
<b>Total</b>	<b>\$ 1,998,170</b>	<b>\$ 1,771,389.00</b>	<b>\$ 226,781.34</b>

The outsized return of 2025 should not be expected to continue. A reversion to the mean should be anticipated at some point.

I am very willing to answer financial-related questions.

Ed Ross, Treasurer

## **Property Committee Report to Vestry – January 2026**

(Vestry met prior to the regular date of the Committee meeting so this report is in addition to the brief verbal report given at the Vestry meeting)

The Committee met via Zoom on January 13<sup>th</sup>. Jim Swan chaired the meeting in the Undercroft with the following members present: Bob Lundeen, Laura Blanchard, Martha Dodge, Nancy Gault, Bill Judd and Richard Monkman. Allen Guignard and Margaret Coit joined via Zoom.

The following items were discussed:

- **Update on Master Plan:**  
It is highly probable that the scope of this project will require sprinklers to be installed throughout the building. Question of the cost of a mist system to be installed in the sanctuary. A reminder that the Barba & Wheelock drawings are preliminary in nature and are intended indicate a direction for development and not a final design. B & W are incorporating our latest comments. Once we have reviewed them B & W will develop (with Warren Construction) an order of magnitude cost estimate. We hope to have that information available to present to Vestry in March.
- **Glidden Street Fence and Drainage Improvements:**  
Jim met with Peter Anderson and confirmed that we on the only project on his calendar prior to July. Weather permitting the work should take 3-4 weeks to prepare complete.  
Peter will co-ordinate with Tom Fence to install the replacement fence after drainage improvements have been completed. Martha will contact Newcastle town manager re: ditch and catch basins to address standing water. There was discussion regarding potentially paving the strip to Glidden Street. Peter Anderson will bill weekly when the work begins.
- **Upper Parking Lot Stairs:**  
After discussion it was decided the Committee recommends to Vestry the removing the stairs.
- **Maintenance of Heat Pumps:**  
Richard is continuing to investigate scope of service agreements
- **Technology Subcommittee:**  
Bill recommends that we set up a Google Work space account

- Miscellaneous Items:
  - Richard reported that he changed out the light in Suzannah's office
  - Bob will investigate cause of the running toilet in the 1<sup>st</sup> floor restroom
  - Received a request/suggestion from Sara to add a mirror at the coat racks
  - Undercroft dehumidifier is displaying error message again – Allen will investigate cost of operation of commercial grade unit versus residential unit
  - Bill questioned whether the time lock on the entry door needs replacement or repair
  - Discussion of updating the Project List
  - Bill will co-ordinate the relocation of the items in the storage unit to the new location
  - Jim will conduct an inventory of the ripped seat covers on the folding chairs
  - Richard will test the exit lights to assure they are in working order
  - Bob and Margaret will investigate an appropriate grab bar for the step from the Atrium into the Foyer.

There are no action items from Property Committee requiring Vestry approval this month.

## Property Committee Report to Vestry – February 2026

The Committee met via Zoom on February 10<sup>th</sup>. Jim Swan chaired the meeting with the following members logged on: Bob Lundeen, Laura Blanchard, Martha Dodge, Bill Judd, Richard Monkman, Allen Guignard and Margaret Coit. Sara Sandberg and Kelley Kash also logged on and Nancy Barba joined us for a Master Plan update.

The following items were discussed:

- **Master Plan Update:**  
Nancy Barba joined the Zoom meeting to discuss the status of the current document revisions. There was a question about the stairs on the East End and a code requirement for an exit at that end of the building. The Fire Sprinkler system was discussed and it was confirmed that the State Fire Marshall will require full sprinkler protection for the building based on the scope of the current documents. They also indicated that the mist system previously discussed for the church building is not currently accepted in Maine. Nancy did indicate that if we were to construct a fire wall between the original church and any additions we wouldn't need to install sprinklers in the original church building.
- **Update on Water Damage:**  
Bob met with Colby & Gale and discovered the location of the break. Colby & Gale indicated that the break was clearly caused by a frozen pipe. The bulk of the cleanup has been done by Servpro. Servpro will forward their report to the Insurance Company. Jim & Bob met with the insurance adjuster. Since the break was caused by a frozen pipe it is covered 100% (less our \$1,000 deductible). Jim stated that Suzannah has requested that Jim and Bob be the contacts with the insurance company and contractor regarding the repairs. Jim has set up a meeting with Warren Construction for February 17<sup>th</sup> to tour the damaged areas. There was a general sentiment that we should return to using the Undercroft as soon as it's deemed safe.
- **Exterior Lock-box:**  
The Fire Department has indicated that we need to install the lock box outside the entry door to the Foyer as soon as possible. Bill will co-ordinate.
- **Fire Alarm Service Company:**  
It was discussed that because of the slow response of the service company after the recent water leak incident, we should investigate additional options for a service provider. Bill will co-ordinate.

- Glidden Street Fence and Drainage Improvements:  
A meeting has been set up for March 10<sup>th</sup> at 10:00 AM with Seth Hager (City of Newcastle) and Peter Anderson to discuss the project.
- Heat Pump maintenance:  
Martha will follow up to schedule a cleaning
- Folding Chairs:  
Laura will look into options for resurfacing the damaged seats.
- Annual Report:  
Jim will email the committee a draft report for comment and recommendations.  
Please return comments to him by 2/14 so that he can incorporate into the final report for submitting to Ann by 2/16.

There are no action items from Property Committee requiring Vestry approval this month.