

**Worship God**

**Grow in Discipleship**

**Share Christ's Love**

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

**In Attendance:**

Suzannah Rohman, Rector

Bob Lundeen, Sr. Warden

Kelley Kash, Jr. Warden

Tanya Albert

Laura Blanchard

Les Foster

Kay Liss

Rita McKinney

Belinda Nields

Marek Pruski

Seth Stewart

Ed Ross, Treasurer

**1. Opening Prayer/Reflection**

The meeting was called to order at 5:00 pm. Marek shared a prayer to open the meeting. Laura volunteered to give the opening prayer/reflection in April. Suzannah welcomed the new vestry members.

**2. Reports and Action Items**

- a. Election of a Clerk: Les Foster volunteered as clerk; motion approved unanimously.
- b. Review of Meeting Minutes: The vestry formally approved the minutes from the meeting held on February 24, 2026. In addition, the vestry held a special meeting on Sunday, March 1, 2026, to discuss a proposal for repair work of water damage to the church office and undercroft. The proposal was from Warren Construction Group outlining the scope of work and estimated costs of the project. A motion was made and seconded to proceed with the project not to exceed \$100K in total cost pending discussions with the contractor and insurer to the satisfaction of the rector, wardens, and property committee chairperson. After discussion, the motion was amended to authorize up to \$110K for the project, including contingency costs. The amended motion was seconded and approved by unanimous vote.

- c. Treasurer's Report: Ed reviewed the attached report, explaining bill payments, transfers, and checks and balances. A motion was approved for Bob Lundeen (senior warden) to have check-signing authority. Rita asked about utility costs; discussion followed on heat pumps in very cold weather. Ed clarified that church accounting is on a cash basis and does not recognize capital expenses or depreciation; assets aren't reflected on the balance sheet, but capital expenses appear on revenue and expense reports. He updated members on previously approved Barba & Wheelock master planning project expenses and stressed the importance of revenue from investment/endowment funds. The Treasurer's report was accepted.
- d. Property Committee Report: Bob shared notes from the March committee meeting and updated the master plan project, with costs expected next month. Water damage repairs are progressing, with insulation work starting next week; a full project timeline is being developed. The fire department lockbox is installed. The street fence and wall await town drainage work on Glidden Street before replacement with a wood picket scalloped fence. Laura reported on replacing upholstery on 20 folding chairs. There is a committee vacancy, and Belinda volunteered to fill it.
- e. Parish Administrator Search Committee: Suzannah reported on the search and advertising efforts for a new Parish Administrator and reiterated the policy of only hiring church members if no suitable external candidates are available.
- f. Earth Keepers: Marek shared that the committee met briefly last month to review the vestry's suggestions about delaying the land acknowledgement and seeking other educational activities. They plan to consider inviting a speaker during the Season of Creation.

### **3. Old Business**

None

### **4. New Business**

Easter Coffee Hour: The vestry will be hosting the 10 a.m. coffee hour on Easter. Kindly inform Bob via email regarding any items you can contribute.

### **5. Expressions of Gratitude**

- To Jim Swan for his enormous and tremendous work on the property committee, and especially most recently on the water damage repair project. Rita will write a note of thanks and appreciation to him for the vestry.
- To the new vestry members, and especially to Les for stepping up to be Clerk.

## **6. Adjournment**

The meeting was adjourned at 6:23 pm. The next meeting will be on April 28, 2026.

### 2 Attachments

1. Treasurer's Report
2. Property Committee Report

# ST. ANDREW'S EPISCOPAL CHURCH

## Treasurer's Report

February 2026

<b>\$83,919</b> YTD Ordinary Revenue	<b>\$68,002</b> YTD Operating Expenses	<b>\$15,918</b> YTD Net Ordinary Income
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### February 28, 2026 Year-to-Date Financial Summary

Category	Actual (YTD)	Budget (YTD)
Ordinary Revenues	\$83,919	\$67,285
Operating Expenses	\$68,002	\$68,742
Net Ordinary Income / (Loss)	\$15,918	(\$1,457)

The positive January results continued through February. YTD Ordinary Revenues of \$83,919 exceeded the budget of \$67,285, while operating expenses remained on target. The resulting net ordinary income of \$15,918 compares very favorably to the budgeted loss of \$1,457.

### Pledge Revenue

- 2026 pledge payments prepaid in 2025 (\$19,410) were recognized as 2025 revenue per cash-basis accounting.
- January and February 2026 pledge payments of \$39,497 compare satisfactorily to the budget of \$41,667.
- Diocesan Funds and St. Andrew's Investment Fund distributions are paid quarterly; the next payments are expected in April.

### Utility Costs

Electricity and related utility costs are running above the pro rata budget.

Electricity through February 2026 is reported at \$2,020; the same period in 2025 totaled \$1,073.

Additionally, Community Solar was late invoicing in February, and the 2026 cost is missing \$163.51

Key factors include:

- St. Andrew's uses heat pumps as a heating source — 74% of annual kWh consumption occurs between November and March.
- CMP is the primary electricity provider; Community Solar is a supplemental source.
- CMP meter reading is mid-month, with the invoice mailed about 10 days later.
- Community Solar billing is delayed one month (billing began in February 2025 for January 2025 production, and the invoice is received one month after the comparable CMP invoice).
- The burst pipe incident in late January required heavy-duty drying fans and a loss of insulation; the related electricity costs appear in the February invoice due to mid-month meter reading.
- January 2026 kWh usage was 34.5% higher than January 2025. NOAA reported December and January Heating Degree Days were up 9.7% year-over-year for Bath, Maine. Colby and

- Gale reported degree days for the heating season were up 4.4% as of March 1. The reason for the greater use by St. Andrew's is not known.
- CMP had a 9.25% rate increase in January 2026 (8% was budgeted)
- Solar production declined in January 2026 versus January 2025.

## Other Seasonal Expenses

Fuel Oil/Propane and Snow Removal are seasonal. Before the Iranian conflict, Fuel Oil/Propane costs were expected to normalize over the course of the year.

## Accounting Basis

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St. Andrew's reports its finances on a cash basis. Revenues and expenses are recognized in the month when the cash transaction occurs. The Balance Sheet does not include Fixed Assets or Accumulated Depreciation, and there is no tax reporting requirement.

## Overall Position

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Available cash is sufficient. St. Andrew's financial position is strong.

I am always willing to discuss St. Andrew's financial reports.

## Ed Ross

*Treasurer, St. Andrew's Episcopal Church*

Available for questions regarding the church's finances.

## Capital Expenditures

The vestry has approved

Barba & Wheelock study of building conditions - \$40,000 of which \$23,873 was spent in 2025 and \$6,930 was spent in the first two months of 2026. The remaining balance as of February 28 was \$9,197.

Grading, draining, and a new fence along the Glidden St frontage was approved for \$42,000.

Thus, \$58,127 in Cap Ex is approved for 2026. The HVF distributions that go into a Cap Ex reserve account are budgeted for \$20,000. This leaves a shortfall of \$38,127, which will come from our cash accounts.

## Property Committee Report to Vestry – March 2026

The Committee met via Zoom on March 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. Ed Ross also joined the Zoom call for a portion of the meeting.

The following items were discussed:

- **Electrical Costs:** Ed presented a spreadsheet comparing usage and costs for CMP for prior year (during the winter months). During budget preparations for 2026, it was anticipated that our bills would increase but the amount of increase significantly exceeded what was expected. We will continue to monitor.
- **Master Plan Update:**  
Revised documents were received prior to the meeting. The revised plans confirmed the need for stairs on the East End to meet code requirements for an exit at that end of the building. The latest plan revisions were reviewed and met with general agreement. While the committee liked the proposed location of the entry ramp concern was expressed that it would block our current snow removal procedure. Jonah Marks will be contacted for comment/suggestions. The Architects will work with Warren Construction to prepare an order of magnitude cost estimate for our review next month.
- **Update on Water Damage:**  
We received an estimate of \$80,000 from Warren Construction to restore the damage caused by the burst pipe. This amount contrasts with the adjuster's estimate of \$56,000. A meeting will be scheduled with the adjuster and Warren Construction to reconcile the difference between the estimates. Jim and Bob will continue to monitor progress.
- **Exterior Lockbox:**  
The lockbox is in place.
- **Fire Alarm Service Company:**  
Bill will continue to investigate additional options for a service provider.
- **Technology Subcommittee:**  
Bill hopes to have Google Workplace set up by next month's meeting.
- **Glidden Street Fence and Drainage Improvements:**  
A meeting has been set up for March 17<sup>th</sup> at 10:00 AM with Seth Hager (City of Newcastle) and Peter Anderson to discuss the project. Jim and Martha plan to attend (others are welcome).

- Heat Pump maintenance:  
Martha will schedule a cleaning.
- Exit Lights:  
Richard will check on need for re-lamping.
- Folding Chairs:  
Laura reported that replacing the 20 damaged chairs with new chairs would cost approximately \$760 for chairs with fabric seats or \$720 for vinyl. She showed vinyl samples matching the current chairs so we could replace the torn seat covers ourselves. More discussion to follow.
- Nancy Gault has resigned from the committee. We thank her for her insight and input and wish her well. We will be looking for a candidate to fill Nancy's spot.

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