

St. Andrew's Vestry Meeting
(In person and Zoom)
October 20, 2021

Senior Warden Anne McCausland called the meeting to order at 7:10 p.m. Those present in person were: Anne McCausland, Senior Warden, Clarke Kidder, Junior Warden, Rev. Reed Loy, Betsy Wilder, Chaplain, Steve Largy, Audrey Knight, Betty Whinn, Lucy Crichton, Diane Les Becquets, Judy White, Peter Daley and Pam Manus Clerk. Attending on Zoom: Lisa Brown. Unable to attend: Kerrie Diers, Treasurer
Guest presenters: Melissa Trafton, Chair of the Capitol Campaign's Projects Team and Ann Junkin and George Schell of the Organ Committee (in person).
Guests: Emilie Burack and Fred Briccetti (in person), Dr. Susan Armstrong on Zoom .

Opening Prayer and Reflection: Chaplain Betsy opened the meeting with a prayer and a message "Listen and hear, Be still and Know." She then offered a reading from John: "I am the vine; you are the branches. Those who abide in me and I in you, will bear much fruit; apart from me you can do nothing. You did not choose me, but I chose you". We shared our thoughts and insights as this reading pertains to us personally and to our purpose tonight.

- Vines can carry us to all kinds of places, we need to trust the strength and swing with faith.
- Use the fruit that is grown, don't let it rot.
- Trust the Vine. Jesus is rooted through the vine.
- The root is the base. You do the work and there will be fruit, as long as the vine is tended.
- Don't be anxious - Believe.
- Believe, listen, know and be fruitful

Receiving the Financial Report for the file: Betsy Wilder moved to accept the Financial report for the file. Audrey Knight seconded this and it passed unanimously.

Consent Agenda: The reports from the committees; Friendly Kitchen, Family Promise, Formation, Building and Grounds, and an invitation to join Countryside Community Church in a Christmas Project are in the Consent Agenda. Lucy Crichton moved to accept the reports, Betty Whinn seconded and the motion passed.

Minutes from the September meeting: The minutes from the September Vestry meeting were amended to correct the spelling of Judy Barnes name and the name of Lucy Crichton moved to the unable to attend. Peter Daley moved to accept the amended minutes, Steve Largy seconded and this motion passed with 2 abstentions.

Old Business:

- Capital Campaign: Rev. Reed Loy welcomed the leaders of the Capitol Campaign's Projects Team who will be presenting reports and project proposals and thanked them for their dedication, attention to details and hard work. He then reminded us of the conversations we have been having about the "Soul of the Parish". The soul isn't a list of our ministries, it is the living quiet faithful doing of the committed multi generational parishioners . This strong faith, lay led along side our clergy, gives us insight and strength to look beyond ourselves, "to be". Being in faithful relationship with God and our larger family. Acknowledging wounds, attentive to living memories of ending moments, of fellowship and commitment. We are open to trying the new without tossing out the old. With this as our faithful lens we can listen and examine the proposals asked for in our Capital Campaign as presented by the Projects team.
 - Organ Committee Report : George Schell and Anne Junkin presented the recommendation of this committee. The recommendation history is that a number a years ago Eric Dolch then our Music Director/organist along with a number of parishioners

explored the options for up dating our organ. Further repair wasn't an option as it had been updated and fixed as much as possible. Many organist who were asked to cover Sundays at St. Andrew's when our organist was away refused because our organ was hard to play and didn't have all they were used to. This committee went through the process of exploring the different types of organ. They looked at Electric, hybrid (electric/manual) and Tracker (manual), coming to the conclusion that the Tracker (manual) organ would best meet our needs. They then explored those options as there are a number of manual organs and found a number of possible organs and organ companies. After much investigation they found an organ builder in VT who had a used refurbished organ, A. David Moore, Inc. They visited him and realized that the organ he was offering would meet our needs beautifully. With this as the background, the Capital Campaign Projects went over the different types of organs and reaffirmed the original organ committees recommendation of a Tracker organ. The projects committee revisited Mr. Moore. The same organ was still available and the price had dropped from the original of \$100,00.00 to \$85,000.00. This price includes set up, tuning, and removal of our organ. This organ is in playable condition. It's been refurbished. It comes with a 3 year guarantee. This price is reasonable. Dr. Armstrong approves of this organ, but had gotten two other proposals, one for \$90,000.00 and the other \$130,000.00. Fred Briccetti spoke to the question of this organ. His feeling is that this is a wonderful organ, and to a question of keeping our pipes, it is not recommended separating the pipes from the original organ. It would make it hard to re-sell our organ and each organ has it's own pipes. Mr. Moore will be updating this organ and it will arrive in excellent condition. If we say yes, it probably will take about 6 months for it to be delivered. Dr. Armstrong feels that with the work Mr. Moore is going to do to the organ it will be a fine instrument. The question of putting a deposit on this organ was asked. Rev. Loy stated that we are going to work with Bob Wilson shortly and we will know if the parish has the will to go forward with buying this organ. There was more discussion about the will of the parish, whether they would support the recommendation, whether they would feel the need to repaint the pipes to reflect the same design that the parishioners had painted before. Fred Briccetti spoke to the character of Mr. Moore who is a real craftsman. His life is spent going around to churches working with their organs, and as a craftsman building beautiful organs. His love of his work is his focus, putting the right organ with the right church is his goal. Fred felt that Mr. Moore is very trustworthy. There being no further discussion, the presenters were thanked.

- Interior Project: Melissa Trafton, Chair of the Projects committee, which includes Patricia Kegel, Clarke Kidder, George Schell and Jeff Collins, spoke to the direction her committee took from the instructions given by the parish through the survey and Vestry. The first was to keep the aesthetics of the church in tact. The second was to address the needs of the parish at present. Building on that, try to anticipate the future needs of the parish, but don't get boxed in, build in flexibility. The key elements are :
 1. Organ
 2. Windows
 3. Altar space/Worship space and accessibility
 4. Front of our church - visual aspect and safety (handicap accessibility)
- Melissa then presented the 3 proposals and estimates from 3 window restorers.
 - Willet Hauser based in Minnesota submitted 3 estimates which depended on the amount of work to be done. The estimates ranged from \$126,365 - \$142,276. These included them taking our windows to Minnesota, restoring them and bringing them back to be put back in place. They also would have storm windows made and sent a diagram of the storm window for our information.
 - Ken Paulson (Massachusetts) \$125,000 for 5 stained glass windows with storm windows. (has worked at Christ the King and the Episcopal Church in Peterboro)
 - Ken Paulson would be coupled with Olde Window Restorers (Warner NH) \$11,574 (+hourly rate) for restoration of 3 clear glass windows & new storm windows.

- Our questions and comments centered around quality, and needs. The Hauser group is a big business. The windows would be taken out and shipped to Minnesota. They felt that 4 windows were in bad shape. The window nearest the organ needs work but is ok and should last a few more years, but should be include it in the work. Ken Paulson who has worked on church windows in New Hampshire has wonderful reviews from them. He is local and available, someone we would be able to have a relationship with and Olde Warner Restorers who worked on First Church and did an amazing job. The price for Ken Paulson and Olde Warner Restorers working on the windows is close to the estimate of the Minnesota group, but the positive is that they are local and we've seen their work first hand.
- Melissa then turned to the Interior Altar/Worship space and the ideas and proposals presented by the 2 Architects the committee worked with. They tasked them with three areas to be focused on: Access to the Altar/Chancel so that it is accessible to parishioners with mobility issues, wheelchair space and accessible pews all.
 - Jonathan Halle of Warren Street Architects provided full architectural drawings of the nave as it is now and the possible changes to the altar space.
 - Architect Claude Gentihomme has provided a written description of proposed improvements to meet the needs we have expressed. His ideas should be considered his intellectual property that he has shared with us.
 - Jonathan Halle's strong recommendation is to simplify - to flatten the Chancel. Open the Chancel/Altar area to one level with only 1 step up to it from the main floor. Move the communion railing out to the edge of that one step up creating a large space for movement, parishioners etc. His drawings represented accessibility to the communion rail for all. The altar would be up one level.
 - Mr. Gentihomme has presented the idea of a ramp(s) to the Altar that would accommodate wheelchairs and also pews that would accommodate them also. He had also suggested that if the ramp was acceptable it might involve moving the door on the right of the altar. He suggested that the pews in the front be opened. His other suggestion was the door to the Memorial Garden be lowered and a ramp into the Garden could be built.
 - Our questions and suggestions were answered and shared as we imagined how each of the architects plans might play out. There are pieces of each presentations and if we went with one and wanted to use a suggestion from the other, we would probably pay that person for their drawing/input. The discussion was lively and full. Many good suggestions and comments were shared.
- Melissa presented the Exterior/Entrance proposals. The Landscape Architect, Susanne Smith Meyer, presented us with two drawings each with a slightly different approach. She addressed the issues of the stairs, a ramp, the sidewalk, handicap parking and drop off. The one interesting fact that she found when investigation our land was that Main Street used to be a two lane divided road, so that the land in front of the Church was actually road. So she focused on 4 elements; Access to Stairs, Ramp to the Door, Wider Sidewalk and permission for right of way. It is totally unclear who owns the land. We are trying to figure out if the State doesn't use the right of way, does it fall to us? There are a lot of questions that need to be answered before we can go forward with any plan. Our good relationship with our neighbors and the town has made it easier to move forward towards getting answers and decisions made. We will get a survey done as a start. As discussion continued Reed mentioned that the window refurbishing would be something an L-Chip grant could be applied for. It would cover about 1/2 the cost of the windows. We then decided that we needed to have some time to think about this information. It was decided that we could meet next week (Zoom) to make decisions and move forward on approaching the congregation. We thanked Melissa and her committee for all their work and the presentations. The meeting will be on Tuesday the 26th at 7 p.m. on Zoom.

Nave Insulation: With winter coming, our Nave needs to be insulated. Rev. Loy stated that we need \$19,000.00 for the insulation. Our Energy Audit identified the need, so we are going ahead with this. To pay for it he suggested that we appropriate \$19,000 from the Lucia Ewing fund to be spent on the Insulation project to be funded by either the energy grant or failing that would be incorporated into the Capital Campaign. After a brief discussion and clarification Peter Daley moved to Appropriate \$19,000.00 from the Lucia Ewing Fund to pay for the insulating of the church and buildings. This to be payed back by the Energy Grant, or if no grant, this will be incorporated into the Capital Campaign. Betsy Wilder seconded this and it passed unanimously.

Loose Plate Offerings: Pam Manus asked that the Loose Plate offerings for October, November and December be designated for the Ascentria Care Alliance as they will be taking in families from Afghanistan as they have fled from their country. This was moved by Steve Largy and seconded by Peter Daley. It passed unanimously.

Convocation: Rev. Loy reported on the Convocation. There were 3 resolutions. One was the Budget, one was to merge two of the Convocation roles and the third was to combine ministries that don't fit under the normal Diocesan structure. They are to find a home in the canons so that they can be fully recognized and have a home. There will be a study during this next year to answer that need.

Funds: The Christian Foundation requests and additional \$500.00 to over the cost of books and materials that caused them to go over what they had budgeted. Some of the overcost was to send a volunteer for training. The motion was offered by Betsy Wilder and seconded by Steve Largy. There was no discussion. This passed unanimously.

Approval of the 2020 Financial Review Checklist: A huge thank you to Betsy Wilder and Judy white for completing the 2020 Financial Review Checklist. Audrey Knight moved to accept the Financial Review Checklist for 2020, Diane Les Becquets seconded this. There being no discussion, it passed unanimously.

Upcoming Special Celebrations/events/dates:

- Family Service - October 24
- Family Promise Walk - October 24
- Blood Drive - October 27
- Ministry Area budget Requests Due to the Office - October 31
- Trick or Treating - October 31
- Parish Cleanup - November 7 @ 11 a.m.
- Stewardship Pledge Sunday - November 14, the Rev. Steve Blackmer, guest preacher
- The "Advent Event" - November 21 after 10 a.m. worship
- First Sunday of Advent, November 28

Closing Prayer: Chaplain Betsy Wilder led the closing prayer.

Steve Largy moved to adjourn the meeting at 9:20 p.m. Diane Les Becquets seconded it and it passed unanimously.

Respectfully submitted

Pam Manus Clerk

Addendum

Building & Grounds Ministry Report for September - October 2021 Report

Activity: We have continued to wrap 2021 work items:

General Projects Open:

- Painting of the Great Hall MG side has been moved to 2022 due to Chris Wardell's schedule.
- Steeple platform repair - additional leak was detected, George dealing with a contractor for repair and will meet with the contractor week of 10/17.
- Railing replacement remaining - Completion delayed pending repair of platform leak.
- Insulation - Bid received and approved. Contract will be reviewed and signed so that work can be scheduled ASAP. We have applied for a Diocesan grant but insulation replacement will proceed in any event.
- During heavy rains this summer, we had water enter the Youth Room under the door. The cause was due to clogged sidewalk drains. NHS&D investigated, They cleaned out the clogs in the drains and determined what further remediation is required. Their recommendation was reviewed and found discrepancies. After these are corrected, the requote will be reviewed so that corrections can be implemented hopefully by the end of Fall.
- We have needed corrections to the elevator for some time. All corrections were made except for lamp replacement. The LED's received were incorrect and have been reordered. They will be installed when received.
- Remaining tree work . Trimming and removal of dead overhanging branches that resulted in a temporary parking restriction will be completed the week of 10/18. Further, during September, a tree behind the parking lot fell over during a heavy gust of wind (it was found completely rotten at the roots). It is expected to be removed by the end of October (wood may be reusable for firewood).
- Leaking water heater. Eric and I have been watching the water heater in the attic over the classrooms. It has deteriorated to the point of replacement. We had hoped to budget it for 2022 but it should be done ASAP. I have contacted Mike Reed Plumbing for recommendations and a quote. Because of its location, this will be more difficult thus more costly. We are looking to move the new unit to the Mechanical Room if possible.
- Clean up Sunday. This is scheduled for November 7. We are putting together a list of projects for completion that day.
- Hairline crack in the Narthex. Eric found two minor cracks in the wall to the right of the cellar stairs. Chris has inspected and will take care of them this month.

Completed:

- Additional outlets in the rear of the Nave have been installed. These were required to power new air handlers
- Repairs to siding on the Sheep Run wall have been delayed, but are expected to be complete by end of Fall.
- Valves were replaced and plumbing repaired in the rest rooms on the lower level of the church.

Continuing thanks go to several people: Ed Fairfield, George Schell, Eric Riggs, members of the B&G Ministry and parishioners for volunteering their time and skills over the summer.

Memorial Garden Ministry Report September

Watering: Nancy reported that watering went well. Due to rainfall, it wasn't necessary to water as much. "God did it". Nancy purchased a new hose and wand and it will be handled with care. The mums in containers need to be watered. There is water and a hose by the great Hall wall.

Weeding Invitation: There was no response to the E-News invitation to weed. Sundra Durkis came as a result of Binney's personal invitation and Erin Collins' mother will soon join us as a guest. We are delighted that Liz Cooper has joined us. MG articles in E-News will be phased out for the season.

Summer Garden Evaluation: Rebecca provided a garden catalog and Liz Cooper did some on line research to help in the selection of blue and white flowers. Rebecca will order bulbs for planting. Among those selected by the team were Allium, Veronica (Speedwell), blue and white Hyacinthus and white Anemone. Binney offered to bring Snowdrops and Betty, blue Globe Thistle. It was determined that our climate was not suitable for the blue poppy. Liz will start Salvia for next year.

Tree Work: Other than during the month of September, no actual date has been determined at this time. Rebecca has been in touch with the arborist regarding the pruning so they do not touch the building structure. The juniper evergreen will be included along with the dogwood and magnolia. Rebecca plans to be there when this happens. If she is not available, another member of the MG Ministry Team will present.

Memorial Planter: Last winter's array of evergreens appealed to all. The pots will be removed, Maggie will winter over the geraniums, the boxwood and azalea will be planted in the ground for the winter. The dedication of the planter has been delayed, primarily to Covid. Binney will provide information when it becomes available.

Memorial Garden Additional Signage: Liz Carey and Binney will have Bill the sign maker, make a portable welcome sign that matches the new MG sign.

Garden Clean Up: Will take place on October 19th. MG team photo will be taken for St. A's web site.

Gallery and Gates Protection Treatment: Rebecca checked with Clarke Kidder and was told that this item is on the B & G project "to do" list but has no set date for completion. Out of concern for the preservation of this fine and costly structure, and in the spirit of "all in the family", the MG team has offered to complete the task during the month of September. All the necessary materials are available.

Bench Storage: Peter Daley has once again offered to take in and store the benches in the carriage house for the winter and possibly clean and treat them. Rebecca will send him a note of gratitude.

Paver Forms and Guidelines: Betsy will send out the forms, asking that they be reviewed and recommendations be made for any changes.

A Special Gift: On the day of their wedding anniversary, before Pam McDonald's Memorial Service, Rebecca and Fred while using their wireless ear buds to listen to a Pod Cast, scrubbed the badly soiled railing above the Memorial Garden as a gift for Pam and her family.

Memorial Garden Ministry Report October

Watering: Nancy reported looking forward to the preparation of the watering schedule for 2022.

Memorial Planter: Liz, Binney and Carol decorated the planter with assorted greens in preparation for Judy Barnes' wedding next Sunday. Rebecca, Binney and Liz Carey took photos which may be used for the MG web page.

Plantings: Maggie planted blue and white Anemone which she ordered from White Flower Farms. Also planted were Globe Thistle and Monk's Hood.

Memorial Garden Additional Signage: Binney and Liz will have the new "Welcome" sign made sometime during the winter months.

Garden Clean Up: Will take place on October 19th.

Gallery and Gates Protection Treatment: Progress was made in sanding the gates and gallery in preparation for applying preservative. Our special thanks to Ann Junkin, a dedicated MG friend who helped with the sanding.

Ideas for MG Winter Activities: Rebecca suggested discussing possible winter activities at our November meeting.

Garden Alert: Asian jumping worms have been found in New Hampshire. Rebecca gave a word of caution about moving garden plants from different locations into the Memorial Garden. All plant roots should be washed before planting and the water disposed of as toxic waste.

Formation Committee Report

For: October 20th Vestry Meeting

Submitted by: Diane Les Becquets

Formation Committee: John Gfroerer, Lucy Crichton, Anne McCausland, Reed Loy, Diane Les Becquets

The adult formation is off to a strong start, with classes being led by Reed, and the children have resumed their classes as well, under the leadership of Marti Hunt and Anne McCausland.

The purpose of the adult gatherings during this time before Advent is to explore and tryout different rules of life, while deepening our faith and knowledge of Christ.

We just wrapped up our first three-week section, which was titled, “Love, Love & Rest (Love God, Love Neighbor, Keep the Sabbath).” We called the fourth week’s gathering “Stump the Priest,” and met in the nave. Those present brought questions with the challenge of “stumping” Reed. Participants were offered a prayer book (from a selectin provided) and a CEB (Common English Bible) study Bible.

Our second section is called “Wade in the Water (Baptismal Living) and will meet October 17, 24, 31. It, too, will be followed by a fourth gathering called “Stump the Priest.”

We’ve seen an average of 10 participants each week, and each participant seems to be engaged and have something to contribute.

Our take way at this time is that we need to do a better job at communicating what this is all about and a better job at spreading the word. (For example, I’ve heard some shy away from signing up as they thought there was going to be homework, or believed they couldn’t sign up if they weren’t going to be able to make one of the classes.) We will be looking for ways to address all of this.

Other news:

Sacred Ground walked the Labyrinth at Church of the Woods and is exploring ways to keep the fire burning regarding addressing race and reparations.

Discussions and preparations for Advent are underway.

Family Promise Report for Oct 20, 2021 Vestry Meeting

Family Promise continues to house 2 families. Recent success is that the family of 6 found an apartment and moved in October 1st. Concord Wesley United Methodist Church continues to offer it’s setting to groups that have not either gone back to in person within their buildings or do not have the room to comfortably house the 2 families. A huge thank you to them! Our next week to host is Jan 2-9, 2022. We will be looking at ways that St. Andrew’s can support the families with either gift cards or gas cards. We are planning to hold a Zoom meeting in November to brainstorm this plan.

Friendly Kitchen Report for Oct 20,2921 Vestry Meeting

The Friendly Kitchen is growing. They now provide 2 meals a week for families that have signed up for help through the Merrimack Day Care Center or the Concord Boys and Girls Club. At present they are preparing and packaging 115 meals a week. If you are interested in helping with this project please contact Pam Manus at pjmanus1984@gmail.com. St. Andrew's is still providing an evening meal every 4th Tuesday. We serve about 65-90 meals, depending on the weather. Our cooks and helpers are coming back and find that it's a simple and enjoyable 2 hours of volunteer work. If you are interested in joining in please contact Debbie Monroe at debmonroe607@gmail.com

Report for Vestry from the Capital Campaign Building Committee

20 October 2021

Expenditures to-date

Budget: \$2500 budgeted by the Vestry for architectural plans
Expenditures to date: Susanne Smith-Meyers \$375
Warrenstreet Architects \$1500

Organ Report from Annie and George

The proposed organ and its housing is 10 inches wider than the current organ, so architectural and design plans will need to take this into account.

Window Estimates:

1, Willet Hauser (Minnesota): 3 different proposals (they did not break the proposals down, so each includes slightly different components)

#1 \$142,276 (5 stained glass windows + clear windows; storms for all)

#2 \$126,365 (complete rehab for 4 windows, preservation touch-up for one by organ, plus clear windows)

#3 \$137,945 (complete rehab of 4, touchup of one near organ, light box created for Jesus Resurrection, and new clear glass for that window)

Storm window design attached

OR

2. Ken Paulson (Massachusetts)\$125,000 for 5 stained glass windows & storm windows

And

Olde Window Restorers (Warner, NH): \$11,574 (+hourly rate) for restoration of three clear glass windows & new storm windows

Interior Architectural Plans:

The committee has focused on physical access to the altar rail and the altar area, and wheelchair access to the pews. We discussed ideas with two architects, both of whom have been very generous with their time.

Jonathan Halle of Warrenstreet Architects has provided full architectural drawings, of the nave as it currently exists (including a structural assessment) and possible changes to the altar area. We have paid the firm \$1500, a cost which is well below their going rate, but they generously capped the cost for us. (those are not attached, but will be shown on Wednesday)

Claude Gentilhomme has provided a written description. He has not charged us for his time, but estimates that it will cost \$8000 to draw up full plans. His ideas should be considered his intellectual property, which he has generously shared with us before we have hired him. (attached)

Exterior/Entrance Plans

Attached is one plan from Susanne Smith-Myers, which we hope addressed some of the access issues around the front entrance (the stairs, the ramp, the sidewalk width, drop-off access, and handicapped parking). We have paid Susanne \$375; again, she was generous with her time.

However, we have halted plans for the exterior because conversations with the state and town have revealed that there are many unanswered/unknown property issues. Until these are resolved, we should not plan any work outside, including dealing with the drainage, signage, etc.

Some of the questions stem from the fact that the existing portion of Main Street was originally only one side of a divided two-road thoroughfare.

The main issues are as follows:

1. The state has an easement for the highway over the property in front of the church, but who owns that land: is it the town or the church?
2. If the land belongs to the private landowners (rather than the town), was there ever a formal agreement or easement for the portion of the church's driveway now used by the town and the neighbors?
3. The state's easement is measured from the center of the highway. Does this mean the existing road, or the road as it was originally laid out?

Other ideas

1. Glass storm door in front doors (to research)
2. Better access to garden with a ramp and new door (Claude presents an option for that)
3. Wheelchair access near pulpit by moving one full pew to the back (current font location) and lowering the bench of the first pew to provide companion seating