

June 27, 2023 Saint Andrew's Vestry Minutes

Present: Paul Jones, George Schell, Randy Galinat, Jim Whinn (Treasurer), Judy White, Clarke Kidder (Jr. Warden), Liz Cooper, Fred Briccetti (Sr. Warden), Steve Trafton

Absent: Chris Miller, Susan Youngs (Clerk)

Guests: Peter Daley, Melissa Trafton

Meeting called to order at 7:04

Opening Prayer and Reflection: Paul Jones led us in prayer followed by a discussion regarding Jesus, the good shepherd Who helps us find our own "thin spaces". Others shared their own experiences of thin spaces in their life.

Consent Agenda: Paul moved, and Judy seconded to accept consent agenda. Unanimously approved.

- Reports:
 - Buildings and Grounds, including/in addition to Memorial Garden Committee
- No Report:
 - Mission Outreach Ministry Committee
 - Worship Committee
 - Finance Committee
 - Parish Life Committee
 - Capital Campaign Projects
 - Christian Formation Committee
 - Stewardship Committee

Receiving Treasurer's Report:

- Discussion regarding a question posed by Fred about need to change planned 2023 projects funded by Rachel Johnson investment fund due to unanticipated expenses. Rachel Johnson fund generates approximately \$2300 each quarter (these funds do not come out of principle). Because of much-needed, but unanticipated, expense on nursery and atrium renovations this summer, some projects anticipated for this year will need to be delayed, likely until next year. These include the gutter sheep run on the south side of the church, and carriage house siding.
- George moved, and Clarke seconded to receive the treasurers report. Unanimously approved.

Accepting Minutes from Last Meeting: George moved, and Randy seconded to accept the minutes.

New Business:

Loose plate for July/August (3 minutes – Jim forwarded the suggestion proposed by Peter Daley: Old dogs Go to Helen). Website link: <https://olddogsgotohelen.com/about-us>.

Jim moved, and Randy seconded that loose plate offerings for July/August go to Old Dogs Go to Helen. Unanimously approved.

- For the August meeting: Fred proposed that consideration be given to a future loose plate offering going to the Emergency Needs Fund at the Payson Cancer Center, in Concord.

Old Business:

- Church Sign – Melissa Trafton, chair of sign committee, updated Vestry by zoom re final stages of new church sign design/placement.
 - Sign timeline:
 - April 2022 – Melissa proposed idea of sign to Vestry
 - Summer 2022 – Vestry gave go-ahead for sign (estimate \$3000)
 - Summer 2022 – Sign Committee formed for design (Reed, Kim Wertz, Anne McCausland, Liz Carey, Melissa Trafton)
 - Fall 2022 – Wood & Wood (VT) design firm hired to put sign design into professional format
 - February 2023 – Vestry voted to move sign costs to Capital Campaign (Front Landscaping project funds)
 - June 2023 – Melissa received permit and ZBA approval from Hopkinton Village – with conditions that not have extra signs hanging down & remove existing Episcopal Church sign
 - Sign Costs to-date:
 - Wood & Wood Design fees \$563.75
 - Hopkinton Village Permitting \$166.82
 - Estimated fabrication and installation: \$2500-4000 (or higher)
 - Placement of the double faced 33 x 49 1/2" sign to be placed on the east side of the property in front of the parish house. This will be **temporary** placement, until the sign is incorporated into the new front landscape plan.
 - Motion to approve the fabrication and installation of the sign according to the design and dimensions presented at this meeting and approved by the Hopkinton Village ZBA, with the total cost of the final project not to exceed \$5000.
 - Liz moved and Jim seconded. Unanimously approved.

- **New Atrium Partition Wall Progress Update:**
Clarke gave an update: wall and trim is in place. It is ready for painting. The nursery is to be painted and contractors have been contacted. Hope for completion by beginning of Sunday School season. Please see Buildings and Grounds report.
- **Capital Campaign Updates:**
Clarke and George gave updates. Stained-glass windows: four of five are in place. The final one has been removed for repair. Clear glass windows will hopefully be renovated in 2024. George plans to contact the contractors regarding scheduling. The organ is planned for next year. Nave renovations planning is to begin when Reed returns. Please see Buildings and Grounds report.
- **Phase 2 of insulation project**
Clarke updated: contract has been signed and work has begun. Work is being done in stages. There is a possible need for an air intake in the attic; members of parish to contact HVAC companies regarding estimates.
- **Sabbatical: How is it going?**
We agreed that things seem to be going well. Clarke pointed out that the projects and problems we were tasked with, in Reed's absence, seem to all be in motion.

Upcoming Special Celebrations/Events/Dates:

- 16 July, 6 August, and 27 August: Garden Worship
- 16 August: American red Cross blood drive
- 20 August: Reverend Reed 1st Sunday back from sabbatical
- 10 September: Welcome Back Sunday

Sabbatical Formation Events being Led by Susan Eibner—details to follow

- 25 June: Garden Worship Event (during garden worship service)
- 30 July: Outdoor Exploration (guided walk, possibly in Greenway, followed by picnic)

Thank-you Cards: FMB sent thank you to Martha Johnson.

Next Meetings: NO July meeting, 22 August, 26 September, 24 October, 28 November, December TBA

Closing Prayer: Paul.

Meeting adjourned at 8:34

Consent Agenda Reports

Building & Grounds Ministry Report for June, 2023

Activity:

- Betsy Wilder is led a successful spring parish cleanup
- Back wall on office: Minor rot repairs completed.
- Four stained glass windows are completed and are back in place. This leaves the last window for end of summer to complete the project.
- B&G Committee reformation. We are now moving to a project assignment basis with the following assignment:
 - Insulation and windows projects: George
 - Atrium 3 wall and painting projects: Sean Mills
 - Resolving humidity problems: Ed Fairfield
 - Replacing incandescent lights: Ed Fairfield
 - Spring cleanup: Betsy Wilder
 - Repointing mortar joints on the west wall of church: Paul Carey
 - Engineering study – church roof: Clarke Kidder
 - Elevator: Clarke Kidder

General Projects:

- Elevator part 2:
 - NH Elevator reinspected wiring and repaired items as needed. The elevator now seems to be working properly.
- Humidity Issues:
 - A dehumidifier in the mechanical room has been replaced.
 - We will be replacing the dehumidifier in the old Choir Room
 - We are looking at potential humidity issues in the Nave attic. The attic has an exhaust fan, but we need to determine if it is handling air flow.
 - Ed Fairfield has been conducting a study of humidity levels in various areas of the church.
- Youth Program:
 - New Atrium partition in Youth Room: Completed and ready for paint.
 - Nursery move in process – to be completed by fall.
- Budget & Capital projects:
 - Stained glass: 4 of 5 windows completed and reinstalled (the fifth is now out for re-leading). Expect the project to be completed by September
 - Church property survey: Field work completed, survey firm now working on report.
 - Nave roof engineering study: Field work complete, now waiting for final report.

- Insulation phase 2: Contract signed and accepted and work has begun. This will be done in stages as Shakes to Shingles can schedule it.
- New Sign: In process – Melissa will report at July Vestry Meeting.
- Carriage House: Currently evaluating roof and front wall for costs, priority and scheduling for 2023
- Interior painting – Sacristy hall and Nursery: Expect to complete this summer.
- Hairline mortar cracks west wall church: Paul Carey looking for masons to evaluate

Update for Vestry from May 2023 Memorial Garden Ministry (MGM) Meeting

- MGM Committee met on May 9, 2023.
- Discussed:
 - Several members did walk-through with Blue Sky to identify all sprinkler heads prior to turning sprinklers on for watering season
 - Provided Building and Grounds Committee with estimate for new white plastic lattice on stairs to Memorial Garden from Great Hall
 - Cleaned up and mulched Memorial Garden at Sunday, May 7th church clean up
 - Accepted Eric Rigg’s kind offer to donate/place a few granite pieces to help with erosion problem. Met with Todd Olkonen about options for dealing with the erosion.
 - Discussed plantings for the upcoming season, including new and old which were wintered over by volunteers.
 - Garden “opening” will be June 4th during or after the 10 a.m. service, with Memorial Garden Ministry hosting Coffee Hour

St. Andrew’s Memorial Garden Ministry (MGM) (Corrected) Meeting Notes from June 13, 2023

Attendees: Chair Rebecca Briccetti, Financial Overseer Betsy Wilder, Liz Carey, Nancy Clark, Carol Hodgdon, Martha Johnson, Binney Wells, Betty Whinn, Recording Secretary Audrey Knight

Opening Prayer: Betty Whinn read the blessing given by Rev. John McCausland at the June 4th blessing of the Memorial Garden.

Financial Report: Betsy Wilder reported on Memorial Garden-related funds as of May 31, 2023 from St. Andrew's balance sheets:

- Balance sheet line 1812 (Memorial Garden Investment Fund) - has \$42,050.36 which includes the generous bequest from Martha Johnson's brother Thomas Jeffrey (Jeff) Ritzman.
- Balance sheet line 1340 - covers pavers/engraving - has \$260.00. Funds for engraving stay in the account until the engraving is completed. If there are funds

remaining at the end of the year, the committee decided it would like them to remain as a "cushion".

- Budget balance sheet line 6425.9 - Operating budget - the MGM has \$1,700 available for the year. \$439.65 has been spent year to date, which included the start up costs of Blue Sky irrigation and new plants.

Martha Johnson shared a brief overview of the challenging and amazing life of her brother, Jeff Ritzman, who so generously included a gift to the St. Andrew's Memorial Garden in his estate.

Review of June 4th Memorial Garden Blessing and MGM-hosted Coffee Hour – Consensus was that the event went smoothly with plenty of baked good and assistance, and was well received and well attended. The committee would like to do it again next year.

Paver Report: Betsy announced that three pavers in the garden had been engraved. One, that of Lucy Crichton, was done on the wrong paver. Kim Wertz, Administrative Assistant, will contact Lucy's family to see if they want it corrected, or are ok with it as is. Nancy Clark proposed the motion, seconded by Audrey Knight, that the fee for purchasing an engraved paver at St. Andrew's reflect a standard charge of \$200 per paver and \$250 for the engraving to reflect current costs.

Maintenance and Infrastructure Update

Erosion Containment: Eric Riggs, Sexton, donated and placed some granite pieces for the western bed. The committee is waiting to hear from Olkonen Landscaping in follow up to their visit on April 12th about erosion mitigation options. Rebecca will follow up with them.

Power Washing: Power washing of the lattice was professionally done. The committee checked it out after the conclusion of the meeting and in general, thought it looked fine.

Planter: The Salvia were moved from the planter to a garden bed where there was less heat and direct sun. They were replaced by white Geraniums. There are several loose pieces of slate and paver leaning against the back of the planter. Someone tripped and fell on one of them at the June 4th garden blessing. Rebecca will follow up with Clarke Kidder, Building and Grounds Chair about relocating them,

Plant Discussion: A type of miniature morning glory plant was suggested. Liz will check on this. The Lisianthus need to be checked to see if they are successful, and if so, have more next year. Astilbe was suggested. There was discussion about pulling the Vinca out from around some plants. A reminder was made of the need to stay on top of deadheading plants, especially the Geraniums. There is still some of the special Murray Farm potting soil left that Maggie Frank so generously donated. There was a question of whether it decreases its special potency if not used within a month or so.

Field Trips: A small group will be visiting Bedrock Gardens in Lee on June 14th.

Watering Schedule/Hose storage – Nancy Clark reported that all slots are taken and the garden is being watered. Questions were raised about the possibility of a better way/place to hold/store the garden hose. It's currently coiled and kept in a shallow plastic bin under the stairs from the Great Hall into the garden. The group looked at it after the conclusion of the meeting and decided that due to the stair structure, it should remain where it is with few alternate options available.

Prep Work for Opening the Garden – The opening prep work took many more hours than expected, stretching into at least two work sessions. Many white and red Geraniums needed to be re-potted in addition to other garden work. It was suggested that this fall, we keep fewer red Geraniums to winter-over – only those needed for pots in the front of the church and Great Hall. It was also suggested that for these strategic locations outside the garden, we look into getting pots that are self-watering. Martha Johnson will research this which can be presented to the Building and Grounds Committee and the Front Landscaping and Accessibility Committee (FLAC) for consideration if appropriate. The FLAC is currently at the point of getting the property surveyed to find its legal boundaries before getting involved with any landscape design.

Next meeting: Tuesday, July 11, 2023, 10 a.m.

Respectfully Submitted,
Audrey Knight, Recording Secretary