

GRACE EPISCOPAL CHURCH

Windsor, Connecticut

November 14, 2023

Call to Order

Attendance

Present: Ian Rickard , Father Don, JoAnne McLeod, Larry Young, Andrea Anderson, Debbie Hutchinson, Chuck Drake, William (Harvey) Harvey, Katrina Woodhouse and David Stender.

Absent: Andrew Hutchinson, Ken Roach, Susan Burgdorf, Margaret Shields, and Carol Blais.

Guest: Marcia Hinckley

1. **Opening Prayers**

The November 14, 2023, Vestry Meeting was called to order at 7:00 p.m. with an Opening Prayer led by Senior Warden Debbie Hutchinson.

2. **Additions/Deletions to Agenda**

5. Old Business

d. Safe Church Training

6. New Business

c. Estimates for Church Roof and Brownstone Facade

3. **Approval of Minutes**

A motion was made, seconded, and carried to accept the minutes as written from the October 10, 2023 Vestry meeting.

4. **Financial Reports**

Treasurer Larry Young reported that the Operating Fund began with a \$20,000 excess. Currently, the fund is running at a \$25,000 deficit. However, we have received \$17,000 from insurance claims that will be used toward repairs. This will bring our deficit to \$5,000. Parishioner contributions are currently \$10,000 ahead of expectations for this time of the year. Many folks who have not made a pledge are contributing and some pledgers have completed their pledge for the year. Because of lower utility bills and personnel changes, the deficit will probably be in the area of \$25,000 rather than the \$30,000 that was predicted. A question was asked regarding snow removal and the cost. Larry stated that the group that provided the service last year will be contacted. A discussion took place regarding prices.

5. **Old Business**

a. Stewardship Campaign

Stewardship Chair Andrea Anderson reported that the pledge cards have been sent out and they are expected to be returned by the December 3rd service. Father Don will bless the pledge cards at the altar.

Projections will be discussed during the first vestry meeting in January. Father Don was thanked for our stewardship theme, Rooted in Abundance, and for guiding us in our stewardship plans.

A discussion took place about when to have the round table discussion concerning the transition at Grace. It was decided to have the discussion take place during the Annual Meeting in January.

b. Building and Grounds Update

Larry Young reported that J.P. Carroll Roofing company has been given the down payment to replace the Tuttle House roof and the work will begin next week. It was clarified that the only roofs to be replaced are on the summer kitchen and the garage; both are asphalt roofs. This project will cost \$6200 unless additional expenses are incurred during the process.

Senior Warden Debbie Hutchinson reported that a realtor from Stewardship Realty will tour the Church property to see if he can help us with a possible usage for the Tuttle House. If he feels that he can help us, he will compile a report with ideas about how to better use our space; he will review the entire campus. Katrina Woodhouse and JoAnne McLeod will escort him around the property.

Larry reported that he met with ServPro and the nursery project needs some clarification. The total claim for the flooding damage was \$64,700. We have a \$10,000 deductible and there is some depreciation. On paper, we will receive \$54,000. Larry will try to trade off some of the work. We will probably have to pay \$9,500 out of pocket.

Larry stated that there are some projects on the Church campus that need to be taken care of. The front doors need work done to the latch mechanism in order for the doors to shut smoothly. We need to find parishioners who can possibly do the work rather than paying workmen. The cellar door through the hatch way in the Tuttle House needs to be re-done. There is a possible electrical problem in the back left corner of the Tuttle House. The soil pipe from an upstairs bathroom in the Tuttle Houses is broken and parts of it are missing. The bathroom will be shut down.

c. Diocese Annual Convention Update

Due to the lateness of the hour, it was decided that the report Father Hamer presented to the parish after the convention would be referred to.

d. Safe Church Training

Ian Rickard reported that he and his wife, Linda, were unable to sign up for a Safe Church training session and no more times are being offered. Ian asked where we stand on those who have had the training at Grace. Debbie explained that many folks have taken or renewed their training. The Diocesan representative in charge of the training is on maternity leave. Ian stated that he is willing to spearhead a special program for Grace. Father Don will follow up with information from the Diocese.

6. New Business

a. Potential Renters of Grace Church Campus

Debbie reported that another church would like to rent our space for their services. Debbie and Father Don will meet with their rector to see if terms can be agreed upon.

b. Space for Scouts

Debbie reported that the Scout troop has absorbed another troop and added 40 more boys. They would like permission to use the Music Room and the Tuttle House. It was stated that the boys should be supervised and specified conditions would have to be met. The Scouts would like the parishioners to make more of a

presence with their troop and they would like to have a project to complete for the Church. It was suggested that Father Don could attend one of their meetings and say a prayer for them.

c. Estimates for Church Roof and Brownstone Façade

Katrina Woodhouse stated that the work estimates are fluid due to the fluctuating costs of building supplies. She cautioned that the estimates would be used to help establish a goal for a capital campaign. Currently, the cost to replace the Church roof is \$1,033,150. This estimate does not include the wood decking once the roof is removed. Katrina also reported that the current estimate for repointing and repairing the brownstone is \$439,500. A lengthy discussion took place regarding the cost and materials and how the estimates were established.

d. Cleaning and Maintenance of the Church

Debbie reported that she met with a cleaning service regarding the Church. Our sexton, Dan McGuigan, is currently taking a medical leave of absence and will not return until the first of the year. The cleaning service Debbie met with will clean two days per week and the rate will be \$100 per cleaning or \$200 per week. Debbie will send out a contract, and vestry members will vote to accept it via email.

e. SHPO

Marcia Hinckley reported on SHPO, the State Historic Preservation Office. This office presents historic restoration fund grants. There is no money left for 2024; we would have to aim for 2025. Marcia reported that a point person needs to be appointed and it would be a good idea if they wrote the grant. She suggested that we meet with Mary Dunne from SHPO to talk about the project we would like covered. In March, we would submit a letter of intent that states that we would like to apply for a grant and they will tell us if we will be invited to apply. SHPO provides workshops regarding the process and how to write the grant. Marcia stated that we already have much of the needed information. The applications are due in October and the maximum grant is a \$200,000 matching grant. This means that we would pay for the project in its entirety and SHPO would reimburse us the amount of the grant. It would be recorded in the town land records that we have a preservation easement; the church would have to be open to the public for 20 years. All work done has to be approved by the State. Marcia will keep us informed about the grant timelines so that we can get an application for October, 2024. She is willing to help teach a new person how to write the grant. An extensive discussion regarding a possible grant took place.

f. Altar Guild Presentation

Due to the lateness of the meeting, JoAnne McLeod gave a very brief presentation on the number of members in the Altar Guild and the need for new volunteers.

7. Questions, Concerns and Comments

- Father Don commented on the success of our Veterans' Service and the hard work Wendy Beebe did planning the celebration of our veterans.

8. Adjournment

With no further business before the vestry, a motion was made to adjourn the meeting at 9:25 p.m. The motion was seconded and carried. Father Don led the vestry in saying a closing prayer.

JoAnne McLeod, Clerk

