

# THE PARISH OF THE ADVENT MINUTES OF THE VESTRY

**Type:** Regular Meeting

**Date:** April 22, 2021

***Via Remote Communication***

A regular meeting of the Vestry of the Parish of the Advent was held on the twenty-second day of April, *anno Domini nostri Iesu Christi* 2021, via remote communication through Zoom, the Rector presiding.

The following fifteen members of the Vestry were present, thirteen of whom were present at the meeting's commencement, thus constituting a quorum:

The Rev'd Douglas E. Anderson (Rector)  
Mr. C. Thomas Brown (Rector's Warden)  
Mr. Paul J. Roberts (People's Warden)  
Mr. Adam C. Rutledge (Treasurer)  
Mr. Frederick A. Ou (Clerk)  
Miss Lynda J. Blair  
Mr. John M. Boyd  
Miss Amanda W. Daley  
Mr. Thatcher L. Gearhart  
Mr. Dustin E. Henderson  
Dr. David E. Lapin  
Dr. Philip W. Le Quesne  
Mrs. Carolyn P. McDermott  
Dr. Brent D. Nelson  
Mr. Francesco M. Piscitelli

The Rector, after ensuring that all those participating could hear each other and be heard by one another at the same time, called the meeting to order at 6:00 p.m. and offered an opening prayer.

## I. APPROVAL OF THE MINUTES

The Rector presented the minutes of the last regular meeting of the Vestry, held on March 22, 2021. After review, upon motion, duly made and seconded, it was

**RESOLVED**, that the minutes of the Vestry's March 22, 2021 meeting be approved as submitted.

## **II. REPORT OF THE TREASURER AND FINANCE COMMITTEE**

The Treasurer reported that there was not much to report finance-wise so far for 2021, but that a closer look at the Parish's financial situation would be taken once the Parish has reopened to a greater degree from its previous COVID-19-related restrictions. He did note that the Parish had received confirmation that the entire amount of its Paycheck Protection Plan (PPP) loan had been forgiven.

Mr. Gearhart, Chairman of the Finance Committee, then reported that the Episcopal Diocese of Massachusetts had changed its assessment formula to be based on operating income instead of operating expenses. The effects of this change were discussed by the Vestry.

It was proposed that up to \$5,000 be allocated to the Finance Committee to consult with outside experts in relation to the Parish's finances. Upon motion, duly made and seconded, it was

**RESOLVED**, that an amount up to \$5,000 be approved for the Finance Committee to consult with outside experts in relation to the Parish's finances.

## **III. REPORT OF THE STEWARDSHIP COMMITTEE**

Mr. Piscitelli, Chairman of the Stewardship Committee, reported that there was nothing new of significance to report, except that the Parish's remittance level has been very good.

## **IV. REPORT OF THE PROPERTY COMMITTEE**

Mrs. McDermott, Co-Chairperson of the Property Committee, reported that the Committee had decided to prioritize three projects. The first project is repainting the exterior trim of the Rectory, and the second project is updating the Parish Sacristy, for which an evaluation of the needed work will be done and estimates garnered therefor.

The third and most significant project is the repair of the Parish's front, wrought-iron fence, for which a proposal from DeAngelis Iron Work, Inc., a metal-work fabrication and restoration firm, was circulated among the Vestry. Mrs. McDermott explained that most sections of the fence were in poor current condition, and given their current rate of deterioration, fence repairs would only become more expensive in the future.

Furthermore, this state of affairs meant that it would be more economical to do all fence repairs at once rather than piecemeal over time. The only realistic alternative would be to not have a front fence at all, but this would raise serious security concerns, particularly given the deceased who are interred in the Parish's Memorial Garden.

Mrs. McDermott went over the new DeAngelis proposal, including how due to various factors in the interim, it was approximately \$150,000 less than a prior proposal from DeAngelis given to the Parish in 2016. In order to minimize costs, the current proposal provides that fence sections in good repair would only be repainted, and those fence sections that can be restored through field repairs only rather than the significantly more expensive process of removal for restoration off-site, would be so repaired. Mrs. McDermott estimated that with all necessary work taken into account, the total cost to repair the fence based on the updated DeAngelis proposal would be approximately \$250,000, which she noted was in line with the competing bid that had been received and thus seemed reasonable given the circumstances.

The matter was discussed, including a suggestion by the Treasurer that financing part of the cost of this project may be sensible given that interest rates are currently at historic lows. Additional ideas were also offered to explore the availability of outside grant funding, as well as the possibility of canvassing specific donations for this fence-repair project.

Thereafter, upon motion, duly made and seconded, it was

***RESOLVED***, that the 2021 proposal to fix the Parish's front, wrought-iron fence from DeAngelis Iron Work, Inc. presented to the Vestry, and expenditures corresponding with the bid set forth in said proposal, both be approved; and

***FURTHER RESOLVED***, that the Finance Committee is directed to explore possible financing options for this project, and report back to the Vestry its recommendations as to how this project should be funded.

## V. REPORT OF THE ADMINISTRATION COMMITTEE

Dr. Lapin, Chairman of the Administration Committee, reviewed a proposal from Mr. Jonathan E. Ambrosino, previously circulated among the Vestry, for the elevation of an organ blower currently housed in a closet in the columbarium at a cost of \$24,394. Mr. Lapin opined that doing this preventive work on the organ now would be prudent risk management. The Rector's Warden also mentioned that the Parish had funds in place for such work.

After discussion, upon motion, duly made and seconded, it was

***RESOLVED***, that the amount of \$24,394 be approved to elevate the organ blower currently housed in a closet in the columbarium and for other work related thereto, in accordance with the presented proposal therefor from Mr. Jonathan E. Ambrosino.

Dr. Lapin also proposed a few minor edits and corrections to Sections 802 and 803 of the Parish's employee handbook, which were circulated among the Vestry. After review, upon motion, duly made and seconded, it was

***RESOLVED***, that the Parish's employee handbook be amended in accordance with the proposed changes presented to the Vestry.

## **VI. RECTOR'S REMARKS**

The Vestry entered into an Executive Session for approximately fourteen minutes.

The Rector noted that the attendance limit for in-person Masses will increase to seventy-five individuals as of this upcoming Sunday, April 25, 2021.

## **VII. REPORT FROM THE WARDENS**

The Rector's Warden reported that the Parish's 2021 Annual Meeting will proceed as planned on May 16, 2021. He also requested suggestions as to whom might be willing to be nominated and serve as the Parish's delegates to the Diocesan Convention.

Thereafter, upon motion, duly made and seconded, it was

***RESOLVED***, that the Vestry thank Mr. C. Thomas Brown for his outstanding service to the Parish as Rector's Warden over the past six years and three months.

## **VIII. ADJOURNMENT**

There being no other business to consider, upon motion, duly made and seconded, the Vestry voted to adjourn the meeting, whereupon the meeting adjourned at 7:24 p.m.

I attest that the above is a true record of the Vestry meeting held on Thursday, April 22, 2021.

Respectfully submitted,



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Frederick A. Ou,  
Clerk