

St. Paul Church Parish Council Meeting Minutes
December 11, 2018 ... 6:30 PM
St. Paul Rectory

Present:, John Taglianetti, Derek Pirruccello, Kevin McKinzie, Mike Powell, Peter Crump, Andrea Kanfer, Bob Price, Joan Dreger, Kathy Brunelle, Ethel Reed, Roseann Ward, Heather-Jo Purcell

Other Parishioners Present: None

Absent: Father Mark O'Donnell, Brian Majeski, David Balfour, JoHanna Polcaro, Alan Roessler

Attachments: Meeting Agenda

John Taglianetti offered the opening prayer.

Opening Comments: None

Parishioner Questions, Concerns, Suggestions: Note: This agenda item is to identify and discuss any questions, concerns or suggestions council members have received from parishioners.

- People have expressed concern about the temperature in the church on Sunday morning. The best assessment was that the temperature was in the low 60s. John Taglianetti took the action to review the heating system again with Joe Dougherty.
- Parishioners have said that it is very difficult to understand Father Dennis' sermons. Consensus is that he needs to slow down his pace of speech and to speak more clearly.

There was consensus amongst the council members that visibility into the financial condition of the Parish is needed. The concern expressed was it is impossible to discuss what improvements or repairs should be made and to assign priorities if there is no insight into the current finances (i.e., what money is available for repairs). This concern was highlighted when the condition of the rug was discussed later in the meeting.

Post Meeting Note: On Wednesday, December 12th John Taglianetti met with Joe Dougherty and walked through the heating system, especially the control system. Afterward John contacted Joe Roberge, a parishioner who works for a company that specializes in industrial HVAC systems. Joe Roberge came directly from work to the church. Joe Dougherty, Joe Roberge, and Dave Balfour, and I will continue to research the heating and control system. My sense of the situation, beside the obvious antiquity of the system and it's components, is there have been layers of controls added over the years making control of the system very complex and difficult to understand and, therefore very difficult to maintain. In addition, it is clear that Joe Dougherty is doing an amazing job keeping the system operational.

Vice Chairperson Discussion and Selection: John Taglianetti identified that the Council is in need of a Vice Chairperson. The role of the Vice Chairperson is defined in the Bylaws. After a brief discussion, this topic was tabled until the next Parish Council Meeting.

Secretary and Meeting Minutes Preparation: John Taglianetti identified that the Council is in need of a Secretary. The role of the Secretary is defined in the Bylaws. After a brief discussion, this topic was tabled until the next Parish Council Meeting.

Volunteer Review: Since the last Parish Council meeting Bob Price volunteered to take on this responsibility as part of the Prayer and Worship Committee.

Committee Reports/Assignments:

Prayer and Worship - Kathy Brunelle provided the following report:

- Bob Price has graciously accepted taking over the program for Altar Servers, Extra-Ordinary Ministers, of the Holy Eucharist, and Lectors. A program will be downloaded for him to use.
- Music - Some adult members of both choirs sang at a Thanksgiving Ecumenical Service at the Niantic Baptist Church on November 19th. It was a great experience. Kathy met with Dr. Judy Mack to select the music for Christmas Eve Mass and the preceding Pageant. Folders with the music for both choirs will be put together this week.
- Hospitality - After some discussion it was agreed to plan for an Epiphany Party similar to past years on January 6th after the 10:00 mass. Fr Mark has agreed to hold the Epiphany Party as scheduled and is scheduled to serve at the Sunday 10:00 Mass.
- Liturgical Environment, Ushers, and Greeters - Kathy plans to meet with David White, Steve Wilkes, and Bernie Wolski in the near future.
- Bereavement - No report at this time. Bereavement efforts include assisting family and friends of the deceased to prepare for the funeral services.

Christian Formation - Andrea Kanfer is acting as the committee chairperson.

- Advent Program - The Advent Program is a work by Ron Blank on the Epistle of James. The program was approved by Fr Mark, and is being facilitated by Mike Powell. Three of the four sessions have been held and participants have found them to be pertinent to their own lives. Many interesting discussions have ensued. The last session is scheduled for Monday, December 16th.
- Jesse Tree - The Faith Formation 6th grade classes made ornaments and decorated a Jesse Tree which is in the back of the church. Jesse Trees are a very old Christmas Tradition and first started in medieval times. They are used to help tell the story of the Bible from creation to the Christmas Story. We are looking for suggestions to make it more showy as it is a bare branch with ornaments that hardly show up against the white wall.
- Giving Tree - The Faith Formation 8th grade classes set up the giving tree in the Church foyer with ornaments depicting suggested Christmas gift ideas for Bayview Health Care Center residents.

- Dynamic Catholic Organization's Parish Champion Program - After a discussion with Fr Mark, Andrea signed up to be a Parish Champion for our Parish. Each month: Parish Champions will receive a free case of 44 Dynamic Catholic books or CDs to distribute to their fellow parishioners after mass; they will receive materials on one of their programs to share with their pastors or Directors of Religious Education; they pray for their Parishes and are encouraged to ask their pastors, parish staff, and fellow parishioners for prayer intentions; and, they interact with Dynamic Catholic's Parish Champion team leaders to discover new ways to breath life into their Parish community.

Human Concerns & Social Justice - John Taglianetti provided the following report:

- Bayview Health Care Center Christmas Gift Drive - The collections for Bayview residents is nearing completion, December 16th is last day to bring gifts.
- Safe Futures Donations - John reported he will be finalizing a list of needed items and plans to initiate a donations drive in January.
- St Vincent De Paul Place Donations - John mentioned a donations drive for the St Vincent de Paul Place in Norwich similar to the ones we have held in the past. He said he will go to St Vincent de Paul Place in January to discuss what items are most needed and to determine which, if not all, could be collected. He said he would discuss this further at the January Parish Council meeting.

Buildings and Grounds - David Balfour could not attend this meeting but provided the following list of items that were identified during two walkthroughs of the Rectory, Church Hall, and Church Nave.

Items identified during the Insurance Inspector's walkthrough include:

- Concrete on main walkway to Rectory needs patching
- Uneven carpet in upstairs bed room is a trip hazard
- Real candles should not be used in the basement/hall area. Their use was noted on window sills *Post Meeting Note: All candles have been removed from the Church Hall window sills.*
- Lip on handicap access to rear church entrance needs to be reduced in height or a ramp added
- Carpet wrinkles in sanctuary are considered a safety issue
- Recommended patching one particularly broken sidewalk square on main exit from hall

Items Identified during a walkthrough of the Rectory

- Woodpecker damage outside
- Kitchen sink garbage disposal not functioning
- Sink in down stairs 1/2 bath draining slowly
- Kitchen counter top Formica peeling off
- Washing machine water faucet water drip when faucet is on
- Outside valve has a water leak when on
- Dining room sliding door difficult to operate
- Kitchen cabinet doors require alignment
- Front door does not stay closed. It only stays closed when locked
- The deck needs to be pressure washed/painted

Items Identified during a walkthrough of the Church

- Broken window pain in sacristy
- All windows require painting outside
- Inside hand rail by sacristy entrance needs to be painted
- Evaluate different storage place for ladders on inside back wall of church
- Dead birds in access way behind altar above ceiling
- Most of the lights pointing back at altar above the arch are burnt out and need to be replaced; however, access to them is very difficult. They are approximately 25'-30' above the altar surface
- Altar Railing needs to be sanded, re-stained and recoated with polyurethane
- Water intrusion through flashing on west side of roof
- Repair/Replace kneeler covers
- Clean/wash/sand/paint/polyurethane pews
- Clean/wash/sand/paint/polyurethane holy water stands at rear church entrance
- Peeling paint rear vestibule

Items Identified during a walkthrough of the Church

- Ceiling tiles by bathrooms require replacement
- Louvers in boiler room door requires a screen to keep animals out
- Broken tables need to go to the dump
- Would like to have roman shades on windows
- Free up caulked closed windows so they can be opened since there is no air conditioning
- Scrape paint exterior steel doors

The Church Rug was discussed. Joe Dougherty provided a proposal to repair the rug. It is enclosed at the end of these meeting minutes. This proposal was discussed briefly but no action could be taken at this time.

Dave did a walkthrough of the Church Nave with owner of 'Cluff's Carpet' for a recommendation on carpet repair. In his opinion, the carpet and underlining padding have separated due to excessive water usage when cleaning the carpet over many years. He says it is reasonable that re-glueing the carpet would be a successful solution to eliminate the wrinkles, provided the carpet can be separated from the padding. He also said the carpet could have up to a decade of continued serviceable use depending on two factors: the quality of the workmanship in re-glueing the carpet; and we stop using excessive water in cleaning the carpet. Potential solutions and costs:

Joe Dougherty's bid to re-glue the carpet: \$1060 to \$1260.

If the decision is to replace the carpet, the approximate costs could be as follows:

Removal/disposal of old carpet	\$3.50/sq yd
Installation of new carpet	\$6.50/sq yd
Option 1 new similar carpet to what is currently installed	\$25/sq yd, 30-40 year life expected
Option 2 Carpet tile same installation/removal cost	\$28-\$30/sq yd, 30-40 year life expected

Using Joe's 300 sq ft,

Total cost for carpet replacement \$10,500

Total cost for carpet tile replacement \$11,400 to \$12,000

Note: (These are not firm bid prices, but rather approximate costs to understand the order of magnitude of replacement cost.)

Identification of Possible Bylaws Changes: At the October 23 meeting Joan Dreger volunteered to chair an ad hoc committee to review potential changes to the Bylaws. Andrea Kanfer and Peter Crump volunteered to work with Joan on this ad hoc committee. Joan sent an email to Parish Council members requesting suggested changes to the Bylaws by November 9th. Joan emailed a proposed revision to the Bylaws on November 28th for review and discussion.

At this meeting additional comments were discussed. Everyone with additional comments were requested to email those comments to allow Joan to prepare a final update for approval at the January Paris Council Meeting.

Major Repair Initiative Update: John Taglianetti reported he and Fr Mark have been discussing the potential to sell the St Paul property that is currently not used. St Paul Church Corporation owns approximately 29 acres and it may be possible to sell approximately 15-18 acres. We discussed this with Bill Sheehan (Finance Committee). With Fr Mark's approval John has met with Ted Olynciw. Although retired now, Ted has a long history in developing land in Waterford. Although the deed to the property has a very detailed word description of the property boundaries and refers to the Architect's property map, John and Ted have not been successful in locating any map of the property in the Rectory or town hall. It is most likely that the property will need to be surveyed to establish an up-to-date baseline. Together, Ted, John, and Fr Mark will continue to pursue sale of the property. Fr Mark's vision is to sell the property and reinvest the necessary money back into the Church, Rectory, and surrounding site to repair the many items that have been identified in the past and in Dave Balfour's report contained herein.

New Business:

- Consolidation of Cluster Mass Schedule - A discussion was held that followed up on the discussion that was held at the Joint Custer Pastoral Council Meeting on November 28th. In that meeting Fr Mark led a discussion about the need to consolidate the Mass schedule. The primary constraint is the limited number of available priests to cover the current St Brendan The Navigator Cluster mass schedule. Fr Mark added it is difficult at best with every priest available and the inevitable illnesses and vacations make it nearly impossible to cover the current mass schedule. He explained that it is a Diocese-wide problem and explained there are 70 Parishes in the Norwich Diocese and only 40 Pastors and 15 parochial vicars. By 2022 there will be only 32 pastors serving in the diocese. Fr Mark emphasized it's always important to balance the needs of each Parish but parishioners must recognize they may have to go to another church within the Cluster to meet their personal schedule needs. Fr Mark said he needs to eliminate one weekend Mass at each Parish and reduce the number of weekday masses. Fr Mark said he has thought about eliminating the Sunday 8:00 mass and scheduling weekday masses at St Paul Church only on Wednesday and Thursday.

After some discussion it was agreed that eliminating the Sunday 8:00 mass and scheduling weekday masses at St Paul Church only on Wednesday and Thursday is the most likely solution. It was agreed to table further discussion until the January Parish Council meeting when a formal vote would be taken.

Action Items:

- **From the October 23rd Parish Council meeting** - John Taglianetti took the action to discuss with Father Mark about having more frequent 'from-the-pulpit' communications from the Parish Council to the Parishioners. This remains open.

Next Meeting Schedule & Agenda Items: A brief discussion was held about when to have the next Council meeting. It was agreed a meet on Tuesday, January 22nd. Because of the potential for weather cancelling this meeting council members agreed to hold Thursday, January 24th open.

Mike Powell led the closing prayer.

These minutes were prepared by John Taglianetti and approved by the Parish Council via email on January 1, 2019.

St. Paul Church Parish Council Meeting Agenda
December 11, 2018 ... 6:30 PM
St. Paul Rectory

Agenda Topics & Allotted Time*

Opening Prayer ... Father Mark	(2 minutes)
37th Annual Priest's Convocation ... Father Mark	(3 minutes)
Opening Comments ... John Taglianetti	(2 minutes)
Timer ... Volunteer ?	
Intervener ... Volunteer ?	
Parishioner Questions, Concerns, Suggestions ... All	(5 minutes)
Vice Chairman Discussion Opening ... Open Discussion	(2 minutes)
Secretary Opening ... Open Discussion	(2 minutes)
Volunteer Review Update ... JoHanna Polcaro	(2 Minutes)
Subcommittee Reports/Assignments:	
• Prayer and Worship ... Kathy Brunelle	(3 minutes)
• Christian Formation ... Andrea Canfer	(3 minutes)
• Human Concerns & Social Justice ... John Taglianetti	(3 minutes)
• Buildings and Grounds ... David Balfour	(5 minutes)
Identification of Possible Bylaws Changes ... Joan Dreger	(15 minutes)
Major Repairs Initiative ... John Taglianetti	(3 minutes)
New Business	(15 minutes)
• Consolidation of Masses ... All	
• Other Items ... All	
Action Item Review	(3 Minutes)
Next Meeting Schedule & Agenda Items	(3 Minutes)
Closing Prayer ... Father Mark	(2 Minutes)

* The **Allotted Time** is the time targeted for completing **Agenda Topic** discussion. The Pastor, Chairperson, or Vice Chairperson will have the option to allot additional time for discussion or to table further discussion as deemed appropriate.

**J. C. Dougherty Carpet & Flooring
Installation
11 King Arthur Drive 3J
Niantic, CT 06357
(860) 961-3743**

PROPOSAL

Proposal No.: 32018C

Date: 11/27/2018

Proposal Submitted to:

John Taglianetti
Cell: (860)-287-5490

Work to be Performed at:

St. Paul Church
170 Rope Ferry Rd.
Waterford, Ct. 06385

Project: To pull back 300 yd. of existing glued down carpet. In main aisles in the Church. Then re-glue and reinstall carpet. padding to re-glued

Note: not the existing

We hereby propose to furnish carpet glue and Metal as needed and the labor necessary for the completion of: This job.

Carpet glue \$ 210.00

Metal \$ 50.00

Labor \$800.00 To \$1,000.00

Note: MY COST ON SUPPLIES AND MATERIAL AND IF ST. PAUL CANNOT PAY ME COD. FOR THE LABOR THEN PAY ME WHEN YOU CAN THE ONLY THING I NEED IS MONEY FOR THE GLUE AND METAL.

Proposal Includes:

All material guaranteed as specified and the above work performed in accordance with the (if provided) drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of:

_____ Dollars:

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to complete this contract as specified.

Payment will be made as outlined.

Terms: 50% due at Start up of Project and the remaining 50% due at the Completion of Project. An additional 15% late fee will be incurred on final balance after 30 days of completion of project. Unless other arrangements have been made.