

**St. Paul Church Parish Council Meeting Minutes**  
**January 22, 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, David Balfour, JoHanna Polcaro, Roseann Ward, Heather-Jo Purcell

**Other Parishioners Present:** None

**Absent:** Father Mark O'Donnell, Brian Majeski

**Attachments:** Meeting Agenda

John Taglianetti offered the opening prayer.

**Opening Comments:** - John Taglianetti reported he has provided Fr Mark with two Scopes of Work (SoW) for his signature ... one for Brian Florek (Surveyor) and one for Jim Cowen (Soil Scientist). Brian Florek will have the lead in this effort and Jim Cowen will support him in locating state & town regulated 'wetland' boundaries. Brain Florek and Jim Cowen have worked together before and are known quantities in Waterford. Brian has estimated the cost of his effort to be no more than \$8,400 and Jim has estimated the cost of his work to be between \$750 and \$1,000. Brian requested \$2,000 to start. Jim requires payment at the completion of his effort.

*Post Meeting Note: Fr Mark has signed both SoWs. Brain Florek and Jim Cowen were notified on January 24<sup>th</sup> and the \$2,000 retainer fee has been forwarded to Brian Florek.*

*Post Meeting Note: On January 24<sup>th</sup> John Taglianetti, Dave Balfour, Joe Dougherty, Joe Roberge (Parishioner and AIR TEMP HVAC Technician), and Jeff Leone (AIR TEMP) completed a walkthrough of the church heating system. The purpose of the walkthrough was to identify the urgent repairs to the heating system that would improve the heating system performance and best ensure obtaining another tow or three years of service from the system.*

*In general, Jeff Leone concluded we should have no acute concern about catastrophic failures of the system. In particular, he thought the boiler could provide another 10 years of operation. Two areas were identified that needed repair to make Air Handler #1 (i.e., water supply valve) and Air Handler #3 (i.e., water supply valve and associated piping replacement) operational again. Air Handler #1 has no hot water supply because of the apparent failure of the supply valve. Air Handler #1 should supply heat at the back of the Church through the vents located just beneath the choir loft overhang. Air Handler #3 should supply heat to the east side of the Church and church hall, but has been bypassed for some time due to leaks in the supply side hot water. Air Handler #2 supplies heat to the west side of the Church and church hall and appears to be functioning properly. The Church base-ray heat is always providing heat. Although Air Handler #2 and the base-ray heat appear to be functional the concern of their control still remains and will be investigated further after the repairs to Air Handler #s 1 & 3 can be implemented.*

*AIR TEMP will provide quotes to make the repairs to Air Handler #s 1 & 3. He also will provide a contingency plan if indeed we encounter a catastrophic failure of the heating system with a budgetary estimate for our planning purposes only.*

*Jeff Leone told us in the longer term when time comes to replace the heating system he would strongly recommend replacing it with a natural gas fired system as it would provide greater reliability and efficiency. John Taglianetti took the action to determine from the Waterford Department of Public Utilities if what, if any, are the plan to bring a gas line to Rope Ferry Road.*

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

- Parishioners continue to express concern about the temperature in the Church

**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, a motion was made and seconded to nominate Derek Pirruccello as Vice Chairperson. The vote was unanimous to select Derek as the Vice Chairperson.

**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:** Johanna Polcaro reminded everyone that Altar Server training will be held at St Paul Church on Saturday February 2<sup>nd</sup> beginning at 12:00. She emphasized that this was not just for children but for all parishioners who have a calling to become altar servers. Adult altar servers are frequently needed for funerals and weddings at times when younger altar servers may not be available.

Johanna also mentioned that when we resume Eucharistic Ministers serving the Blood of Christ we will need to clarify the procedures for consuming the remaining wine. Traditionally, Eucharistic Ministers serving the Blood of Christ would consume the remaining wine upon returning to the altar. However, some Eucharistic Ministers may not be willing or able to consume the remaining wine. Clarification of the procedures have been requested.

**Financial Status Summary:** At the request of the Council Members JoHanna Polcaro provided a summary of St Paul's financial accounts.

- General Checking Accounts into which offertory collections, fuel collections and other general collections are deposited. Bills are paid from the Checking Account. Funds deposited into this account are subject to Cathedraticum.
- Memorial Savings Account into which financial gifts given in memory of a loved one are deposited. Some memorial gifts are given with a request that it be used for a specific purpose and every attempt to fulfill that desire. However, it not always possible because the size of the gift may be insufficient to fulfill the intended desire or, due to the lack of funds in the general accounts, the funds may need to be diverted to pay for emergent needs. JoHanna explained that this is the exception rather than the rule.

- 1000-Club Checking Account which contain very little as nearly all of the funds taken in are paid out in prizes. The amount in this account is somewhat dependent on when parishioners make their payments for their numbers.
- Merrill Lynch accounts containing approximately \$27,000. A portion of these funds are accessible and a portion has restrictions on accessibility.

### **Committee Reports/Assignments:**

**Prayer and Worship** - Kathy Brunelle provided the following report:

- Bob Price has graciously accepted to take over the program for scheduling Altar Servers, Extra-Ordinary Ministers, of the Holy Eucharist, and Lectors. A program will be downloaded for him to use. As soon as the list of volunteers who have agreed to give their info, Bob will be taking this over. Bob is coordinating this with Kathy and JoHanna.
- Kathy expressed thanks to all who helped with the Epiphany Party. It was nice to see so many people from the parish attend as well as some people from our cluster. It was a great way to meet and greet so many. Approximately 80 parishioners from St Paul and St Joseph parishes were in attendance.
- Liturgical Environment, Ushers, and Greeters - Kathy has met with David White, Steve Wilkes and I haven't been able to talk to Bernie Wolski yet, but they usually get others to help them at each Mass .
- Music... Kathy will be meeting with Judy Mack and Angel Correa this Thursday evening to go over music for Confirmation.
- Children's Liturgy - Kathy attended the Penance Service at St. Joseph's on January 8<sup>th</sup>. She reported it was a celebration of the sacrament of reconciliation and was a beautiful service for our First Communion students. Reconciliation for the First Communion student was received at this service.

**Christian Formation** - Andrea Kanfer has agreed to serve as the committee chairperson and provided the following report:

- Advent Program - The Advent Program, the Epistle of James, written by Ron Blank was facilitated by Mike Powell. The Epistle is full of practical advice for Christians. Ron Blank Joined the group for two sessions. Fr Mark has approved a similar program, The Gospel of John, for the Lenten Program. Mike Powell has agreed to facilitate this program.
- Jesse Tree - We are seeking a bare-naked artificial tree to reuse annually as the Jesse Tree. This is an Advent activity. Since the Christmas season ends January 10<sup>th</sup> with the Baptism of the Lord, Fr Mark suggested we leave it up for the entire Christmas season.
- Dynamic Catholic Organization's Parish Champion Program - Andrea Kanfer has been accepted by Dynamic Catholic to be the Parish Champion for our Parish. Every month Andrea will receive a free case of 44 Dynamic Catholic books or CDs to distribute to fellow parishioners after mass. The parishioners will be encouraged to pass the books or CDs along to someone else afterwards. The first book was 'Beautiful Hope' with short stories of Hope. The second book is 'The Book of Courage' by Mathew Kelly containing a collection of uplifting quotes of Courage.
- Dynamic Catholic Marriage Program - A sample of Dynamic Catholic's Marriage Program, 'Better Together', was received and given to JoHanna to pass on to people who work with engaged couples to review this program and discuss it with Fr Mark. These programs are be reviewed by the USCCB for their Imprimatur approval.

- Christmas Eve Pageant - 21 children played roles and feedback from the parishioners was very positive, many reporting it was the best ever.
- Sacristy Tours - Fr Mark gave the 6<sup>th</sup> and 7<sup>th</sup> graders a tour of the Sacristy and Sanctuary. For the 6<sup>th</sup> graders, this gave them a chance to learn about the workings of their church in preparation of attending a Service at Temple Emanu-El and to learn about the origins of the many traditions and customs. For the 7<sup>th</sup> graders this was a refresher learning experience. Andrea observed it was good for the students to see a priest outside of serving mass.
- Last Supper Quilt - Three families have started quilting a fabric panel of the Last Supper to be displayed on Holy Thursday. Other families will be contacted for quilting and no experience in quilting is needed.

#### Upcoming Key Dates

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|---------------------------|--|
| February 10 <sup>th</sup> | 8 <sup>th</sup> Graders will usher at the 10:00 Mass   |
| February 10 <sup>th</sup> | Confirmation Candidates - Rite of Enrollment at St Mary Church (5:00 PM)   |
| February 22 <sup>nd</sup> | 6 <sup>th</sup> Grade and their families - Service at Temple Emanu-El (7:00 PM)  |
| March 6 <sup>th</sup>     | Ash Wednesday (Students will be receiving Ashes as part of their class time)   |
| March 10 <sup>th</sup>    | 8 <sup>th</sup> Grade students will usher at the 10:00 AM Mass   |
| April 6 <sup>th</sup>     | Retreat for Confirmation Candidates at Our Lady of Perpetual Help in Quaker Hill   |
| April 7 <sup>th</sup>     | Sunday Faith Formation Classes will end  |
| April 10 <sup>th</sup>    | Wednesday Faith Formation Classes will end   |
| April 14 <sup>th</sup>    | Palm Sunday - 6 <sup>th</sup> Graders will usher at the 10:00 AM Mass  |
| April 23 <sup>rd</sup>    | Confirmation Cluster Rehearsal at St Paul (6:30 PM)  |
| April 27 <sup>th</sup>    | Confirmation Cluster at St Paul (10:00 AM)   |
| May 5 <sup>th</sup>       | First Communion at St Joseph (11:00 AM)  |
| May 12 <sup>th</sup>      | First Communion students crown our Blessed Mother at St Paul at the 10:00 AM Mass  |
| June 2 <sup>nd</sup>      | Gifts for our graduating students that made the Confirmation at St Paul Church will be presented at St Paul at the 10:00 AM Mass |

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

- Bayview Health Care Center Christmas Gift Drive -
- Safe Futures Donations - The collection of cleaning supply donations is underway. The last weekend for donations will be February 2<sup>nd</sup> and 3<sup>rd</sup>. John Taglianetti will deliver the donations to Safe Futures during the following week.

**Buildings and Grounds** - The following list is the list of items that were identified during two walkthroughs of the Rectory, Church Hall, and Church Nave. This list was compiled by Dave Balfour and is included again in these meeting minutes as some of the topics were discussed again. The Insurance Inspector's report has been completed and Fr Mark has submitted his response.

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 pane 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 has provided a proposal to repair the rug at a cost of approximately \$1,200. This proposal was discussed briefly at the last meeting. Since then Fr Mark has requested that we obtain quotes from three qualified vendors for two options. The first option would be to replace the carpet in large sectional pieces similar to the current carpet. The second option would be to replace the carpet with carpeting tiles ( e.g., 24” squares) to facilitate future replacement/repair. A third option was added after discussion and that would be to repair the current carpet in a manner similar to what Joe Dougherty has proposed.

**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 28<sup>th</sup> for review and discussion. At the December 11<sup>th</sup> Pastoral Council Meeting meeting additional comments were discussed. A motion was made and seconded to accept the update Bylaws as distributed via email on January 4th with two minor corrections on the last page. Approval of the updated Bylaws was voted upon and unanimously approved.

As a result of reviewing the Bylaws, the following lists developed to baseline when the 6 current members were elected and when the 6 current members were appointed to the Pastoral Council.

Ethel Reed - Elected November 2018  
Kathy Brunelle - Elected October 2018  
David Balfour - Elected October 2018  
Brian Majeski - Elected October 2016  
Mike Powell - Elected May 2016  
John Taglianetti - Elected October 2014

Derek Pirruccello - Appointed October 2018  
Bob Price - Appointed October 2016  
Peter Crump - Appointed 2012  
Andrea Kanfer - Appointed 2012  
Joan Dreger - Appointed 2012  
Kevin McKinzie - Appointed 2012

**New Business:**

- Consolidation of Cluster Mass Schedule - A discussion was held that followed up on the discussions that were held at the Joint Custer Pastoral Council Meeting on November 28th and the Pastoral Council meeting on December 11th. After some discussion a motion was made to recommend eliminating the Sunday 8:00 mass beginning on May 5<sup>th</sup> and scheduling weekday masses at St Paul Church only on Wednesday and Thursday beginning on March 6<sup>th</sup>. The vote was unanimous. John Taglianetti reported that a meeting of the Pastoral Council Chairpersons is scheduled for Wednesday January 30<sup>th</sup> at St Mary Church Rectory at 4:00PM to discuss the Pastoral Council recommendations.

*Post Meeting Note: On January 30<sup>th</sup> John Taglianetti met with Joanne Davis (SMSS Pastoral Council Co-Chairperson), Liliam Almaraz-Brennan (SMSS Pastoral Council Co-Chairperson), and Adam Sprecase (SJ Pastoral Council Chairperson) to discuss Pastoral Council Recommendations for consolidating the Cluster masses. A Before & After comparison showed a reduction in masses from 26 to 19. However, it appeared from the discussion SMSS and SJ Pastoral Councils had not yet reached full consensus on their respective recommendations.*

- 1000 Club - Kathy Brunelle offered Mary Anne Alfieri is asking for any help in keeping the 1000 Club going to make a profit. She would appreciate any suggestions.
- St Patty's Day Dinner is scheduled for March 16<sup>th</sup>.
- A Fundraiser Spaghetti Super was discussed briefly and Johanna and John agreed to discuss this further and come up with a target date.
- The annual Fundraiser Tag Sale is scheduled for May 18<sup>th</sup>.
- Joan Dreger expressed interest in chairing a Craft Fair sometime in October similar to those held in the past. *Post Meeting Note: JoHanna has discussed this with Fr Mark and he has agreed to proceed.*
- Derek Pirruccello told us that the Child & Family Agency of Southeastern Connecticut holds an annual tag sale during the first weekend of May and is looking for a location to hold this years Tag Sale. HE said traditionally they pay \$2,000 to hold it at the New London Armory. Derek asked if it was possible for St Paul to host it. *Post Meeting Note: JoHanna has discussed this with Fr Mark and he has agreed to proceed. JoHanna has begun to discuss this with the Child & Family Agency's Brenna Closius (Development Administrator). They would need to access to the church hall from April 28<sup>th</sup> to May 5<sup>th</sup>.*

**Action Items:**

- Dave Balfour took the action to obtain quotes to repair or replace the Church rug as discussed above.

**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, February 26<sup>th</sup>. It was also agreed to plan for a meeting every 4<sup>th</sup> week of the month going forward.

*Post Conference Note: Fr Mark has told us that he will not be able to attend the next Pastoral Council meeting, but will plan to attend the March meeting.*

Derek Pirruccello lead the closing prayer.

These minutes were prepared by John Taglianetti and approved by the Parish Council via email on February 4, 2019.