

St. Mark Parish Property and Finance Committee Meeting
Rectory Renovations Weekly Meeting
Thursday, April 19, 2017
2:30 p.m.
St. Mark Club

PRESENT

Father Brent Brennan
Deacon Mark Mawson
Brent Laton, Financial Administrator
Renata Kimmerly, Acting Chair
John Vanderzyde

ABSENT

Glenna Bonneau

GUESTS

Lois Boisvenue John McAuley
Wayne Boisvenue Richard Patry
Mimi Garrah Sharon Schoemaker
Alice Laushway Sally Wilkinson

1. **CALL TO ORDER:** Renata Kimmerly called the meeting to order.
2. **OPENING PRAYER:** Father Brennan led the group in prayer.
3. **NORTH OFFICE / BEDROOM / BATHROOM:**

Renata Kimmerly reported that two quotations had been received for the North Office / Bedroom / Bathroom. She indicated that the lowest price was \$7,630.38 including HST and the highest price was \$10,583.65 including HST. John Vanderzyde noted that some of the difference in price could be due to different materials being quoted.

The Committee felt that these quotations were too expensive and that alternative solutions should be explored. The Committee felt that a barrier-free washroom was not necessary. Renata noted that a 36" acrylic / fiberglass shower stall could be purchased at Home Depot for \$1,060.00 including HST and that residential grade vinyl sheet flooring could be purchased at Home Depot for \$1.48 per square foot or \$485.00 including HST. The cost of installation of the two items was estimated to be approximately \$2,500.00. An exact quotation would have to be explored for true comparison.

The Committee also felt that the cost of \$1,671.26 including HST for a Murphy Bed was too expensive and that alternatively a good quality futon could be used. For most of the time, the futon would be used by visitors to the office and when required it could be used as a bed. A good quality futon would cost approximately \$300.00 plus HST. Father Brennan reported that the mechanism for the Murphy Bed can be purchased for \$400.00 through Lee Valley Tools and the frame would be constructed by a volunteer and a mattress purchased. The Committee recommended tabling the purchase of the Murphy Bed at this time.

The Committee questioned the need for three new mattresses for the upstairs bedrooms. Father Brennan reported that a mattress had been donated last year which was almost brand new. He also stated that the mattress in the Master Bedroom was in good shape. Other mattresses had been put in the dumpster. The Committee recommended that since two useful mattresses were available that the purchase of additional mattresses be tabled at this time.

4. PASTOR'S REPORT

Father Brennan outlined that originally the flooring in the Master Bedroom was going to be replaced at a cost of \$1,925.17 including HST. A Parishioner told Father Brennan that the the carpeting in the Rectory was unhealthy and should be removed. The entire house was also to be painted (current cost of \$2,543.82). The Finance and Property Committee had budgeted \$150.00 for the replacement of a toilet, but as an alternative the interior mechanism was replaced at a cost of \$45.00. Therefore, the remaining \$105.00 as well as the proceeds of the upcoming Spring Plant Sale (proceeds in 2016 were \$900.00) was to be used for the purchase of the flooring, paint and varnish stripper.

Father Brennan reported that he took Brent Laton on a tour of the Rectory in his capacity as Parish Financial Administrator. After seeing the work being done, Brent Laton recommended to Father Brennan that consultation should take place with the Parish Finance and Property Committee and a plan for the renovations be presented to the Committee.

Father Brennan noted that donations were received for the bedroom flooring, paint and varnish stripper. Brent Laton reported that those funds had not yet been received by the Parish but Father Brennan suggested that the donations were included in the Special Rectory Renovations envelopes. At present, the collection has raised \$4,052.00 while the cost of the materials is \$4,776.21. Therefore, it is evident that those who intended to donate to cover the cost of the flooring, paint and varnish remover have not done so.

Father Brennan reported that the toilet in the downstairs Office / Bedroom / Bathroom would be enclosed for privacy so that if people are working in the office someone can still use the toilet. He stated that _____ (heating and cooling technician for _____) has volunteered to help with plumbing in the bathroom with _____ (plumber?) assisting if available. _____, a licensed electrician has been volunteering to do some electrical work, including some work that was not completed during the electrical upgrades previously performed in the Rectory.

Father Brennan reported that the purpose for the downstairs bedroom / bathroom was for Retired Priests who were replacing him while on vacation and were not able to climb the stairs to the upstairs bedrooms and bathrooms because of health issues.

5. PARISHIONER QUESTIONS

John Vanderzyde stated that the renovation work on the Rectory was started without consultation and planning by the Parish Finance and Property Committee. _____ stated that she understood the Pastor had the authority to undertake this work under Canon Law and Father Brennan agreed. Brent Laton stated that Canon Law also outlines the requirement for a Finance and Property Committee in each Parish and it is the responsibility of the Pastor to consult with the Committee on property matters and the role of the Committee is to plan these repairs.

The installation of a stair lift was mentioned. Brent Laton mentioned that because of the nature of the stairs with two flights and a middle landing that the cost of a custom stair lift would be approximately \$20,000.00.

asked if the Campus Maintenance Fund was a separate account. Brent Laton reported that the fund balance is accounted for separately but at the moment the fund had a negative balance. Brent explained the reason for this was when the new heating system was installed in the Church the Finance and Property Committee decided that instead of launching a fundraising campaign that the funds would be withdrawn from the reserve in the Central Development Fund and then replaced over time through the donations of the Campus Maintenance Fund. The Committee was also aware at the time of a Bequest which was to be earmarked for this purpose. However, these funds were used for the electrical upgrade in the Rectory instead. The cost of the heating system in the Church was \$185,000.00.

asked how the Rectory Renovations were being funded. Brent Laton explained that an Operating Budget was approved by the Finance and Property Committee for 2018 with a small surplus of \$1,200.00. The Committee also approved a Capital Budget of \$44,000.00 which included the replacement of the Rectory Roof, but did not include the interior renovations. Therefore, the interior renovations amounting to over \$21,000.00 are not funded and would need to be raised.

asked about using the funds that were deposited with the Central Development Fund from the proceeds of the sale of Crane House for the Rectory renovations. Renata Kimmerly explained that those funds are being held in anticipation of future capital costs as outlined in the Parish Long-Range Plans. Brent Laton reported that the total of the current long range plans are over \$200,000.00. This includes the replacement of the roof and HVAC system on St. Mark Parish Centre at approximately \$150,000.00 as well the \$44,000.00 in capital expenditures which were budgeted for 2018. This does not include the cost of replacing the roof on St. Mark Church, however a considerable portion of the cost will be recovered through the sale of the existing copper roof. Renata also mentioned that the interest earned from our investments is also an important component of the finances of the Parish.

6. TOUR OF RECTORY

Renata Kimmerly invited those present to take a tour of the Rectory to see the work being done.

- 7. DATE OF NEXT MEETING:** Finance and Property Committee Regular Meeting
Thursday, April 28, 2018
St. Mark Club
1:00 p.m.

- 8. CLOSING PRAYER:** Father Brennan led the group in prayer.

ADJOURNMENT: Hearing no further business, Renata Kimmerly adjourned the meeting.