

**St. Catherine of Siena
Joint Meeting of the Pastoral and Finance Councils
June 9, 2009**

Present: Beth Carroll, Matt Cooney, Dan Finlay, Carl Franck, Eileen Gravani, Ann Gifford, Michael Monacelli, Nancy Pringle, Larry Walker, Beverly Way, Mary Boris, Tanny Quigley, Frank Fetsko, Bob Julian, Fran Kallfelz, Pat Williams, Pat Côté

Absent: Chuck Alridge, Juan Arroyo, Frank Ciaramello, Michelle Mathios, Chang-Sik Oh, Janet Strebel, Sr. Mary O'Brien, Rev. Mike Mahler, Georgian Leonard, Dianne Orcutt

- 1) Larry Walker led the Councils in prayer.
- 2) May minutes were approved.
- 3) Bill Perkins and Steve Moolin from the Facilities Project Steering Committee (FPSC) joined the meeting to answer any questions that members had about the FPSC Report.

Q: Did the Conditions Survey address the issue of health and safety in the Parish Center?

A: In the Conditions Survey, asbestos testing was recommended because of the deterioration of the ceiling finishes in the Parish Center and because asbestos containing material is likely to be present due to the age of the buildings.

Air quality may be compromised by mold and contaminants because return air system is handled through the crawl space.

Carbon monoxide concerns in the Church were cited. We now have a battery operated carbon monoxide detector in the Church.

It was noted that asbestos abatement was done in the Church during the 2000 renovation. It is not clear whether materials sampling was done at that time.

Q: How did we get the \$500,000 cost estimate on the Church roof?

A: The estimate was done by a firm experienced with steep roofs. The cost includes tear off to the deck, ice and water shield, 3 ½" ventilated nail base insulation; felt; ice and water shields at the peaks; synthetic shake shingles; copper flashing in the valley; covering the laminate beams outside the Church.

Q: Why the 25% contingency?

A: This covers soft costs (e.g., fees and permits) and unexpected contingencies.

Q: Are the synthetic shake shingles fire resistant?

A: The shingles are fire resistant but the decking is not. This could be addressed by treating the deck but the material is expensive and the risk is lower in a building with such a high vault ceiling.

Q: The FPSC and PC began by advising against doing repairs only. What has changed?

A: We have the results of the financial feasibility study. Support for a new parish center may have been stronger at the Parish Forums because more active members of the parish came to those meetings.

Q: Why do you recommend a 3-year fundraising campaign. Was a 5-year campaign considered?

A: Our feasibility study consultant at RSI advised against a 5-year campaign. In their experience, pledges are more likely to be completed in a 3-year campaign. In a 5-year campaign, they see diminishing returns.

- 4) Response to the FPSC Report: List of critical items increased to five.
- The Councils agreed that the Church beams are a critical item.
 - The Councils agreed that a new Church roof is a critical item.
 - The Councils agreed that air quality in the Parish Center is a critical item. It was agreed that asbestos testing would be critical if we had immediate plans to renovate or demolish the Parish Center. Since this is not the case, the Councils agreed that bids on health and safety testing be broken into two pieces: 1) testing for mold and air quality and 2) asbestos sampling. We could decide what to pay for after we see the two numbers.
 - The Councils agreed that it is critical to stop the leaking in the Parish Center; however there was disagreement with the FPSC's recommendation to install a temporary roof on the Parish Center. Members expressed concern that a temporary roof may not last long enough for us to defer work on the Parish Center until 2013 or later. The Councils agreed to change the wording on the FPSC's list of critical items (page 2 of 7, item #3 under "Proposed Path Forward") to "Stop the leaking in the parish center through a temporary or permanent solution."
 - The Councils agreed that the HVAC in the Church is a critical item and agreed to increase the number of critical items from four to five.
- 5) Discomfort with the FPSC's first recommended action.

The Finance Council (FC) could not approve the first recommended action (see page 3 of the FPSC report) because of the risk that St. Catherine's might end up with long-term, significant debt. The FC is comfortable with the parish taking on short-term debt if it is backed by pledges from parishioners. "Short-term" could be the length of a 3-year capital campaign as long as all associated costs are factored into the campaign goal. The FC could not approve such large expenditures without a clearer idea of actual parishioner giving. As an alternative, it was suggested that St. Catherine's could raise money by issuing a bond that parishioners could purchase.

6) New Joint Council Recommendation

The Pastoral and Finance Councils approved immediate spending on the following items:

- fix the Church beams (\$141,000);
- pay for architectural specifications which are necessary to get bids on the new Church roof (\$24,000-30,000);
- hire RSI as a consultant for a 3-year fundraising campaign (\$29,500) and solicit initial pledges from the approximately 30 highest givers in the parish.

The Pastoral and Finance Councils recognized the urgency in the FPSC's recommendations concerning the remaining critical items, especially the Church roof. In order to move quickly toward financially sound decisions, the Councils approved the following data gathering steps to be completed in the summer 2009:

- the FPSC will direct the immediate solicitation of bids on the remaining critical items: the new Church roof; air quality and asbestos testing in the Parish Center with the cost of each item broken out; new HVAC for the Church; temporary and permanent roofs for the Parish Center.
- bids and fundraising pledges will be gathered and evaluated;
- spending on the remaining critical items will be prioritized and kept in line with anticipated parishioner giving as estimated from the initial fundraising pledges.

7) Approved Communication Schedule

- The Councils agreed that it is important to report the results of the feasibility study as soon as possible.

- The Councils agreed that a June 13-14 pulpit update by Fr. Mike would be ideal. If this is not possible, then PC members would read an update that has been approved by Fr. Mike at all the masses.
 - PC volunteers to read the update: Matt at 5 pm; Larry at 9 am; 11:30 a.m. TBD
 - A bulletin insert will be prepared and given to Pat Cote by Thursday, June 11 for distribution this weekend, June 13-14.
 - It was requested that an email address be provided to parishioners in case they have immediate feedback.
 - The Councils agreed that a Parish Forum on June 14 is too soon because most parishioners will not be able to attend at such short notice.
 - July 2009 was suggested as a possible month for the Parish Forum.
- 8) The Councils did not have time to discuss the FPSC's third or fourth recommended actions (see page 3 of the FPSC's Report). The Pastoral Council will address these at a future meeting.

The meeting adjourned at 9:10 p.m.
Submitted by Beverly Way