

Cathedral Church of St. Paul
Vestry Meeting Minutes
February 19, 2026 – 5 p.m.

Present in Commons Room: The Rev. Greta Getlein, Marley Skiff, Senior Warden, Karl Fandrich, Junior Warden, Miriam Burns, Jenny Sisk, Peter Jones, Treasurer, Rose Bacon, Clerk

Present via Zoom: Peter Henne, Barrie Montross, Mac Onuigbo

Absent: Kenzo An, Shannon Williamson

Opening Reflection: Greta shared a reflection taken from the book *A Holy Island Prayer Book* by Ray Simpson which spoke about “moving from fragmentation to unity”. A sign up sheet for future reflections was circulated. Miriam will lead the reflection in March.

January 2026 Meeting Minutes: Clarification was requested on the nature of the elevator repairs. The repairs are mechanical not software related. After discussion, a motion to accept the minutes as clarified was made by Jenny Sisk and seconded by Miriam Burns. The motion passed unanimously.

January 2026 Financials: Peter J. recapped the notes prepared and previously distributed by Jennifer Sumner on the January financials. Peter noted nothing seemed out of the ordinary and he had nothing to add. A motion to approve the January 2026 financials as submitted was made by Marley Skiff and seconded by Barrie Montross. The motion passed unanimously.

2024 Financial Audit: A formal audit of the financial records for 2024 was conducted by Peisch CPAs & Advisors and submitted to the parish on November 14, 2025. The audit was done in conjunction with the end of Barb Commeau’s tenure as Financial Administrator. The audit verified the financial procedures were accurate and done to appropriate standards. Three reporting protocol exceptions were noted. These reporting exceptions have been noted in the past and were not new for this audit. The exceptions were duly noted and agreed to for another year. This audit was reviewed and approved by the Parish Audit Committee of Bill Anderson, Buffy Cafilisch, and Donna Toufexis on January 11, 2026. A motion to accept the 2024 Audit and approve the 2024 Audit Certification Form as submitted by the Audit Committee was made by Miriam Burns and seconded by Jenny Sisk. The motion passed unanimously.

The Vestry thanks the members of Audit Committee for their work.

Easement to City of Burlington: The final portion of the City of Burlington’s “Great Streets Project” will begin in the Spring of 2027. At this time, work will be done on Cherry and Battery Streets. It is projected it will take two years to complete the work. The City of Burlington has requested an easement on St. Paul’s property to: 1) allow the use the grassy portions on the corner of Cherry and Battery Street for work related

staging; and 2) allow subsequent reconstruction of the sidewalk and bottom part of the driveway as part of this work. This easement is temporary and will be removed when the work is completed. During this time, one driveway will be in place allowing access to both our building and the Cathedral Square building. The City of Burlington is aware of the potential development of our property and has agreed to work with our developer so as not to duplicate efforts. Remuneration of \$4,260 will be given to St. Paul's for the granting of this easement. As per diocesan requirements, the Diocesan Trustees and the Diocesan Standing Committee must also give their approval to this easement. After discussion, a motion to grant the temporary easement to the City of Burlington to complete work on the Great Streets Project was made by Mac Onuigbo and seconded by Marley Skiff. The motion passed unanimously.

Piano Repair: The grand piano in the nave needs to have 24 bass strings replaced. The cost for this replacement is \$2,500. Cathedral Arts has agreed to pay half of the expense (\$1,250). Greta stated there is money available under the projects and improvements category in the budget to pay the remaining half (\$1,250). After discussion, Barrie Montross made a motion to approve the replacement of the bass strings and apply \$1,250 from the projects and improvements category toward the cost of the repair. The motion passed unanimously.

Sound System Upgrade/Diocesan Grant Application: While adjustments have been made to the overall sound system, the situation with the speakers has not been addressed. Not all the speakers in the current array are working. The configuration of the speakers is not ideal and creates dead spots. A quotation has been received from Fuzzbuzz Technologies to replace the current array of speakers with a tower of three 3' speakers. This would likely be placed on the wall where the wooden pulpit was located. The speakers have a 180° radius thus solving the dead spot issue. The cost of the new speakers is \$16,802. An anonymous donor has given \$2,500 for this project. Greta requested Vestry approval to apply for a diocesan grant to cover at least a portion of the remaining \$14,300 for the project. After discussion, Jen Sisk made a motion to approve the overall project and to authorize Greta to proceed with applying for a diocesan grant to finance the project. The motion was seconded by Marley Skiff. The motion passed unanimously.

Legal Engagements:

1. **Development Project** – Greta, Marley, Karl, and Peter J have met with various professional entities to represent/advise us as the development project moves to the next stages. Three companies have been chosen to guide us in the following areas:
 - a) **SRH Law – Drew Kervick** – to act as legal representative for St. Paul's with regard to the contract with Stewardship Realty.
 - b) **Blais Halpert Tax Partners**– to provide other business and legal advise particularly in the arena of tax liability. Parishioner Matt Woodbury is a member of this firm.

c) **White & Burke Real Estate Advisors – Brian Pine** – to act as development consultant to review documents related to the sale and ground lease, assess the ground lease payment amount, and assist in negotiating terms on St. Paul's behalf to ensure we are getting "the best" compensation.

2. Parking Agreement with UPP – The current parking agreement with UPP expires in March. UPP would like to renew the contract for an additional three years. The current remuneration is a flat fee of \$21,922. UPP proposes a 10% increase bringing the annual remuneration to \$24,114. UPP also will be increasing the rate on the spaces used by the construction workers by 10% (we receive 50% of these rental fees). Greta noted the contract has a clause whereby either party can terminate the contract by giving a 90 day notice. This would provide us the flexibility we need should development project construction begin prior to the 3 year expiration of the parking contract. Miriam Burns made a motion to renew the UPP contract at the stated terms; Marley Skiff seconded the motion. The motion passed unanimously.

Executive Session: The meeting went into Executive Session to discuss the Development Project Vote scheduled for Sunday, March 15, 2026.

After the Executive Session concluded, Greta led a closing prayer. The meeting adjourned at 7:05 p.m.

Next Vestry Meeting – Thursday, March 19, 2026 at 5 p.m.

Respectfully Submitted,

Rose J. Bacon
Clerk of the Vestry