

March 2020 Board of Trustees Meeting Packet

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President's Report

Minister's Report

AFD's Report

DLRE Director's Report (maybe emailed separately)

Personnel Manual

Steeple Proposal and Quote

Endowment Letter to the BOT

Financial Reports

Agenda March 19, 2020
FPBUU Board of Trustees

Attending:

Jim Hild	President
Pat Stover	Past President
Carol DiAnna	President Elect
Susan Smith	Clerk
Diane Pansire	Treasurer
Frank Re	Member at Large
Katharine Farnham	Member at Large
Liz Gordon	Member at Large
Marian Brunck	Member at Large
Rev. Jessica	Minister

Guests:

6:30 “Spiritual” opening and focused check-in – Jessica

6:55 Read Board Covenant – All

7:00 “Centering” Discussion - Jessica

7:20 Jessica’s Evaluation feedback

7:35 Financial – Diane

7:45 Policy - Katharine

7:55 Facilities Plan (Hotchkiss date) - Jim

8:00 Brief Preview of Goals & Other Subjects – Jim

- GA 2020
- Coronavirus response
- LDC & Candidates

8:25 Consent agenda: February 2020 Board minutes, President’s report, Minister’s Report, Admin and Finance report, Life Span Faith report, and Financial Reports, Policy Committee report & draft of the new policies,

8:30 Check-out / Closing

FIRST PARISH BREWSTER UU BOARD MINUTES
February 20, 2020 Parish Room

Members in Attendance:

Jim Hild, President
Carol DiAnna, President-Elect
Pat Stover, Past President
Susan Smith, Clerk
Diane Pansire, Treasurer
Marian Brunck, Member at Large
Katharine Farnham, Member at Large
Liz Gordon, Member at Large
Frank Re, Member at Large

Staff in Attendance: Twinks Hastings

Opening Reading. Jim shared a reading about the chains that bind.

Chalice Lighting/Check-in. Pat lit the chalice and we had a brief check-in.

Reading of Board Covenant All read the Board Covenant.

Financial Diane presented a Budget Process/Stewardship Drive Timeline Guide. She reported three themes. 1. A few have requested an increase in staff salaries. 2. The Endowment Board voted to request that the Board approve a budget with an increased line item to pay down the mortgage. 3. The Welcoming Congregation Committee asked to not put the Gayla Ball in the budget, as this is a decision made each year. Diane also reported that membership is increasing slightly and church attendance is flat.

We discussed the fact that there continues to be confusion by a few in the congregation about the final alcohol policy.

Katherine made a motion authorizing \$1,000 from the Endowment Fund to hire Dan Hotchkiss to guide the Board in exploring the possibility of a Capital Campaign and facilities upgrades as requested by Rev Jessica. Also \$1,000 to fund the Coming of Age overnight retreat, as requested by Twinks. There was unanimous approval.

Policy Priorities Katharine. The **Financial Controls Policy** has gone out to the congregation and the requested changes have been made. These additions have been added: "Blank checks are never to be signed in advance" and "FPBUU uses Criminal Offender Record Information (CORI) checks as its background check. CORI checks are

performed by the AFD and are free for nonprofits. The **Conflict of Interest Policy** was accepted as it was presented last month with no exceptions. We discussed the **Demonstration Policy**. Concern was expressed about our liability and if this is an issue we need to be worried about. The wording “if one or more demonstrators becomes disruptive or violent, the police must be notified” was a concern. Twinks will look into the treatment of this issue by other UUs looking through an anti-racism lens. What is the form for approval and is it the same for a church member and non-church member?

Board Planning Review of Goals Goal 1 Governance Model and Organization Chart. The new bubble chart, like a venn diagram, has been created. This gets away from the former hierarchical chart. This is still a work in progress and some of the graphic detail needs to be redrawn. Breeze can also be a tool to help illustrate the relationships between entities in the church. **Goal 3 Long Range Planning/3 year Budget.** This has been a challenging goal for the Board to achieve and may need a team of Board members and other church leaders to implement. **Goal 2 Facilities Repairs/Additions & Capital Campaign.** The Facilities Task Force came up with a lot of good suggestions which they presented to the Board. Our consulting session with Dan Hotchkiss is being set up for this spring and he can help us shape our possibilities and priorities moving forward. What would a capital campaign look like? We need to understand this before we figure out how we proceed with the facilities repairs/additions discussion. We will need a special meeting to talk about these options. A capital campaign team may be formed as well as an architectural design team.

Consent Agenda The Board voted unanimously to accept the Consent Agenda consisting of January Board minutes, President’s Report, Minister’s report, Admin and Finance report, Lifespan Faith Development report, Financial reports, FPBUU Organization Chart (draft), Conflict of Interest Policy, Finance Controls Policy, and 2020 Board Goals.

Twinks was asked about the Lifespan Faith adult programs. She said the **Pathways** offerings need to be redesigned as sign ups were down.

Closing Circle and Affirmation All present took part in a closing circle and affirmation.

Executive Session. The Board went into Executive Session. The Board voted to approve Gail Webb as a member of the Finance Committee.

Respectfully submitted, Susan Smith Clerk

President's Report, 19 March 2020

We have started this month under stress and concern of Pandemic coronavirus. We, FPBUU, will need to be thinking ahead about how best to prepare precautionary measures. As I write this report Rev. Jessica and the Board are putting together a plan to address what FPBUU should do to help keep our congregation's member safe and how best to support our members in this country's efforts to contain and manage the coronavirus.

Rev. Jessica will briefly give the Board feedback on her recent evaluation at our Board meeting.

We should have some idea of where we are in our stewardship campaign. The stewardship "teas" were partially successful. We are looking to increase our budget for next year to allow for "cost of living: increases for our staff as well as some expansion of programs.

General Assembly (GA) is approaching quickly. Those who will be attending need to make hotel/B&B/other arrangements to stay in Providence, RI, if they haven't already. We will be promoting FPBUU members attending GA to consider becoming delegates to GA. It would be wonderful to have a full complement of (7) delegates to GA this year. Hopefully the coronavirus will not be an issue in holding GA this year. Some of the key topics this year are:

- Proposed Statement of Conscience – "Our Democracy Uncorrupted"
- Proposed Business Resolution approves a merger with the Ballou Channing District to merge with the Unitarian Universalist Association.
- he 2020 Ware Lecturer will be Naomi Klein
- Many workshops dealing with a broad set of subjects.

"Sometimes your joy is the source of your smile, but sometimes your smile can be the source of your joy". Nhat Hanh

Ministers Board Report March 2020 from Rev Jessica Clay

Overall thoughts:

These are uncertain times. I am grateful to the board for making the decision that prioritizes the health of the congregation and look forward to collaborating with the board on ways to keep our congregation connected.

Worship and Rites of Passage:

Online worship will begin as of March 22nd, prior to this attendance was down due to fears around the virus. The staff will be working together to craft worship and ways for us to be connected during this time.

Pastoral Care:

Pastoral Care and Helping hands met at the beginning of the month. We had a guest speaker from the Alzheimer's Support Center for our March meeting, it was very informative. I hope to bring the speaker back to present to the congregation after a service this summer. I am meeting with Tavia Ossola to create a system where people are assigned to each other to remain connected.

Social Justice in the Public Square:

UU the vote was going well, as well as the education group livestreaming webinars offered by the NE region. Hopefully people can still tune into the webinars from their homes. Please remember that the HEED fund is available if people in our community are experiencing hardship.

Administration:

The stewardship campaign will be extended into April. I met with the personnel consultants Gail Webb & Tavia Ossola and presented my recommended salary changes and personnel manual changes to them. The finance committee received the recommended salary changes and we have just begun the process of building a budget for next year. The personnel manual is attached, look for changes in section III C-6 (page 14), IV B (page 17), and IV G (page 18).

On a totally separate note, I think our congregation needs a policy that a committee cannot be made up of less than 5 people. We have many committees that are struggling, and if they were to join with others, and or disband to allow space for something else, this would be good for the health of this congregation.

Serves the Larger Unitarian Universalist Faith:

I am grateful for the wealth of resources coming out of the UUA right now to support congregations. Karena, Twinks, and I have been utilizing them. I attended the UU Connections meeting this month to ask about their plans for promoting GA. There were two people other than me present at this meeting, and they are not able to promote or support our congregation going to GA at this time.

Report from Administration and Finance Director – March 2020

Pledges & Financials

- Please see the cover page of the financial reports.
- For FY19-20 we currently have 226 pledge units for a total of \$386,906 pledge commitments.
- For FY20-21 we currently have 63 pledge units for a total of \$163,735 pledge commitments

Property Management

- Thank you to Charles Harris for leading the restoration of our Thrift Store Shed. It was in very sad shape, and he is doing a wonderful job.
- I am pleased to report that two lights have been installed by Eversource to improve the safety at the corner of 6a and Cottonwood Dr and at the crosswalk in front of the church. For just a little over \$200/yr we have address this serious safety concern.
- I am moving forward on recommendations around parking from the Facility Task Force and will have more specifics to report over the coming months.
- The Building Maintenance Committee has submitted a proposal and quote (included in this Board Packet) to fund the needed repairs of the steeple. We are pleased to find an experienced company for this project that is affordable. Many thanks to Rog Smith for his work on this!
- I am thankful for our whole staff team that have been working together to implement the recommendation regarding the covid-19 pandemic. Thanks to the Board for taking clear action to protect our community.

Administrative Responsibilities

- As you know all the Stewardship printed material was sent out and pledges are coming in. Big thanks for both Tavia and Susan, co-chairs of Stewardship Committee, for all their hard work.
- I continue to work with committees and staff to utilize the tools in our membership directory.

HR Responsibilities

- I am thrilled to report that Celine Crook, our newly hired Thrift Store Manager, is doing great and rapidly settling in. She is enthusiastic and committed on how she truly welcomed into our community.
- I have hired a new Substitute Sexton, Marie Gould. I believe she will be a great fit for this challenging to fill position. Thanks to Jennie Mignone for finding her and encouraging her to apply.
- I have updated the budget worksheet with all the recommendations and requests for the 20-21 budget and made adjustments in consultation with Rev. Jessica and the Finance Committee.
- Rev. Jessica and I worked together to make updates to the Personnel Manual for Board approval.

Professional Development

- I attended the Financial Best Practices Webinar on February 27th, which was very well attended and informative. Overall FPBUU is in-line with recommendations presented in this webinar.
- I have registered for General Assembly and pro-days in Providence, RI and am looking forward to being with colleagues and being immersed in the larger uu community.

Blessings, Karena Stroh, Administration and Finance Director

Personnel Policy Manual
for
FIRST PARISH BREWSTER
Unitarian Universalist Church



Revised March 2020

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I. EMPLOYMENT POLICIES AND PRACTICES

A. STATEMENT OF PURPOSE

This FPBUU Personnel Policy Manual is not a contract and can be modified or changed at any time. The relationship between FPB and employee is legally defined as “employment at will”, which means that such employment may be terminated without penalty by either party. FPB may not be compelled to pay wages to persons no longer in their service, and employees may not be compelled to render their labor without their consent.

We have prepared this Personnel Manual to help employees understand some of the policies and procedures of First Parish Brewster Unitarian Universalist (referred to herein as "FPB"). Employees should familiarize themselves with the Manual, as it will provide answers to some questions the employee may have about her/his employment. Nothing in this Manual or in any other written or unwritten policies and practices of FPB creates an express or implied contract, promise or representation between FPB and any employee.

FPB’s policies generally will be applied consistently. However, FPB reserves the right to deviate from normal policy in certain situations. Since every employment situation cannot be anticipated, this Manual provides a general overview only.

From time to time, changes in the Manual may become necessary. Therefore, FPB reserves the right to amend, supplement or rescind any provisions of this Manual as necessary.

The Manual applies to all staff, whether full-time, part-time, exempt or nonexempt, except where otherwise stated. This Manual does not apply to ordained Senior Ministers called by vote of the congregation. Employment “at-will” means that FPB may terminate the employment relationship at any time for any reason, with or without notice.

This Manual supersedes all previous employment policies, whether written or oral, expressed or implied. If any provisions of this Manual are found to be invalid or unenforceable, the remaining provisions will remain in full force and effect.

If an employee has any questions or comments about this Manual, or needs more information, the employee should ask her/his supervisor or Administration and Finance Director. An employee’s comments and suggestions are genuinely encouraged.

B. FPB MISSION AND HISTORY

A Brief History of First Parish Brewster

The original First Parish was organized in 1700 on the current site as a Congregational Church in the Pilgrim Tradition. In the early and mid-eightieth century Brewster was home to many prominent sea captains and the church became known as the Church of the Sea Captains. Their names remain on the pews. The church is an historic landmark in the Town of Brewster.

Over the first half of the ninetieth century the church evolved into Unitarianism and went with the denomination at the merger of the Unitarians and Universalists in the twentieth century—in 1961.

The current Meetinghouse, dedicated in 1834, is the third building on the site upon the hill. Dawes Hall, built in 1909, was used for many purposes, including as a sanctuary in cold weather during hard times. The Parish Hall was built in the 1980s and the Barn and Winslow House were purchased in the late 1990s. When the Meetinghouse began to show serious signs of decay in 2005, the leadership with the support of the parish and the wider community, raised the funds and restored the building to its present state.

First Parish is a leader in social justice, addressing a variety of societal concerns. It was the first Welcoming Congregation among all the UU churches. In 2014 we gained green sanctuary status.

By John Myers, 2015

C. EQUAL EMPLOYMENT OPPORTUNITY

FPB is an equal employment opportunity church for all qualified persons, without regard to race, color, ancestry, national origin, religion, sex, age, physical disability, medical condition, veteran status, marital status, sexual orientation or gender expression. This applies to all employment practices, including recruitment, hiring, compensation, benefits, promotions, demotions, training, disciplinary action, and termination.

Employees who have questions about discrimination in the workplace, or who believe this policy has been violated, should report their concerns immediately to the Administration and Finance Director. Retaliation against individuals who make a claim of discrimination or participate in the investigation of such a claim is prohibited by this policy and will not be tolerated.

D. SEXUAL HARASSMENT

Sexual harassment is prohibited and will not be tolerated. This policy applies to sexual harassment by members of the same gender as well as opposite genders. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- submission to the conduct is made either explicitly or implicitly a term or condition of employment;
- submission to or rejection of the conduct is used as a factor in employment decisions affecting an individual; or
- the conduct unreasonably interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

Some examples of conduct, which may constitute sexual harassment, depending on the circumstances, include but are not limited to the following:

- repeated and unwelcome suggestions regarding, or invitations to, social engagements or social events; or

- any indication, expressed or implied, that any aspect of employment conditions, depends or may depend on the granting of sexual favors or on a willingness to accept or tolerate conduct or communication of a sexual nature; or
- unwelcome or coerced physical proximity or physical contact which is of a sexual nature or sexually motivated; or
- the deliberate use of offensive or demeaning terms which have a sexual connotation; or
- inappropriate remarks of a sexual nature.

Any employee who believes he or she has been sexually harassed by another employee, a supervisor, or any other person encountered in the course of employment should report in writing that conduct immediately to the Senior Minister or member of the Safe Congregational Committee. If there is a complaint against the Senior Minister, this complaint needs to be brought to the President of the Board of Trustees.

The person above who receives the complaint will promptly investigate the complaint or report of sexual harassment. If there is a complaint against the Senior Minister, this complaint will be investigated by the President of the Board of Trustees or Safe Congregational Committee. Although investigations will be conducted with sensitivity to confidentiality issues, investigative information will be communicated as appropriate to those with a need to know. The person who investigates the complaint will arrange a meeting with the employee within seven days of the submitted written complaint. If the investigation indicates that a violation of this policy may have occurred, timely and appropriate action will be taken. Often such situations may necessitate outside counsel, and it is highly recommended that FPB use this resource. The Personnel Committee Chair and the President of the Board of Trustees will be available for consultation.

Retaliation or reprisal against employees who report sexual harassment claims is prohibited and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

All staff including clergy will have a CORI/SORI (Criminal and Sexual Offender Record Information) Report on file. All new staff hiring will be subject to background checks and completion of the screening form. CORI/SORI checks will be the responsibility of the Director of Admin and Finance and Director of Children and Youth Ministries. New hires will be contingent upon clean reports about sexual offenses. (See APPENDIX, D. CORI/SORI POLICY for more information)

E. HARASSMENT

FPB prohibits conduct that shows hostility or an aversion toward an individual because of his or her race, color, religion, sex, national origin, age, disability, sexual orientation, gender expression or any other classification protected by law, and that:

- has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or
- has the purpose or effect of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment opportunities.

Some examples of conduct, which may constitute harassment, depending on the circumstances, include but are not limited to, the following:

- epithets or slurs; or
- threatening or intimidating acts; or
- written or graphic material; or who believes he or she has been harassed by another employee, a supervisor, or any other person
- written, verbal or physical acts that purport to be jokes or pranks.

Any employee encountering harassment in the course of employment should submit in writing that conduct immediately to the Senior Minister. If there is a complaint against the Senior Minister, this complaint needs to be brought to the President of the Board of Trustees.

The person above who receives the written complaint will promptly investigate the complaint or report of harassment. If there is a complaint against the Senior Minister, this complaint will be investigated by the President of the Board of Trustees or their designee. Although investigations will be conducted with sensitivity to confidentiality issues, investigative information will be communicated as appropriate to those with a need to know. The person who investigates the complaint will arrange a meeting with the employee within seven days of the submitted written complaint. If the investigation indicates that a violation of this policy may have occurred, timely and appropriate action will be taken. Often such situations may necessitate outside counsel, and it is highly recommended that FPB use this resource. The Personnel Committee Chair and the President of the Board of Trustees will be available for consultation.

Retaliation or reprisal against employees who report harassment claims is prohibited and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

F. GRIEVANCE POLICY INVOLVING WORKING CONDITIONS

Effective communication is essential for productive working relationships. To that end, employees are encouraged to discuss any concerns about work or suggestions for improving operations in the following manner:

In the event of any disagreement with respect to being treated fairly in matter of pay, benefits, promotions, or other specific working conditions, the employees are encouraged to first speak to their supervisor in an attempt to resolve the problem.

If discussion with the supervisor does not resolve the matter to the employee's satisfaction, the employee should submit the original grievance in writing to the Administration and Finance Director. If the report or complaint involves the Administration and Finance Director, or the Administration and Finance Director is unavailable, the individual receiving the report or complaint should immediately report it to the Minister.

The Administration and Finance Director shall gather the evidence necessary to complete an investigation and submit the information of the investigation to the President. The President will arrange a meeting with the employee and her/his supervisor within seven days of the submitted written request and will present that information to the following

members of the Board of Trustees (President, Past President, President Elect). Upon review of these recommendations as well as any additional information or oral presentation requested, the Board members (President, Past President, President Elect) will render its decision. The decision of the Board members above will be the final word. The President will provide the employee with the Board's final decision within seven days.

G. INTERNET POLICY

FPB provides Internet access (including e-mail) to its staff members to assist and facilitate business communications and work-related research. These services are for legitimate business use only in the course of assigned duties. All materials, information and software created, transmitted, downloaded or stored on FPB's computer system are the property of FPB and may be accessed only by authorized personnel. If a personal computer or device is used for work related activity, FPB may have access to work related material and emails.

Inappropriate Internet use includes, but is not limited to:

- transmitting obscene, harassing, offensive or unprofessional messages; or
- accessing, displaying, downloading, or distributing any offensive or inappropriate messages including those containing racial slurs, sexual connotations or offensive comments about race, color, religion, sex, national origin, age, disability or any other classification protected by law; or
- transmitting any of FPB's confidential or proprietary information, including member/friend data or other materials covered by FPB's confidentiality policy.

FPB reserves the right to monitor employee use of the e-mail system or the Internet at any time. Employees should not consider their Internet usage or e-mail communications to be private. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

Any software or other material downloaded into FPB's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material. Prior written authorization from the Administration and Finance Director is required before introducing any software into FPB's computer system.

Only authorized staff members may communicate on the Internet on behalf of FPB. Employees may not express opinions or personal views that could be misconstrued as being those of FPB. Employees may not state their church affiliation on the Internet unless required as part of their assigned duties. Any violation of this policy may result in disciplinary action.

H. MEDIA INQUIRIES

Requests for information about FPB from newspapers, television and radio media should be directed to the Administration and Finance Director, who may relay the inquiry to the Board President or the Senior Minister.

I. CONFIDENTIALITY

Employees may in the course of their employment have access to confidential information about FPB, including but not limited to information about members, friends or other staff members. Such information must remain confidential and may not be released, removed from the FPB's premises, copied, transmitted or in any other way used for any purpose by employees outside the scope of their employment. All requests for information concerning past or present employees received from organizations or individuals should be directed to the Administration and Finance Director.

J. CONFLICTS OF INTEREST

Employees are expected to avoid conflicts of interest, defined as any situation where an employee may attain personal gain or which may be detrimental to FPB, either monetarily or to its public image, because of the use of information or personal contact which is not generally available except through employment with FPB.

Employees shall not engage in any business or transaction, or have a financial or other personal interest which is incompatible with their employment duties or which would impair their judgment or actions in the performance of their duties for FPB. Employees who have questions about whether an activity violates this policy should discuss the matter with the Administration and Finance Director.

K. OUTSIDE EMPLOYMENT

Employees shall not engage in any collateral employment or business activity that is incompatible or in conflict with their duties, functions or responsibilities as an employee. Activities that may constitute a conflict include use of the FPB's time, facilities, equipment or supplies, or the use of the title, prestige or influence of the congregation for private gain or advantage.

An employee shall not engage in any outside activity which, by its nature, hours or physical demands, would impair the employee's performance of FPB duties, reflect discredit on FPB, or tend to increase FPB's payments for sick leave, worker's compensation benefits or long term disability benefits. Collateral employment should not result in outside telephone calls while on duty for the congregation.

L. EMPLOYMENT OF RELATIVES AND MEMBERS

Other members of an employee's family may be considered for employment; however, relatives may not supervise one another. "Relative" means a spouse, domestic partner, parent, sibling, child, grandparent, or grandchild.

M. PERSONNEL RECORD

It is very important that employees keep up-to-date all the information provided to FPB at the time of hire. This information will be recorded on a Personnel Record Form and is essential for many purposes, including benefit administration, mailing information to the employee's home, and contacting friends or family in case of emergency. The Administration and Finance Director should be promptly notified of any changes in:

- Address and telephone number;

- Marital status (including legal separation);
- Legal change in employee's name;
- Dependents;
- Changes in beneficiaries;
- Criminal and Sexual Offender Record Information (CORI); (SORI)
- Person to notify in case of emergency; and
- Any relevant changes in licensing or education.

N. INITIAL REVIEW PERIOD

New employees and employees who are transferred to another position may be required to complete an initial review period of ninety days, but which may be shortened or lengthened at FPB's discretion. Upon completion of this period, the employee will be considered a regular employee. Satisfactory completion of the initial review period does not alter the employment-at-will relationship. Employees must continue to perform satisfactorily even after the initial review period is completed. Although regular employees typically work on an ongoing basis, there is no guarantee that any job position will continue indefinitely. Any position may be eliminated at any time at the discretion of FPB.

O. PERFORMANCE EVALUATION

Employees will receive a written performance evaluation at the end of the first six months of employment and again at the end of the first year and each year going forward. Factors considered in assessing performance include but are not limited to quality and quantity of work; dependability; attendance and punctuality; effective interpersonal relationships with the congregation and colleagues; and personal conduct.

Employees are requested to identify goals and objectives with their supervisors in advance so that their work may be evaluated on the basis of clear criteria they have helped to develop.

The Administration and Finance Director will assure that annual evaluations of all staff have been completed and placed in the employee's personnel file, dated and signed by the employee and the supervisor. The written evaluation will be maintained in the employee's permanent personnel file.

II. WAGE AND HOUR ADMINISTRATION

A. EMPLOYMENT CLASSIFICATIONS AND HOURS OF WORK

For purposes of determining the applicability of various policies, practices, and benefits, employees are classified by the nature of the position to which they are assigned and by their regular work schedule.

Full-time employees are regularly scheduled to work 40 hours per week. Employees scheduled to work less than 40 hours per week will be considered part-time employees and their eligibility for benefits will be pro-rated according to the percentage of time worked.

Employees who are subject to state or federal minimum wage and overtime laws are referred to as “non-exempt” employees. Those in administrative, management, or supervisory positions who are not subject to such regulation are referred to as “exempt” employees and include the Administration and Finance Director, Music Director, and Children and Youth Ministries Director.

B. TIMEKEEPING AND OVERTIME

Non-exempt employees at the discretion of their supervisor may be required to submit a written and signed record of their time worked at the end of each week. Any scheduled hours not worked or time worked in excess of their regular schedule must be noted. Employees should not work overtime without written authorization in advance.

C. PAY AND PAYROLL DEDUCTIONS

Pay adjustments generally will be considered for all employees once a year and any adjustments will normally begin at the beginning of the fiscal year. There is no guarantee of an annual pay adjustment. Pay is usually based upon such factors as cost living increase, UUA guidelines, job responsibilities and the financial status of FPB.

Deductions made from employees’ wages are reflected on the stubs of their paychecks. Federal law requires deductions from pay for income tax, Social Security and Medicare. Other deductions may include state and/or local taxes or wage garnishments. Some deductions are optional and are made only if the employee has authorized their deduction.

Employees are responsible for promptly notifying the Administration and Finance Director of any changes to or errors in their deductions. Any necessary adjustments usually are made and reflected in the employee’s next paycheck.

III. EMPLOYEE BENEFITS

The benefits outlined in this Manual represent significant additional compensation to eligible employees. Outlined below is a brief summary of the types of employee benefits currently available through FPB. This summary is not intended to and does not create an express or implied contract, promise or representation between FPB and the employee. These benefits are subject to change at any time at the discretion of FPB. In the event of any discrepancy between the benefits outlined below and the plan itself, the plan will govern. Any questions about employee benefits should be directed to the Administration and Finance Director.

A. GROUP INSURANCE PROGRAMS

1. Group Dental, Term Life, and Long Term Disability Insurance

Employees who work at least 750 hours per year (approximately 15 hours per week) are offered the option of purchasing, on their own, group dental insurance and term life insurance, through the group plan sponsored by the UUA. Further information concerning these policies is available from the Administration and Finance Director. For these same

employees (who work at least 750 hours per year), FPB offers and pays for (through the employee's salary/wages) the UUA group plan for long-term disability insurance.

2. Workers' Compensation Insurance

FPB carries workers' compensation insurance that pays for certain medical expenses and provides partial income protection in the event of illness or injury arising out of or in the course of employment.

All on-the-job injuries or illnesses, regardless of severity, should be reported immediately to the employee's immediate supervisor. Employees may be required to provide a physician's statement in order to receive worker's compensation benefits, or to return to work.

3. Health Insurance

For employees who work at least 20 hours per week, FPB makes available (as of the date of hire) and pays for a portion of their health insurance. FPB currently pays 80% of the premium, prorated based on the number of hours worked. The insurance is the UUA Standard PPO "Gold" insurance plan and UUA Medicare supplemental insurance plan.*

For example:

- Employee A works 40 hours per week and FPB pays 80% of Employee A's health insurance premium.
- Employee B works 30 hours per week and FPB pays 60% of Employee B's health insurance premium.
- Employee C works 20 hours per week and FPB pays 40% of Employee C's health Insurance premium.

This percentage of contribution is reviewed annually as part of the budget process.

Employees may elect coverage through the church's plan or through an alternative plan. For employees who receive health insurance coverage elsewhere rather than through the plan offered by FPB, the church will pay an amount equivalent to what FPB would contribute if the employee were covered under the FPB plan. However, in no case will FPB reimburse an employee more than the actual cost to the employee.

*Note: Employees who work at least 750 hours per year (approximately 15 hours per week, year round) are eligible for the UUA health insurance plan but FPB only pays a portion of the health insurance premium for those who work at least 20 hours per week, year round.

B. RETIREMENT BENEFITS

The Unitarian Universalist Association (UUA) maintains a defined contribution qualified retirement plan to assist eligible employees to accumulate tax-deferred savings for retirement. Under the plan, FPB contributes a percentage of the employee's wages, and the employee has the option of making additional voluntary contributions on a pre-tax basis.

If an employee is employed 1000 hours or more per year, has reached the age of 21, and has completed one year of service with FPB or a combination of UUA organizations, an employee may participate in the UU Organizations Retirement Plan.

First Parish Brewster does not automatically enroll employees. If an employee wishes to be part of the retirement plan, the employee will need to complete the enrollment forms. The forms are available from the Administration and Finance Director.

FPB will contribute 10% of an employee's compensation base to the Plan. In addition, an employee may contribute up to 5% of her/his compensation base to the Plan. Compensation "base" means an employee's salary only and does not include any other compensation (value of health insurance premiums, professional development funds, etc.). This retirement plan is available only to employees of First Parish Brewster (whose income is reported on Form W2) and is not available to any contract employees (whose income is reported on Form 1099). More information on the retirement plan is available from the Administration and Finance Director or from the UUA.

C. PAID TIME OFF (PTO)

First Parish Brewster offers paid time off (PTO) to employees who work at least 10 hours per week that can be used as they wish for sick days, vacation and/or other personal needs.

The Administration and Finance Director oversees the record-keeping and use of paid time off (PTO). During the first six months of employment, an employee will accumulate PTO, but an employee is not eligible to use PTO until an employee has completed an employee's probationary period, and provided an employee continues to be employed after that time period.

1. Earning Paid Time Off

Employees earn time off based on hours worked and years of service.

During the first three years of employment, full-time employees earn 176 hours of PTO each year. If an employee works less than full time, this will be prorated.

From four to ten years of service, full-time employees earn 216 hours of PTO per fiscal year. Again, if an employee works less than full time, the hours will be prorated.

After ten years of service, full-time employees earn 256 hours of PTO per fiscal year, prorated as above for part-time employees.

The amount of PTO available to an employee will be specified in the annual Letter of Agreement.

Employees may be given the week between Christmas and New Year's Day off without using their PTO.

2. Accumulation of Paid Time Off

PTO is available at the beginning of each fiscal year (July1-June30) and approved by the employee's supervisor or Minister. If an employee uses paid time off and terminates employment before the paid time off is accrued, it must be paid back. The total annual PTO hours for each employee is presented in the annual employee contract. Two weeks of PTO earned by June 30 of the fiscal year may be carried over to the next fiscal year providing an employee uses it within the first six months of the following year. The Administration and Finance Director has a form that must be completed one month prior to the end of the year and approved by an employee's supervisor.

3. Upon Resignation

If an employee voluntarily resigns (after working beyond an employee's probationary period), an employee may be paid time for any time off an employee has accumulated as of the date of an employee's resignation.

4. Applying for PTO

An employee needs to submit a written request for PTO to an employee's supervisor for approval. In order to accommodate church business, each request will be forwarded to the Administration and Finance Director for final documentation in an employee's personnel file. In the case of overlapping request, they will be negotiated so that the needs of the church are covered.

5. Emergency or Unplanned Leave

If an employee needs emergency, unplanned leave, the employee must report the employee's absence promptly to the employee's supervisor before the employee begins emergency leave. These hours will be deducted from an employee's PTO.

6. Extended Medical Leave

Employees, who work a minimum of 10 hours per week, have been diagnosed with a serious illness or disabling condition by a physician and have exhausted their vacation, sick and personal leave benefits, may be paid extended sick benefits at 75 percent of their regular pay until the earlier of release to return to work by the physician, approval for long-term disability payments, or 90 days whichever occurs first. Vacation and other time off with pay benefits do not accrue during this period. Extended medical leave goes into effect after all other leave (sick and vacation) has been used. The Congregation also reserves the right to request a second opinion from a physician chosen by the Congregation on any medical leave of absence. If an employee is covered by the Congregation's health insurance, the Congregation portion of the health insurance premium will continue to be paid by the Employer during the unpaid medical leave.

D. HOLIDAYS

The following paid holidays are observed each year:

- New Year's Day
- Martin Luther King Day
- President's Day
- Patriot's Day
- Memorial Day
- Fourth of July
- Labor Day
- Indigenous People's Day (Columbus Day)
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas (or another holiday to be arranged with your supervisor)

If an observed holiday falls on a Saturday, the preceding Friday generally will be observed as the holiday. If an observed holiday falls on a Sunday, the following Monday generally will be observed as the holiday. If employees are required to work on an observed holiday, they generally will be granted another day off.

E. LEAVES OF ABSENCE

1. General provisions

The policies in this section describe various types of paid and unpaid leaves of absence provided by FPB. Leaves must be requested in advance in writing and require the approval of the employee's immediate supervisor. The exact nature of the leave and its anticipated length must be included in the written request. Employees are expected to return to work upon the expiration of the leave as granted. If prevented from returning as expected, the employee must immediately notify his or her supervisor.

2. Personal leave without pay

Employees can request in writing days for unpaid personal leave to their supervisor and such request must be approved by the supervisor, the President of the Board of Trustees (or designee), and Chair of Personnel Committee (or designee).

3. Military leave without pay

Employees who are members of the uniformed services of the United States (including the National Guard or other reserve unit) will be granted unpaid leaves of absence in accordance with state or federal law to perform military duties on a voluntary or involuntary basis. Requests for military leave of absence must be made in writing and should include verification of the duty call from military authority, the date the leave is to commence and the expected date of return.

Employees may choose to use any accumulated vacation time for all or part of the period of military service. Leaves of absence in excess of any available vacation time will be without

pay. In accordance with applicable law, eligible employees will be reinstated to the same job upon returning from an authorized military leave of absence.

4. Funeral or bereavement leave with pay

Employees working 20 hours or more may be eligible for a leave of absence for up to 24 hours (prorated on FTE, Full Time Equivalent) with pay for the death of an immediate family member. The number of paid hours off will be determined by the supervisor and Administration and Finance Director based on the circumstances.

5. Jury duty leave with pay

Employees called for jury duty are paid their regular pay for up to twenty working days. Employees should appear for work upon being excused from jury duty on any day.

F. VEHICLE USAGE AND REIMBURSEMENT

Employees using their own cars for church-related business may be paid mileage at the current rate per mile as established by Internal Revenue Service. The employee, with approval by their supervisor, will be reimbursed for mileage upon request. The employee's supervisor must authorize trips. Employees must have a current and valid driver's license and proof of insurance. Employees may not take unauthorized passengers on such trips.

All tickets for parking and traffic violations are the responsibility of the employee. The employee must pay all fines promptly and will not be reimbursed by FPB.

IV. OTHER FPB POLICIES

A. ATTENDANCE AND PUNCTUALITY

Each employee is expected to be prompt and regular in his or her attendance at work. Personal appointments should be scheduled before or after work hours, if possible. The supervisor must approve all scheduled absences in advance. Employees who are unable to report to work at their scheduled time must call their supervisor as soon as possible to report the absence and the expected time of return to work. Employees must call in each day they are absent, unless otherwise authorized by their supervisor.

The employee's supervisor must approve unscheduled absences. If the employee expects to be absent the following day, he or she should inform the supervisor of that fact at the same time.

Any employee who fails to report to work without notice for three or more consecutive expected working days will be considered to have voluntarily terminated employment, effective immediately.

B. WORK AND DISCIPLINARY GUIDELINES

Certain guidelines must be observed by all employees to protect the integrity of the congregation. Violations may result in disciplinary measures including verbal warnings, written warnings or termination.

Engaging in any of the following examples of unacceptable conduct may result in disciplinary actions. These examples are intended only as a guide and are not all-inclusive.

- Failure to perform work in a manner acceptable to FPB.
- Absenteeism or tardiness.
- Leaving work without notice.
- Failure to report absences as required.
- Sexual harassment or harassment described in this Manual.
- Enter into a romantic relationship with someone you serve in your capacity as a staff member at FPB.
- The use, possession or sale, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working.
- Unauthorized possession of weapons.
- Disclosure of confidential information.
- Smoking of tobacco and cannabis is prohibited on all church grounds and buildings.
- Failure to report-on-the job injuries.
- Working another job while absent.
- Arrest and conviction for criminal offenses that are job related, including those that may affect the employee's ability to perform his or her job.
- Theft or dishonesty.
- Falsifying records or information (or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system).
- Discourteous treatment of others.
- Taking FPB property without paying for it or without written permission.
- Reckless, careless or unauthorized use of FPB property, equipment or materials.
- Improper or profane language.
- Violation of any other FPB policy.

C. SEPARATION FROM EMPLOYMENT

Non- exempt employees who resign are expected to give at least two weeks written notice in order for the congregation to find a suitable replacement. Exempt employees must give at least four weeks' written notice.

Any employee who is absent for three consecutive days without notifying his or her supervisor, or who fails to report to work on or before the expiration of a leave will be deemed to have resigned, consistent with applicable law.

D. SAFETY AND ACCIDENTS

The safety of employees, as well as members and visitors, is of paramount concern. All employees are expected to abide by accepted safety standards at all times. They should know the whereabouts of fire extinguishers and the first aid kit.

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the supervisor or Administration and Finance Director. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Administration and Finance Director. In the event of a fire or other emergency, the fire department and/or police should be called immediately, and all staff and members of the congregation should leave the premises.

E. PERSONAL PROPERTY

FPB cannot be responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on church property. Employees should report any lost items to the Administration and Finance Director so that the item can be returned if it is found. If an employee finds an item, it should be immediately turned in to the Administration and Finance Director.

F. WORKPLACE THREATS AND VIOLENCE

Threats, threatening behavior, or acts of violence against persons by anyone on church property will not be tolerated. Anyone who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on church property may be removed and will remain off church property pending the outcome of an investigation. If FPB determines that a violation of this policy has occurred, FPB may take appropriate disciplinary action that may include, but is not limited to, suspension and/or termination of employment, and/or legal action as appropriate.

All employees shall inform the Administration and Finance Director or their supervisor of any behavior, which they have witnessed or experienced, which they regard as threatening or violent, when that behavior is job-related or is connected to employment.

G. PROFESSIONAL BEHAVIOR

If a FPBUU member is hired as a staff member, they will be asked to rescind their membership in order to keep clear boundaries between the congregation and staff. When they leave their position at FPBUU, a conversation will be had with their supervisor on whether they wish to reinstate their membership and the outcome will be documented in their employment file.

Employees should maintain professional behavior and appearance that is appropriate to their position and the FPB community. Personal mail and non-essential telephone calls at work are discouraged.

H. INSPECTION RIGHTS

Churches, like other organizations, are sometimes the victims of thieves. The church has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees, however, the church can make no assurances that they will always be secure. The storage of any unauthorized alcohol, illegal drugs or drug-related paraphernalia is prohibited on church premises. Therefore, FPB reserves the right to open and inspect any desk, file cabinet, storage closet or storage area at any time and without prior notice or consent. Employees may not use personal locks on church owned desks, cabinets, closets or storage areas.

I. EMPLOYMENT AUTHORIZATION

Federal law requires that prospective employees must show proof of eligibility to work in the United States in the position for which they are applying.

APPENDIX

A. PERSONNEL CONSULTANTS JOB DESCRIPTION IS AS FOLLOWS:

Purpose: It is the purpose of the Personnel Consultants is to assist and support FPB in the appropriate, safe, fair, and fiscally responsible use of its human resources. The Consultants serves the Board of Trustees and the Senior Minister in an advisory capacity. It will be made up of *two* members with personnel and/or management experience.

Duties include: Assist in the development of job descriptions, salary administrative practices, benefits, and other employment policies needed to comply with applicable Massachusetts and federal laws; serve on each hiring sub-committee established when a position is vacated or created; participate in grievance procedure if employee has followed the procedure and a resolution has not been reached.

B. HIRING PROCESS

The Board has the final authority to hire, terminate, or change terms of employment in consultation with the Senior Minister

Terminated employees may continue to be enrolled in the company's health insurance plan by law (C.O.B.R.A.) for 18 months after separation provided the employee pays the entire cost of the insurance by the first of every month.

Each staff position has a written job description, approved by the Board, outlining the general duties of the job, annual Paid Time Off, and other benefits. Your job description will be reviewed each year at the time of your annual evaluation. Proposals for any major changes from the original job description will be approved by the Senior Minister, in consultation with the Personnel Consultants, prior to the job opening being posted. The Senior Minister then submit the proposed changes to the Board of Trustees for approval.

C. PROCEDURES FOR REPLACING STAFF OR HIRING NEW STAFF

1. An ad hoc Hiring Team made up of the supervisor, congregational member(s) with expertise in the area of focus (a parent for CYM or choir or member of the orchestra for music director, for example) and a member of the Personnel Consultants, will be formed.
2. The existing job description will be reviewed by the supervisor, Senior Minister, and the Personnel Consultants and an approved job description will be reviewed by the Hiring Team.
3. The salary and benefits, recommended by the Hiring Team in consultation, as needed, with the Senior Minister and Personnel Consultants, will be reviewed and approved by the Board of Trustees.
4. The Hiring Team will post the position advertisement in the weekly Angle, on the website and in other relevant media and receive resumes.
5. Hiring Team will review resumes/applications and conduct interviews of selected candidates. The Hiring Team is responsible for checking applicable references.
6. The Hiring Team, in consultation with the Senior Minister, will make a recommendation to the Board of Trustees for their approval.

D. CORI/SORI POLICY

As required by the Commonwealth of Massachusetts, employees of FPB must have a background free of conduct that may adversely affect the church's ability to provide for the safety and well-being of the congregation. Upon application for employment and periodically thereafter (at the discretion of the Minister and Board of Trustees), Criminal and Sexual Offender Record Information (CORI/SORI) will be requested.

Where Criminal and Sexual Offender Record Information (CORI/SORI) checks are part of a general background check for employment or volunteer work with children and youth, the following practices and procedures will be followed;

The Administration and Finance Director and the Director of Children and Youth Ministries will be certified to request CORI/SORI checks.

The Minister (for job applicants and staff) and the Director of Children and Youth Ministries (for CYM volunteers) will be certified to access CORI/SORI records.

Only individuals in these staff positions are authorized by First Parish Brewster to review CORI/SORI reports. All CORI/SORI reports are filed separately from other personnel files in a locked file cabinet in the Senior Minister's office. The Senior Minister and the Administration and Finance Director are the only individuals with access to the key.

FPB maintains two certifications to request and receive CORIs/SORIs:

1. The Director of Children and Youth Ministries is authorized to request and receive CORIs/SORIs via the Internet.

2. Administration and Finance Director is authorized to request and receive CORIs/SORIs by mail.

PERSONNEL POLICY MANUAL ACKNOWLEDGMENT FORM

I, _____, hereby acknowledge that I have received a copy of the Personnel Policy Manual of First Parish Brewster. I understand that it is my responsibility read the Manual and to comply with the policies, practices and rules of FPB.

I specifically understand and agree that my employment is at will and for an unspecified period of time and that either the FPB or I may terminate the employment relationship, at any time, with or without reason and with or without notice. I specifically understand and agree that this statement of policy contains all of the terms relating to termination of employment and that no representations may be made contrary to the foregoing, either express or implied. I understand that this statement of policy is not subject to change.

I understand that this Manual supersedes all previous policies, written or oral, express or implied. I also understand that this Manual is neither a contract of employment nor a legal document, and that FPB reserves the right to add, change or rescind any policy, practice or rule at any time with or without notice.

I understand that my signature below indicates that I have read and understood the above statements and have received a copy of the Personnel Policy Manual,

dated: _____.

Date

Employee Name (Print)

Employee Signature

March 11, 2020

To: Endowment Board
Finance Committee
From: Building Committee
Re: Steeple Maintenance

On February 29, representatives of the Building Maintenance Committee met with Mr. Paul Bastiaanse of Valley Restoration, LLC in reference to maintenance of First Parish Brewster's steeple. Mr. Bastiaanse inspected the steeple both inside and out and gave us an encouraging report:

- The "bones" of the steeple are in very good health.
- The exterior shingles still have plenty of life in them but definitely need to be painted.
- The 3 clock dials need work.

We were further heartened when Valley Restoration submitted a cost estimate of \$36,400, dramatically less than the \$72,000 quote we had received from another firm.

We propose that FPB finance the steeple maintenance during this calendar year after the new fiscal year begins in the following manner:

- \$15,000 from the Endowment Fund
- \$15,000 from the Special Building Projects Reserve Fund
- \$ 6,400 from the Building Maintenance Committee's annual budget.

We are attaching Valley Restoration's quote to this document. Please note that in subsequent conversations with committee member Rog Smith, Mr. Bastiaanse stated that the installation of stainless steel hardware cloth, which will prevent birds and bats from entering the steeple, is included in this bid. He just forgot to add it to his bullet points. He is also open to having himself and his two crew members housed at a private home if anyone from the FPB community is willing to supply room and board, which would save us as much as \$1200.

Mr. Bastiaanse anticipates that the entire project will take 2-3 weeks, depending upon weather. Valley Restoration hopes to be paid in the following manner:

- $\frac{1}{3}$ when they arrive on site
- $\frac{1}{3}$ halfway through the project; typically after the steeple has been sanded and primed
- $\frac{1}{3}$ upon completion

Respectfully submitted,

Judy Fenner, Jesse Lang, Ben McKelway, Elenita Muniz, Dave Rogers, Rog Smith, Karena Stroh



Valley Restoration, LLC.
Historic Plaster Solutions, LLC.

SteepleJacks and Historic Preservation
PO Box 1147 Torrington, CT. 06790
Major Contractor 0903779

Prepared by:
Paul Bastiaanse
General Manager
Valley Restoration
860-818-7022



Valley Restoration, LLC. Historic Plaster Solutions, LLC.

SteepleJacks and Historic Preservation
Po Box 1147 Torrington, CT. 06790
MCO0903779

First Parish Brewster UU
1969 Main Street
Brewster, MA. 02631

February 26, 2020

After on-site inspection and discussion with the board, we submit the following proposal for your consideration.

Steeple

- Gain access to steeple by using 3 block and tackle.
- Scrape and clean entire steeple using hand tools and light sand. HEPA Vacuum attachments will be used in order to reduce the amount of dust created by scraping. A 20' perimeter will be established around the base of the church with lead caution signs. Any chips that fall on the ground will be vacuumed up at the end of each working day.
- Application of one (1) coat of Mad Dog Primer to entire steeple. (Maddogprimer.com)
- After proper curing time; caulk, glaze and seal all imperfections.
- Set and seal all exposed nail heads.
- Quote includes replacement of minor dry or wet rot. Anything that is extensive we will notify a designated Church representative before we begin work. Carpentry will be replaced as a base time and material.
- After proper curing, application of two (2) coats of Sherwin Williams Duration or equivalent. (Merrifield Paints of Rocky Hill, CT).

Clocks

- Remove failed fascia boards and replace with same size board stock or pvc. Fill seams to smooth finish.
- Application of Mad Dog Primer to Clock face and dial.
- Remove hands and numerals.
- On site, apply Dux Yellow Burnish Primer to all hands and numerals.

- After proper curing, application of Lafranc Slow Sizing.
- Lay 23.75k 23 gram Italian Gold Leaf.
- Reinstall with brass screws.

Weathervane

- If possible remove weathervane and work on it on site.
- On site, apply Dux Yellow Burnish Primer to all hands and numerals.
- After proper curing, application of Lafranc Slow Sizing.
- Lay 23.75k 23 gram Italian Gold Leaf.

Cost Sheet

Steeple	\$25,600.00
Clocks	\$3,200.00 Each
Weatherwane	\$6,500.00
Travel Allowance	\$1,200.00

Terms of Payment
TBD

Certificate of insurance will be provided before any work begins.
We follow all OSHA requirements concerning fall arrest system and employee safety.
EPA Certification for Lead Renovation R-I-91919-20-00030.
We will not interfere with any Church activities or functions. We warranty our workmanship for five (5) years.

We have an extensive list of references. Please contact us for previously completed projects in your area.

Thank you for the opportunity to quote on this project. As always the cost of the project is negotiable to the needs of the First Parish of Brewster. Feel free to contact me at anytime via cell 860-818-7022.

Paul Bastiaanse
Paul Bastiaanse
Valley Restoration, LLC.
SteepleJacks and Historical Preservation

Acceptance _____

Date:

March 11, 2020

To: Jim Hild, Board President
From: Susan Flaws, Endowment Chair
Re: FY 21 Endowment Distributions

Dear Jim:

The Endowment Board is being asked to approve two distributions for FY 21.

1. \$1,300 for a “Soul of Aging” retreat with Rev. McLean and Rev. MacKay. We approved this at our February 18th meeting. It needs BOT approval.
2. \$15,000 toward cost of steeple maintenance. This is scheduled for a discussion and vote at our March 17th Endowment meeting. If approved, it will need BOT approval as well.

I will let you know about the “steeple” vote prior to your March 19th Board meeting.
FYI: The Endowment Board may distribute **up to** \$32,453 in FY 21.

Thanks,
Susan

Financial Reports - February 2020

**these reports are through January 31, 2020*

Submitted by Karena Stroh, Administration & Finance Director

Table of Contents

Tab 2 (pages 2-5) - *Operating Fund* Profit & Loss Budget vs. Actual

Tab 3 (pages 6-8) - *Operating Fund* Profit & Loss Previous Year Comparison

Tab 4 (pages 9-10) - *Operating Fund* Balance Sheet Previous Year Comparison

% of budget should typically be at 67%

Points of Interest

Total Income is at 66% of budget

Pledge Commitments FY 19-20 \$386,906

Total Pledge Payments received 69% of budget

Offertory is at 52% of budget (15% or \$3,905 under budget)

Thrift Store Income is at 66% of budget

Total Expenses are at 63% of budget

Total Weekly Split Plates - \$12,692.50 was distributed to 29 different organizations.