

St. Paul's Episcopal Church
Special Vestry Meeting Minutes
October 26, 2025

PRESENT: The Rev. Caleb Lee (Rector), Barbara Ellington Banks, Steve Bucci, Tori Cannon, Karen Day, Mait DuBois, Carol Field (Rector's Warden), Steve Haughey (People's Warden), Anne O'Dell (Clerk), Cecelia Peers, Scott Sheble (Treasurer), Denise Sheehan, David Tousignant, Frank Wolf

CONSTRUCTION COMMITTEE: Mona Clites, William Gwathmey, Darren Jones (absent), Rob Nipper

SUMMARY: Fr. Lee called a special meeting to review and discuss the confidential memo written by the Construction Committee, approved by the Long-Range Planning Committee (LRPC), and submitted to the vestry with the express purpose of selecting a general contractor for St. Paul's renovation project.

Fr. Lee called the meeting to order at 12:02 pm and opened with prayer. Mona Clites, chairperson of the Construction Committee, presented a brief overview of the committee's work to date. The committee, consisting of the above-named members, was formed in June. Over the summer, they familiarized themselves with the architectural drawings, toured the church, and met with architect Gray Hudson. A Request for Proposal (RFP) was written and sent to four qualified local contractors; three responded with interest. The interested parties visited St. Paul's, presented their proposals, and were interviewed by the committee and the architect.

After a thorough analysis of the three proposals submitted for consideration, the committee is requesting the vestry's approval to proceed with Chambliss & Rabil Construction for St. Paul's project, citing this contractor's local presence, strong safety and continuity record, transparent communication practices, and experience with occupied campus renovations. As noted above the LRPC approved the submission of this request to the vestry at its meeting on October 21.

Vestry members were given the opportunity to ask questions and delve deeper into the specifics of the committee's recommendation. The committee reinforced its support of the recommended contractor as the best fit for St. Paul's adding that Chambliss & Rabil demonstrated a strong desire for the project, arrived well prepared and brought with them the proposed on-site manager, who received the highest personal endorsement from one of the committee members.

After a detailed and lengthy discussion, Steve Haughey made a motion to approve Chambliss & Rabil Construction as the general contractor for St. Paul's renovation project. Karen Day seconded the motion, and it was unanimously approved by the vestry.

The vestry extended its sincere thanks to the Construction Committee for its hard work. The LRPC officially disbanded at its meeting on October 21, so the Construction Committee will now report directly to the vestry.

No official announcement about the selection of Chambliss & Rabil will be made until all contractors are appropriately notified of the vestry's decision.

The meeting was adjourned at 12:31pm.