Palmer Memorial Episcopal Church

Special Vestry Meeting Minutes

Date: October 20, 2026
Meeting Format: Hybrid (In-Person and Zoom)
Start Time: 5:30 PM

Attendees

Vestry Members Present:

Rev. Neil Willard, Rector
Tom Van Arsdel, Senior Warden
John Wallace, Junior Warden
Sheeba Thomas, Clerk
Ken Alexander
Jacquelyn Campbell
Camille Emig
Rosine Hall
Betty Key
Andrew Kraebel
Pam Lovett
Elizabeth Maynard
Sue Murphy
Shannon Wallace

Guests:

Michael Massey
Ken DeLorenzo
David Jacobs

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1. Opening Prayer — Rev. Neil Willard

Neil opened the meeting with prayer.

2. Palmer Renovation Task Force Update — Michael Massey, Ken DeLorenzo, David Jacobs

a. Renovation Overview — Michael Massey

Michael provided an overview of the proposed campus renovations, including the initial steps taken toward restoring the Nave, Parish Hall, and Autry House.

b. Campus Security — David Jacobs

David presented potential strategies to enhance campus security, including improvements to audiovisual communication systems and information technology infrastructure. The goal is to optimize safety and security while maintaining a welcoming campus that supports a vibrant and active parish community.

c. Campus Expansion and Improvements — Ken DeLorenzo

Ken discussed potential options for expanding the Narthex and developing the north side of Palmer's campus. The proposed renovations could improve accessibility in accordance with the Americans with Disabilities Act (ADA), expand the choir loft, and enhance the HVAC system, among other improvements.

Following the presentations, the Vestry discussed the proposed renovations and unanimously approved moving forward with the next steps in the renovation planning process.

Focus groups will continue to be held to share information about the proposed renovations and gather feedback from parish members.

3. Personnel Update — Tom Van Arsdel

a. Appointment of Treasurer

The Vestry approved a motion appointing Richard Avant to serve as Treasurer.

b. Vestry Vacancy

Elizabeth Maynard has decided to step down from the Vestry effective November 2026. In accordance with Palmer's Code of Procedures, Rob Vines, if he accepts, will be appointed to serve the remainder of her term subject to confirmation by the parish at the annual meeting.

4. Rectory Study — Tom Van Arsdel

The Vestry revisited the three options presented at the September 15, 2026, Vestry meeting to address the extensive repairs and mold remediation required at the Rectory:

- Option 1: Repair and remediate the existing Rectory.
- Option 2: Sell the Rectory and purchase a replacement property nearby.
- Option 3: Sell the Rectory and provide a housing allowance to the Rector.

At the September 15, 2026, meeting, the Rectory Study Committee recommended pursuing Option 3.

Following further discussion, the Vestry approved a motion to proceed with Option 3: selling the Rectory and providing a housing allowance to the Rector.

5. Gratitude — Tom Van Arsdel

Tom expressed appreciation and gratitude to Elizabeth Maynard for her dedicated service and contributions to the Vestry.

6. Benediction — Rev. Neil Willard

The meeting concluded with a benediction led by Rev. Neil Willard.