

**ADMINISTRATIVE COMMISSION FOR THE  
VALLEY PRESBYTERIAN CHURCH  
OF BROOKFIELD, CONNECTICUT  
MINUTES OF MEETING  
(DATE: *October 11, 2018*)**

A **QUORUM** was present.

Present were: Revs. Jocelyn Cadwallader, Shannon White, Jimmy McPherson and Elders Sandy Zuvanich and John Winstead

Also present was: Seven members of the Valley Presbyterian Church Session (Cheryl, JoAnne, Bud, Collin, Laurie, Mike and Lynn)

Purpose of the meeting was to debrief on just previous meeting with Valley Session and to discuss/determine immediate next steps of the VAC.

Members of the VAC expressed the value of previous meeting with Valley Session and acknowledged the alignment of the Valley Session and their sincere interest in moving forward in a positive way.

Actions confirmed and to be taken by the VAC:

- JC Cadwallader to talk to Russ (LEP) regarding procedures and appropriate contact persons for communicating the status of the work.
- Jimmy McPherson to confirm air quality in the church so that we can decide whether or not church building should be totally closed to all, including Church secretary and all service vendors
- John Winstead to draft VAC letter to Valley Session, which should include:
  - Recommendation to install new locks at church
  - Letter to neighbors
  - Valley expenditure capacity related to oil remediation
  - Air quality status and minimize entry and use of building
  - New tanks
  - VAC approval of next phase of work by Arcadis (Russ, LEP)
  - Ongoing updates with Valley Session
- Next meeting of VAC will be a conference call on Thursday, October 18 at 4 PM

There being no further business to transact, the meeting was adjourned with prayer by Rev. Shannon White.

Respectfully submitted,

Elder John Winstead, Secretary

**ADMINISTRATIVE COMMISSION FOR THE  
VALLEY PRESBYTERIAN CHURCH  
OF BROOKFIELD, CONNECTICUT  
MINUTES OF MEETING  
(DATE: *November 1, 2018*)**

A **QUORUM** was present. (Zoom Con Call)

Present were: Shannon White, Jimmy McPherson and Elders John Winstead and Sandy Zuvanich. Execused was Rev Jocelyn Cadwallader.

Purpose of the meeting was to discuss open actions and new actions.

Shannon White opened with prayer.

The following topics were discussed:

- Selection of the company to install new oil tanks (Superior Plus vs Bantam Wesson) – The VAC decided to award the new oil tank contract to Superior Plus.
  - Bantam Wesson was not responsive to multiple follow-up contacts from VAC
  - Superior Plus offered a warranty on installation as well as 30 years on new tanks
  - Tanks offered by Superior Plus are of a higher quality (i.e., double-walled)
  - Valley B&G rep also preferred Superior Plus
  - Decision made by VAC to go with the Superior Plus option that includes two 275 gallon tanks.
  - During our meeting Shannon called Superior Plus to inform them of our decision and to confirm an immediate installation date. Message was left.
- The two old oil tanks have been removed by Concord Environmental Construction and are now located at Maple Street Extension in Brookfield. Shannon called CEC during the call to confirm that this has been done.
- Air quality ratings of the Valley Church was discussed. Jimmy to contact Russ (LEP) to ask for latest air quality measurements for both upstairs and downstairs. Jimmy also to request a formal report on re-occupancy (i.e., measurements are satisfactory for normal use and occupancy) from Russ (LEP). This must be received before the Church is re-opened.
- Refund of oil pre-payment from Mitchell was also discussed. Recent response from Mitchell was that they wanted to talk with the VAC real-time. Action coming from this was for JC and John to have the call with Mitchell. Subsequent to our meeting (November 2), we were contacted by Mitchell and they informed us that they would be making a refund of \$5,576.93 to Valley Presbyterian Church. The difference between this refund amount and the refund amount that we previously requested (\$6,468.10) is due to approximately 354.2 gallons of oil being used by Valley.

There being no further business to transact, the meeting was adjourned.

Respectfully submitted,  
Elder John Winstead, Secretary

**ADMINISTRATIVE COMMISSION FOR THE  
VALLEY PRESBYTERIAN CHURCH  
OF BROOKFIELD, CONNECTICUT  
MINUTES OF MEETING  
(DATE: *November 8, 2018*)**

A **QUORUM** was present. (Zoom Con Call)

Present were: Revs. Shannon White, Jimmy McPherson and JC Cadwallader and Elders John Winstead and Sandy Zuvanich.

Purpose of the meeting was to discuss open actions and new actions.

John Winstead opened with prayer.

The following topics were discussed:

- Superior Plus report-out by Shannon
  - Contract coming tomorrow
  - Tank installation date still forthcoming
- Arcadis Change Order for second air quality test
  - CO from Arcadis for \$3,250 has been received
  - Last air quality test was approx. six weeks ago
  - VAC approved to move forward with this CO and next air quality sampling and analysis
- Letter from Colin (VPC B&G) was received and discussed
  - Letter was critical of the VAC's speed in taking actions
  - John Winstead to draft response which would be sent to VPC Session

There being no further business to transact, the meeting was adjourned.

Respectfully submitted,  
Elder John Winstead, Secretary

**ADMINISTRATIVE COMMISSION FOR THE  
VALLEY PRESBYTERIAN CHURCH  
OF BROOKFIELD, CONNECTICUT  
MINUTES OF MEETING  
(DATE: *November 15, 2018*)**

A **QUORUM** was present. (Zoom Con Call)

Present were: Revs. Shannon White, Jimmy McPherson and JC Cadwallader and Elders John Winstead and Sandy Zuvanich.

Purpose of the meeting was to discuss open actions and new actions.

The following topics were discussed:

- Superior Plus report-out
  - Credit application sent to Superior yesterday
  - Down-payment check mailed yesterday
  - Still no update from Superior on tank installation/completion date
  - While on the call, it was reported that VPC credit application had been accepted
  - John Winstead to contact Superior Plus regarding installation date urgency
- Upcoming VPC Congregational Meeting
  - Scheduled for Sunday, November 18
  - VAC update to be prepared by John Winstead and Jimmy McPherson

There being no further business to transact, the meeting was adjourned.

Respectfully submitted,  
Elder John Winstead, Secretary

**ADMINISTRATIVE COMMISSION FOR THE  
VALLEY PRESBYTERIAN CHURCH  
OF BROOKFIELD, CONNECTICUT  
MINUTES OF MEETING  
(DATE: *November 15, 2018*)**

A **QUORUM** was present. (Zoom Con Call)

Present were: Revs. Shannon White, Jimmy McPherson and JC Cadwallader and Elders John Winstead and Sandy Zuvanich.

Purpose of the meeting was to discuss open actions and new actions.

The following topics were discussed:

- Superior Plus report-out
  - Credit application sent to Superior yesterday
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  - Still no update from Superior on tank installation/completion date
  - While on the call, it was reported that VPC credit application had been accepted
  - John Winstead to contact Superior Plus regarding installation date urgency
- Upcoming VPC Congregational Meeting
  - Scheduled for Sunday, November 18
  - VAC update to be prepared by John Winstead and Jimmy McPherson

There being no further business to transact, the meeting was adjourned.

Respectfully submitted,  
Elder John Winstead, Secretary

**ADMINISTRATIVE COMMISSION FOR THE  
VALLEY PRESBYTERIAN CHURCH  
OF BROOKFIELD, CONNECTICUT  
MINUTES OF MEETING  
(DATE: *November 30, 2018*)**

A **QUORUM** was present. (Zoom Con Call)

Present were: Revs. Shannon White, Jimmy McPherson and JC Cadwallader and Elders John Winstead and Sandy Zuvanich.

Guests present were: Shannan Vance-Ocampo (General Presbyter, PSNE) and David Baer (Stated Clerk, PSNE)

Meeting was opened in prayer by Jimmy McPherson.

Purpose of the meeting was to discuss open actions and new actions.

The following topics were discussed:

- Superior Plus report-out by John Winstead
  - Oil tanks successfully installed and filled with oil on November 19 and 20. On-site were Cheryl Freeston (VPC), Jim Munn (VPC) and John Winstead (VAC)
  - Propane tank was scheduled for installation on November 29. Superior reported that the gas line was too small and that additional pressure regulators were needed. Installation was delayed for a couple of days.
- Re-opening of VPC for worship, funeral or other official functions
  - VAC re-confirmed the decision that the Church should remain closed until the results from Aracadis' second air quality tests were available.
- Rationale for moving away from Mitchell (heating oil supplier)
  - Active insurance investigation warrants the need of separation from current tank/oil supplier
  - Evidence of overlap between VPC business relationship with Mitchell and between Mitchell and individual members of VPC
- VPC questions that were sent to Shannan Vance-Ocampo
  - These questions or concerns from VPC were discussed with the VAC so that SVO has additional background that would be helpful in her ministry at VPC this coming weekend.
- Update from PSNE lawyer by JC
  - PSNE lawyer reported that drill hole was done after the oil had leaked from the tank.
  - Legal/insurance claim work continues

There being no further business to transact, the meeting was adjourned.

Respectfully submitted,  
Elder John Winstead, Secretary

**ADMINISTRATIVE COMMISSION FOR THE  
VALLEY PRESBYTERIAN CHURCH  
OF BROOKFIELD, CONNECTICUT  
MINUTES OF MEETING  
(DATE: *December 6, 2018*)**

A **QUORUM** was present. (Zoom Con Call)

Present were: Revs. Shannon White, Jimmy McPherson and JC Cadwallader and Elders John Winstead and Sandy Zuvanich.

Meeting was opened in prayer by Jimmy McPherson.

Purpose of the meeting was to discuss open actions and new actions.

The following topics were discussed:

- Email from VPC regarding six specific questions; below are the VAC planned responses:
  - Q1 regarding “filling in and permanently sealing the ventilation hole in the furnace room – leave this ventilation hole “as is” until things stabilize; there may still need to be a near-term need to access this hole; this temporary situation is not negatively impacting heating of church or operation of furnace/tanks; if VPC is concerned with rising water table under the floor in the furnace room, then VPC should take actions to address, including the consideration of a sump pump.
  - Q2 regarding ongoing oil deliveries – VAC to contact the Citizens Oil Co-op (JC) to ensure that bi-monthly deliveries are scheduled.
  - Q3 regarding boiler/tank maintenance – Yes, Silver Maintenance Plan is in place with Superior; Superior has examined the furnace system, installed the tanks and has confirmed with VAC that this is standard equipment and they have experience servicing this type of system and tanks.
  - Q4 regarding removal of 50 gal. drum in furnace room – VAC (JC) will follow-up with Russ to confirm that this debris is not needed and for Russ to have it removed.
  - Q5 regarding repairs to women’s downstairs bathroom – Yes, VPC can proceed with repairs.
  - Q6 regarding making the current ventilation hole in furnace more permanent – Would defer any work to make this permanent until things further stabilize; consistent with response to Q1; current situation is not negatively impacting current use or operation of furnace or tanks.
  - Subsequent to this VAC Meeting on December 6 and as of the completion of these Minutes, the VAC responses to these questions had been communicated to VPC.
- Report-out on new propane tank installation (John Winstead)
  - VAC (JW) contacted Superior Plus earlier this week to inquire as to why follow-up service to install propane tank has not been completed.

- Superior Plus reported that at the time of the original installation attempt (Nov. 29) they reported that previous set-up was not out of compliance (i.e., piping at 5/8 inch was too small and should be 1 inch to accommodate BTU needs in kitchen and that copper piping was bare and should be insulated to avoid pipe corrosion). Superior further reported on this call that they were told on Nov. 29, not worry about making these changes, as they were going to return to Mitchell for propane service
- VAC (JW) spoke to Cheryl Freeston at VPC with the above information. Cheryl clarified that VPC would go with Superior for the propane and to move forward with re-scheduling Superior for the piping changes and tank installation.
- VAC (JW) re-confirmed with Superior to have the piping work done and the new tank installed. Superior confirmed that they would do the repairs and install on Wednesday (December 12). VAC (JW) communicated this to Cheryl, who confirmed that someone from VPC would be available on December 12 for the installation.
- VAC “jurisdiction” and confirming remaining activities within scope of the VAC
  - Each VAC member to draft a list of activities that we believe fall under the jurisdiction of the VAC and still need to be completed.
  - To be further discussed at next VAC.
- Transition Plan (VAC to VPC)
  - VAC needs to start planning the transition so that the requisite activities can be planned in more detail and openly discussed with VPC and SNE Presbytery
  - Each VAC member to draft a list of points or activities that need to be considered and addressed to ensure a successful and timely transition.
  - To be further discussed at next VAC meeting.
- Regularity of Future VAC Meetings
  - Discussed timing of future, ongoing meetings and possibility of going to bi-weekly or monthly meetings.
  - No decision made until “jurisdiction” and transition plan details are better documented and understood.
- Next VAC Meeting with VPC Session
  - Next meeting needs to be scheduled
  - Likely in January, but not confirmed at this meeting

There being no further business to transact, the meeting was adjourned.

Respectfully submitted,  
Elder John Winstead, Secretary



**ADMINISTRATIVE COMMISSION FOR THE  
VALLEY PRESBYTERIAN CHURCH  
OF BROOKFIELD, CONNECTICUT  
MINUTES OF MEETING  
(DATE: *December 13, 2018*)**

A **QUORUM** was present. (Zoom Con Call)

Present were: Revs. Shannon White, Jimmy McPherson and JC Cadwallader and Elders John Winstead and Sandy Zuvanich.

Meeting was opened in prayer by Shannon White.

Purpose of the meeting was to discuss open actions and new actions.

The following topics were discussed:

- Report-out on new propane tank installation (JC Cadwallader, John Winstead)
  - New, to-code, lines and gauge were installed on December 12. JC was on-site for the installation
  - Lines must be inspected by Town of Brookfield prior to installation of the propane tank
  - John Winstead to contact Town of Brookfield to get status of permit and to schedule inspection (Note: as of the writing of these minutes, inspection has been completed and final permit received by VPC)
- Status of Superior Maintenance Plan
  - VPC has still not received the furnace/boiler and tank maintenance plan
  - John Winstead to contact Town of Brookfield to request, again, hard-copy of plan to be sent to VPC
  - John Winstead to send soft-copy of Silver Maintenance Plan to Cheryl Freeston and VAC (Note: as of the writing of these minutes, this has been completed)
- Discussion of VAC “jurisdiction” items (i.e., items/actions to be completed to fulfill original jurisdiction or scope of the VAC)
  - Preliminary list has been drafted
  - Major preliminary areas include:
    - New oil and propane tanks installation and final permits
    - Financial analysis focused on spend to-date, future spend estimates and plan/process for setting up appropriate reserves at the VPC and PSNE levels
    - VPC Building & Grounds Committee – member composition, roles & responsibilities, process for determining membership and reporting accountability, operating protocols and procedures to avoid similar accidents in the future.
    - VAC to VPC Session transition and re-empowerment
    - Arcadis recommended actions, including follow-up with neighbors, access to sampling holes, air quality testing, etc.

- Insurance claim resolution and communications
    - VAC to sit on these preliminary ideas with the intent to finalize in January
- Oil remediation spend to-date
  - Shannon White to contact Dale at PSNE to get full details of spend to-date
  - Sandy Zuvanich to contact Terri Flannagan at VPC to get full details of spend to-date
- Next VAC Meeting scheduled for January 3, 2019

There being no further business to transact, the meeting was adjourned.

Respectfully submitted,  
Elder John Winstead, Secretary

**ADMINISTRATIVE COMMISSION FOR THE  
VALLEY PRESBYTERIAN CHURCH  
OF BROOKFIELD, CONNECTICUT  
MINUTES OF MEETING  
(DATE: *January 3, 2019*)**

A **QUORUM** was present. (Zoom Con Call)

Present were: Revs. Shannon White and JC Cadwallader and Elders John Winstead and Sandy Zuvanich. Guests were Shannan Vance-Ocampo (General Presbyter, PSNE) and David Baer (Stated Clerk, PSNE)

Meeting was opened in prayer by JC Cadwallader.

Purpose of the meeting was to discuss open actions and new actions.

The following topics were discussed:

- Detail of expenses related to VPC oil leak remediation paid to-date
  - List of PSNE expenses paid to-date (\$19,824) has been received from Dale Shannon White to redistribute to VAC. As of this date, it was reported that there is an Arcadis invoice for \$6,961.87 that has not been recorded in this list.
  - List of VPC expenses paid as of 11/30/2018 (\$43,146) has been received from Terri Sandy Zuvanich to redistribute to VAC.
  - VAC to review both lists of expense detail.
- Propane tank installation
  - John Winstead received a proposal document and contract for \$1,225.08 from Superior Plus, requesting signature. This work was completed in December 2018, but the expected cost was in the “\$300 to \$400” range per a verbal conversation with Superior installation person.
  - John Winstead to contact Superior to discuss this variance.
- Recent Arcadis testing of VPC neighbors’ wells
  - Two of three well tests came back “clear”, no problem. Results were received on 1/2/2019.
  - One well test came back “over standard”, but cause was “inconclusive”. Arcadis re-tested this well on 1/3/2019, results pending. Both the landlord and current tenant were notified of this test result on 1/2/2019. VAC/PSNE needs the documentation that supports this fact. (This last sentence was added after this meeting by John Winstead.)
  - The test results for these three wells have been shared with Jane (retained attorney for PSNE) and DEEP; after results of re-test of third well are obtained, these results will also be shared with Jane and DEEP.
  - Three of the seven VPC neighbors have never responded to the Arcadis communications about the original oil leak (including permission to test their

wells), after two attempts. VAC to ask Arcadis to engage DEP to have DEP follow-up directly with these three neighbors.

- Future expenses related to VPC oil leak remediation
  - JC Cadwallader to contact Arcadis to get an estimate of 2019 expenses.
  - JC Cadwallader to contact Jane (attorney retained by PSNE) to get an estimate of 2019 expenses.
- Meeting with Arcadis – VAC to request and schedule face-to-face meeting with Arcadis. Target date is January 23 at 3:30 PM, location TBD.
- Meeting with VPC Session – VAC to request and schedule a face-to-face “information sharing” meeting with VPC Session. Target date is January 23 at 6:30 PM, location TBD.
- Next VAC Meeting scheduled for January 10, 2019

There being no further business to transact, the meeting was adjourned.

Respectfully submitted,  
Elder John Winstead, Secretary

**ADMINISTRATIVE COMMISSION FOR THE  
VALLEY PRESBYTERIAN CHURCH  
OF BROOKFIELD, CONNECTICUT  
MINUTES OF MEETING  
(DATE: *January 10, 2019*)**

A **QUORUM** was present. (Zoom Con Call)

Present were: Revs. Shannon White, Jimmy McPerson and JC Cadwallader and Elders John Winstead and Sandy Zuvanich.

Meeting was opened in prayer by Jimmy McPherson

Purpose of the meeting was to discuss open actions and new actions.

The following topics were discussed:

- Meeting with Russ/Arcadis and VAC (face-to-face)
  - VAC agreed to move forward with this meeting
  - Date has been set for January 23 at 2 PM at the Arcadis Office in Sandy Hook
  - John Winstead to draft meeting agenda and distribute to VAC for review and edits
- Meeting with VPC Session and VAC (face-to-face)
  - Meeting has been scheduled for January 23 at 6:30 PM at VPC
  - Jimmy and JC to draft agenda and distribute to VAC for review and edits
- Superior Plus Propane Tank and Installation
  - John Winstead went back to Superior to question the \$1,200 bill vs the “\$300 to \$400” that we were expecting
  - Bob Rovinelli said he would review the bill and come back to us
- JC provided an update from the last PSNE Roundtable, as related to VPC
- VPC 2019 Budget preparation
  - Budget is being prepared with a “provisional” budget to be finalized in the next couple of weeks
  - Final 2019 Budget will be prepared by end of March, as this is the standard, normal annual process for VPC
- PSNE expenses related to the oil remediation efforts at VPC
  - JC to request the PSNE to formally document for the VAC that the PSNE has no more funds available to support any 2019 oil remediation costs
  - The VAC agreed that the remaining Superior Plus invoice for the propane tank installation (estimated at \$400 to \$1,200) will be paid by PSNE
- Next VAC Meeting scheduled for January 17, 2019

There being no further business to transact, the meeting was adjourned.

Respectfully submitted,  
Elder John Winstead, Secretary

**ADMINISTRATIVE COMMISSION FOR THE  
VALLEY PRESBYTERIAN CHURCH  
OF BROOKFIELD, CONNECTICUT  
MINUTES OF MEETING  
(DATE: *January 17, 2019*)**

A **QUORUM** was present. (Zoom Con Call)

Present were: Revs. Shannon White, Jimmy McPherson and JC Cadwallader and Elders John Winstead and Sandy Zuvanich. Guests were Shannan Vance-Ocampo (General Presbyter, PSNE) and David Baer (Stated Clerk, PSNE)

Meeting was opened in prayer by Jimmy McPherson.

Purpose of the meeting was to discuss open actions and new actions.

The following topics were discussed:

- Shannan Vance-Ocampo reported out on recent meeting with Jim Fennimore
- Summary of Oil-related Expenditures
  - Total expenditures to-date, net of Mitchell refund is \$71K.
  - John Winstead to update Financials document with projected expenses for 2019 and beyond.
  - Detail and summary of oil-related expenditures will be presented to VPC Session on January 23.
- Discussed and finalized agenda for meeting scheduled on January 23 with Arcadis (LEP, Russ)
- Discussed and revised draft of agenda for meeting scheduled for January 23 with VPC Session
  - JC and Jimmy to finalize agenda over the next week.
  - Plan is for VAC to meet to finalize, after meeting with Arcadis on 1/23/2019, but prior to Session Meeting on same date.
- Next VAC Meeting scheduled for January 23, 2019

There being no further business to transact, the meeting was adjourned.

Respectfully submitted,  
Elder John Winstead, Secretary