

**St. Alban's Episcopal Church**  
**Minutes of Vestry Meeting, As Approved**  
**Called May 1, 2021**

On April 27, 2021, Rector Geoffrey Hoare called a special vestry meeting by email to consider a resolution from the Executive Committee to engage the services of Potomac Energy Group, Inc. as the mechanical engineering professional (MEP) for designing and overseeing construction of upgraded heating, ventilation and air conditioning systems for the church building, Nourse Hall and Satterlee Hall. The bylaws of the St. Alban's Vestry allow for meetings and vote via email with a 3-day notice and Geoffrey requested that vestry members indicate their approval/disapproval by 5:00PM EDT on May 1, 2021.

The vestry had been alerted to the urgency of this matter during the regular April vestry meeting. Junior Warden Ted Swett provided a detailed written summary of the justification for engaging Potomac Energy Group, Inc. (PEG) with the following key points:

- Of the two well-qualified and well-reputed firms considered, the Project Manager believes that PEG presented the more thoughtful analysis of the HVAC problems and how to resolve them efficiently on an ambitious schedule.
- PEG's pricing is at least modestly favorable, both with the technology it proposes and when compared with the technology proposed by Girard Engineering.
- PEG and its principal, Farooq M. Ahmadzai, P.E., worked closely with our Project Manager and Marc Fetterman on the major project to redo Nourse Hall in the mid-2000s, a highly satisfactory engagement.
- The engagement does bind St. Alban's to a particular technology. Three approaches have been proposed and selection will not be made until after the engineer is in place.

The Executive Committee recommended approval of the following resolution:

***Resolved***, that the Director of Operations and the Junior Warden are authorized on behalf of the parish to engage the services of Potomac Energy Group, Inc., as mechanical engineering professional (MEP) for designing and overseeing construction of upgraded heating, ventilation, and air conditioning systems for the church building, Nourse Hall, and Satterlee Hall, at a total fee of up to \$120,000, said fee to include the total design MEP fee, any fee for related architectural services, and reimbursable expenses.

The resolution was approved by a quorum of vestry members before the voting deadline of 5 PM EDT on Saturday, May 1.

**[Vestry Action 2021.5-1]**

Respectfully submitted,  
Carol A. Aschenbrener, MD