

Unitarian Society of Hartford Board Meeting May 13, 2025

Location: USH and Zoom

Quorum NO__YES_X

Board Attendees	Guests	Regrets
Nancy Kemmerer Rick Tsukada Jon Covault Nina Elgo Laurie Kelliher Judy Sullivan Gloria F. Mengual Jim Venneman Rev. Bob Laura Cipriano Paul Cipriano	David Newton Janice Newton Virginia DeLima Michael Michaud	

Orders of Business

6:49 p.m. Nancy-called the meeting to order.

Approval of April 2025 Board Meeting Minutes –Gloria requested a vote on the April 2025 Board minutes and asked for a vote. Nancy requested a change in building rental reference in minutes – change numerical reference from \$60K to \$30K.

Nina: motion to approve minutes. Laura seconded. Unanimous approval.

Emergency Repair of Clerestory Windows ~ David Newton

- Total cost: \$6,880.00. (*See detailed documents in addendum.*)
- Jim Venneman: motion to approve B & G's proposal to fund working on this to relieve the stress and correct this issue; Nina seconded. Unanimous approval.
- Due to being on national register, we need to solely repair the window, which indeed, is what is planned. Large windows above the chapel are also in bad shape and need to be addressed soon.

Posting for Director of Music, Music Budget ~ Nina Elgo

- **(See Job Posting in Addendum)*
- Nina reviewed for Board the core competencies of music director from job description.
- Posting will include responsibility for choral directing. Result: two Sundays per month, someone else would play music. Hours include practice time and rehearsal playing. Average: 18 hours per week. Person would be here entire year, with some time off during the summer. Some weeks would require more hours – salaried position vs. hourly. Rev. Bob- happy to oversee time sheets at the beginning.

- Proposed salary: \$25,000
- Rev. Bob: as far as Sundays, a weekend off now and then is essential, given personal/family needs. Guest musicians fill some of our variety-of-music needs. When music director is off, they're responsible for quality of visiting musician.
- This will be posted on our web site, along with other pertinent web sites, along with being sent to key contacts within the choral director world.
- Rick – revise wording about non-church related use of instruments and space to better define some limitations here. Nancy: appropriateness of requests should be left between staff person and manager
- Jon – suggests removing reference to use of space/instruments for non-church related work from job description; leave this to discussion during interview.
- This position would be contractual, with a six-month review first year, then annual review of contract during subsequent years.
- Recommendation made to remove reference to 'non-exempt and eligible for overtime.' This is an exempt, salaried position. Summer scheduling is negotiable.
- Michael Michaud distributed proposed budget for music director, choir accompanist and section leads. Music director and accompanist would be separate positions. This would result in a \$4,000 increase to the budget. Nina: having an accompanist is easier, given the challenge of playing both roles. Also, this provides a better opportunity for accompanist to do more effective coaching. (**See budget in addendum below*).
- Section leads: \$4,800 appropriation from Board already exists in the budget; it has seldom been tapped. Recommended: 18 Fall rehearsals; eight in the Spring. Suggesting increase of \$2,400, increasing cost to \$7,200. Section leads would be present every time choir sings. Question is: how do we make this attractive to new singers? Assumption: having stronger choir will attract new members. Jim: improved choir could result in increased donations; some have expressed an interest in this area improving and its potential impact on their giving.
- Jon – in proposed budget, the \$4,800 was increased to \$6,000. In terms of salary, \$26,700 was budgeted. The guest musician budget for this year was increased to \$2,700.
- Judy: if we do this during a month with five Sundays, it would not hurt the GNO.
- Rev. Bob suggested making reference in job description to "competitive salary" without specific reference to exact amount.
- Nancy asked if Nina could rework the job description and get it back to the Board with changes; Nina agreed.

Treasurer's Report – Jon Covault

- Jon provided an update about both the current budget year (2024-2025) income and expenses, noting an expected surplus for FY25 of \$15,000. He also presented a FY26 budget draft.
- **(See complete report in addendum below)*

Finance: Update on Stewardship Campaign ~ Jim Venneman

- There was reduction from last year's bump in pledges. \$320K is higher than last year's amount. Pledges for the most part, remained the same as last year, when many increased their donation amount. To date, about \$320,000 was pledged; the goal was \$345,000.

Mary Oliver Service on June 8th, along with Annual Picnic & Cake for Sam ~ Nancy Kemmerer

- Plans are underway for the June 8 picnic and well-wishes for Sam.
- Rev. Bob said FB s fine; we can knock this off agenda

Update on Applying for 501©3 Status ~ Rev. Bob

- 501©3 – Application will be completed and submitted by 5.31.25 deadline.

Council Reports

- **Community Within – Laura Cipriano**
 - Closed captioning in various languages – this month there was question regarding Spanish translations, as well as options for those who are hard of hearing. If anyone knows of translation programs for use on phones, please share. There have been challenges regarding tools that could pick up the sermon from anywhere in the sanctuary. Judy: we are looking into options for translation into various languages.
 - Deana David has volunteered to lead Festival of the Seasons this year.
- **Social Justice – Judy Sullivan**
 - USH is participating in Middletown PRIDE parade on June 7, along with Fern Street UU.
 - New USH member is involved in collecting signatures to be sent on cards to legislators. This has been happening during coffee hour.
 - Nancy suggested we include in Enews total raised for GNO at end of each month.

Membership – Laurie Kelliher

- Membership and attendance at the Unitarian Society continues to be very strong in the spring of 2025. In the past 6 weeks we have had 11 visitors who have signed our visitor forms (*See more detailed report in addendum below*)*

Administration – Paul Cipriano

- A member of USH has expressed interest in donating the funds to purchase and lease emergency response equipment for the meeting house. **(See more detailed Admin report in addendum below.)*

Spiritual Life ~ Rick Tsukada

- Shahan requested that USH move DRE into Full Time position.
- Nancy – if we cannot pay for FT and Shahan leaves, we will have to reopen the search
- Rick – how does staff person communicate with the Board regarding their thoughts about salary/hours, etc? How do we talk about the job that is happening in terms of accomplishing the tasks they were hired to do?
- Nancy suggested inviting person into Board meeting to communicate with us.
- Rick – Is it the task of the Board or the USH administration?
- Judy – Wondered if it is the job of Board representative over that area (Paul) to manage communications between Board and employee.
- Laurie asked what happened to Personnel group. In past, employee meetings were held under Rev. Cathy and Heather.
- Paul: there may be a midground where we can both agree on something.

- Rev Bob – The RE program is growing; if position is not expanded, we would need to look into hiring a RE assistant
- Laura personally prefers hiring RE assistant. RE: HR group, under our constitution, the HR group is supposed to be responsible for this; we don't have that group any more.
- Jon noted that any money requested to expand this position would be deficit spending, given the present level of pledges. To enhance music program, Michael Michaud will be discussing this with Board.
- We could adjust small amounts to make up for what presently is a shortfall in pledges.

Building Use & Rentals ~ Rick Tsukada

- Challenges exist when multiple events are happening simultaneously. How many are attending? Who is opening and closing USH for these events? etc. Nancy – Daniels House of Prayer is responsible for locking up after their event; this is not the case with one-time renters.
- Nina – There have been questions about the new microphone and the ability of people on Zoom to hear well enough
- Paul: Our system, as good as it is, has too many moving parts, especially when streaming live.
- **GUEST COMMENTS**
 - Virginia: was approached by several people disturbed by decision regarding Sam's position. If we could publicize this so people disturbed by this decision could better understand how this was reached, it would be good. Nina noted that she will try to do that.
 - David N. – Having the music position not be hourly would be wise. Having person needing to keep track of hours results in no end to potential difficulties.
 - Janice N. – we should have learned that from our previous ministers; you don't count your hours; you get the job done.
- **CLOSING WORDS/EXTINGUISHING THE CHALICE – Rev. Bob**

Take 3 deep breaths; let's be grateful for each other and for our congregation. We're part of something glorious. Messy and sometimes challenging, but glorious.
- **MOTION TO ADJOURN:** Nancy adjourned meeting at 8:35 p.m.

Addendums – May 2025 Reports

1. USH Ministerial Board Report ~ Rev. Bob Janis

"I dwell in possibility..."

— **Emily Dickinson**

Good quote for our year...here's to what "May" be!

Pastoral Care and Rites of Passage

There are multiple weddings as well as funerals that have been being planned recently...there doesn't seem to be a lot of non-congregational UU ministers, seminarians & others willing and able to take on "outside" funerals and weddings that are looking for a UU minister. I asked around Rev. Josh and Rev. Adam and got a few leads. If you know of

anyone qualified to take weddings and funerals, please let me know as I can only do so many, and it would be good to increase capacity.

Sundays & Special Services

- Nice Youth Group service, attendance continuing strong. "May the Fourth" and Easter both very much collective efforts.
- Worship Associates doing great on the planning – we are just about set through the summer.
- I was involved in the planning of a GHIAA interfaith worship service; we pushed in back until at least June which is probably good

Programming and Social Justice

- We've got some emerging leadership in "The Mids" which is really good to see.
- Not sure what is happening with CCIU inter-faith gathering here June 1st. Will be looking into it this week.
- LOTS else going on – building is busy these days!

Foundations and Behind the Scenes

- With Karolina, trying to think what might be our "summer projects" – the institutional-backup stuff we just haven't had time for during the "academic year".
- There's been plenty of transition in the congregation and in the world; and it's an opportune time to look at ways to "shore up the foundations" here at USH – thank volunteers for all their hard work, make sure staff positions are sustainable, keep the good mojo going etc.

Happy May everyone! – Rev. Bob

2. Membership Report – May 13, 2025– Laurie Kelliher –

Membership and attendance at the Unitarian Society continues to be very strong in the spring of 2025. In the past 6 weeks we have had 11 visitors who have signed our visitor forms and probably as many or more who have attended services but not given their contact information. Reaching this group has mainly been by circulating through the coffee hour and asking for their info.

All of USH are encouraged to ask visitors to sign in on-line with a new form Karolina has developed or to find me at coffee hour. This past week another "friend" has become a member after attending for the past year.

The annual meeting saw three new Board of Director members unanimously voted into the open positions. Each of these individuals is uniquely qualified to serve the future of USH.

Spiritual Life: Michael Michaud... filling the shoes of Rick Tsukada.

Finance: Rocco Orlando... following the organized brain of Jim Venneman

President Elect: Virginia de Lima... as we gratefully thank Nina Elgo as she becomes our president.

A very happy portion of the Annual Meeting was the Volunteers of the Year awards. The congregation warmly applauded the talents, creativity and devotion to USH shown by the work of Sherry Manetta, Tina Davies and Judy Robbins. A robust thank you to all.

The next membership project will be an updating of the Membership/Friends roster which currently includes people who have resigned, not pledged for several years or have died. As Jim Venneman has suggested, any names removed should be done "erring on the side of inclusivity. Names should be removed with a scalpel, not a machete."

3. Treasurer Report ~ *Jon Covault*

Current budget year (2024-2025) income and expense update:

I project that we will have a surplus for FY25 of approximately \$15,000 for FY25 as result of program leaders and USH staff being respectful of needs to use our resources wisely.

FY26 draft budget (July 25 – June 26). The current draft for the FY26 budget includes contributions from the endowment per the endowment committee's recommendation in February of \$60,830 for FY26 (4.5% of the average unrestricted endowment funds past 3 years, a 6.5% increase from FY25). The budget includes a pledge goal of \$345,000 for the annual stewardship campaign and a doubling of rental income to \$30,000. To balance the draft budget, the income account includes one-time use of our remaining \$10,000 COVID paycheck protection program funds (line 459000) and \$4,000 from prior years' budget surplus (line 414000).

Additional costs to discuss would all rely on dipping into our "piggy bank"

\$20,000-25,000 Stewardship shortfall (budgeted amount = \$345,000) A required expense unless draft budget cuts

\$11,000 Enhanced music program

\$15,707 Increase DRE effort from 0.5 to 0.7 FTE (without health insurance) \$36,148

Increase DRE effort from 0.5 to 1.0 FTE (without health insurance)

Reserves

\$77,000 Prior accumulated surplus

\$12,000 COVID emergency fund

\$10,000 Accumulated CD interest from Schwab account

Funding the first 3 items would cost approximately \$47,000-\$52,000 or approx. half of available operating budget reserves.

4. Administrative Council Report ~ *Paul Cipriano*

A member of USH has expressed interest in donating the funds to purchase and lease emergency response equipment for the meeting house. The offer includes but may not be limited to an Automated External Defibrillator, first aid kits, and a stop the bleed kit. There is also the possibility of grant funding for the equipment.

The AED we are considering has self-testing capabilities to verify it is functioning properly. It also has a video screen and accompanying audio which walks the user through the steps necessary to use the defibrillator safely and effectively. Even the most

inexperienced person could use it. It is the AED that the city of Hartford uses along with the Bushnell Theater and UUSE.

AED's can be purchased or leased, and they can also have a service contract to test and maintain them but that requires a monthly fee besides the cost of the equipment. Connecticut, like most states, has Good Samaritan Laws with the overriding purpose of encouraging professionals and laypersons to help those in need of emergency medical assistance or first aid, (including AED's) even when the actor is under no legal obligation to do so.

There is a committee of volunteers including Martha Bradley, Evan Williams, Susan Hope and Laura Cipriano who are working on what types of plants would work best in the new planters.

5. Music Director Job Posting ~ Nina Elgo

Unitarian Society of Hartford seeks Director of Music

SUMMARY

The Unitarian Society of Hartford (USH) seeks a Director of Music for a salaried position at an average of 18 hours per week. The Director of Music will lead the USH choir, provide keyboard (piano and/or organ) accompaniment during Sunday worship services; and provide oversight to our Music Program (coordinating guest musicians, managing the budget, and leading the visioning and expansion of our Music Program).

ABOUT OUR CONGREGATION

USH is a welcoming, vibrant, rapidly growing and spiritually alive, justice-seeking Unitarian Universalist congregation with a strong musical tradition. Our services have a reputation for consistently high-quality worship characterized by profound, thought-provoking, and deeply moving sermons and readings, complemented by thematically congruent music that uplifts the worship experience. We seek a Director of Music who thrives in a highly dynamic and creative environment that fosters mutual respect and the embrace of a wide range of talent and resources. We seek to create a transcendent experience that nourishes and inspires our collective and individual spirit.

ABOUT OUR MUSIC PROGRAM

Our Music Program boasts high quality and diverse music that draws from a repertoire ranging from Bach and Brahms to folk, jazz, musical theater, contemporary music and music from around the world, consistent with Unitarian Universalism's approach to worship. Renowned musical artists have found participating in our services as transformative and spiritually and artistically satisfying as our congregation does. Our budget includes line items for paid section leaders to support our intention to grow our choral program. The position anticipates that the choir will sing two times monthly (excluding summers). Our sanctuary piano is a Mason Hamlin grand piano. Our organ is an Austin three manual 57 rank instrument with full MIDI capability. We also have a piano and organ in our Chapel and a new baby grand piano in Fellowship Hall.

OUR IDEAL CANDIDATE WILL:

- Embrace and thrive in a collaborative environment as part of a dedicated, resourceful and creative worship team of lay leaders and a beloved, talented and dynamic minister, who all bring exceptional skill sets, knowledge and resources to the worship experience.

- Bring passion and joy as well as proven skill sets, experience, and creativity to the art of conducting a volunteer choir, as well as to the recruitment and retention of choral members.
- Possess and build upon a diverse and wide range of musical genres and repertoire that will complement, enhance and uplift worship experiences that characterize Unitarian Universalist services.
- Be an accomplished keyboardist with experience as a worship accompanist, providing solos, hymn leadership, and other accompaniment. (Organ competency is not required, though it is a plus).

CORE COMPETENCIES

- Training and/or proven experience in directing volunteer choirs.
- Strong interpersonal and communication skills.
- Self-directed, organized and follows through with commitments.
- Strong keyboard skills.
- Ensures both choral and instrumental music of varied genres are performed throughout the church year.
- Appreciation for Unitarian Universalism as a religious tradition that draws from the wisdom and spirituality of many sources; including science and poetry, to world religions, earth-centered traditions and the direct experience of mystery and awe.

ESSENTIAL FUNCTIONS

- Plan and implement the rehearsals and performances of choral and instrumental music at Sunday worship services.
- Direct the choir during worship services at least two Sundays per month during the regular church year and rehearse the choir weekly (usually a weekday evening and on Sunday morning when scheduled to sing) with summers off, including special music services.
- Provide piano and/or organ music to enhance each weekly service, e.g. hymns, preludes, postludes in addition to choir accompaniment as appropriate.
- Recruit and retain members for the choir and make use of the rich musical talent and resources within the congregation.
- Hire section leaders and guest musicians.
- Manage other aspects of the music program including: maintaining church instruments; overseeing the music library and music budget; submitting reports and financial updates; and complying with music licensing requirements.

COMPENSATION AND BENEFITS

Competitive, part-time salaried position for an average of 18 hours per week. .

It is encouraged that the Director of Music plays for a negotiated fee at rites of passage for congregants. Additionally, they have the right of first-refusal to play for all weddings and memorial services held at the Meeting House for non-congregants.

TO APPLY:

Send an email with the subject "Director of Music Application" with your cover letter, resume, and three references related to your skill and experience to _____.

Preference given to applications received by June 15, 2025.

The Unitarian Society of Hartford is an Equal Opportunity Employer. We encourage people of color, immigrants, people of any class, people of all genders, and people with disabilities to apply.

Blurb:

The Unitarian Society of Hartford is seeking a self-motivated, forward-looking, talented, resourceful, dynamic and dedicated Director of Music to lead our congregation into a new era of musically congruent and inspirational worship services. This position offers 18 hours/week, use of well-maintained musical instruments and the ability for additional negotiated compensation for special events.

6. Budget – Choral Director with Accompanist and Section Leads ~ Michael Michaud

Budget: Choral Director/with Accompanist and Three Section Leads			
	Annual	Weekly	Per Hour
Current Music Director (18 hours per week)	\$ 24,724	\$ 475.46	\$ 26.41
New Music/Choral Director: Oversees the USH worship music program. Collaborative planner with the minister, WAs, choir/section leads and guest musicians. Directs the choir. Manages music budget. 18 Hours per week (includes 24 choir rehearsals and 16 choir Sundays)	\$ 25,000	\$ 480.77	\$ 26.71
Choir Accompanist:			
24 rehearsals per year (\$100)	\$ 2,400		
16 choir Sundays (\$100)	\$ 1,600		
Accompanist	\$ 4,000		
	Increase Budget \$4,000		
Section Leads			
(16 rehearsals, 16 Sundays, 3 singers, \$75 each (ATB--no soprano))	\$ 7,200	Previous Budget \$4,800	
	Increase Budget \$2,400		
Other Items in Budget			
Professional Development	\$ 500		
Substitute Keyboardists	\$ 500		
Guest Musicians	\$ 1,950		

7. Building & Grounds/Endowment ~ David Newton

Clerestory Window Repair Resolution

The Meeting House clerestory windows consisting of Plexiglas subject to movement by wind and roof motion have been an unstable problem for many years, and "cemented" in place by both roof adhesives from the slanted roof structure above as well as by successive adhesive applications and repairs of the sanctuary roof below, and

The large clerestory window internally viewed from the library has deteriorated to the point where repair may no longer be delayed pending hope for grant support, and

Hugh Schweitzer, member and architect, has donated his services to USH for years and now is a Principal Partner of **CHK Architects** and is well qualified to determine how to repair the unique clerestory window structure and has reviewed the situation, now, therefore, be it

RESOLVED, That the Board approves B and G expenditure for working out an acceptable plan (design, etc.) for subsequent repair of the window structure at an expenditure in a range of \$6,000 to \$10,000, as further explained in the attached proposal that has been prepared at B and G request.

Adopted this 13th day of May 2025 ***

Please see following PDF pages:



PROJECT DESIGN PROPOSAL

Mr. David Newton
Unitarian Society of Hartford 50 Bloomfield Avenue Hartford, CT 06105
dcnewton999@gmail.com

Hugh F. Schweitzer, AIA, LEED A.P. CHK Architects, PLLC
573 Hopmeadow Street
Simsbury, CT 06070 hughs@chkarch.com

May 9, 2025

UNITARIAN SOCIETY OF HARTFORD CLERESTORY WINDOW REPAIRS Dear Mr. Newton:

CHK Architects, PLLC (CHK) is pleased to present the following proposal to provide Professional Design Services to The Unitarian Society of Hartford (USH), at 50 Bloomfield Avenue, Hartford, Connecticut. Existing clerestory windows adjacent to the library have begun to fail and require repair or replacement.

The following proposal will outline the Scope of Work and the Cost of Services necessary to bring this project to a successful conclusion.

I. GENERAL INFORMATION:

CHK Architects has long donated architectural services to USH, where Hugh is a member. He reviewed the condition of what is termed the library clerestory window in consultation with USH representatives David Newton and Kevin Girouard of the Building and Grounds Sub-Council.

The window has deteriorated because of age and application of roof repair substances, to the degree that it is urgent to repair the existing structure to avoid total failure which would be accompanied by large exchange of air because of opening to the outside as well as falling debris into the Ambulatory and incursion of rain and snow.

It is recognized that the design solution to repair the library window may be applicable to other clerestory windows at some later date, and the urgency of the present situation does not permit delay to learn the outcome of a pending grant proposal.

It is CHK's understanding that Structural Engineering will be required to define the Scope of Work of this project. CHK will retain the services of the engineering consultant required to complete the design and documentation for this project.

Greystone Court West | 573 Hopmeadow Street | PO Box 95 | Simsbury CT 06070-0095 |
860-651-3777 | Fax 860-651-7316



Mr. David Newton May 9, 2025
Page 2 of 6

II. SCOPE OF SERVICES:

A. Information Gathering

1. Information Gathering will be conducted by the Design Team to field verify and document existing Architectural and Structural conditions.

1. Review of construction documents
2. Measurement and photography of existing conditions

2. Design

1. **The CHK team of architects and structural engineers will examine existing conditions.**
2. **We will develop options for repair or replacement.**
3. **We will review the options with the USH team to receive feedback.**
4. **The consensus option will be developed to a level of detail sufficient for**

bidding and construction.

3. Bidding and Negotiating; Contract Administration

1. If requested, the Design Team will provide a proposal for these additional phases of work.

D. Additional Services

The following is a partial list of services available to USH from CHK that are not considered part of this Proposal. We would be pleased to offer any of these services at an additional fee should they be required.

1. Providing any other services not otherwise included in the agreement or not customarily furnished in accordance with generally accepted architectural practice.

III. PROJECT TEAM:

Architect

CHK Architects, PLLC
573 Hopmeadow Street
PO Box 95
Simsbury, Connecticut 06070 860-651-3777

860-651-7316 Fax
Partner: Rodolfo Garcia, AIA

Structural Engineer

Szewczak, Kilty and Fluhr Structural Engineers, P.C. 200 Fisher Drive
Avon, CT
Phone: 860-677-4570

Principal: Jason Kilty, P.E.



Mr. David Newton May 9, 2025
Page 3 of 6

IV. COST OF SERVICES:

The Scope of Work outlined above will be provided on an hourly basis, not to exceed the fee listed below. The Owner will be billed monthly based on the hours spent.

1. Design Fees

1. Architecture:

2. Structural Consulting (allowance):
3. Estimated Reimbursable Expenses

Total

2. Additional Services

\$ 5,280.00 \$ 1,500.00 \$ 100.00

\$ 6,880.00

Additional Services can be provided either for a negotiated Lump Sum fee or on an hourly rate basis based on the hourly rates listed below. These rates will be effective through the end of the 2025 calendar year.

CHK Architects, PLLC - 2025 Hourly Rates:

Principal-in-Charge
Associate
Senior Project Manager
Senior Project Architect
Project Architect/Project Manager Senior Project Designer

Senior Interior Designer Interior Designer Project Designer
CAD Operator Clerical/Administrative Intern Architect

\$220.00 per hour \$200.00 per hour \$180.00 per hour \$180.00 per hour \$165.00 per hour
\$155.00 per hour \$155.00 per hour \$140.00 per hour \$140.00 per hour \$125.00 per hour
\$ 85.00 per hour \$ 85.00 per hour

Szewczak, Kilty & Fluhr Structural Engineers - 2025 Hourly Rates:

Professional Engineer
Staff Engineer Modeling/Drafting Technician

C. Reimbursable Expenses:

\$150.00 per hour \$125.00 per hour \$110.00 per hour

Reimbursable Expenses are in addition to the compensation for basic and Additional Services and will be paid by the client. Included are actual expenditures made by the Architect and the Architect's employees and consultants in the interest of the project. These costs are billed at 1.1 times the actual costs. These expenses would include the following:



Mr. David Newton May 9, 2025
Page 4 of 6

1. Postage and handling of drawings, specifications, and other documents
2. Printing of drawings, specifications, and other documents (In house

printing for the client's use is billed at \$0.30 per square foot)

3. Travel related to the project, including travel to and from the job
site and out-of-state travel if required

D. Billing:

The Client will be invoiced monthly for the services provided by CHK during the previous month. The invoice will be based on the percentage of the work that was completed during the time period identified on the invoice. A charge of 1-1/2% will be added to invoices that are not paid in full within 30 days from the date of the invoice.

V. MISCELLANEOUS PROVISIONS:

This agreement represents the complete Agreement between the parties, superseding all prior agreements, may be amended only by a written instrument signed by both parties, and is binding upon the parties, their successors, assigns, and legal representatives.

VI. AGREEMENT:

If this proposal and the attached Terms and Conditions meet with your approval, please sign and return one (1) copy for our files. It will then constitute the agreement in principle between us.

Thank you for your confidence in CHK Architects, PLLC, for this very important project.
Sincerely,

CHK ARCHITECTS, PLLC

Julia Khomut, RA
Managing Principal/Manager

Hugh Schweitzer, AIA Principal Partner

DATE: May 9, 2025

HFS:sw

APPROVED & AGREED TO:

_____**Name:** Mr. David Newton

For: Unitarian Society of Hartford **Date:** _____

David Newton *H.F. Schwartz*