



Buildings and Grounds – Meeting Minutes

Meeting Date: November 3, 2018

In Attendance:

Jerry Kirkwood
Gordon Alloway
Rich Labelle
Beth Rush
Patti O'Neil
Rev. Brent Carey
Bob Carlson

Next Meeting: 900 am Saturday December 1th, 2018. GPS Room.

1. Sexton's Report

- a. Jerry has fixed the leak by the Cloud Chapel door.
- b. Library AC bids have been received. The bid received was through KB Complete and is a split system. Removing the unit will be an issue and it was discussed leaving the unit in the attic. Jerry gave Dave a spread sheet outlining all the bids received.
- c. Agrilawn: A new bid for next year has been received. In the past year \$8K was spent for yard service (mowing, fertilizer, spraying, leaf removal etc.). An additional \$4k was spent for mulch and sprinkler repair. It was discussed having a work day to do the mulch – Dave can get mulch at contractor's prices and has a trailer that will carry 8000 lbs. Going to Agri-lawn servicing the Church two times a month was discussed. This was tried a few years ago but did not work out.
- d. Jerry continues to shop for better prices for paper products. He is having some success if finding better prices.
- e. No leader has been found for the Carpenters Ants. The revolving leader idea did not get traction within the group. What is needed is someone who is a Project Manager who will get with Jerry to define the project, contact Carpenter Ants to organize the work effort, and supervise the work effort. Work days are on Tuesday – 830 am to 1230 pm. Beth thinks her father might be a great fit. She will talk with him and get him in touch with Jerry.
- f. All Church Work Day: work day will be tabled as it was going to be a replacement for Agri-lawn going to 2 mowing days per month.
- g. Jerry has been working on the lighting in the front garden. He has found some hot wires and is in the process of putting wires in conduit.
- h. Jerry is continuing to work on the operational manuals.
- i. Emergency Plan:



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- i. There are four storm shelters in the basement. Part of the emergency plan will be making sure that people are aware of the safe areas in the church.
 - ii. Bid has been received for placing the door at the bottom of the stair for day school. Dave has a commitment from a donor.
 - j. HVAC in the choir loft both units are low on refrigerant. This work has been completed.
 - k. There are 8 tiles missing and Bill Davis roofing has been called and they will be coming out soon. Jerry is getting an additional bid for this work. Jerry is still working on this.
 - l. Event notification is still an issue for Jerry and Elliot. Events are getting on the parish calendar but the set up requirements are not being gathered. The request for a meeting is on the website but the form is not being used. Staff need to have a procedure where not only is the date placed on the calendar but the details of the event are communicated.
 - m. The bid from Jade Alarm is in Dave Allen's in-box but will be deferred until the budget picture is clearer.
 - n. Patti O will contact Monte to follow up on a donation for the ADA door operators at the Garden and Cloud Chapel doors. She has reached out to Monte.
 - o. Christmas trees will be delivered around Nov 16th.
 - p. Dave Allen has volunteered to plow the parking lot for free if Jerry can salt and take care of sidewalks.
- 2. Gardening Angels (GA)**
- a. Gordon is meeting with the tree guy tomorrow to get bids for trimming the trees. We will use Don Mars who has worked at STMAA in the past.
 - b. Work day on third Saturday of this month.
 - c. Linda Campbell is taking charge of the compost pile. Some repair is needed on the compost pile. Carpenter Ants are going to do this work.
 - d. The work at the south side of Cloud Chapel is complete except for a couple of pieces of trim.. Soil was brought in to create a slope away from the building. Edging was installed and rock placed.
 - e. Garden shed. When Scouts are doing the tree sales Jerry and GA will clean out the shed and get it organized.
 - f. Pergola: Carpenter Ants have fixed three or four of the beams. The rest of the beams are sound but will need to be replaced in the future.
 - g. The Day School will be removing the redbuds and planting a tree to honor Charlie's service. They will keep some of the tree trunks for the kids to play on. The Day School will need to protect the tree once it is planted. Tree issue has been tabled by the Day School. Gordon is getting an estimate that will be given to the day school.
 - h. Gordon has also defined the areas that GA are responsible. They are responsible for everything inside the stone wall in the front garden and the box woods outside the wall.



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In addition, they will maintain the Saint Francis Garden. Gardening Angels will advise on other issues regarding the aesthetics of the grounds.

3. Carpenter (CA).

- a. Carpenter Ants: No one has stepped forward to be the organizer of the group. It was suggested that the leader could be project based or could be rotating. Project list continues to be worked on.
- b. CA will refurbishment of the compost pile.
- c. Piano project is under way. A Steinway upright piano has been donated to the Church and has been placed on the stage. A protective covering has been requested by Ken Walker made out of plywood to protect the piano. Jerry and CA will come up with an idea for the cover.
- d. CA will help clean up the garden shed after the Boys Scouts are selling trees.
- e. Door to shed has been repaired. Some minor painting needs to be completed. Some additional work is being done on the threshold.
- f. Kirk Fountain needs to be repaired. Tim Mohn has been coming to Carpenter Ants and may have an interest in maintaining the fountain.
- g. CA are consolidating attic stock of carpet squares into one location.
- h. CA will continue to clean out the attic.

4. Junior Warden's Report/New Business

- a. Brent will be talking with Steve Cloud on his request to add some plaques in Memorial Garden.
- b. Pergola: Dave Allen indicated that future repairs may be able to be funded by the Memorial Garden fund. Gordon indicated that this may not be true. Vestry will need to be involved in this decision. Gordon is advocating for a comprehensive funding source for ongoing maintenance for the Memorial Garden.
- c. Sprinkler system: Gordon will provide a budget for sprinkler replacement to Dave by Nov 29th.
- d. Dave is developing a long term budget for maintaining the building. This will identify a yearly expenditure needed for keeping up the building.
- e. No new plantings will be added to the west entry.
- f. Many ministries have things stored in various locations around the church. We need to consolidate and clean up. It was discussed that we could have a Ministry Clean up and consolidation day. Each of the Ministries that store materials will be invited to the work day.

5. NEXT MEETING 9:00 am SATURDAY Decemter 1TH, 2018



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Ongoing Project List:

Fixing the stained glass windows in Spenser Hall. Bids have been received.

Planning for a work day in February.

Mulch day in the Spring.

Main hallway unit is low on refrigerant. We address this in the spring. KB Complete has this scheduled for spring.

Jade Alarm Update – bid has been received but there is no budget for this update at this time.

Tuck point the columns for the Pergola and other beam repairs.

Kirk Fountain renovation.

Spring cleanup for ministry storage.