



Buildings and Grounds – Meeting Minutes

Meeting Date 06 01 2019

In Attendance:

Dave Allen
Gordon Alloway
Patti O'Neal
Brett Carey
Rich Labelle
Bob Carlson

Guest: Sue Thayer

1. It is noted that Patti O'Neal arrived on time for the meeting.

2. Review of Security Doors

- a. Reviewed prices from Deas Door & Lock for doors to secure the Day School
- b. Proposal is to provide doors at the bottom of the stair and near the boiler room to secure the day school.
- c. The Baker Youth room door needs to be kept locked during school hours.
- d. Some additional research and vetting of the operational aspects of the doors is needed. This includes pricing and door operations (Blue Tooth, key pad or pass cards).
- e. Day School has some funding for the project but not for the full amount. B&G has some funds available to help fund the project. Once final costs are determined Dave and Sue will work out how to share costs.
- f. The door from the nave will need to be secured as well. This depends on the ability to call the two doors at the narthex two distinct exits. Bob Carlson to complete analysis of exiting from the nave.

3. Sexton's Report

No report as Jerry was attending to a family emergency.

4. Gardening Angels (GA)

- a. Heavy rains caused water to leak into the back wall of the garden shed. Gordon cleaned up broken tile and other debris in the gutter/drain. Gordon is recommending additional caulking to solve the leak and fabricating a gutter cover. Quad sealant was recommended by Dave Allen.
- b. Mothers Day fund event raised \$700 and allows GA to buy annuals.



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- c. Gordon will request a budget line item in next years budget.
- d. Dave can pull stumps along the north property line so that the area can be replanted.
- e. **Budget:** No line item budget has been allocated for GA. GA has about \$2300 in their account.
- f. **Gardening Angels Operations Manual:** Gordon has a first draft of an operations manual for the GA. It is a comprehensive document dealing with irrigation, columbarium, plantings, areas of responsibility, memorials, fountains, lighting, electrical etc.
- g. **Memorial Ministry:** Gordon is proposing creating a STMMA Memorial Ministry that would be responsible for the columbarium, memorial garden and pet cemetery. He will provide this to Clergy and Dave Allen for discussion and implementation. There are a number of issues that need to be addressed and organized.
- h. **Annuals Planted in Grade:** GA will discuss the expenses of planting annuals in the garden. They spend \$500 or more each year for annuals. This will be discussed at the March 23rd meeting. The nature of the garden may need to change to a less irrigation dependent planting plan.
- i. **Irrigation:** Bob Carlson has contacted an irrigation designer (Steve Winslow of who can audit our system once the system is turned on. This audit will give us recommendations for upgrade or replacement. Bob will reach out to Steve and schedule a Saturday in late April for the Audit.

5. Carpenter Ants (CA)

- a. Still working on Tuesdays.
- b. Trash Bin Screen repair.
- c. Electrical tracing is in progress.
- d. Hand Rail refinishing/painting is in progress..
- e. Paint day room school repainting.
- f. Replacing brick steps into the GPS classroom
- g. Working on the Kirk Fountain.
- h. Working on replacing the top and bottom panels at the window AC unit in the GPS classroom.

6. Junior Warden's Report/New Business

During the heavy rains we had some water infiltration in the hallway outside Jerry's office. Gordon got drainspout extensions to direct the water away from the building. Gordon will be heading up the effort to fix the issue. Rick Roth installed the original drain system. Rick Labelle contact Rick to investigate what was done and Rick is willing



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to come back and help fix the drainage issues. Ceiling tiles were stained from the water and will need to be replaced.

7. New Business

- a. Flooring in the old vestibule. Patti O'Neal will continue to look at options to replace the flooring.
- b. Drain to the sump pump is running slow. Last rain event we were close to having rain come in the playground door.
- c. Sinks in the kitchen are clogged and it will cost \$1800 to unclog the drains. Some cleanouts are needed to be able to snake the drains in the future. Dave and Bob are working on a solution.
- d. .

8. Old Business

- a. **AC in Library:** Question was asked about the replacement of air conditioning in the library. The status was not known. It was noted that this room is used for both weddings and funerals and influences the image of our Church for visitors
- b. **Memorial Garden:** Steve Cloud is working with Jerry on the name plates in the Memorial Garden. We may need a new plaque to add names to. A new plaque and the pergola repair can be done concurrently. Gordon Alloway is working on a procedures manual for interring ashes in the garden. A coordinated effort is needed and will be taken up by B&G. This is ongoing.
- c. **Irrigation System:** **Irrigation system has not been turned on.** Bob Carlson has contacted Steve Winslow to provide a proposal to do an analysis of the irrigation system and make recommendations for operations, repair, modification or replacement. Once the system is energized the inspection can be made. with an irrigation designer and he can come out to do an inspection of the system and make a recommendation on to get the cost to design a new system. This would provide a biddable set of documents to get competitive proposals for a new system.
- d. **ADA Door Operators:** Patti O and Jerry have talked with Monte and will continue to work with him regarding the ADA door operators at the Cloud Chapel.
- e. **Church Security:** Dave will develop an outline of steps to take and a time line to improve security at the Church. Brent will reach out to some other Churches in the Diocese to see what emergency plans other Churches have and what training they have done. Jerry will reach out to Jade Security as they have offered programs on Church Security. He will provide the information to Dave.
- f. **Exit Sign at Nave:** Need to add an exit sign at the stair that leads to the basement and playground. This is on hold.
- g. **Events Notification:** still not working well.



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- h. **Spenser Hall Window Renovation:** Dave will be presenting a concept to the Vestry of having parishioners sponsor a repair of the Spenser Hall leaded windows. The cost is approximately \$1000 per window. There are 12 windows. This will include a protective cover on the windows.
- i. **Operations Manuals:** manuals are nearing completion. Emergency plan and mapping need to be updated.
- j. **Project Priorities:** there is a \$10K budget line item for improvements at the Church. Priorities need to be established.

9. NEXT MEETING 9:00 am SATURDAY June 29th , 2019 at 900 am.

Ongoing Project List:

Playground fence repair.

Replace Kitchen Stove. Oven does not work. Convection ovens being used.

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.

Library AC.

Updating the garden sprinkler system.

Lighting of the building

Improving security for the Day School.

Usher training program to address security during services.

Spring Cleanup day for Ministry around April 1st.

Security door at the bottom of the stairs to protect the Day School.



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Repair of compost pile.

Pergola Repair of the beams.

Granite sills at the windows in the hallway need to be reset. Carpenter Ants will do this.

Replacing weather stripping is another project for CA.

Sidewalks around the south end walkway have settled and need to be addressed. This will be a project for this spring

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Carpenter Ants will be helping on cleaning and repainting the kitchen.

Scaffolding system for accessing light fixtures in the nave.