

## Buildings and Ground Meeting Minutes

April 4<sup>th</sup>, 2020 900 am VIA Zoom Web Meeting

Dick LeClaire  
Jerry Kirkwood  
Patti O'Neill  
Rich LaBelle  
Gordon Alloway  
Bob Carlson

Approval of Meeting Minutes: approved.

Reports:

Sexton: Jerry Kirkwood

1. Air Conditioning is installed in Spencer Hall!
2. Church is on shut down. Jerry goes once a day to check on the building.
3. Two windows have been repaired and replaced. The next two have been removed to be worked on. The Spencer Hall windows will take a
4. Tearing out Shrubs in Garden: Due to the gathering restrictions we will hold off on this until later.
5. Fountain Repair: on hold until we confirm the donation for repair.
6. David Cox does not want work done on the gardens until the restrictions are lifted. Father Cox should be contacted to discuss any work to be done. We are following the direction of the Bishop on gathering together.
7. Agri lawn has mulched and has cut back on the frequency of maintenance.
8. Father Cox and Liz have requested a booster in the Chapel for live streaming.
9. Stan Boyd is still working on the hearing loop. Ken is working on this as well. An upgrade to the nave sound system is needed with the hearing loop. There is an opportunity to include the entire nave with the sound loop.
10. The Closet in the sacristy. Stan is proposing that the sound equipment be placed on a swinging arm so that it can be more easily maintained. Some modification to the closet doors (bifold doors) will be needed.
11. Jerry has misc. projects he is working on but getting cleaning supplies is a challenge.
12. Jerry is conscious of not

Carpenter Ants: Rich LaBelle

1. CA are not working right now. No report.

Gardening Angels: Gordon Alloway

1. There is a tree on the west side that may be dead. Jerry will monitor to see if it buds this spring. Jerry has put in tree spikes to fertilize. It is a tree by the Priest parking spots.

2. Gardening Angels has annual meeting last month. Did not have enough people to vote on officers but will do so at the meeting next week. Gordon has sent out an online voting process. Gardening Angels currently has 16 members on its email list. Workday attendance is usually six people. Gordon will not be President but will continue to represent GA on B&G. Carolyn Boyd is on the slate to be President.
3. GA workdays are canceled until further notice.

#### Interiors: Patty O'Neill

1. No info on the carpet tile install. We have the materials and we could do the install while the Church is on break. Jerry will talk with Father Cox to see if we want to move forward. Jerry proposed creating a matt with tape so the tiles can be removed and cleaned. We need one more tile and Patti will get it to Jerry.

#### Day School: Sue Thayer

1. Sue Thayer was not present, but Jerry reported.
2. The school is closed through April and will follow the lead of the SM School District. Father Cox has been corresponding with Sue on when/if the school will reopen this year.
3. Sue has been in the school to let some people work on the doors. The sharp edge of the door has been fixed.

#### Old Business

- 1.
2. Spencer Hall North HVAC is done! The unit is much more energy efficient.
3. Library HVAC: not approved by the Vestry. We will study reconnecting the radiators in the Library. Jerry reported that the issue is that the Library is zoned with the choir room and other spaces, so it is inefficient. The solution is tied into the overall mechanical system study.
4. Lankford proposal: on hold. Dick will check with Win Zoeller to discuss.
5. Roof design for Day School: Cover on the back door. Bob Carlson has more time to work on the design. We will not permit or work on the project until we can gather together.
6. Water Issues: no updates.
7. Stained glass window repair.
8. Jade Alarm: no updates.
9. Sharp Edges on Security Door: repaired/completed.
10. WIFI updates: see Sextons report item #8 above for Chapel. Jerry will talk with Father Cox about upgrading service. Distribution system would need to be brought in to analyze the system. Jerry will get the Stan Boyd to discuss.
11. TV mounting mods for Nave Door. Doors have not been locked. The Fire Marshall did not like the doors being closed. Is worried that the exits are blocked. The fire door may be needed for insurance purposes.
12. Sexton Job Description: no update.
13. Roof Leak: Jerry checked on the last rain and there was no leak. Will continue to monitor.

14. Security Door upgrades on 3 entrances, Circle Drive, South Classroom and West Entrance. Part of the Jade Proposal (item #7). No update.
15. Toilet Partitions in lower level Toilet Rooms. On hold- could be a summer project.
16. Hearing Loop. See Sexton's report item #9 above.
17. Memorial Gardens: fencing (not approved by vestry). The rest of the work is on hold. Jerry is working on some lighting issues on the north side of the garden and is working on them.
18. Tree in Courtyard: Vestry would like to consult with an Arborist. The tree is healthy but has grown so large it is creating drainage issues. Problems are caused by heaving concrete and by leaves clogging gutters (limbs hang over the roof). Gordon will contact an arborist to get .

New Business:

1. Jerry has let Jade know that our building is closed, and that people should not be coming and going. Building is secured. Jerry has also noticed that the Police are regularly parking in our lots and in the Baptist Church as well. Families have been using the parking lot for bike riding etc.
2. Jerry asked about the food donations in the main hallway. If there are donations we should get them distributed. Patti will contact the Burtons to see if they can distribute the food.

Next Meeting: **Saturday May 2<sup>nd</sup>, 2020. VIA Zoom Meeting**