



Buildings and Grounds – Meeting Minutes

Meeting Date: March 2, 2019

In Attendance:

Jerry Kirkwood
Rich Labelle
Gordon Alloway
Bob Carlson
Mike Treas
Gail Shepherd

Next Meeting: 900 am Saturday April 6th 2019. GPS Room.

1. Sexton's Report

- a. **Drinking Fountain Downstairs:** needs to be replaced. Replacement cost is \$409 and the day school will pay for half the cost.
- b. **Snow Removal:** Snow removal for this year is \$5900 plus the cost of salt/melt. We have been lucky in the past years as snow removal has been rarely needed. This year has been unusual and we will exceed the budgeted amount.
- c. **Day School Snow Removal:** Snow removal is needed if the day school is open. The school wants to be open when the church is closed which will require added snow removal costs. Jerry and Liz are going to discuss with the Day School.
- d. **Tree Trimming:** Mike Monkey Tree Care (913 945 0707) has removed some trees from the playground. He has given us a bid for \$1600 to remove both trees including grinding the stumps.
- e. **Washer and Dryer Replacement:** Upstairs washer and dryer stopped working and have been replaced. Jerry found a sale on a stacked washer/dryer for \$800 and has installed the new machine. The trap for the washer had rusted out and has been replaced. This was dripping onto the nursery ceiling tiles. Leak has been fixed and ceiling tiles replaced
- f. **Tile Removal:** The asbestos tile in the north vestibule has been removed. This was done by an asbestos removal contractor that Jerry knows. This was done at no-cost to the Church and was done with proper procedures for removal and disposal.
- g. **Playground Fence:** The fence at the playground was damaged and Jerry has temporarily fixed it. It will be a CA project to do a more permanent repair.
- h. **School Security:** School went on lock down due to the shooting event that happened at the nearby elementary school. The school staff locked the red doors and notified Jerry and he locked the rest of the building. Jerry is concerned about the event because the radio was not used to notify him. He is also concerned if a similar event



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happened between 300 pm and 500 pm no STMAA staff would have been in the building to lock down the rest of the building. but the rest of the building was open. A protocol needs to be established so the building can be locked down.

2. Gardening Angels (GA)

- a. **Upcoming Meeting:** March 23rd meeting to plan for the year
- b. **Budget:** No line item budget has been allocated for GA. GA has about \$2300 in their account.
- c. **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.
- d. **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.
- e. **Annuals Planted in Graden:** 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.
- f. **Irrigation:** Bob Carlson has contacted an irrigation designer (Steve Winslow) 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.

3. Carpenter Ants (CA)

- a. Carpenter Ants will be working on the Attic to identify what is being stored and to identify what needs to be saved/donated or thrown out.
- b. Vents on north side of nave cleaned.
- c. Window sills in hallway have been reset.
- d. Refrigerator cleaned.
- e. Windows cleaned in nave and other locations around church.
- f. Greg Larson and Dick LeClaire have been mapping the electrical panels and circuits.
- g. Jerry requested that CA seal the windows in the office areas.
- h. Gail has made some ant stickers that are attached to completed projects.

4. Junior Warden's Report/New Business



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- a. Dave Allen was not able to attend the meeting so there is no report.

5. New 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.

6. Old Business

- a. **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.
- b. **Church Wide Clean Up:** targeted for May 4th. This will include all miscellaneous stuff stored in the attic, cubby holes etc. Men's Ministry and Haiti needs to be notified that this will happen and that they may want to pre-clean or get organized. Bob will take with Betsy to see if this is a project the youth would want to take on
- c. **Irrigation System:** 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. **Security Doors at Day School:** Dave has funding for half the cost of adding a security door at the Day School. He is looking for funding for the rest of the cost – cost is approx. \$7200.
- f. **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.
- g. **Fire Doors:** Fire doors into the nave passed but the City noted that they are not up to current code. Jerry will investigate what is needed. Closing system is not working. Jerry is still working on this.
- h. **Exit Sign at Nave:** Need to add an exit sign at the stair that leads to the basement and playground. This is on hold.



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- i. **Events Notification:** still not working well.
- j. **Holy Week Broadcast:** Father Brent has been contacted by the Diocese about having our Holy Week services broadcast nationally. Father Brent will get additional information about what is needed and will copy Bob Carlson who will identify infrastructure needs.
- k. **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.
- l. **Operations Manuals:** manuals are nearing completion. Emergency plan and mapping need to be updated.
- m. **Project Priorities:** there is a \$10K budget line item for improvements at the Church. Priorities need to be established.

7. NEXT MEETING 9:00 am SATURDAY April 6th, 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.



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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.

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.