



Buildings and Grounds – Meeting Minutes

Meeting Date 10 05 2019

In Attendance:

Dick LeClaire
Gordon Alloway
Dave Allen
Jerry Kirkwood
Bob Carlson

1. Sexton Report

- a. AC :Everything is shut down except for the office. The system will be kept off because of the good weather.
- b. Jerry is working on a usage map on Church vs. Day School. This includes time of day usage.
- c. Tuesday the north vestibule will be carpeted. Jerry will adjust his working hours to be on site during installation.
- d. Jerry has not had any luck finding a helper. His current idea is to have the person come in on Saturday to open the building and be at the Church on Sunday. Total of 12 hours. Opening and closing the building and clean up would be the primary duty of the person. Jerry will present this to Father David. Jerry would then be in the building Monday through Friday.
- e. Panic hardware on the garden courtyard door does not work well and needs to be replaced. This is causing the church to go unlocked.
- f. Jerry gave Dave Allen a proposal from Jade to do security improvements to the building. This includes door sensors, buzzer system etc.
- g. The door contractor/installer (Mark Darris) needs to return to fix some issues with the operation of the door. This includes adding an additional buzzer in the day school.
- h. Jerry will call Spectrum to have them come in and evaluate the building for both phone, cell coverage and WIFI.

2. **Nave hinges** have been fixed and door now locks. They cannot be used because of the TV. Relocation of the TV will be discussed.
3. **Convection oven in Day School Kitchen.** More study is needed before any additional oven is added. The area is not vented and electrical service may not be accommodate additional equipment.
4. **Flooding:**



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- a. Back pit is still flooding.
- b. Water is still flooding in the basement as well.

5. Job Description for Sexton

- a. David is working on this. He is about half way there.

6. Gutters

- a. Roofer has not been able to locate the leak at the stage. Jerry will continue to monitor.
- b. It was decided that the shield will be installed and keeping water out of the church is more important than possible ice damage. The gutter can be repaired. Dave has a sheet metal break that can be used to fabricate a shield. Dick and Dave will coordinate the fabrication.

7. Security Doors

- a. Still an open item.
- b. Dave Allen distributed cost estimates for upgrading the exterior doors to increase the security of the building.
- c. This includes the Circle Drive door, South Classroom door and the west door.
- d. West door would include card access for parents picking up children.
- e. This could be part of the capital campaign that would be included
- f. Jerry has a quote from Jade Security for around \$10,000 for a similar system. Jerry will provide the quote to Dave. Jade will include sensors for other doors. This includes panic buttons for ushers and Penny's place and additional sensors on various exterior doors.

8. Toilet stalls in the lower level toilet rooms.

Jerry has a bid to replace the toilet partitions. \$2600 for the improvements. Jerry has given this to Sue Thayer and she is taking this up with her board.

9. Gardening Angels (GA)

- a. There is some heaving of concrete in the courtyard caused by tree roots. This is causing water to drain toward the building and contributing to the flooding in the downstairs hallway.
- b. A sump pump will be placed in the garden so pump water out of the french drain.
- c. Garden is in good condition because of all the rain.
- d. Seeded area where the bushes were removed (north side of parking lot) is doing well.
- e. Valves on the irrigation system are in need of repair.
- f. Work day is scheduled for next Saturday.
- g. Dave Allen asked Gordon to provide a budget number for Gardening Angels for next year.



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10. Carpenter Ants (CA)

- a. Rich LaBelle was not in attendance so there was no report.

11. New Business

- a. **Tree trimming.** The maple tree in the front is dead and needs to be removed. Other trees in the front garden need to be trimmed. Jerry has a proposal for \$1600 for all the work including tree grinding. The expenditure was approved. Fire wood will be available.
- b. **Carpenter Ants**
- c. **Kirk Fountain:** Jerry is getting bids for repair of the fountain. This will be a comprehensive over haul of the fountain.

12. Old Business

- a. **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. Gordon is looking for a group to take this on. He will be working with Clergy to publicize the Ministry and get a group to work on this.
- b. **Roof Over the Playground Entry.** Concept drawings have been developed for a covering of the back pit/playground entry. The concept was reviewed, and some minor changes were made to the plan. Bob Carlson will make some modifications
- c. **HVAC –** Win Zoeller has contacted Langford Engineering to do an analysis of the HVAC needs of the building. Dave Allen and Dick LeClaire will work with Win and Langford to start the needs study.

NEXT MEETING 9:00 am Saturday November 2nd, 2019



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Ongoing Project List:

Parking lot needs to be restriped. Old striping is showing through.

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

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

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

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

Usher training program to address security during services.

Repair of compost pile.

Pergola Repair of the beams.

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

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.

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

Scaffolding system for accessing light fixtures in the nave.