



Unitarian Universalist Church of St. Petersburg
Building & Grounds

COMMITTEE MINUTES

Tuesday, July 12, 2016

5:30 p.m.

Present: Paul Burnore, Laurie Clement, Reggie Craig, Karen Frank, Fred Russell, and Tee Taylor

Volunteers:

An email was sent out by Jeri to B&G today about a person who needs community service hours in order to maintain their food stamps. It was discussed about utilizing this opportunity to find a win-win solution for UUSP and the community's need. It was recommended that volunteers be supervised and that at least two UUSP members (preferably at least one male be present) if doing work in the interior area for security purposes. Tee recommended volunteers for the landscaping to maintain the curb appeal since we are limited on resources and the growth is exponential during this raining season. Security of the property and protection of the children and congregation are the top priority.

- **Action:** Reggie will bring this topic up with UU Helping People Committee (formerly known as the Homeless Ministries) to find a joint solution so that these people can perform their community hours to maintain their food stamps (now required by able bodies under the age of 49) plus find out about social services that could be of assistance to them as well as provide needed services to UUSP.

Survey:

Fred reviewed the box of UUSP items that had been retrieved from various places within the building of plats, surveys, etc. The survey by C. Fred Deuel & Associates, Work Order No: 94-109 and dated on March 16, 1994 looked promising for what B&G's needs are for estimates for renovations.

- **Action:** Laurie will contact C. Fred Deuel & Associates, 565 S. Hercules Avenue, Clearwater, FL 33764 (727-822-4151) for the cost of an update to the 1994 survey.

Painting:

Tee presented the final bill from Performance Painting for the additional ironwork of \$440.00. The total for the job was \$8,120.00, with a five-year warranty certificate (received). Sherwin Williams Project Color and Project Information for this job were given to Reggie Craig and digital copy put into drop box for B&G records.

Services	Tower Side	Arlington Street Side	Sanctuary <small>(Front was done ~ 3 years ago)</small>	Total Amount	Payments	Balance Now
<i>Pressure Wash</i>	240.00	160.00				
<i>Walls</i>	1,485.00	1,200.00				
<i>Windows</i>	855.00	2,050.00*				
<i>Doors</i>	640.00	150.00				
<i>Lift Rental</i>	900.00					
<i>Ironwork</i>	440.00		**360.00			
TOTALS	\$4560.00	\$3,560.00	0.00	\$8120.00	(\$7680.00)	\$440.00

*Repairing Glaze **Did not charge for this

Leaks:

Gilmour Hall: It was thought that the water at the French doors is coming from the windows where the caulk has separated. Also Tee mentioned that there are dry wood termite wings located in woodwork near those windows. It was recommended that the area be vacuumed so B&G can determine if this is an on-going problem, structural movement, or has not been cleaned in a very long time.

- **Action:** Laurie will contact Tommy to review and caulk the windows to see if this will cure the problem while we are in the midst of the raining season. Laurie, could the cleaning crew or Tommy vacuum out that area while he is up there?



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Office Area: Water intrusion in the office area by the round table near the windows.

- **Action:** Tee will contact Performance Painting for estimate for glazing windows. Reggie will also have his roofer do an assessment of this area and the rest of the buildings to get a list of what needs to be done to prevent additional leaks. Reggie estimated that new roofing would cost about \$25,000 from previous quotes he had received.

Air Conditioner:

An invoice was received for a brownout to the motherboard of the new A/C unit. Reggie will speak to AMSCO about this bill since it is common knowledge that downtown St. Pete does not have a clean power grid. Also, the sanctuary does not feel like it is working correctly.

Tee mentioned that AMSCO was brought in to do a quote for a 1) preventative maintenance agreement for the new system; 2) quote for maintaining the old system for the second floor since it is not working well; and 3) quote for a new system for the Conway Building for long-term budgeting. When the AMSCO service technician, Gordon Morgan (813-363-3392) arrived at 8:00 a.m. on June 21, 2016, he found that the second floor A/C had one of the two compressors not working. Also the tape on the ducts located in the outside handlers on the roof had open gaps and the cold AC air was being released to the outside instead of into the ductwork. The tech replaced the tape and closed the gaps. All of the filters were extremely dirty and were replaced. Tee took down the A/C return vents located on the second floor in the hallway and pressure washed them outside. She started cleaning out the ductwork that had about 1" of everyday dust and debris. The technician finished the job since Tee had to go to work at 11:00 a.m. The tech made several trips throughout the week to complete the assessment/proposal/work.

- **Action:** Reggie will contact AMSCO about bill, sanctuary cooling, preventative maintenance agreement, quote for new system and description and cost of work performed beginning June 21, 2016.

Employees - Sexton:

Reggie had talked with Travis about the possibility of coming back to UUSP as sexton. Paul stated that Rev. Jack had planned to talk with Michael Masters (part of the cleaning crew) about the opportunity.

- **Action:** Paul will discuss with Rev. Jack about this.

Kitchen:

An itemized description by Ciera Gomez/Michael Masters for cleaning the kitchen for \$200.00. This would include cleaning the walls, refrigerator, oven, and so forth. After discussion, Laurie made a motion to go forward with the cleaning and Reggie seconded the motion. All in favor. After the cleaning is completed, the walls/ceilings will be painted white with current paint to freshen the kitchen.

- **Action:** Laurie will contact the cleaning crew to come in and then set up for painting to be done.

2016-2017 Planning:

It was discussed and agreed to contact each department that uses the rooms in the building to provide a list of problems, needs, and wants (short-term and long-term) for their respective rooms that they use and give to B&G. Once received, B&G can create a 2016-2017 planning guide of what can be accomplished with the current while also addressing and prioritizing the short-term, immediate and long-term goals of the committee/board. This meeting would take place outside the regular monthly meeting and will require additional time.

- **Action:** Tee will contact each department to provide a list to B&G within thirty days.

The meeting adjourned at 6:50 p.m.

Respectfully Submitted,
Tee Taylor