



Unitarian Universalist Church of St. Petersburg
Building & Grounds

COMMITTEE MINUTES

Tuesday, August 9, 2016

5:30 p.m.

Present: Paul Burnore, Laurie Clement, Fred Russell, and Tee Taylor.

Absent: Reggie Craig and Karen Frank

Old Business:

Volunteers:

- **Action:** Tabled until next meeting.
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:

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.
- **Current Status:** Laurie left a message for Danny Wylie and has not heard back. Tee was asked to follow-up.

Leaks:

Gilmour Hall: It was thought that the water at the French doors is coming from the windows where the caulk has separated

- **Action:** Laurie will contact Tommy to review and caulk the windows.
- **Complete:** Laurie had Tommy fix the problem. No water leaks since that time has been observed.

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.
 - **Current Status:** Tee met with the owner of Performance Painting (PP) and received a quote (attached) for the roof area caulking of \$900.00 for 300 sf. PP will need to come out on a separate day to review the windows. [Photo Link](#)

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 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.
- **Current Status:** Tabled until next meeting. Note: AC in Sanctuary is still not working correctly.



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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.
- **Completed:** Michael Masters was hired as the sexton. Michael and Ciera are aware that they cannot join the church while being employed (8/14).

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.
- **Completed:** The kitchen was cleaned.

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.
- **Current Status:** To be done in September

New Business:

Sanctuary Repairs / Other:

Front Door: The ironwork lever at the front main entrance door apparently hit the front door and broke out a pane.

- **Action:** Laurie will contact Tommy to repair. [Photo Link](#)

Leaks: Inside right side above A/C (side of ramp). The window ledge has slight moisture. Wall also has open long crack and water is on the floor near the AC but the underneath is dry which does not indicate that it is the AC. Checked outside and around windows and cannot find intrusion. Fred later suggested that if the gutters are full (which they seem to be) that could be the problem and should be cleaned out. [Photo Link](#)

- **Action:** Laurie will contact Tommy to review and see if this will cure the problem while we are in the midst of the raining season. Tee will get quotes for gutter cleaning.

Lighting at Pulpit in Sanctuary:

Paul mentioned that the lightning at the pulpit does not work and they had to bring in lamps for lighting to read. Paul had brought in a portable LED that is no longer there. It was discussed this may be Worship Committee versus B&G request.

- **Action:** Tee will review for possible solutions.

Other Request: Battery Tester

Worship Committee is in need of a battery tester for 9 volt batteries. The old batteries get mixed in with the new batteries.

- **Action:** Tee will check to see if she can find an extra tester and find boxes to be labelled for the batteries (new/used) to help with this situation.

Brides Room: Discussion that Susan Burnore and Jeri would like to redecorate the Brides' Room using their own funds. The B&G committee agreed but that a list of improvements and colors to be submitted to the B&G Committee for review **prior** to starting work.

- **Action:** Email to Jeri and Susan of approval with request of a list of Improvements and colors that will be used.



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Historical Preservation from City

Discussion regarding utilizing the city for possible grants for historical preservation. Information attached.

Office Entrance

Request for doorbell on exterior of courtyard gate for guests when the gate is locked. There was an extra doorbell attachment to the office front door doorbell that was already installed that might work on the exterior.

➤ **Action:** Laurie will check.

Signage: Problem that guests do not know to go to the side entrance versus the front entrance. Discussion regarding signage.

➤ **Action:** Have Jeri notify all meeting groups that the address should be 719 Arlington Avenue North instead of the 100 Mirror Lake and to contact Michael Pohl that website needs to indicate that meetings will use the side entrance with the address indicated.

Next Meeting: Thursday, September 8th (2nd Thursday of the month) at 5:30 p.m.

Note: Tee notified B&G that she has a conflict with another organization and will not be able to attend on the 2nd Thursday but will continue to work on committee.

The meeting adjourned at 6:50 p.m.

Respectfully Submitted,
Tee Taylor

Photo Link: <https://goo.gl/photos/o7Q5rK65dYP3F68D7>