



**Unitarian Universalist Church of St. Petersburg**  
100 Mirror Lake Drive North, St. Petersburg FL 33701  
Building & Grounds Committee

**Meeting Minutes**  
February 7, 2017  
5:30 p.m. – 7:30 p.m.

**Present:** Reggie Craig, Laurie Clement, Howard Taylor, Tee Taylor, Jeri Huempfner-Gatz  
Howard officially asked to join the B&G Committee and was accepted by the Committee

## HVAC

### Update

- New compressor installed on roof north unit
- Amsco, in the installer, said it is not working at full efficiency due to exterior fins being dirty.

### Discussion:

#### *Water Line:*

- Reggie feels doing a “T” off an outside spigot and running it up the wall with a combination of copper pipe and high-quality PVC plus painting it to match the building will work well can committee agreed to proceed. Reggie has spoken with plumber and believes can install quality pipe to roof for about \$500. After water, hose and sprayer are installed, can be part of regular maintenance. Strong emphasis on using very high quality materials as this will be located on side of building and roof.

#### *Ducts: Cleaning*

- No one has any contacts for commercial duct cleaning
- While this is not seen, due to lack of AC maintenance and changing filters, we probably have significant accumulation in the ducts.

#### *Filters:*

- Filter change was due 01/19/2017 – Scheduled every 2 months

### Action:

- Cleaning scheduled on Friday, February 10 at 3:30 p.m. (Reggie and Howard).
- Howard to look at possible alternative AC service companies.
- Install water pipe and equipment for roof to be able to clean exterior fins on roof units
- Reggie will contact and Howard/Tee can meet plumber at church
- Howard will check Angie’s List for possibilities for duct cleaning.

## Dumpsters

### Update:

- Cardboard bin removed due to constant contamination and \$60 charge for each disposal.
  - (Note: The city has forgotten to charge for this but plans to start).
- Saturday and Wednesday pickups – previously was only one day per week
- City will compensate for crushed drainpipe and will do the drain pipe repair/replacement.
- Will keep lockbar on dumpster to prevent dumpster-diving.
- New padlock will be added to lock bar with key hung by door on a big ring like a service station.



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**Action:**

- Padlock- Howard to purchase
- Downspout: To avoid damage, Reggie will remove soda can/cut drain pipe until city replaces the pipe.
- Need preventive bumpers/stops to prevent future building damage
- Evaluate if system is working.

**Conway Roof**

**Completed:**

- Performance Painting and Silver Systems Roofing per specifications/invoice:
  - Removal of old caulk and replaced; painting; gravel work; roofing coping sealed; roof inspection, awning installed over doors to prevent leaks.

**Discussion:**

While we have had some rain, need to wait for significant rain to feel comfortable that there are no leaks

**Action:**

- Both stairwell doors to be painted – hopefully by end of February (by Howard)
- Wall in north stairwell – mold drying – evaluate for leakage – Tee will complete

**Arlington Wall & Roots**

**Completed:**

- Cleared roots and prepped wall for painting – painting completed

**Discussion:**

Should we remove the root lifting wall at west end? Need professional advice.

**Action:**

Root lifting wall at west end:

- Will have arborist evaluate that and palm trees in front and get quotes.
- Reggie knows arborist and Laurie will contact for evaluation.
- Tree trimming is needed too and will be discussed at the same time for quotes.

**Electrical Repairs in All Buildings**

**Discussion:**

- Electrical repairs are needed in Conway, Gilmour, and the Sanctuary.
- After receiving the inspection report in January, 2017, Reggie contacted his licensed electrician. Inspection report did not address Gilmour in depth. Will get electrician to fix items in kitchen, evaluate sockets and other items in Gilmour. Expect approximately \$800 - \$1,000. Gilmour may be a bit more but is necessary and will review with Board.
- Gilmour is dangerous and can affect our ability to rent the area.
- Sodium light above Gilmour entrance needs replacement.



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- Concern about exit sign in Control Room north of pulpit with apparent burn mark above it which was not addressed in inspection report.

**Action:**

- Have professional electrician evaluation and complete work along with other necessary items which may be discovered.
- Request approval for monies from BoT that additional funds may be necessary once electrician is on premises and it would avoid the additional travel charge.
- Reggie will contact electrician and Howard or Tee can meet electrician there.

### Front Steps to Sanctuary

**Discussion:**

Steps have cracks that are increasing over time (in photos). A safety and aesthetics issue.

- Steps are not as bad as perceived.
- Laurie had Tommy look at and believe it can be repaired with basic work.

**Action:**

- Laurie will handle with Tommy.

### Conway – RE Doors – 2<sup>nd</sup> Floor

**Discussion:**

- 3 fire rated doors are desired by RE and have already been approved and money secured in recent fundraising efforts. The three doors: the two end doors (LH and RH); and Children's Lounge Area (RH); Last year, Reggie received a quote for \$2700 for the three doors, including installation.
- Discussion regarding air flow. This requires fire dampers.
- May want to consider if stairwell doors are OK:
  - Reggie feels no problem with existing interior stairwell doors.

**Action:**

- Tee or Howard will follow up for additional RE door quotes.
- Reggie will review fire dampers.

### Termites

**Discussion:**

- The inspection reports conducted in January 2017 showed dry wood termites in areas.
- Some concern over report saying we have active swarming dry wood termites when none have been observed.
- Will look at spot-treating existing areas.
- Need to clean/vacuum current termite droppings up so we can if additional activity occurs.
- Unsure how best to handle the vacuuming/cleaning.
- Assess damage for repairs prior to treating?
- Budget?



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**Action:**

- Reggie will check into termite spot-treating company including inspection company who he has used before but only for tenting.

**Kitchen and Library**

**Discussion:**

- Where to start after finishing other items.
- Walls and lighting at approximately same time for aesthetics, safety, and minimal cost with best bang-for-the-buck.
- Lighting is a priority but must consider paint issue when doing
- Budget?
- Howard recently attended event at The Lighting Factory and spoke with vendors there. The Lighting Factory and one of their suppliers said they can do design work for free.

**Action:**

- Howard will arrange for them to come out and give opinion and estimates.
- Tee will contact Performance Painting who painted the church exterior for a quote for painting the kitchen walls and ceiling and opinion about doing painting before or after new lighting installation.

**Rental: AA on Sunday nights at 6:30 p.m.**

**Discussion:**

AA using Conway for their Sunday at 6:30 PM meeting instead of Little House.

AA asked if they could but could only pay about \$30. Very small group of only about 2-4. When they meet in the Little House they almost always meet outside and leave the Little House door unlocked.

**Committee approved Conway usage.**

- Concerned about safety in Little House as renovation was stopped.
- Also, use of Conway may get more AA members and help more people.
- Future completion of Little House renovation may allow AA to move back plus generate additional rental revenue or other uses.

**Handrail outside kitchen**

**Discussion:**

Many people leave the church via the kitchen. Some also enter. A handrail on the left side on the steps would provide greater safety – especially for older members. Several members have been seen to have a bit of difficulty on the steps.

**Action:**

- The committee agreed to add a handrail.
- Expect it can be done for about \$200.
- Reggie will handle or arrange with appropriate contractor.



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### Chairs

#### *Discussion:*

- Discussion about current chairs – many of which are in need of replacement and are looking shabby or have minimal cushion now.
- Tee checked with companies about restoring current chairs and cost is prohibitive (approx. \$150 per chair).
- Laurie has seen what she considers a very nice chair at African American Association where she is in the choir which she believes are only about \$6 per chair and will see about borrowing one or taking other action for evaluation by the committee.
- The committee welcomes any great ideas in this area from anybody.
- Ideas for better storage of the chairs were discussed but no great solution came up.

### Worship Committee – Sanctuary Proposal

Jeri presented the Worship Committee's proposal to research film products to reduce glare in the sanctuary. They would present their findings and costs to B&G Committee.

#### *Discussion:*

- Film products can change the look so B&G will wait for the proposal
- Another suggestion: electronic shades to cover the glare and the heat from the sun.

### Future Meetings Schedule

- The B&G Committee scheduled to meet the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 5:30 PM.
- We hope this regular schedule will help to get more people involved.
- Need to get notice out in publications and email but no one specifically assigned to handle that.

### Master Plan

Committee realizes need for a Master Plan, but understands it is a long-term project. Strongly desire to accomplish this to avoid Crisis Management – aka Whack-A-Mole Management) which has been more of the norm in the past.

- Howard recommended usage of PowerChurch which the church already owns but minimally utilizes. It has numerous abilities including development and management of a full building and equipment inventory, database for members and vendors, financial management, etc. Howard estimated it would be a 12 to 18 month project to add in pieces slowly so as to not overwhelm anyone and would be willing to take it on to coordinate if Board desires.
- Howard will relay info to Board for later discussion.
- Tee is working on a master project list and initial expense planning spreadsheet.

The next meeting will be **Tuesday, February 21<sup>st</sup> at 5:30 p.m.**

Respectfully Submitted,

Tee and Howard Taylor