

## Building & Grounds Meeting Agenda and Minutes for 03/07/2017

We continue to refine and experiment with our format for this as we work to balance relaying pertinent information while not having to spend too much time producing these Agendas and Minutes. With that in mind, we will not have an official Secretary position.

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In attendance: Howard Taylor – Chair, Reggie Craig, Laurie Clemens, Tee Taylor, Jeri Huempfnr-Gatz, Tom Archibald. This was Tom’s first meeting – Welcome and Thanks!

HVAC – Update from Reggie re water line and equipment

- Hope to get the installation done in the next week or so. Will use galvanized steel instead of copper for lower portion to reduce cost and risk of theft plus will last longer.

Update from Howard re sanctuary filter cleaning, new service company & TC-24B

- 03/06/2017, Howard met with Service-Tech HVAC commercial and home duct cleaning company. Looked at all our ducts via vents and while they are dusty, said he “could not in good conscience recommend we spend the money to have them cleaned”! Service- Tech can be found at [www.Service-techcorp.com](http://www.Service-techcorp.com) .

Dumpster locking – Update from Howard

- Problem with inability to lock apparently because bar with hole for padlock was put on backwards by City was reported to City and should be addressed by 03/10/2017
- Tom mentioned the **SeeClickFix St. Pete** app which he said the City uses. Said you take a photo and submit and he has gotten fast responses.

Conway roof doors and mold – Updates from Howard & Tee

- Tee and Howard sanded and painted the roof doors with rust resistant Hammerite paint. Both doors are completely rusted out on the bottom. Small rust holes on the doors themselves were filled. Expect 2 -3 years more life from the doors max.
- We were seeking to cover and protect the doors from further rust deterioration rather than a showroom finish.
- Total paint and materials cost under \$100.
- Here is a [link to photos](#).

Arlington Wall & Roots – Update from Reggie re arborist

- Reggie meeting with arborist probably within next week. Will look at all our trees. Will see if anything can be done for roots in parking lot such as shaving them down.
  - Learned that a woman had a bad fall in the parking lot Sunday but not over root but because of odd parking.
- Discussed possibly painting the car stops in parking lot yellow and will follow up later on that.

Electrical repairs – Update from Reggie

- Approximately 3 weeks out as electrician has been busy. Will address needs in Gilmour Hall so everything works as it should plus increasing abilities for outlets in kitchen.

#### Front steps to Sanctuary – Update from Laurie

- Tommy will be doing fill on step cracks soon. Also, Tommy proposed making a new cover above the sign by the steps and the committee approved.

#### Conway RE Doors – Update from Howard

- Quote request submitted to A1 Windows but no response yet. Will follow up with them and seek to get quote from them before pursuing other companies.

#### Termites – Update from Reggie

- Suncoast will be here Friday to evaluate and make recommendations. Seeking spot treatment if possible.

#### Kitchen & Library Painting and Lighting – Update from Tee & Howard

- 02/27/2017 Tee and Howard met with Performance Painting at the church. All interior areas of the church looked at. PP provided detailed room-by-room quotes (see attached).
  - Performance Painting PDF proposal can be viewed [with this link](#).
- Committee approved full painting of kitchen along with ceiling painting in kitchen/restrooms hall. Also approved painting of stove vent top black. Will need to get exact cost for just hall ceiling and cost to paint vent cover.
- Related also is painting of the restrooms – including stall walls. This may be part of an updating of the restrooms with other items so further evaluation is warranted before painting.
- Will seek feedback/approval from Board as we are currently over the budget which is believed to be \$5,000 for Repairs/Maintenance.

#### ➤ 03/08/2017 Addendum

Howard met with Ed Mercado of The Lighting Factory at the church to review lighting options. Ed feels they have a choice of 2 ceiling fixtures that would work well in the kitchen and hall and maybe restrooms. He will email PDFs soon. Also showed Ed fluorescent lighting in Conway main area plus fluorescents mounted to project upwards in Gilmour Hall and the lights mounted on top of the beam in the sanctuary for future consideration. Ed has an electrician team of two he likes and will give us their names. The Lighting Factory only provides the fixtures.

#### AA Renting Conway Space – Update from Reggie

- This is still a go. Primary concerns remain the same in that they like to meet outside but that would mean leaving the church open for people to go through it. Reggie will discuss possible options with AA.

#### Handrail outside kitchen – Update from Reggie

- No action yet.

#### Parking Lot Homeless & Safety – Update from Howard & Reggie

- Following recent meeting with City, UUSP and neighbor, reviewed that No Trespassing signs can be put up at the corners of parking lot and front of church as we have a homeless sleeping problem there too. Police normally patrol about

5:30 – 6:00 AM through various businesses and locations. Police can give warning first before taking someone to jail.

- Will present sign and police solution to Board for approval.
- 03/07/2017 Howard met with Duke Energy to discuss possible lighting of parking lot. Duke will send details next week. They recommend 2 poles with 3 lights. Costs; \$300 per pole to install, \$6 per month/pole rental, \$10 - \$14 per light / month s about \$55 per month. Catch: Must make a 10 year commitment. No action planned at this point – just idea and data gathering.

Window light reduction in sanctuary – Need to discuss

- Don't want to put any film on the stained glass windows. Roll-down see-through blinds would be expensive – might need electric blinds – and probably unattractive. Seasonal time change may help.
- Primary recommendation: have Jack speak from the other podium. That would reduce the light hitting Jack and have people turned away from the incoming light.

New Chairs – Need to discuss number needed, types, etc.

- Jeri found chairs that would be a very close match to our current cranberry chairs. If buying 50 you get free shipping and a chair cart. Cost \$1,750 for all 50. Jeri feels 50 would meet our needs for quite some time.
- Committee recommends the chairs be purchased and will relay to Board for approval..

Master Plan – Discuss with recent info obtained by Tee of previous report

- Discussed that Tee recently found an awesome document surveying everything in the church and maintenance/replacement recommendations which was done in 2008.
  - Problem: was only a Word type doc so no way to easily follow up and build on it over time.
  - Usage of PowerChurch for inventory and maintenance would probably alleviate this and allow for better, continuing pro-active B&G management and maintenance
- Committee continues to believe developing a Master Plan and implementing it will help to better manage and maintain the church and help reduce costs as it will get us away from crisis / “Whack-A-Mole” property management.

New Business – TBD

- We have an alarm in the building but it is not used. Unsure how best to address this.
- Would like to bring 2 pews down from the balcony. One for use in Gilmour and another in Conway. Reggie has done this before and it requires a number of people, ropes, pulleys, etc. Will review this later.
- It's budget time and Howard is reviewing. Howard has reviewed budget items provided by Sally and will prepare ideas and get to Sally soon. He has worked extensively with budgets as President of the Board of his condo association. Howard would prefer a bit more or different classifications for better budget planning and control. In the past, it has kind of been accepted that B&G would go over budget and would like to avoid that in the future.