

## Building & Grounds Meeting Agenda and Minutes for 03/21/2017

Present: Howard Taylor, Reggie Craig, Jeri Huempfer-Gatz

Prepared by Howard Taylor

### HVAC

- Update from Reggie re water line and equipment
  - Installation should occur next week
- Howard met with possible AC service company 03/21/2017
  - RoyalAire. New controller (TC-24B) installed at no charge. Company very experienced with Mitsubishi. Will submit proposals for (1) preventive maintenance service contract and (2) replacement of Conway units which show a 1997 manufacture date.
  - Tech noticed the air handler in the alley was basically installed backwards. This means to reach the belt to check and adjust it a tech must slide under the unit to get to the other side. It also means the fan pushes air against the rear wall before it goes through the duct rather than flowing directly into the duct. It still works – just more loudly than necessary and possible higher maintenance costs.

### Dumpster locking – Update from Howard

- City drilled a new hole so the locking handle would work. Drilled in the wrong place and now when the dumpster is empty, the lids stay open on top of the handle. Howard called and reported the problem 03/22/2017
  - On 03/22/2017, Howard followed up with the City regarding the handle and to see what the status of the downspout repair that was reported and is awaiting news.
  - On 03/23/2017 Howard saw that the City had fixed the dumpster handle problem by welding shut the two wrong holes and drilling a new hole in the correct spot.

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

- No Trespassing signs installed and Paul was notified to contact police.

### Conway roof doors and mold – Updates from Howard & Tee

- Mold at top of stairwell is dry and area was sanded so we can see if it gets wet again when we have rain.
- Doors were painted by Howard. Not a pretty paint job but Hammerite Rust Cap paint put on heavy so doors may get an extra couple of years life. Bottoms of doors completely rusted out but not a leak situation at this time.

### Arlington Wall & Roots – Update from Reggie re arborist

- Reggie having trouble hearing back from arborist and will follow up soon.

### Electrical repairs – Update from Reggie

- Scheduled for Wednesday, 03/29

### Front steps to Sanctuary – Update from Laurie

- Not discussed.

#### Conway RE Doors – Update from Howard

- Howard has not contacted a company yet. Hopes to do so before next meeting.

#### Termites – Update from Reggie

- In process. Reggie got ideas about removing/replacing soffits and spot treating. Guy he met with was young and Reggie not completely comfortable with his expertise. Will continue to address – possibly with another company. Tenting just one building would run about \$8,000

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

- Will replace lighting first using lights recommended by The Lighting Factory. Reggie feels he and Tom may be able to do it but will decide later. If not, Reggie has electricians to contact and we have a referral to one by The Lighting Factory.
- For the office and maybe first floor Conway, may consider recessed 2 x 2 LED panels and will get more info on that for later.

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

- This looks like a go. As per rec by Tee, will get a key deposit of about \$30. Reggie will work out details with AA.

#### Handrail outside kitchen – Update from Reggie

- Tom has fabricated a handrail and will be installing it soon.

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#### Window light reduction in sanctuary – Update from Howard – Approx \$3,500 - \$4,500

- Samples installed on the window but no real opinions on them yet.

#### New Chairs – Review sample chair which was received – Decide if placing full order is desired

- New chair evaluated. Pad is much thicker and very firm so it can feel hard at first but slowly sinks to provide cushion like memory foam rather than just dropping to the bottom quickly. Will have Jeri place the large order for the chairs and see if she can replace the chair carrier with handle with a standard chair cart. Chairs are slightly bigger than our current wood carts so additional metal carts designed for the chairs will be ordered at the same time.

#### Lighting for Gilmour Hall – update by Tom – discuss how to proceed and budget/pay for

- Previously received email from Tom with details and we will proceed. Will use Kelvin levels as recommended by The Lighting Factory. Tom will handle the conversion to LED.

#### New Business

- Sexton does not clean 2<sup>nd</sup> floor of Conway
  - No one really aware of this. In the past there was a custodian and a sexton. Today the duties have been merged. Jack is in charge of the sexton. Committee recommends church consider having a separate custodian. Right now, it is the RE person's job to do all the 2<sup>nd</sup> floor cleaning which is not really a viable option.

- What's the deal with the wall paint missing areas in sanctuary? AC related?
  - Paint does not match at lower portion so wall – especially near AC units. This was done when the AC was done. Some people have noticed it but many have not. Will discuss with Performance Painting to see about matching it properly – Reggie says we have the paint – and painting those areas maybe when they paint the kitchen.
- Proposed Budget – comments and discussion – relation to Master Plan
  - Howard submitted budget to Sally. Not really reviewed in depth today. Budget has more detail than in the past. However, it is realized there is a lot of guesswork here and Howard has not seen monthly financials yet. Howard is also not comfortable working with a budget and hearing that B&G always goes over budget so would like B&G to have a realistic budget to live by.
  - The church has no Master Plan to build a budget around.
- Protection of downspout and building from dumpster
  - Howard and Reggie feel placement of stops on the brick pavement would allow us to redirect the dumpster away from the downspout and protect the building. Will be following up together on this soon.
- New parking lot proposal from Wannemacher-Jensen – thoughts?
  - Shared the new proposal that was just received and lightly discussed. This is not a B&G decision – just info sharing.
- Other new business – TBD
  - Nick happened to come by and Howard asked if he might get a ballpark estimate for sound and lighting for sanctuary and pulpit area. Nick said he knows a guy who does both and will see about getting opinion from him.

#### Subjects for future addressing

- Development of Master Plan (inventory of building and equipment, maintenance and replacement schedules, etc.)
- We have an alarm in the building but it is not used. Unsure how best to address this.