

## Building & Grounds Meeting Agenda and Minutes for 04/04//2017

Present: Howard Taylor, Reggie Craig, Laurie Clement, Jeri Huempfner-Gatz

New Chairs – Update from Jeri re order status

- *Chairs are on the way and should arrive 04/10/2017*

HVAC

- Update from Reggie re water line and equipment
  - Expected to occur next week. Committee voted to run the line up the north wall of the building.
- Howard re getting sanctuary system to work and proposals from RoyalAire

Dumpster locking – Update from Howard

- Friday night still putting stuff in Wannemacher-Jensen dumpster
  - Sign put on courtyard door and leaders of Friday picnic will address next Friday
  - Wonder if signs on dumpsters would help
- *Generally feel this will get worked out very shortly with communication among Friday group*

Arlington Wall & Roots – Update from Reggie re arborist

- *Arborist said the Arlington wall root has stopped growing and will not be a problem. OK to shave the roots in the parking lot that are over 3 feet from trees. Will also look at trimming limbs in parking lot.*

Electrical repairs – Update from Reggie

- Scheduled for Wednesday, 03/29

Front steps to Sanctuary – Update from Laurie

Conway RE Doors – Update from Howard

- Waiting for confirmation of fire rating we require. Then can get quote back from Chuck Harstad who Howard met with 03/28/17 at the church. He will quote for 3 doors and for all of them.

Termites – Discuss

- *Nothing urgent here. Will continue to consider options.*

AA Renting Conway Space – Update from Reggie

- From last meeting: 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 – Tom has fabricated a handrail and will be installing it soon. He has been out of town. Any expected date?

- *Tom completed the installation today. We may wish to paint it.*

Follow up on downspout repair – update by Howard

Protection of downspout and building from dumpster

- *Tee suggested using the plastic boards in front of the Little House and shed, stack in 2's and attach to street. Reggie & Howard like idea and will seek to install soon.*

Sexton cleaning 2<sup>nd</sup> floor of Conway – Update by Howard

- *This was on Jack's checklist for the sexton but sexton had put slash there meaning he did not do it and Jack thought it meant he had. Discussion of possible need to add custodian or increase sexton hours. Committee felt it will best to use a professional AC company to change filters and maintain the AC units.*

Window glare and heat reduction in sanctuary – Update from Howard – Approx \$3,500 - \$4,500

- Samples installed on the window 03/09/17 but only one opinion on them yet. Also, don't know how it would get paid for.
- Here's the one opinion which came from Paul: "I noticed less glare but not noticeably darker Windows, which I think is what we want. I can't recall which Windows had less glare."
- *No additional feedback on these items so not sure how to proceed at this time.*

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Courtyard Tents are literally falling apart. Ideas?



*Reggie will put screws in to better attach the poles to each other*

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

- 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.

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.

Lighting for Library and Conway

- Received sample 2 x 2
- Discuss Kelvins, Lumens and Color Rendering Index

Proposed Budget – comments and discussion – no Master Plan – Howard, Reggie & Laurie

- No money apparently available for kitchen painting, kitchen lighting, other lighting, termites, etc.

- How will all this work?

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.
- Painting the lower portions of the walls in the sanctuary. Reggie says we have the paint somewhere but can we really get it to match as it may have faded over time?
- *Something to have Performance Painting look at when they paint the kitchen.*

New Business – TBD

*Howard proposed using Tommy to paint the gates and Committee approved.*

*Control / Groom's Room has no AC. Probably just keep doors open and use oscillating fan that is already there.*

*Men's bathroom smells bad. Reggie said the sewer gas has been a problem before. Unsure if a plumber for cleaning things out is best solution. Will evaluate and seek solution.*

*Howard did more organization and straightening of the Control Room plus used Olde English on cabinets.*