



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

**Building & Grounds Meeting Agenda and Minutes for 06/06/2017**  
**(includes highlights of previous meeting for reference)**

Present: Laurie Clement, Reggie Craig, Jim Fitzgerald, Jeri Huempfner-Gatz, Toby Newcomb, Howard Taylor, Paul Burmore

➤ Bullet indicates update at meeting

Welcome and *Thank You* to Toby Newcomb who attended his first B&G meeting and got involved immediately!

HVAC

- Water line to roof update from Reggie & Howard
  - Water line has been completed and a 100' hose has been hooked up and stored in an outdoor storage box which is secured to the wall.
  - Need to paint the line for both appearance and protection.
- System maintenance
  - Maintenance proposals from RoyalAire – Update from Howard
    - Paul signed off on the maintenance proposal for 3x per year. Howard will contact RoyalAire and implement.
  - Committee previously agreed to have RoyalAire do an initial check soon for the slow Freon leak in easily accessible areas – maybe we might get lucky and find it without having to tear anything hiding pipes apart.
    - Will implement when maintenance begins.
  - There is an AC vent into the kitchen from Conway but minimal air going into the kitchen.
    - Howard will also have RoyalAire look at possibly doing some re-direct of the air from the AC to the kitchen.

Status of protection of downspout and building from dumpster – update by Reggie & Howard

- Howard has not done anything more with replacement of the downspout. The boards will remain on the street preventing the dumpster from hitting the downspout in the future and have been extended to also protect the water line to the roof.

Parking lot safety – update by Howard

- Trees and roots
  - Lot is much safer now that roots have been removed. However, rain may cause roots to get exposed again so we need to consider options to prevent a wac-a-mole situation. Discussion of options. Putting gravel down was discussed but that will not provide a really smooth walking surface for safety.

- Lighting
  - Lighting is desperately needed as the lot is very dark at night. Howard had Duke look at providing a pole and light and while it was initially affordable, a 10 year commitment is required whether the light stays up or not.

Electrical and electrical lighting replacements in kitchen, hall, restrooms & library – Update by Tom & Howard

- Progressing well. Kitchen completed and most of the hall outside kitchen.
  - More follow up on this will occur after Tom gets back in town. Exact date unknown.
  - Would like to get this completed – especially in women’s bathroom - prior to upcoming weddings.
  - May consider using Mike Guitard also but believe he is also busy with his normal work.

Kitchen AC

- Kitchen AC has died. Discussed possibly using other than wall unit (e.g. mini-split system) but not affordable at this time.
- Reggie and Tom will research new unit and best way to replace ASAP.
  - Maximum size of 18,000 BTU is all that will fit in window. May be best to install split system. With Laurie contributing about \$600 and expected split system cost of about \$2,000, that may be the best way to go. Howard will get quote from RoyalAire. Reggie will get one from his AC guy.
  - Discussed at meeting today and decision made to go ahead with 18,000 BTU unit as it does not require building/window modification and a redirect of the Conway AC may also help. Reggie will take care of ordering and coordinating installation.

Termite activity in Gilmour – how best to address

- Current people Reggie knows only tent. Toby will check into companies that can do spot treatment.

Idea from Howard as relates to things like termite damage repairs, library doors, toilet seat replacements, basic lighting installations/replacements, etc. that need handyman work and to seek out a regular handyman-type person or team for regular use.

- Committee agreed and Howard will begin with contacting a team he knows that is licensed and insured.

Library doors ideas – update by Reggie & Howard

- Installation of library doors was initially thought to need mullions (the space between panes) to match the Gilmour Hall entrance doors. These are very wide mullions and would be very expensive to custom-make. However, we have many more doors to the patio that are standard French doors and Reggie feels we can get at an affordable price. No firm costs yet but estimate approximately \$1,000 for the doors and maybe \$500 for installation. Howard will speak with potential handyman team.

Vacuum cleaner needed

- We have a single vacuum that Howard & Tee donated. It is a very heavy self-propelled and not suitable for carrying up and down stairs or for vacuuming stairs. It will be moved to the 2<sup>nd</sup> floor for RE use and Reggie will bring in a vacuum he has which he does not use which will be for the first floor, stairs and balcony. He is unsure of its condition and if it is not good, we will ask membership to see if someone can donate one.

#### Conway RE Doors – Update from Reggie & Howard

- Previously: Reggie will check with his door guy about making custom doors to use with our current frames. That would probably be cheaper and much less hassle/messy than if we cut out the current frames.
  - Challenge is frame is for 1 3/8" doors and doors today have a standard of 1 3/4". Reggie will see if possible to get 1 3/8" door which would have at least a 20 minute fire rating and then modify window in door.
  - Reggie will also be checking on library door option. Challenge is the size of the dividers between panes as ours are much wider than today's doors. Also discussed possibly having two fixed side panels and a normal French door in the middle which might solve the problem of large doors intruding too much and reducing usable space.
- No progress on this. Howard will discuss with potential handyman team.

#### Follow up on downspout repair – update from Howard

- After a bit of confusion, received info from the City. We just need to submit an invoice or a quote for the work and the City will review and then pay us.
- Howard will find a handyman to do the work, get a quote and submit the quote to the city.
- No progress on this. Howard will discuss with potential handyman team.

#### Removal of window tint by Tommy - status?

- No update – Tommy is in Maine for a while and no return date at this time.

#### Tommy will paint the Arlington silver and black gates and new kitchen handrail – update from Howard

- Has been assigned to Tommy who will probably take care of within 30 days.
  - No update – Tommy is in Maine for a while and no return date at this time.

#### 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. – Update from Reggie

- Plumber who installed roof water line said he did not know the cause and did not think scrubbing the drains would really help as if the P-traps have water in them there really should be no sewer gas coming up.
- Decision was made to put duct tape over the floor drain and see if that works. If not, additional evaluation for a solution will be done.

#### Toilet seats need replacing – update by Howard

- Numerous seats are loose which is both dangerous and looks cheap.
- Commercial seats range from \$22.00 - \$33.90 at Home Depot but they have none in stock to see. From reviews, the \$22.00 looks fine. Consider replacing all downstairs and upstairs. Handyman or volunteer?
- Howard will research, order the seats and arrange for installation probably with handyman.
- Found toilet seats but no progress. Will probably get the handyman who will replace the downspout to also handle replacement toilet seats.

#### Kitchen grease trap needs replacement – update by Reggie

- Reggie feels we need a new kitchen grease trap. Previously, it appears grease and other trash in trap have not been disposed of in an environmentally proper manner. Reggie will research and maybe discuss with his plumber.
- No research done yet. We do need to take care of it and get waste properly disposed of. Toby will work with Reggie on finding new trap and installation by a plumber.

New sign interior for sanctuary entrance – update by Laurie

- Laurie found a sign we can get for about \$20 which can replace the interior and we can use the current exterior – properly sealed – and it will be like a new sign. Probably will be done by Tommy.
- No update – Tommy is in Maine for a while and no return date at this time.

Development of Master Plan (inventory of building and equipment, maintenance, replacement schedules, etc.)

- At 04/13/2017 Board of Trustees meeting the first steps for developing a 3 year plan for the church were taken.
  - This is just a reminder that Howard reviewed first phase that was presented at recent BoT meeting. Will probably be quite some time before a full inventory of the building is done to prepare a long-term maintenance and building-enhancement plan.

Jim Fitzgerald followed up on an issue he had brought to his first meeting on 05/17/17:

Greatly improving the sanctuary lighting with theatrical lighting

- Our current lighting leaves the pulpit areas very dark and difficult to see. The open windows behind the pulpit area are so bright they make it difficult to see the speakers. These may cause people to not come back to services and also make our church look a bit old. Good theatrical lighting could alleviate those issues. Also discussed possibly having large video screens on either side of the pulpits. Jim will check with a theatrical lighting company for ideas and cost estimates.
- On 05/22/2017, Jim met with Jason Jensen from Wannemacher Jensen architects. Observations and recommendations:
  1. The lights that are in place now are generally lamped with the wrong color lamps. Lighting on a face should be warm, not cool.
  2. The lights behind the great arch in the chancel light the area of the room only behind the arch and do nothing for the area on the steps up to the chancel.
  3. The pulpit and lectern lights are focused too downward and tend to cause facial shadows under eyes, noses, and chins.
  4. Additional lighting for the pulpit, lectern, and steps should come from the second ceiling beam.
  5. Chandeliers should be raised to accommodate possible video screens on either side of chancel.
  6. Fans should be replaced with fans mounted directly on beams. There are fans which will move the same amount of air from that location as do the ones presently installed.

7. Suggested the possibility of a film applied to the three great windows in the chancel to reduce glare.
8. If possible it would be good to leave minimal air conditioning on at all times (or at least a couple of fans) to move air from an overheated ceiling.

Jim has also scheduled a meeting with a theatrical lighting company soon for more ideas.

- Committee discussed observations and recommendations. Big **Thank You** to Jim for his work!
- Immediate idea which Howard will follow up on is putting film on the 3 large windows to reduce glare and Howard will check with company that already came out before for ideas, pricing, etc.
- Programming the AC system for coming on regularly will be considered and probably implemented soon. After implementation, looking at our electric bills to compare will be important. However, we don't have perfect comparison as this is the first season our new AC system has operated properly.
- Additional ideas presented will be reviewed more after Jim meets with the theatrical lighting company.

Consideration of possibly painting the building exterior bands a contrasting color.

- Howard recently saw two buildings on either side of a parking lot at 1315 on 9<sup>th</sup> Avenue North and showed photos to the committee. One is the Pinellas Christian Center. These two buildings both have vertical banding similar to what UUSP has. One building painted the bands a contrasting color to the building and the other has not. Painting the bands really helps them stand out and make the building "pop" and is something our church may want to consider. The committee agreed that it could make a very positive difference. No specific action planned at this time.

Below are pictures of the two buildings on 9<sup>th</sup> Avenue North. Someone who is able to work with a photo editing program like Photoshop could show some good hypothetical photos of what UUSP would look like with various color band options. (Since Howard is color blind, the committee unanimously decided he should not choose the color – or probably *any* other colors.)



Meeting adjourned at 6:55 PM