



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

Building & Grounds Meeting Agenda and Minutes for 06/20/2017

Present: Tom Archibald, Laurie Clement, Reggie Craig, Jim Fitzgerald, Jeri Huempfner-Gatz, Jonathan Mathews, Howard Taylor

Special WELCOME to Jonathan Mathews for his first B&G Meeting!

HVAC

- Painting of water line to roof update from Howard
- System maintenance
 - Maintenance by RoyalAire – Update from Howard
 - RoyalAire has been contacted and will make first maintenance visit soon to change all filters, clean drain filters in sanctuary units, check and adjust belts, etc.
 - Will check to see our Freon status and if they need to start searching for a slow leak
 - Howard will also have RoyalAire look at possibly doing some re-direct of the air from the AC to the kitchen.

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

- Tom is back in town and with Howard will make more progress soon
- RE has requested we see about the bathroom lights upstairs prior to camp

Kitchen AC – Update by Reggie

- Reggie purchased new AC unit and installed it (2nd one). Will mount controller on wall. Based on amps, it appears we may have been using a significantly lower BTU previously than we thought so we may get much better cooling.

Termite activity in Gilmour – how best to address

- Reggie spoke with a company that would charge \$5,000 for spot treatment of Gilmour and guarantee / maintain for \$1,800 per year. Seems to be about the going rate for this type of service. Tenting would be about \$12,000 with no guarantee termites would not come back. We are past swarming season so we should see less activity. This will continue to be researched. May put an announcement in InfoNet to see if anyone knows of a good company. Howard will check out Angie's List.

Previous meeting: 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.
- Howard met with Women at Work Monday, 06/19/2017

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.
- Howard spoke with Women at Work as this being our #1 priority. They had interesting idea of adding trim to make a larger door fit naturally. Reggie said his door guy may be able to provide good door. Howard will have Women at Work contact Reggie to speak to his door guy.

Library doors ideas – update by Reggie & Howard

- Women at Work will bring back quote on these

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.
- Howard addressed this with Women at Work and they are open to this type of job. Will get seats ordered soon.

Follow up on downspout repair – update from Reggie

- Reggie said he has a guy who can take care of it and will follow up on that.

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.
- This is not a priority for Tommy right now. Uncertain if he will be able to handle this. Laurie will check with him and update us.

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.

- Did it work?
- We went into the men's room and it appears the tape worked! Tom will plug and seal properly.

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.
- Sign will probably cost about \$80 or so and is on the way to Tommy. Will proceed.

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.

Vacuum cleaners needed – update by Howard

- Request for 2 put in 06/18/2017 Order of Service.
- Received one response from someone who has a used Kirby they can donate.

Film for the big 3 windows to reduce glare – update by Howard

- 06/09/2017 Howard met with Glass Protection Services, Inc. \$740
- Film would not only reduce glare and enhance exterior colors but is also missile impact resistant.
- Committee voted to proceed if funds are available in B&G or can be received from Worship or perhaps split 50/50 with Worship, if possible.

RE needs

- 120 attending summer camp
- We are showing the church to lots of children and parents so we want the RE areas in the best shape possible (doors, bathrooms, bathroom lights, etc.).

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 are in the previous Minutes.

Jim met with a theatrical lighting company Bay Stage Lighting 06/12/2017 for more ideas.

- Howard was also present
- \$24,580.58 quote received 06/19/2017
- Research will continue and Jim has already scheduled a meeting with Church Interiors on **Tuesday 06/27/2017 at 1:00 PM** and invited anyone to attend, if they wish. Before and after examples of their work can be seen at <http://www.churchinteriors.com/before-after-gallery/>

New Business:

Jonathan Mathews volunteered to contribute 2 folding 8' plastic tables that are about 12" wide and Committee said Thank You and YES we can find a place for them!

Jonathan also offered some stackable chairs he has currently on craigslist.

Howard reviewed current contract with Fort Knox Fire and discussed how we use a cellular service which can "blip" and cause the system to whine but not rally be a problem. Howard will check to see if perhaps a different cellular service can be used and might reduce the problem.