



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

Building & Grounds Minutes for 07/18/2017

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

HVAC

- Painting of water line to roof – update from Howard
 - No action on this yet
- Maintenance by RoyalAire – Update from Howard
 - RoyalAire will make first maintenance 7/25 to change all filters, clean drain filters in sanctuary units, check and adjust belts, etc. During that visit they will do an inventory of our equipment so they have model numbers and such.
 - Howard will also have RoyalAire look at possibly doing some re-direct of the air from the AC to the kitchen.
 - Howard will ask if they can do anything to quiet the AC into Conway.
- AC for 2nd floor room in Gilmour
 - Would be good to have a window unit in the room as then it could really be used for other purposes, including rental.
 - Reggie believes he has a small unit that would work well and will handle
- Sanctuary cooling
 - System is set to turn on at 1:00 AM. That worked well recently to have sanctuary at 71 at 10:00. Will try moving it up until it does not cool to the point we want at time of service.
- Cooling sanctuary for events
 - Jeri is concerned about getting the sanctuary cooled enough for events like weddings during these hot months. It's not practical for her to come by several hours in advance.
 - Howard will put together a step-by-step set of instructions for basic programming and see if that works to allow Jeri to program it for events.
- Request came in for possible rental of bride's room for music practice. Cooling issue in isolating area. Howard will find out more when AC is serviced on the 25th.

Termite activity in Gilmour – how best to address – update from Reggie

- 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.
- Wings have also been seen on the library window sills.
- Reggie will continue to research. Has made some progress.
 - Reggie leaves the 2nd week of September for Vermont for several months

Gutters

- Gutter over library window has a leak with a hole. Not aware of any water getting into library from it now. All gutters probably need to be cleaned. If getting new gutters, would probably also want cover to keep debris out.
- Reggie will speak with his gutter guy.

Spectrum line issue

- Our Spectrum line for phones and internet has been knocked down twice in the past month by garbage trucks driving down the alley with their dumpster hooks still up. This will be addressed with Spectrum and/or the city. It was discussed with the Spectrum tech when he was out the first time. Best solution is to go under the road from the pole. Other option is to run the line to a very high point on our building.
- Perhaps we should wait on this until after the lot sale vote.
- Appears one problem may be power blips. Howard will get a battery UPS to keep power up. Estimated cost about \$50.

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
- Howard also took them to bid on a large tile job for his condo association.
- They never followed up and did not return calls so they're out and the search continues.
- Note: Reggie said Women at Work called him about 2 weeks ago to get in touch with Reggie's door guy. So, will wait a bit longer and see if we hear anything else from them.

Conway RE Doors – Summary from previous discussions

- 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.
 - This may be a method to follow up on with another contractor.

Library doors ideas – update by Howard

- Need to find new contractor if we do not hear back from Women at Work.

Follow up on downspout repair – update from Reggie

- Reggie previously said he has a guy who can take care of it and will follow up on that.
- No action yet. Reggie will follow up with his guy soon.

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

- 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.
- Tommy will wait to paint until after the summer.

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.
- No change except discussed that we actually need 2 grease traps and they should probably be cleaned every 6 months.

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.
- Sign was completed and looks very good and will probably last a long time. There was an error in the price as it appears to have been for a certain number of square inches. Total cost approximately \$240.

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.
- At 07/13/2017 Board meeting the Master Plan was briefly mentioned and they hope to be taking further steps soon but no exact date.

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.
- At 07/13/2017 Board meeting the Board voted to do this but first wants to raise at least \$500 to cover the cost and then pay balance from B&G Repairs/Maintenance account.

Improving sanctuary lighting – update by Jim Fitzgerald

- 06/27/2017 Meeting with Church Interiors in sanctuary to discuss options
- Jim was not present at the B&G meeting today but provided this update via email:
 1. CHURCH INTERIORS.....no proposal. According to representative in conversation last week the proposal is in process to come soon.
 2. GLASS PROTECTION SERVICES.....the proposal presented to Worship Committee to share 50/50 in the cost of \$740 was declined. No budget funds.
 3. Suggestion was made by Worship Committee member that LUMASTREAM, a local lighting firm specializing in LED lighting, be contacted concerning sanctuary lighting. I have made contact to set up date for a representative to visit site for evaluation.

New Business:

- Carpet stretching in sanctuary to get rid of bumps/trip hazard
 - Howard has this scheduled for Monday at a cost of \$150.
- Plumbing issues to address
 - Issues needing actual plumber:
 - Toilet on 2nd floor
 - Mop sink by kitchen shut off valve
 - Tom and Jonathan may be able to handle these but will not attempt until after camps are finished
 - Also learned there is a water fountain filter that probably needs to be changed
 - Small plumbing issues, like replacing washers in kitchen sink, and the aerator in Bride's bathroom (squirts all over. There are aerators in the kitchen and probably other places, too.
 - Tom and Jonathan will handle
 - Rusty water
 - We may have rusty water coming into the building. It takes a long time to get clear water in the kitchen. Housekeeping reports water is tinted immediately after flushing even in toilets that do not have a tank.
 - Howard will check with a water treatment company for opinion.
- Replace/repair Arlington doorbells (both
 - Tom & Jonathan will handle
- Not new but an FYI: our Repairs/Maintenance budget is \$13,000 or \$1,083 per month. This is much more than last year. That does not include housekeeping, sexton, and lawn service which are separate.
 - Housekeeping is currently 10 hours per week
 - Sexton duties are separate
 - This may need to be reevaluated as more events and camps occur at the church. We could become victims of our own success when it comes to cleaning and maintenance.

- Need to maximize our storage space. Ideas?
 - No great ideas yet.
 - Cleaning out and throwing away stuff can help.
 - Need to make more space in Gilmour storage room for accessibility.
 - Maybe clean out the storage room at top of stairs in Gilmour.
 - No date set or committee members assigned.

- Possible construction of device to hold tables and double as credenza
 - Idea was brought up but no action planned yet.

- Board in street to protect spigot – Reggie will handle

- Lights in library
 - Tom will rewire lights to use LED bulbs. Covers look good so no need to completely replace.

- Sliders for chairs and tables
 - We want to check this later. Because chairs are moving over concrete, it may be causing rapid wear of the sliders. Also should look at the folding tables sliders.
 - Need sliders for wood table with glass top and chairs in Conway. – Howard will handle

- Pulpit lights
 - We determined that current lights cause buzz – especially when touched.
 - Tom will seek alternative. (Jack wearing a miner’s light appealed to some)