



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

Building & Grounds Agenda & Minutes for 08/01/2017

Present: Paul Burnore, Laurie Clement, Reggie Craig, Jim Fitzgerald, Jeri Huempfner-Gatz, Jonathan Mathews, Kari, Toby Newcomb, Howard Taylor.

Due to the Agenda, these Minutes are longer than usual so for ease of reading, the Agenda is in black and Minutes are in **blue**. We expect the next Agenda & Minutes to be more concise.

Monthly Budget – FYI So we all know what we are dealing with

- \$583 housekeeping (10 hours a week / 39 hours per month @ \$15 per hour)
 - Sexton hours are not included in housekeeping
 - Jack controls sextons / housekeeping and has checklist. Howard & Jack met with sextons recently to review. Considered having housekeeping managed by B&G Committee but felt it more appropriate to remain with Jack.
- \$1,083 for Repairs / Maintenance (\$13,000 for the year)
 - RoyalAire HVAC Service Agreement
 - 3 visits per year
 - \$985.00 per visit
 - First maintenance visit was done 07/25/2017 (details below)
- \$83 for Maintenance Reserve (\$1,000 for the year)
- \$200 lawn service
- \$142 church restoration (primarily Tommy)

Priorities

1. Safety
2. Preservation
3. Functionality
4. Aesthetics

HVAC Update

- Painting of water line to roof – update from Howard
 - No action on this yet
- Maintenance by RoyalAire – Update from Howard

The following was entered in our Gmail RoyalAire Contact Notes:

07/25/2017

First regular maintenance performed by Miles and Jason (different Jason). This was their first visit here. Inventory of our equipment done and records in file and in Google Drive. No problems

found. No Freon needed to be added. No belts needed changing. Spare belts put in or on units for later use. Coils were cleaned but none were very dirty. All filters changed or cleaned.

Howard did not have them look at a possible re-direct of some air into the kitchen. With new windows AC unit, may not need it plus it would only work when the AC is turned on for all of Conway 1st floor.

Fun facts to know:

The temperature that shows on the TC-24B is an average of the units in each Group.

Each unit in the sanctuary has a filter in it on the drain and they cleaned that.

They cleaned all the filters in the units in the sanctuary by washing them with a hose in the center courtyard.

One vent in Conway was almost closed which may have been the cause of some excessive noise.

The Conway and Gilmour units fans automatically adjust their speed depending on need. This is not something we can adjust at the thermostat.

- Sanctuary cooling
 - System was set to turn on at 4:00 AM Sunday. That worked well recently to have sanctuary at 71 at 10:00. Will try moving it up again until it does not cool to the point we want at time of service.
 - Changed it to turn on at 5:00 AM 07/31
 - Set system to always maintain a temperature maximum of 82 degrees to maintain wood and instruments. Will want to see if this affects our electric bill. Does it need to be lower than 82?
 - No one knows if it should be lower than 82 or not.
 - When turned on manually, it is set for 71 degrees. The user cannot change that.
- 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 put together a step-by-step set of instructions for one-day programming and walked through it with Jeri. We believe it will work to allow Jeri to program it for events. These instructions are in the AC Manual.
 - Howard also put together a step-by-step set of instructions for Weekly programming.
 - All of the step-by-step instructions are in the AC Manual, our Google Drive and Jeri has a copy on the church computer.
- AC for 2nd floor room in Gilmour – update from Reggie
 - 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 he will take care of this

- There was some miscommunication previously. Reggie will be installing the unit he has as a loan to the church very soon.

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
- Reggie made some great progress here! He found a guy who was very knowledgeable about termites and toured the church.
 - He can spot treat us for \$650 with a 12 month warranty and can re-treat in 12 months for \$175.
 - We need to remove the infested/damaged wood first. (It was also discovered that the desk in the 2nd floor office in Gilmour is infested).
 - Committee said let's do it.
 - Will wait until after camps to begin removing wood and hope to have it done during August as there are no events like weddings planned for that time.
 - Possible team members: Reggie, Jonathan, Toby, Howard, Tommy

Three leaks discovered during Tropical Storm Emily

- Discussion and suggestions
- Here is a [link to photos of the leaks](#)
- The leak over the arched sanctuary window drips onto the AC unit. This may be caused by the gutter and/or glazing. Reggie will contact his gutter guy to evaluate. We may need new gutters and/or gutter covers to prevent blockages.
 - Howard taped plastic over the AC unit which still allows air to blow but is not very attractive. Just want to avoid the high expense of repairing or replacing it due to water damage.
- The leak into Ladybug may be caused by a clogged drain pipe. Jeri said she has seen that when it is raining there is no water coming out of the bottom of the pipe. Reggie will bring a snake and clear it soon.
- No real idea of the source of the leak in the stairwell. May be the top of the stairwell roof which was not painted or re-roofed. Will watch to see if a leak comes again and Howard will take a ladder to look at the top.

Gutters – Update from Reggie

- 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.

Board in street to protect spigot – Update from Reggie

- Also, WJA continues to overfill their dumpster. We need to ask them to get a bigger one. (Who would do that?) Then we will need to better protect the building if they are going to keep dumpster her. However, if the parcel sale is done, they might end up with the dumpster on their property.
- Reggie secured the board. Paul will contact WJA about possible getting a larger dumpster.

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.
 - Tom previously suggested we move it up on our exterior wall ourselves. Feasible? Volunteers?
- 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.
 - The UPS was purchased and installed Saturday 07/29
- Howard will contact Spectrum to see if we can get them to move the line for free (or minimal cost).

Utilizing regular handyman

- 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.
 - Reggie never heard back from Women a Work so we will not use them or follow up with them.

Conway RE Doors – Summary from previous discussions

- These doors are already funded.
- 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.
- Reggie will follow up with his door guy.

Library doors ideas – update by Howard

- Need to find new contractor if we do not hear back from Women at Work.
- There is no available money for this.
- With no money available and it not being a priority, this will not be done for some time.

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.
- Reggie will speak with his gutter guy when he is here. Reggie also has the form to file with the City for reimbursement.

Tommy will paint the Arlington silver and black gates and new kitchen handrail

- Tommy will wait to paint until after the summer. Laurie is handling this for follow up later.

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.
 - From last meeting: 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.

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.
- Still no additional updates on the plan.

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.
- Status: waiting to hear from the Board that the \$500+ has been raised.
- Board has no taken any action to solicit funds yet.

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 last B&G meeting 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.

- Jim

- Plumbing issues to address – these will be addressed after the camps are finished
 - 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.

Painting – Address after camps end

- With the lights done in the kitchen, hall, restrooms and library, we planned to paint those areas along with completing the paint around the AC units in the sanctuary and the pipe to the roof.
 - We may not have any money in the budget to do this.
 - Addressing the roof leaks is a higher priority. Need to resolve those first and then see if we have any money available in the budget for this.

Disposal of old fluorescent tubes

- Charged \$0.33 per foot (\$1.32 / 48” tube) because we are not residential
 - 2nd Wednesday of each month at Household Electronics & Chemical Collection Center; 2855 109th Ave N, St. Petersburg
- Proposed to have each of us take a few to recycling at a time as households (12 max per visit)
- Perhaps we should just comply with the county rules and pay
- Howard will take the tubes for recycling, pay and get reimbursed.

Miscellaneous recent work done or in-process

- Carpet stretching in sanctuary to get rid of bumps/trip hazard was done 07/24/2018 for \$150.

- Paul and Laurie said there one small bump still near the bride's rook. Howard will check it out and call the carpet stretcher if appropriate.
- Wi-Fi extender installed on 2nd floor of Conway
- Morgan's husband will take a look at our Wi-Fi router configuration and see if he can clean it up as it seems to be an odd mix of things
- Replace/repair Arlington doorbells (both) – update by Tom (updated by Reggie as Tome not present)
 - Tom replaced the bells and buttons with much better ones. Working well.
- Lights in library rewired to use LED bulbs – update by Tom and Jonathan
 - Jobs were completed and look great. Because the fixtures were in good condition, Tom was able to re-wire them and install the LED bulbs in the library.
- Two plungers with toilet brushes were purchased – upstairs and downstairs. There was no plunger in the building. With our camps, were really needed.
- Pulpit lights – update by Tom
 - We determined that current lights cause buzz – especially when touched.
 - Tom got a small tube light(s) – installation status
 - Howard spoke with Tom and Tom showed him the tubular light fixture which he will install later.
- We have a file drawer!
 - A special file drawer is now ours in the office

New Business:

- Jeri re rentals and usage
 - Concerned that last electric bill was very high at \$1,400.
 - Uncertain how best to address request for regular rentals e.g. charter school, music lessons, etc.
 - This is an issue for the Board to address
- 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.
 - Will not try to clean this out as Laurie said Tommy has numerous items stored there he feels we may need later. May check with Tommy but no rush.
 - No date set or committee members assigned.
 - Perhaps movable walls or dividers in Conway where we can store chairs behind them without limiting space much or detracting from the look
 - Maybe we can find used ones from used business furniture place or company going out of business
 - Maybe a ceiling track room divider that is not the heavy sound resistant type in Conway
 - https://roomdividersnow.com/products/ceiling-track-room-divider-kits?variant=16602650438&utm_source=bing&utm_medium=cpc&utm_campaign=GS-HIGH-All%20Terms&utm_term=4586956354992792&utm_content=All%20Products
\$129.95 plus installation cost (maybe we can do it)
 - Other ideas?

- No other ideas right now. The ceiling track divider might be nice but is not a priority budget item at this time.
- Possible construction of device to hold tables and double as credenza
 - Idea was brought up but no action planned yet.
 - No action planned and not in the budget right now.
- Glides 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. – update from Howard
 - Update: The chair glides are very substantial and would not be feasible to change. Not really a problem. Stick-on glides for the big tables would be nice but not a necessity. Probably delay for budget.
 - Need sliders for wood table with glass top and chairs in Conway. – Howard will handle
 - Update: Seemed a bit expensive at Home Depot. Can get online via eBay but might have sales tax.
 - This is a nice-to-do but not a necessity. Will postpone until budget is stronger.
- Team of 2 or 3 for sanctuary maintenance?
 - Treating wood on pews
 - Vacuuming pew seat cushions
 - Maybe shampoo seat cushions – possibly water only
 - Shampooing carpet
 - Etc.
 - Thank You to Kari, Toby & Paul who volunteered for this!
 - Laurie learned from Rene that she used a product called Amish Milk which she got at Dollar General on the pews and liked it a lot
- Anyone know how to or have any interest in running floor buffer?
 - No one present was qualified.
- Team or individual for organization
 - Why
 - We don't want to waste time searching for things
 - We don't want to waste money buying stuff when we already have it but can't find it
 - Safety
 - We want the sextons (and us) to have easy access to things in the Gilmour storage room
 - Keys
 - Labels in key cabinet
 - Hidden key behind quilt on wall in children's area 1st floor
 - File cabinet
 - We have a file drawer
 - Organizing it so when someone looks in it they can find stuff without having to crawl through everything

- Also make a file which lists the plans/blueprints we have in bottom file cabinet drawer in mail room
 - Organize and clean out shed in courtyard
 - Organize and clean out storage room at top of stairs in Gilmour
 - Organize and clean out area under stairs by library
 - Dispose of or sell duplicated, inferior or non-working vacuum cleaners and similar such items
 - Library and book organization / management
 - Discussion of how the library is maintained. No one is assigned the task and it seems to function on its own. May address later.
 - Light at top of north fire escape is not working. New bulb did not help.
 - The above were general areas of organization needed and no specific assignments were done today.
- What more does anyone on B&G see that needs attention?
 - Jonathan has several items he would like to donate to the church including speakers, projection screen, guitar amp, projector, etc. Committee recommended speakers be stored in choir loft until termite situation is rectified. Jonathan will need help getting the items into the church (He did not bring them today).
 - Thank you, Jonathan!