



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

### **Building & Grounds Minutes for 09/19/2017**

Attendees: Howard Taylor, Laurie Clement, Jeri Huempfer-Gatz

## **Meeting Date Change Reminder – Once a Month on 3<sup>rd</sup> Tuesday Only**

Beginning October 17<sup>th</sup> B&G meetings will be held once a month on the 3<sup>rd</sup> Tuesday.

We hope this will not conflict with other meetings and allow participation by more members in B&G.

➤ This bullet symbol indicates a meeting response or action.

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.
- \$1,083 for Repairs / Maintenance (\$13,000 for the year)
  - RoyalAire HVAC Service Agreement (3 visits per year @ \$985.00 per visit = \$2,955/year)
    - First maintenance visit was done 07/25/2017
- \$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

Tarps and Hurricane Irma

➤ Reggie and others took the tarps down. Zip ties will be procured to attach the tarps again.

Possible ramp at door to courtyard – request for consideration by Laurie

➤ Laurie saw a possible ramp with Reggie at the church. Ramp is not here now and Laurie is unsure if Reggie took it with him.

Gutters – update by Howard

- Gutter around chimney is descending ([here is a link to photos](#))
- Other gutters bent and need cleaning
- Reggie's gutter guy or contact someone else?
- Follow up on downspout repair – update from Reggie
- Reggie is giving up on his gutter guy. Howard will contact a gutter company.

Conway RE Doors – Summary from previous discussions – update from Reggie

- These doors are already funded.
  - 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.
- 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.
- Reviewed and discussed possibility of using thicker door and modifying strike plate and adding trim. Committee felt that using a solid 1 3/8" door should give us the fire protection we need. Can also add a window. Reggie already got quotes. Reggie will follow up after he returns from Vermont in the Spring.

Toilet leaks and repairs handled by Adams Plumbing \$211.00

Miscellaneous recent work done or in-process

- Morgan's husband – Michael Pohl – 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
  - No action yet
- Pulpit lights – update by Tom
  - Installed the one light he had. Will need to get feedback from Jack if gives enough light. Cannot access the switch when installed so turns on when plugged in right now. Will see about adding an in-line switch. If light is good, will get and install a second one.

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.
- Work is expected to begin soon. We are concerned about the gate sticking. Tommy has ground it down before and may need to do so again.

Signs needed

- Additional in-ground signs are needed for Sundays. Volunteer(s) to order?
  - Paul had contacted Howard about getting some signs but Howard had not taken care of yet. Susan Burnore may have ordered signs before and Howard will check. Also, we have a couple of large A type signs designed to sit on the ground and may be good for the courtyard entrance with signs taped on them.
- Wet floor signs
  - Jeri will order shortly.

Door Security

- We've had an issue with doors being left open. Ideas?
  - Further discussion but no solution. Fortunately, there have been no unpleasant or harmful incidents. Howard will check with locksmith he uses for condo building.

## New Items

Pest Control

- Howard observed what appeared to be a rat running into the ceiling near the piano in Conway during the Board meeting.
- Pest control will be called

#### Leaks from hurricane

- We are not aware of any leaks from the hurricane. However, one of the sextons said someone told them there were leaks on Conway 2<sup>nd</sup> floor but we have no specific location. A brief walk of Conway did not indicate new leaks.

#### HVAC

- Sunday service was very warm. RoyalAire came out and said we were low on Freon and added. They could not find the leak and it will require more time to discover and resolve.

#### Future project planning

- Much of this may depend on the results of the lot sale vote. When Tee completes the Comprehensive Facilities Management Report that will give us a good baseline to do some real planning with rather than wac-a-mole for problems. In the meantime, we must maintain as well as financially possible.

#### Need for landscape company

- We have a need for more landscape maintenance than can be provided by Dani & Deb for \$100 per month. However, no money in the budget right now.

#### Hymnal Supply

- We seem short on hymnals. No idea why. May need to order more.

#### Carpet Cleaning

- Stanley Steemer was used about 5-6 years ago which is the last time the carpets were cleaned. It's probably time to do that again. However, no money in the budget right now.

#### FLOPS and SHORTS Day

- Project proposed by Sabine and Jeri for Volunteer Church Beautification
- Primary areas which would each have a person as chief coordinator (this is subject to change):
  - Grounds – Laurie Clement
  - Kitchen – Jeri & Sabine
  - Sanctuary – Worship / Susan Burnore
  - 2<sup>nd</sup> Floor Conway – Nic Filzen
- Howard will prepare a large poster to be in place on Sundays after service for people to sign up
- Expect changes and modifications along the way

#### **Projects to be addressed later when funding is available (in order of possible priority):**

- Sanctuary lighting

- Library doors
- Sanctuary sound system
- Painting kitchen, kitchen hall, 1<sup>st</sup> floor restrooms & library
- 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.
- 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 not taken any action to solicit funds yet.
- Ceiling track divider area in Conway to store chairs ([link to device](#))
  - \$129.95 plus installation cost (maybe we can do it)
- Glides for wood table and chairs in Conway and for large folding tables in Gilmour
- Cabinet to hold tables and double as credenza
- Plumbing issues to address
  - 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. No action yet.
- Floor buffing
- Painting of water line to roof
- Light at top of north fire escape is not working. New bulb did not help.
- Adjust doors to Gilmour from lobby (they hit each other)
- Chimney cap or posts that are sticking up removed and a different cap system used. The fireplace is not used.