



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

Building & Grounds Minutes for 10/17/2017

Attending: Sabine von Aulock, Paul Burnore, Laurie Clement, Nic Filzen, Jim Fitzgerald, Jeri Huempfer-Gatz, Jonathan Mathews, Howard Taylor

Meeting Date Reminder – Once a Month on 3rd Tuesday Only

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.
- This item was not discussed during the meeting. Howard will follow up soon.

Termites – update by Howard & Jeri & Paul

- Termites seen in pew that was in Gilmour before and is now in pulpit 2nd from piano.
- Termite evidence also seen on bookcase in Gilmour
- Howard will contact termite company. Gilmour is probably under warranty. Unsure what the sanctuary situation may entail.

Rats & Mice – update by Howard & Jeri

- Tommy has replaced missing ceiling tiles
- Discussion of strategies. Only a few open spots on the outside such as Jack's AC, one vent on the 2nd floor, and unsure if there are openings at the sprinkler pump behind the pulpit wall.
- Agreed that key focus needs to be on making sure all food is sealed in non-paper containers. Also, need to get covers for trash cans or new cans with covers. Will also put up signs.
- Recommended to add holes to the bottom of the trash cans on the courtyard.
- Stand-up signs will be used intermittently to remind people to leave their areas neat. Intermittent signs will be used to provide more impact and Jeri can put them up when she sees problems occurring.

Sanctuary lighting – update by Howard & Jim

- Jim gave a review of his past research. He has met with 3 companies. The first gave an estimate of \$27,000, the 2nd was never able to find an electrician in the area to work with and the 3rd is a local company – Luma Stream – with an estimate of \$10,500 and Jim was impressed by them. Luma also invited us to their showroom at 2201 1st Ave S. to look things over. Paul, Laurie, Howard, Jim and Jonathan will meet there this Thursday at 9:30 AM.
- Howard suggested this may also be a good time to consider the window film to maximize the lighting benefits. However, the #1 priority is the lighting itself.

Sanctuary Sound system – update by Howard & Nic

- Nic called his contact, Patrick Langen of Vanguard Audio Visual who has done work for the Florida Orchestra for both audio and lighting.
- Appointment was set for 4:30 Friday at the church with Patrick, Nic and Howard (and I think others but I forgot to write down the other names)

Library doors – update by Howard

- The Board wishes to proceed with getting doors installed. Discussion about French doors vs. swing doors. Will get doors that have 10 lite panels to be similar to those leading to the porch in Gilmour. Howard will follow up on this.

Painting the Arlington silver and black gates and new kitchen handrail

- Previously we had planned to have Tommy paint these when it got cool.
- Modification:
 - This work will be performed during the upcoming Flops and Shorts work day by volunteers. To reduce risk of doors sticking, on the main entrance gate the sides where the doors come together will not be painted. The gate has been ground down before so there is probably not enough metal left to grind it any more without going all the way through it.
 - Howard will get the paint which we already have shaken so it is prepared for the event.

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.
 - Howard has not done this yet but will seek to complete ASAP.
- Wet floor signs
 - Jeri will order shortly.

Door Security – update by Howard & Jeri

- Problem continues with doors left open. Last Sunday the kitchen door was left open with the bar sticking out.
- Actions to take:
 - We will change out the kitchen door lock to one which requires a key on both sides.
 - This was later decided against as it is a fire escape door
 - Sign will be placed on the inside of the kitchen door telling people not to prop it open.
 - A sign will be placed on the outside of the door saying the entrance is for kitchen business only. As this will be an outdoor sign, it will have to be ordered to withstand weather.

HVAC – update by Howard

- The AC in the sanctuary continues to cool. However, we may have a very slow Freon leak and we will see what happens over time.

Need for landscape company – update by Howard

- 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.
- At BoT meeting, Paul proposed using Master Gardeners we have at UUSP (3 currently)
- Paul will be looking at the overall landscaping and talk with the other Master Gardeners and maybe seek to find others who want to help at Flops and Shorts.

FLOPS and SHORTS Day – update by Sabine & Jeri & Howard

- 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 – Howard Taylor
- Kitchen – Jeri & Sabine
- Sanctuary – Worship / Susan Burnore
- 2nd 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
- Pressure washing (we have one and Howard will direct its usage)

Other:

- The lock for the dumpster is missing. Howard will get one with a chain which secures the lock to the thing it is locking.
- The motion light by the kitchen door is not working. Howard or Tom will evaluate and seek to repair.
- Howard replaced one wall fan in the kitchen and will be adding a second one soon.
- Howard & Jeri will get more info from Andy about the new credit card and accessing it

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

Lot Sale Approval

- With the lot sale approved, this is the time to begin thinking of an overall strategy for what would be best for the church. Tee Taylor will have a Comprehensive Facilities Inventory in December.

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.

- Painting kitchen, kitchen hall, 1st 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.
- Carpet Cleaning
 - Stanley Steamer 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.