



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

**Building & Grounds Minutes for 11/21/2017**

Attending: Tom Archibald, Paul Burnore, Reggie Craig, Laurie Clement, Jim Fitzgerald, Jeri Huempfer-Gatz, Jonathan Mathews, Janet Mills, Howard Taylor

HVAC in sanctuary not working – update by Howard

We are still waiting on the part. Howard will check on possible warranty for later.

11/27/2017

This is not technically the correct place for this but thought it would be good as today the AC in the sanctuary was repaired and checks were done for leaks. Here is an email that was sent out to B&G and Board of Directors on 11/27/2017:

Today, RoyalAire replaced a circuit board and checked for possible Freon leaks. While they were here I had them check for any other Freon leaks since the sanctuary had not been cooling. The every-four-months preventive maintenance was performed and filters changed.

The good news: The AC is working and it appears we have a full amount of Freon. It was probably not cooling because one of the 3 units on the roof was not working when the board was bad. No problems discovered during the preventive maintenance.

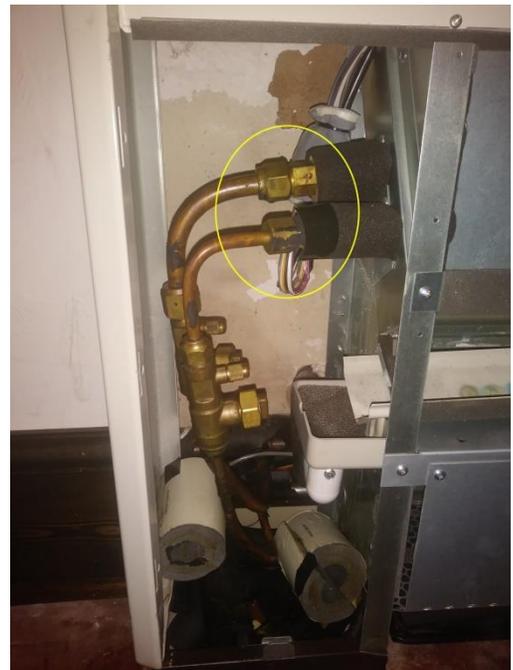
The bad news: Potential/minor Freon leaks were found in 3 or 4 units at the connections you see in the attached photo. When it is put together originally, a torque wrench is supposed to be used to assure the correct amount of torque is applied. Too much or too little can result in a leak.

They saw minor oil leakage at the 3 or 4 connections - there should not be any oil leaking - and tightened them using their torque wrench. The insulation you see at the bottom was covering those connections so they left it off for now so they can easily see if there is a leak the next time they are out.

**B&G Meetings are once a month on the 3<sup>rd</sup> Tuesday**

**Next meeting is**

**December 19<sup>th</sup> 5:30 – 7:00**



The sanctuary AC was turning on and off instantly instead of taking 5 - 10 minutes to do so. They don't know why.

To provide better control and options for the AC, I am looking at making it so people can adjust the temperature and it can keep the sanctuary at a good temperature all the time to protect the wood and instruments. Haven't got that fully worked out yet.

Gutters – update by Howard

Still waiting to set appointment with gutter company. They are primarily set up for residential and waiting on a call from their commercial department.

Termites – update by Howard

Subs were treated and company gave us a proposal for monitoring that will be \$395 for the first year and \$295 annually after that. Committee agreed we should do it and Howard will call to get it started.

Rats & Mice – update by Howard & Jeri

Still have a problem but seems less. Trash cans are not being sealed in kitchen and not all food is being kept in plastic bins. May need to take steps to get all possible external holes sealed, including behind sanctuary by water sprinkler pump. No one assigned for this yet.

It was proposed and agreed to get 2 trash cans for the kitchen with attached lids.

11/27/2017 follow-up

Again, this is not technically correct since it happened after the meeting. Today, while at the church for the sanctuary AC, Howard noticed that the plastic trash can in the kitchen had the lid next to it. There was no other trash can in the kitchen. However, the lid was not on the trash can and no one was working in the kitchen. Even if we get a trash can with a lid attached, if it is not flipped to cover the can it won't help. Will delay in getting that type of can but may look at another standard plastic can as there is a rolling stand for one already on site.

Sanctuary lighting – update by Howard & Jim

Jim Fitzgerald reported that AV Specialists is still trying to find an electrician.

11/27/2017 follow-up

AV found an electrician and Jim scheduled to meet them Wednesday morning, 11/29. Howard will be out of town and unable to meet. Laurie will also not be able to be there.

#### Sanctuary Sound system – update by Howard

Portable PA system has been installed and tweaked. Lavalier microphones have been moved into a locked cabinet in the sanctuary control room.

#### Library doors – update by Howard & Reggie

These have been approved by the Board. Reggie will take steps to get them ordered, stained and installed. One concern is that there is no AC in the library. It was suggested that we move the window AC that was placed in the room above the library to the library as that room is not currently being used.

#### Painting the Arlington silver and black gates and new kitchen handrail –

Laurie will get with Tommy about getting those done now that the weather is good.

#### Door Security – update by Howard

For the Arlington gate, a locksmith said all he can think of that would work is mesh so no one can easily open an ADA handle. Also, need an ADA handle on the interior courtyard gate rather than the long black box which is currently there.

Tom volunteered to check with our security company, Fort Know, for ideas how to better secure our building and actually use the alarm system.

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

This was an excellent success which helped get more people involved in the church and see areas they don't normally see. It would be great if this could be done 3 or 4 times a year.

#### Other:

- Dumpster padlock replaced and secured so it can't be removed
- The motion light by the kitchen door fixed by Howard – just needed bulbs. is not working.
- Second fan added in kitchen

#### New Business

Janet suggested it would be good to get a focus on beautifying the entrance area at Arlington gate and all agreed. No specific action taken at this time. May be more appropriate after gates are painted and mesh added along with ADA handles.

Light by ramp leading into Gilmour is not working. Reggie and Tom checked it out and will follow up.

Rusty water is coming out the taps in the kitchen. The water fountain has a filter and water comes out clear but not enough volume for making coffee. Tom will get and install a faucet filter in the kitchen for a short-term solution.

A future upgrade to kitchen sinks is desirable. Reggie had a commercial kitchen consultant come in before who proposed ideas for improvement. This may be something to look at more after Tee Taylor presents who overall facilities report soon.

Reggie suggested we may want to look at better exterior lighting to replace our sodium lights – especially the loud buzzing one by the office.

### **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 with 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. 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, 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 no 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.