



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

**Building & Grounds Meeting Agenda and Minutes for 05/02/2017**

Note: There was no formal B&G Meeting 04/18/2017. Updates were made by phone and email.

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

**HVAC**

Water line to roof update from Reggie

- Roof water line and equipment installation expected to occur week of 4/10 – 4/14 was delayed. Expect it to be done before the end of May.
  - Found a water line at the base of the alley wall so should make the installation easier and less costly. Committee voted to run the line up the north wall of the building. Will continue to follow up with plumber and may get it started himself.

HVAC RoyalAire update from Howard

- Freon added and adjusted bill
  - RoyalAire submitted an invoice for all the work. On 4/18 Howard called and reviewed the invoice which had 21 hours of labor (\$1,785.00) plus the cost of the Freon (\$465.29) for a total of \$2,250.29. No charge for the new TC-24B controller. Labor will be reduced from 21 hours to 8 hours as Howard had pre-negotiated lower cost for the TC-24B installation. Adjusted invoice received for \$1,145.29.
- Maintenance proposals from RoyalAire – Update from Howard
  - RoyalAire recommends service 4 times per year at \$985.00 per visit. As UUSP does not run all systems a high amount of time, Howard and Reggie feel we may be able to be properly maintained with only 3 visits per year. Of course, we can reevaluate as time goes by.
  - Committee agreed we adopt the maintenance program. It's almost time for the next filter change.
- Committee also agreed to RoyalAire do an initial check soon for the slow Freon leak in easily accessible areas – maybe we might get lucky and find it without having to tear anything hiding pipes apart.

**Kitchen AC**

- Kitchen AC has died. Discussed possibly using other than wall unit (e.g. mini-split system) but not affordable at this time.
- Reggie and Tom will research new unit and best way to replace ASAP.

**Office Phone**

- Office phone system has died. It is a one-line, 3 stations with wireless phones. Jeri will research and get a new one to best meet our needs.



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**Parking lot trees and roots**

- Laurie provided estimates for tree trimming and removal but did not include the root grinding. Committee felt tree trimming and removal will need to get addressed but much depends on the results of whether parking lot 1 is sold or not so will delay the tree trimming and removal.
- On 04/27/2017 Jack told Howard that on approximately 04/25/2017 a woman tripped in the parking lot – apparently over a root. Fortunately, she was not hurt. There have been other reports of people tripping but, no formal incident filings. There have been cars stuck on or hitting roots.
- For safety, we need to address the root issue now.
  - Whether the lot is sold or not, it would probably be at least six months before paving and possibly more.
  - Trips and falls – particularly bone and hip breakage – is a major cause of death for the elderly.
  - Agreed the roots need to be ground or cut down and to do it a few inches below ground so the ground can be smoothed.
  - Laurie got the root removal estimate of \$800 to Howard the next day and will proceed.

**Electrical and electrical lighting repairs – Update from Reggie & Tom**

- Lights should arrive shortly for kitchen. He and Tom will coordinate to install themselves.
- Tom replaced the light sensor above the entrance to Gilmour so it should now properly turn on at night. Will look at LED options to illuminate the tower. Note: our previous contact at The Lighting Factory, Ed, is no longer there.

**Conway RE Doors – Update from Howard & Reggie**

- Howard met with the door guys. They said the frames are embedded in the concrete walls and would need to be cut out which would be VERY messy and require basically building plastic walls and ventilation to vent the concrete dust. (Imagine lots of talcum powder being blown all over.) Reggie spoke with our engineer who said we only need a 20 minute fire door. We will consider other options than cutting out the frames as the frames embedded in concrete are very fire protective. We hope to find a door solution that can fit on our current frames.
- 2 doors in the RE area have open vents
- 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.

**Follow up on downspout repair – update from Howard**

- After a bit of confusion, received info from the City. We just need to submit an invoice or a quote for the work and the City will review and then pay us.
- Howard will find a handyman to do the work, get a quote and submit the quote to the city.



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Status of protection of downspout and building from dumpster by installing plastic boards

- The city pushed the dumpster around the boards and damaged the building!
- Looks like the best option will be to use some more of the plastic boards and attach them to the wall. Reggie believes his nail gun can do the job well. We will clean / pressure wash the boards before putting them up. No specific date decided on. Reggie, Tom and Howard will probably do this.

Window glare and heat reduction in sanctuary for approx \$3,500 - \$4,500 – update from Howard

- No additional feedback or update on this.
- As there has been no feedback, the sun has moved, the AC is working and Jack does some speaking from the other podium, no expectation to follow up on this. Will have Tommy remove the samples on the window soon.

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

- Has been assigned to Tommy who will probably take care of within 30 days.

Men's bathroom smells bad. Reggie said the sewer gas has been a problem before. Unsure if a plumber for cleaning things out is best solution. Will evaluate and seek solution. – Update from Reggie

- Reggie said this has been a problem before. We have been told the P-trap dries out allowing gas back in. Since the drains are used regularly, this seems unlikely but is possible. They have poured bleach down with no long-term success. Howard said maybe there is too much gunk adhering to the sides and needs cleaning. Also discussed possible pipe-lining solution which Reggie said would be very expensive.
- Reggie will talk with plumber about really cleaning the drain pipes out with some sort of scrubber rather than just pouring stuff down the drains.
- Howard spoke with Jeri and Jeri said the sextons stated they have been pouring cleaner down the drains with no positive results.
- Tom wondered if it might be the roof vents and will check that out. Perhaps wind-driven turbine fans on the roof would work.

Kitchen & Library Painting and Lighting – Update from Tee & Howard & Reggie & Tom

- Will replace lighting first using lights recommended by The Lighting Factory. Reggie feels he and Tom may be able to do it but will decide later. If not, Reggie has electricians to contact and we have a referral to one by The Lighting Factory.
  - Let's not forget to have Performance Painting also paint the lower walls in the sanctuary at the same time
- For the office and maybe first floor Conway, will probably use recessed 2 x 2 LED panels and will get more info on that for later.



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Toilet seats need replacing

- Numerous seats are loose which is both dangerous and looks cheap.
- Commercial seats range from \$22.00 - \$33.90 at Home Depot but they have none in stock to see. From reviews, the \$22.00 looks fine. Consider replacing all downstairs and upstairs. Handyman or volunteer?
- Howard will research, order the seats and arrange for installation probably with handyman.

Kitchen grease trap needs replacement

- 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.

Cover for sign by sanctuary entrance

- Tommy completed the cover for the sign.
- Discovered the sign itself is separating from its backing. 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.
- Discussed possible lighting options but no decision made.

Carpet shampooer for pink chairs?

- Howard checked and our current carpet shampooer has an upholstery attachment but no idea if it works. Howard has used such gizmo to bring fabric chairs back to life. May consider using later but need time for sexton. Possibly look to after July when new budget is in effect.

Little House – has Reggie completed roof reinforcement? Other status of the building?

- Worked on rarely now. Roof still needs some reinforcement.

Subjects for future addressing

Development of Master Plan (inventory of building and equipment, maintenance and 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.