



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

Building & Grounds Minutes for 09/05/2017

➤ 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 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

There were no Minutes for the last B&G meeting.

Tarps and Hurricane Irma

- Reggie and others present will decide Friday about picnic time if tarps should be taken down

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

- Committee looked at and agreed a good idea if affordable. Reggie may have a ramp that can be used. Will then open gate on Sundays and put up sign(s) to direct people there. Tom will add a doorbell.

HVAC Update

- South rooftop unit for Conway malfunction- update by Howard
 - Checked out in person by Howard, Reggie & Tom after meeting. Unit is still making noise but is functioning. Unit was checked out before by Reggie's AC guy and no problem then. Will take no action at this time.
- There have been a few times that someone found the AC in Gilmour or Conway was left on.
 - Howard will program the Conway and Gilmour thermostats to turn off at 10:00 PM daily. However, if someone presses "Hold", that overrides that function.
 - Reggie checked about the price of thermostats that can be programmed remotely and was about \$75 each. No plans to implement that at this time.

SMART - Sanctuary Maintenance And Renewal Team – update from Kari, Toby & Paul

- No members of the team were present. However, Julie Newcomb dropped by and Committee thanked her for all she has done. Julie asked if it was OK for her to keep doing things there and Committee said a resounding “Yes!”

Termite activity in Gilmour – update from Reggie

- Work completed and wood replaced in front of AC ducts
- Committee thanks Reggie, Tom and Jonathan (who was not present) for doing an awesome job! Needs some additional cleanup. Work on wood covering ducts looks great.
- Within 90 days we need to check the tops of the kitchen cabinets for any evidence of infestation and if found contact the termite company for no-cost follow up.

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 needed 2nd floor and 1st floor men’s room

- Tom already took care of the 2nd floor problems – Thank You, Tom!
- 1st floor problem appears to be needing a base ring. Tom and Howard will attempt to fix soon.

Reggie is leaving for Vermont in mid-September. Additional updates, info etc. from Reggie.

- No additional updates or info needed.

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.

Building Use Committee established by BoT – Jim & Laurie are volunteers from B&G

- Status of commercial kitchen usage
- Laurie said she has heard it is working well and the kitchen is being kept cleaner by the user.

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
 - These were previously requested by the sexton and Howard thought he had told Jeri to order some from Home Depot. Howard will follow up with Jeri when she returns.

Door Security

- We've had an issue with doors being left open. Ideas?
- Discussion but no solution. Fortunately, there have been no unpleasant or harmful incidents.

Meeting Dates

- Are there other B&G meeting dates that might work so we don't conflict with other committees and maybe help us get more B&G Committee members? Looked at the 2nd and 4th Tuesdays and that looked good until FAST was announced. Ideas?
- Meeting the 3rd Tuesday of the month should work and not conflict with anything that we know of at this time.
- Will go to one meeting a month on the 3rd Tuesday of the month beginning in October on the 17th. No meeting October 3rd or any other 1st Tuesday of the month going forward.

Comprehensive Facilities Management Report

- Tee Taylor is contributing her time and expertise to prepare a detailed, in-depth Comprehensive Facilities Management Report. This is being done via an internship to the church as one of finishing steps towards completion of her Business Administration degree with a focus in Project Management and towards her Project Management Professional License. This is approximately a 180 hour project.
- Completion date is projected for early December, 2017.
- Objectives Summary – To assist the Building and Grounds Chair and Committee in:
 1. Conducting a comprehensive facilities inventory;

2. Creating a list of repairs/improvements needed for the facilities and;
3. Preparing strategies for implementation to present to the Board of Trustees for the planning and budgeting meeting in January 2018.

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, 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.