

Facilities Council Meeting – February 8, 2017
DRAFT MINUTES

Meeting was called to order at 10: 10 AM.

The chalice was lit and followed by a brief recitation and check-in.

Present were Al Parmentier, Lisa Murano, Jan Mathrani, Joe Hardy, Kristy O’Neal, Katrina Pascale, Jack Siplak, and Jack Stiefel.

Minutes of the last meeting were approved.

REPORTS ON CARRYOVER PROJECTS:

Al did some on-line research regarding lightning protection devices for the building. No methods were suggested aside from the technology we already have. Al will check with West Marine for a marine device that might add some protection. (Al)

Joe and Al will do some additional research on the electrical sub-panel in the lobby and patch the wall, if needed. (Al, Joe H.)

There is no immediate need to install hardware next to Door G on which to hang an “open” sign for the Fair Trade Corner.

Al checked with Brenda to determine if there had been any complaints about the possibility of mildew in the nursery. None have been received since repairs were made.

Katrina arranged for Duraseal to pressure wash and paint the car stops in the paved parking lots.

Katrina arranged for “Alex” to pressure wash the sidewalks.

Cliff Ruff replaced the Library ceiling lights for \$660.

Katrina got estimates for replacement of two windows in the Sexton’s house from HBS (\$2085 not including a \$300 permit fee if needed) and Vero Glass and Mirror (\$2929, including \$300 permit fee.) The former was approved by the FC and Katrina will make arrangements for the work. (Katrina)

Katrina shared budget information for recent years and current year-to-date figures. The FC approved a 2017-18 budget request which includes \$102,200 of expenses. This is \$800 more than last year due assumption by the FC of all pest control services. Bridges’ budget previously covered some of that service but will no longer.

Kristy reported that the batteries on the golf cart need to be serviced. The FC approved \$180 for that service by Total Golf Cart. Kristy will arrange for the service. (Kristy)

Katrina will call Barker AC to install new programmable thermostats (already purchased) in the library and the kitchen. (Katrina)

Jack St. and **Al** installed “wire mold” over exposed wires from the TV wall mount on the Library wall. (1.5 volunteer hour = \$23 savings)

After further research by **Jan Mathrani**, no further action will be taken regarding alternative landscape ideas for John Almada.

RECENTLY COMPLETED PROJECTS (not included in above):

Dave Jansen broke down a discarded Emerson Center Committee pallet, sawed a large limb, and broke up Bridges discards and placed all in the dumpster. (1.5 volunteer hour = \$23 savings)

Jack St. continued to water new plants, repaired another post light, adjusted the auto timers for the parking lot lights again, repaired the irrigation zone outside Fellowship Hall, and placed river rock outside door C. (4 volunteer hours = \$60 savings)

Joe completed work on the Wi-Fi system. (1 volunteer hour = \$15 savings)

AI placed two new speakers on the chancel to improve the Sanctuary sound system. (1 volunteer hour = \$15 savings)

The toilet in the west Green Room was snaked by Snyder Plumbing, but the plumbing inside the tank still needs improvement. Kristy will call the plumber to get them back to fix it. (Kristy)

Bridges:

Kristy replaced several light bulbs in the halls.

NEW PROJECTS (including all new Bridges work orders):

Bridges: AI will provide Bridges with new counter tops and storage shelves in coordination with the contracted construction on their office improvements. (AI)

OTHER:

Bridges will no longer use Fellowship Hall for the after school program due to DCF regulations.

AI called Roof Authority in response to stains discovered on some ceiling tiles in the balcony. They and AI inspected the roof and defects were discovered. The FC approved \$1350 for repairs. Katrina will make arrangements with the company. (Katrina) (1 volunteer hour = \$15 savings)

AI will call "Alex" to have him remove stains from the north side of the building. (AI)

Ellen Rantz requested approval of the use of the lobby for the display of student art during the summer. The FC approved the use of walls on which banners now appear. The FC also approved purchase (\$50) and installation of additional rods from which to hang art in the currently used halls. AI will install. (AI)

Facilities volunteers saved the Fellowship at least \$151 over the period covered by these minutes.

ADJOURNMENT: 11:45 AM

NEXT MEETING: Wednesday, March 8, 2017 in the Library, at 10:00 AM

Respectfully submitted,

Jack Stiefel

Addendum: Status of Smart Thermostat Test Installation

AI Parmentier and Joe Hardy attempted to install one of the two test smart thermostats in the kitchen. This area was selected; because the current thermostat is nine feet above the floor and difficult to reach to change settings. Smart thermostats require two-wires for 24VAC power. Upon inspection, we found the required red (main) wire and the blue (neutral) wire present in the old thermostat location; however, the blue wire is not connected at the air handler to the neutral side of the 24VAC transformer. This is a common fault in old buildings where electricians installed the code-required five-wire cable from the air handler to the thermostat location, but HVAC installers did not connect the blue neutral wire to the transformer; because it was not needed for the old style dumb thermostats.

To continue the smart thermostat test, we need Barker to locate and connect the blue wire at the Kitchen and Library air handlers to the 24VAC transformer and confirm there is 24VAC present at these thermostat locations. To mitigate paying extra service calls, this should be requested as part of Barker's service and inspection routine. Eventually, all 24VAC circuits should be inspected and corrected as needed should we decide to install additional smart thermostats.

We expect the ability to program, control and read temperature and thermostat settings remotely will lead to energy savings throughout Fellowship facilities.

Prepared by: Joe Hardy, February 8th, 2017