

# Facilities Council Meeting – April 12, 2017

## Minutes

**Members Present:** Al Parmentier, Joe Hardy, Katrina Pascale, Lisa Turano, Jack Siplak, Kristy O’Neil.

**Chairman, Al Parmentier Conducted a Check-in**

**Minutes of March 8, 2017 Meeting were Approved**

### Old Business Proceedings:

See attached document for full list and status of ongoing projects. The following comments address comments arising during the meeting:

1. **Golf Cart:** Kristy reported that the golf cart was repaired, but there remains an issue with the charger. Al and Joe will investigate.
2. **Building Lightning Protection:** The initiative to add additional building lightning protection was discussed. There is a single grounded Air Terminal on the peaked roof over Fellowship Hall that may not be sufficient to protect the entire building. There were two recent lightning strike events that damaged some equipment and the alarm system. It is unknown if lightning struck the building or only in the vicinity. Katrina will contact a lightning protection firm and ask for a consultation visit to UUFVB.
3. **Diseased Tree Removal:** The two diseased trees on the east side next to trash bins were removed after obtaining two estimates. The requirement to replant trees based on the site-plan remains open, but the disease that affected the removed trees may be a danger to any replanting.
4. **Alarm System Sub-Panel:** Katrina will arrange a meeting with the Alarm System Contractor for Joe and Al to determine final disposition of the Alarm System sub-panel in the Lobby. The sub-panel is inoperative and is believed to be damaged by a lightning strike last year. The meeting is to assess what is needed to make the sub-panel operational or if not possible to remove it and cover the hole.
5. **Smart Thermostat Installation:** Katrina will provide to Joe and Al the Barker HVAC Inc. cost to install Smart Thermostats in the Kitchen and Library. The Fellowship purchased the thermostats and intended to install them using self-help; however, we learned that the blue ground return wires from the air-handlers were not connected properly and Barker was needed to make the electrical wiring corrections. See discussion under New Business regarding installing additional Smart Thermostats in certain locations.
6. **Bridges:** Lighting in a Bridges children’s bathroom is reported to be dim and ineffective. Al will discuss with Brenda and assess corrective action.

### New Business Addressed:

Several items of New Business arose and the listing shows these as added at the meeting:

1. **Donated World Globe:** A discussion arose from the floor concerning status of a donated World Globe. Part of the discussion involved adding the Globe to the upcoming Annual Auction, but Al stated that the Facilities Council has authority to determine disposition of items donated to the Congregation. The matter was tabled pending further analysis of how best to use or dispose of the donated Globe.
2. **Library Light Switch:** The automatic Library light switch continues to be placed in the off position defeating the automatic on/off function. Al will investigate placing an outdoor style cover over the switch to better alert Library users that the switch should only be turned off if the room is needed to be dark while in use.

## Facilities Council Meeting – April 12, 2017

### Minutes

3. **Kitchen Daytime Temperature:** Kristy asked that the daytime temperature setting on Kitchen thermostat be set to 76 degrees. Joe will adjust setting on the Smart thermostat to 76 degrees during the day.
4. **Smart Thermostat Control:** Joe will provide login information to AI for the Honeywell website that controls the Smart Thermostats in the Kitchen and Library.
5. **Fellowship Building Thermostat Settings:** A new discussion arose about how to set/control daytime temperatures in the Fellowship Building area other than the Sanctuary. It is current practice to set temperature in the Office and Library to 74 degrees during the day and to set temperature in the Lobby and Hallway areas to 78 degrees during the day. However, it is also practice to leave the Office and Library doors propped open during the day. This causes cool air in the Office and Library to migrate into the higher temperature Lobby and Hallway areas and puts extra strain on the HVAC units serving the Office and Library.
  - a. Suggestions were made but not adopted to set daytime temperature in the Lobby, Lobby Hallways and upstairs areas (that are also used for meetings during the day) to 74 degrees.
  - b. Suggestions were made to remove the Office and Library door stops so these doors cannot be propped open.
  - c. Install additional Smart Thermostats in Lobby, Choir Room and Upstairs to control temperature automatically.
  - d. The matter was tabled pending further review and analysis of Barker cost to install Kitchen and Library Thermostats.
6. **Install Carpeting on the Chancel Stage:** AI has a remnant of new carpeting from Bridges than can cover about one-third of the Chancel Stage. A plan and approval is needed to purchase additional carpeting and cover the tire Chancel Stage area. The matter was tabled pending further review of need and cost.
7. **Group Members:** Joe asked to confirm member names of the Facilities Council and the Can-Do Crew.
  - a. Facilities Council Members: Al Parmentier, Joe Hardy, Katrina Pascale, Lisa Turano, Jan Mathrani, Jack Siplak, Kristy O’Neal.
  - b. Can-Do Crew: Jack Siplak, Ron Cossa, Joe Calwell, Rod Baker, Susan and Harry Schmitke, Justin Tindall. Jack Siplak will confirm these names via email to all.

**Adjourn:** The meeting adjourned at 11:30

**Next Meeting:** The next meeting is May 17, 2017; one week later than usual second Wednesday.

Prepared by:

Joe Hardy,  
Secretary, Facilities Council

Attachment: Projects Listing and Status for 12 April 2017; 3 Pages