

Facilities Council Meeting – May 11, 2017

Minutes

Members Present: Al Parmentier, Joe Hardy, Lisa Turano, Jan Mathrani, Kristy O'Neil.

Members Absent: Katrina Pascale, Jack Siplak.

Check-In: Chairman, Al Parmentier Conducted a Check-in

Minutes of April 12, Meeting were Approved

Secretary's Note: These minutes are a new format. The running status of all projects is included in the attachment. The text here records the major topics discussed in the Meeting. This meeting was originally scheduled for May 17th, then rescheduled for May 11th.

Old Business Proceedings:

Beginning with the May 2017 meeting, we will use the structured Open Projects listing at Attachment 1 to track Seven Categories. These are reviewed by Category shown on the listing. Items Closed in this Meeting appear highlighted in the Minutes. The number sequence is numeric with two decimal places. Item numbers that do not appear in the sequence were closed in a prior meeting.

1. Building Interior – Items 1.05, 1.07 and 1.08 were closed; status of item 1.01, 1.03 and 1.06 was updated.
2. Building Exterior – No items were closed; status of items 2.02 and 2.03 were updated.
3. Landscaping and Grounds – 3.01, 3.02 and 3.03 were closed see comments on the status report.
4. Equipment – Items 4.01, 4.02, 4.04 and 4.05 were closed; status of item 4.03 was updated.
5. Bridges – Item 5.02 was closed.
6. Sexton House – No Open Items for Old Business
7. Other – Items 7.01 was closed; status of items 7.02 and 7.03 were updated.

New Business:

The items listed here by category were added during the meeting. See status and comments on the attachment.

1. Building Interior – Items 1.09, 1.10, 1.11 and 1.12 was added.
2. Building Exterior – No additional items added
3. Landscaping and Grounds – No additional items added
4. Equipment – Item 4.06 was added
5. Bridges – No additional items added
6. Sexton House – No additional items added

7. Other – No additional items added

Any Other Business: No other business was discussed.

Items Approved by Member Vote: There were no motions made or adopted.

Adjourn: The meeting adjourned at 11:30

Next Meeting: The next meeting is June 14, 2017.

Prepared by:

Joe Hardy,
Secretary, Facilities Council

Attachment: Projects Listing and Status for May 11, 2017; 4 Pages

UUFVB
Facilities Council Projects Listing and Status
for Meeting of 11 May 2017

Index	Location and Section	Assigned	Contractor	Comments	Status	Volunteer Hours
1.00	Building Interior					
1.01	Install additional art hanging rails; Coordinate with Ellen Rantz for locations	Al	Self Help	Materials ordered; Installation work pending; Added 8 March 2017	Open	TBD
1.03	Clean grout in the women's restroom	Al	Self Help	ProLine cleaning materials on hand; Al ask Fair Trade volunteers to clean the tiles; Added 8 March 2017	Open	TBD
1.04	Ladies' bathroom door does not close properly	Al	Self Help	Corrective work pending; Added 12 April 2017	Open	TBD
1.05	Sanctuary right hand door next to Box Office does not close properly. Consider changing hydraulic closer with one on Choir Room door.	Al	Self Help	Done	Closed	0.5
1.06	Install carpet on Chancel Stage floor; use remnant from Bridges and purchase additional as needed. Tabled discuss at next meeting.	Al	TBD	Tabled pending further discussion between Al and Amy; Added 12 April 2017	Open	TBD
1.07	Install a cover over the Library light switch to better alert user that the switch is automatic on/off.	Al	Self Help	Done	Closed	1.5
1.08	Set temperature in lobby hallways and upstairs to 74 degrees in daytime. Tabled, discuss at next meeting.	Joe	Self Help	Done	Closed	0.5
1.09	Order three programmable smart thermostats for the Choir Room, Lobby and Upstairs Hallway.	Joe	Self Help	Added 11 May 2017	Open	TBD
1.10	Investigate if wiring is available to power thermostats and if not contact Barker A/C to correct wiring	Joe	Self Help or Barker A/C	Added 11 May 2017	Open	TBD
1.11	Install additional handicap bars in ladies restroom stalls; three stalls need bars; bars should be installed at an angle for easier grasping.	Al	Self Help	Added 11 May 2017	Open	TBD

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1.12	Install window film on Fair Trade windows to mitigate sun heating the room.	Al	Self Help or Contractor	Added 11 May 2017	Open	TBD
2.00	Building Exterior					
2.01	Investigate adding lightning protection to the building.	Al	Katrina find contractor for consult	Pending; Added 12 April 2017	Open	
2.02	Remove stains from the north side of building.	Al	Alex Petrocelli	Area power washed, but stains remain; Leave area as-is and watch to determine if sun will bleach out the stains; Added 8 March 2017	Open	
2.03	Confirm There is no roof leak over Fair Trade.	Al	Roof Authority	Kristy paint the tile to look as new and observe if water ingress discolors the painted areas; Added 8 March 2017.	Open	
3.00	Landscaping and Grounds					
3.01	Confirm waterflow issue through the French drains at the northwest, southwest, and southeast corners is corrected	Al and Kristy	Snyder Plumbing	Kristy watch when raining	Closed	0.3
3.02	Remove dead palm tree on west property line	Katrina	TBD	Palm tree is well and green; no need to remove	Closed	0.2
3.03	Clear vegetation around Parking Lot C light switch	Katrina	Landscaping	Vegetation Cleared	Closed	0.0
3.05	Re-stripe parking lot spaces	Al	TBD	Pending further review of how and timing; Added 8 March 2017	Open	TBD
4.00	Equipment					
4.01	Repair golf cart	Kristy	TBD	Battery charger may be defective	Closed	TBD

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4.02	Install programmable thermostats in the Library and Kitchen	Joe	Barker HVAC	Katrina reported the cost to correct wiring and install two thermostats was \$145.	Closed	3.0
4.03	Contact Alarm System contractor for advice on how to restore alarm sub-panel in the lobby	Joe	Alarm System Contractor	Contractor states that solution to restore the panel operation is to install a spacer between the panel and the wall mount; Contractor agreed to install spacer; Added 12 April 2017	Open	TBD
4.04	Office backup power Supply failed this week. Joe ordered warranty replacement.	Joe	Tripp-Lite	Joe will Install when received	Closed	2.0
4.05	Build a rolling platform for the Office IT Computer Stand	Al	Self Help - Al	Joe and Al Installed	Closed	4.0
4.06	The Board requested the AV Group develop a method to allow absent members to hear and participate in the upcoming Town Hall meeting 4 June 2017.	Joe	Self Help	Joe will explore methods for broadcasting audio and/or video for absent members to participate; Added 11 May 2017.	Open	TBD
5.00	Bridges					
5.02	Replace light fixtures in the "2-year old's" bathroom; Issue not well understood; Al will discuss with Breda and assess corrective action.	Al	Cliff	Brighter bulbs installed and lighting is much improved.	Closed	0.0
6.00	Sexton House					
7.00	Other					
7.01	Inquire about installing a bench at the bus stop on 27 th Ave	Jan	City of Vero Beach	Item dropped form consideration	Closed	1.0

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7.02	Confirm members of the Can-Do Crew	Jack	N/A	Jack provided a handwritten list of 42 Can-Do-Crew past members; however, an action is needed to re-poll all UUFVB members for willingness to join the Crew; Added 12 April 2017	Open	TBD
7.03	Dispose or keep the donated world globe. This item tabled at last meeting.	Al	N/A	Al will explore donating the globe to Bridges and report at next meeting; Added 12 April 2017	Open	TBD
					Total	22.0