

Facilities Council Meeting – June 14, 2017 Minutes

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

Members Absent: Jack Siplak.

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

Minutes of May 11, 2017 Meeting were Approved

Secretary’s Note: For information about the attached Project Status Report, please see the Addendum at the end of these Minutes.

Old Business Proceedings: These comments pertain to Projects open prior to this meeting. Status of Projects without comment did not change during this meeting.

- A. Building Interior – Items A.001, A.004, A.009, A.010 closed; Items A.003, A.006, A.012 updated.
- B. Building Exterior – Item B.015 closed; Item B.013 updated.
- C. Landscaping and Grounds – No items closed; Item C.020 updated.
- D. Equipment – Items D.023, D.026 closed; No items updated.
- E. Bridges – No items closed; No items updated.
- F. Sexton House – No Items closed; No items updated
- G. Other – No items closed; Items G.031, G.032 updated.

New Business: These comments pertain to Projects opened during this meeting or discovered before the Minutes were prepared.

- A. Building Interior – Items A.035, A.038, A.040, A.042, A.044, A.045, A.046, A.047, added.
- B. Building Exterior – Item B.043 added.
- C. Landscaping and Grounds – Item C.039 added.
- D. Equipment – Item D.036, D.041, D.049 added
- E. Bridges – Item E.034 added
- F. Sexton House – Item F.033 added
- G. Other – Items G.037, G.048 added

Any Other Business: Al requested Joe post a copy of the Minutes on the Lobby bulletin board.

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

Adjourn: The meeting adjourned at 11:45.

Next Meeting: The next meeting is August 9th, 2017.

Prepared by:

Joe Hardy,
Secretary, Facilities Council

Attachment: Project Status Report June 14, 2014 Meeting - Printed Monday, June 19th, 2017; 7 Pages, 33 Projects

Facilities Council Minutes - Addendum

Project Status Report Information: The project status report used prior to the June 14, 2017 meeting was prepared with Microsoft Excel; however, Excel proved cumbersome to record and report our many ongoing projects. After the June meeting, we converted the Excel spreadsheet old records and new records going forward to a Microsoft Access database. The Access database will allow us to record and report Facilities Council projects and status in one place year after year. The project status report attached here was generated from the Access database.

The Project Index in Column 1 is a database assigned identifier used for each project record. The letter left of the decimal (A-G) corresponds to the project categories shown in Old and New Business. Additional project categories can be created if needed. The number right of the decimal is the record identifier for that project. These numbers will not be sequential in a category, but are sorted numerically for the specific project category.

Status of each project is reported in the last column. Projects closed in this Meeting appear highlighted in the report and closed projects will not be shown in subsequent Minutes. The value under the status represents the number of days this project has been open. The "Days in Status" value counts from the date the project was opened to the Facilities Council Meeting date reported here. For closed projects the value is the number of days from project open to project closed.

For upcoming Meetings, the status report attached to the Agenda will be only the open projects. However, other reports are available upon request to the Secretary.

UUFVB Facilities Council - Project Status Report

June 14, 2017

Index Category	Description	Comments	Open Date	Assigned Contractor	Status Days Open
A.001 Building Interior	Install additional art hanging rails; Coordinate with Ellen Rantz for locations	Katrina ordered materials; Al installed hangers.	08-Mar-2017	Al Parmentier Self Help	Closed 98
A.003 Building Interior	Clean grout in the women's restroom. ProLine cleaning materials on hand.	Kristy will clean during summer slow work season.	08-Mar-2017	Kristy O'Neil Self Help	Open 98
A.004 Building Interior	Ladies' bathroom door does not close properly.		12-Apr-2017	Al Parmentier Self Help	Closed 63
A.006 Building Interior	Install carpet on Chancel Stage floor; use remnant from Bridges and purchase additional as needed.	Tabled pending further discussion between Al and Amy	12-Apr-2017	Al Parmentier TDB	On Hold 63
A.009 Building Interior	Order three programmable smart thermostats for the Choir Room, Lobby and Upstairs Hallway.	Thermostats ordered from Amazon; received 31 May 2017	11-May-2017	Joe Hardy Self Help	Closed 34
A.010 Building Interior	Investigate if wiring is available to power thermostats and if not contact Barker A/C to correct wiring.	Blue ground wire required for smart thermostats not present in any of the three thermostats	11-May-2017	Joe Hardy Self Help	Closed 34

Index Category	Description	Comments	Open Date	Assigned Contractor	Status Days Open
A.011 Building Interior	Install additional handicap bars in ladies restroom stalls.	Three stalls need bars; bars should be installed at an angle for easier grasping.	11-May-2017	Al Parmentier Self Help	Open 34
A.012 Building Interior	Install window film on Fellowship Hall windows to mitigate sun heating the room.	Fair Trade will fund and hire contractor to install window film.	11-May-2017	Fair Trade TDB	Open 34
A.035 Building Interior	Member requested Fair Trade hallway be painted to correct smudges and marks on walls.	Paint is one of two "Angel" colors. Al will determine which color to use.	14-Jun-2017	Al Parmentier Self Help	Open 0
A.038 Building Interior	Several Sanctuary lights inoperative. Current count is five lights. Replace with LED lights is preferred but cost is prohibitive.	Joe and Al evaluate replacing current small T4 bulbs with GU10 Bases with E11 or E26 bulbs and fixtures.	14-Jun-2017	Al Parmentier TDB	Open 0
A.040 Building Interior	Replace faucets in the Men's Restroom. Fair Trade agreed to provide funds and hire contractor.	Fair Trade will fund and hire contractor to replace faucets.	14-Jun-2017	Fair Trade Synder Plumbing	Open 0
A.042 Building Interior	Hinges rusting on the Library south door from Lobby hallway.	Kristy reports that years ago there was roof leak in the area above and water ran down the wall and over hinges.	14-Jun-2017	Al Parmentier Self Help	Open 0

Index Category	Description	Comments	Open Date	Assigned Contractor	Status Days Open
A.044 Building Interior	Install three Smart thermostats in Lobby, Upstairs and Choir Room. Thermostats on-hand.	Barker requested to only install thermostats and not do programming. Joe will program from Honeywell website.	14-Jun-2017	Katrina Pascale Barker AC	Open 0
A.045 Building Interior	Chancel Chalice light is off center. There is a shadow in the upper right corner of the Chalice.	Light has slipped down left.	14-Jun-2017	Al Parmentier Self Help	Open 0
A.046 Building Interior	Two Center Balcony LED lights inoperative.	Light over the door cycles on and off and light in Center NE corner is out	14-Jun-2017	Al Parmentier Self Help	Open 0
A.047 Building Interior	Sanctuary ceiling flood lights pointed towards the stage are aimed too high.	Lights illuminate the Choir steps rather than the stage floor.	14-Jun-2017	Al Parmentier Self Help	Open 0
B.013 Building Exterior	Investigate adding lightning protection to the building.	Katrina will call a known contractor and schedule an estimate.	12-Apr-2017	Katrina Pascale TDB	Open 63
B.014 Building Exterior	Remove stains from the north side of building.	Area power washed, but stains remain.	08-Mar-2017	Al Parmentier Alex Petrocelli	Open 98

Index Category	Description	Comments	Open Date	Assigned Contractor	Status Days Open
B.015 Building Exterior	Confirm There is no roof leak over Fair Trade. Kristy painted the tile near suspected leak to look as new and observe if water ingress discolors the painted areas.	Kristy confirms there is no roof leak.	08-Mar-2017	Kristy O'Neil Roof Authority	Closed 98
B.043 Building Exterior	Motion sensing light over exterior Door A+ is erratic. Light randomly cycles on and off.		14-Jun-2017	Katrina Pascale Cliff	Open 0
C.020 Landscaping and Grounds	Re-stripe parking lot spaces.	On-Hold until Fall.	08-Mar-2017	Al Parmentier UUFVB Can-Do Crew	On Hold 98
C.039 Landscaping and Grounds	Yard drain at dumpster emptying slowly. After hard rain, takes 1+ days to empty. Problem believed caused by Bridges floor cleaning contractor dumping wax contaminated waste water in the drain.	Evaluate applying more Ridex to the drain to break up the wax materials. Bridges will instruct floor cleaning contractor to dispose of waste water off site.	14-Jun-2017	Kristy O'Neil Synder Plumbing	Open 0
D.023 Equipment	The Lobby alarm system subpanel is inoperative for several months. Contractor states spacer is needed between the panel and the wall mount.	Contractor installed new panel and tested ok.	12-Apr-2017	Katrina Pascale Alarm Company	Closed 63

Index Category	Description	Comments	Open Date	Assigned Contractor	Status Days Open
D.026 Equipment	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 and the Member meeting 18 June 2017..	Joe and Frank Bilotta developed a process for offsite members to attend the meeting via conference call. Instructions were prepared and validated so the process can be used for future member meetings.	11-May-2017	Joe Hardy Self Help	Closed 34
D.036 Equipment	Elevator inspection due. Oil alarm power supply in Garden Room closet is unplugged for several months.	Contractor determine status of oil alarm function.	14-Jun-2017	Katrina Pascale TDB	Open 0
D.041 Equipment	Annunciator microphone near lobby alarm panel does not work. This microphone used to broadcast evacuation instructions throughout the building in case of fire.	Katrina query alarm panel contractor if device can be repaired.	14-Jun-2017	Katrina Pascale TDB	Open 0
D.049 Equipment	The A/V Group laptop experienced many problems during the 28 May 2017 Sunday Service. Non-licensee applications were found installed; the anti-virus software was corrupt; and the screen extend mode no longer functioned.	Jon Levi installed a new solid state disk drive; extra memory and reloaded Windows 10 and Microsoft Office. The AV User Account was changed to prevent anyone installing extra software or disabling laptop features.	14-Jun-2017	Joe Hardy Self Help	Open 0

Index Category	Description	Comments	Open Date	Assigned Contractor	Status Days Open
E.034 Bridges	Toilet in Bridges nursery not flushing well. Problem may be related to lift station not functioning properly.	Snyder Plumbing will evaluate lift station and possibly use camera to scope pipes for obstructions.	14-Jun-2017	Katrina Pascale Synder Plumbing	Open 0
F.033 Sexton House	New light fixture needed in Sexton House. Full requirements not defined.	Kristy further define problem and proposed corrective action.	14-Jun-2017	Kristy O'Neil Self Help	Open 0
G.031 Other	Confirm members of the Can-Do Crew.	Jack provided a handwritten list of 42 past Can-Do-Crew members; however, action is needed to re-poll all UUFVB members for willingness to join the Crew.	12-Apr-2017	Joe Hardy Self Help	Open 63
G.032 Other	Dispose or keep the donated world globe donated by Sue Burt. On-hold pending further discussion.	Donating the globe to Bridges discussed at the 14 June 2017 meeting, but canceled due to safety concerns with the weight of the globe.	12-Apr-2017	Al Parmentier Self Help	On Hold 63

Index Category	Description	Comments	Open Date	Assigned Contractor	Status Days Open
G.037 Other	Katrina reports recycling contractor raised rates to \$63 per month or \$756 per year. Should we continue to pursue recycling? Collecting recycling bins and moving them to the pickup point is extra workload on Kristy.	Many items dumped into bins that are not recycling candidates. Dirty coffee cups; dirty food containers. Katrina prepare topic discussion to present to the Social Justice Committee.	14-Jun-2017	Katrina Pascale TDB	Open 0
G.048 Other	The AV Group needs additional camera operators. Currently there is only one volunteer camera operator.	Some Sunday Services have no one to operate the camera. We need to recruit more camera operators and publish a duty schedule.	14-Jun-2017	Joe Hardy Self Help	Open 0

33 Projects This Minutes Report