

Minutes of the Facilities Council Meeting – August 9, 2017

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 June 14, 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.011, A.040, A.044, A.052, A053 closed; Items A.003, A.012, A.035, A.038, A.046, updated.
- B. Building Exterior – Item B.014, B.043 closed; No Items updated.
- C. Landscaping and Grounds – C.039 Closed; Item C.056 updated.
- D. Equipment – Items D.036, D.041, D.049, D.051 closed; No items updated.
- E. Bridges – E.034, E.057 closed; Items E.054, E.055 updated.
- F. Sexton House – F.033 closed; No items updated.
- G. Other – G.032 closed; Items G.031, G.037, G.048 updated.

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

- A. Building Interior – Items A.058, A.064, added.
- B. Building Exterior – No Items added.
- C. Landscaping and Grounds – Items C.061, C.062, C.063 added.
- D. Equipment – Item D.059, D.060 added
- E. Bridges – No Items added
- F. Sexton House – No items added
- G. Other – Items G.065 added

Number of Projects Reviewed: 41 Projects were reviewed in this meeting.

Minutes of the Facilities Council Meeting – August 9, 2017

Any Other Business: Many of the Fellowship HVAC systems were installed when the building was constructed in the 1980's and have not been replaced. The need to assess the age and condition of all HVAC systems and prepare a capital funding plan for the eventual replacement was discussed.

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 September 13th, 2017.

Prepared by:

Joe Hardy,
Secretary, Facilities Council

Attachment: Project Status Report August 9, 2017 Meeting - Printed Monday, August 10, 2017; 12 Pages, 41 Projects

Facilities Council Minutes - Addendum

Project Status Report Information: The project status report presented here was prepared using Microsoft Access. The Access database allows us to record and report Facilities Council projects and status in one place year after year.

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 seven 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 highlighted in the last column. The Project status identifiers are described in the Notes at end of the report. 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 Open" 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 from the Secretary upon request.

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, August 09, 2017

Index

Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.003 Building Interior Cleaning	Clean grout in the women's restroom. ProLine cleaning materials on hand.	Men's room tile is clean. Ladies room will be cleaned next.	08-Mar-2017	Kristy O'Neil Self Help	Open-Mod 155 Days
A.006 Building Interior Upgrade	Install carpet on Chancel Stage floor; use remnant from Bridges and purchase additional as needed.	Remains on-hold. Status will be revisited in January 2018 when Emerson Center music events begin.	12-Apr-2017	Al Parmentier TDB	Open-Hold 120 Days
A.011 Building Interior Upgrade	Install additional handicap bars in ladies restroom stalls.	Al installed two handrails. Lowe's only had two of the \$40 sets on hand. Consensus is that two handrails is sufficient.	11-May-2017 09-Aug-2017	Al Parmentier Self Help	Closed 90 Days
A.012 Building Interior Upgrade	Install window film on Fellowship Hall windows to mitigate sun heating the room.	Non-reflecting window film needed. Al will look for a source.	11-May-2017	Fair Trade TDB	Open-Mod 91 Days
A.035 Building Interior Painting	Member requested Fair Trade hallway be painted to correct smudges and marks on walls.	Kristy will look for the "Old Angel" paint as "New Angel" is not the same color and using it would require painting more areas to match the color.	14-Jun-2017	Kristy O'Neil Self Help	Open-Mod 57 Days

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, August 09, 2017

Index

Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.038 Building Interior Repair	Six Sanctuary lights inoperative. Investigate replacing inoperative lights with LED lights. Perhaps investigate replacing all lights with LEDs.	Contractor will survey the Sanctuary Friday, 11 August 2017 to assess if the bulbs and fixtures he has are sufficient. Bulbs with specs at least 3,000 lumen and 3,000K are required.	14-Jun-2017	Al Parmentier TDB	Open-Mod 57 Days
A.040 Building Interior Upgrade	Replace faucets in the Men's Restroom. Fair Trade agreed to provide funds and hire contractor.	Faucets installed and look great.	14-Jun-2017 09-Aug-2017	Fair Trade Synder Plumbing	Closed 56 Days
A.042 Building Interior Repair	Hinges rusting on the Library south door from Lobby hallway.	No work on this item to date.	14-Jun-2017	Al Parmentier Self Help	Open-NC 57 Days

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, August 09, 2017

Index

Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.044	Install three Smart thermostats in Lobby, Upstairs and Choir Room. Thermostats on-hand.	After a detailed discussion decision was made to set all thermostats to 78 degrees at night; 75 degrees during weekday usage hours (excluding Sanctuary); and 74 degrees during Sunday Service. Nighttime settings begin at 9:00pm and daytime at 9:00am. The five smart thermostats will be set programmatically and the others will be set manually by Kristy.	14-Jun-2017	Joe Hardy	Closed
Building Interior			09-Aug-2017	Barker Heating and A/C	56 Days
Upgrade					
A.045	Chancel Chalice light is off center. There is a shadow in the upper right corner of the Chalice.	No work on this item to date.	14-Jun-2017	Al Parmentier	Open-NC
Building Interior				Self Help	57 Days
Adjustment					
A.046	Three Center Balcony LED lights inoperative.	Two LED bulbs installed; one additional bulb needed.	14-Jun-2017	Al Parmentier	Open-Mod
Building Interior				Self Help	57 Days
Repair					
A.047	Sanctuary ceiling flood lights pointed towards the stage are aimed too high.	No work on this item to date.	14-Jun-2017	Al Parmentier	Open-NC
Building Interior				Self Help	57 Days
Adjustment					

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, August 09, 2017

Index

Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.052	The sanctuary balcony air conditioner is inoperative. The failure was discovered during the Sunday service 16 July 2017.	New blower motor installed. Barker reports failed motor was manufactured in 1985.	22-Jul-2017	Al Parmentier	Closed
Building Interior			09-Aug-2017	Barker Heating and A/C	17 Days
Repair					
A.053	Trim plates are needed on thermostats located in the Lobby, Library, Choir Room and Upstairs Hallway. When old thermostats were removed to replace with smart thermostats the device dimensions were not the same leaving uncovered holes and old paint expos	Four trim plates installed in Lobby, Library, Choir Room and Upstairs Hall. Two tamper proof guards installed in Lobby and Library.	22-Jul-2017	Joe Hardy	Closed
Building Interior			09-Aug-2017	Self Help	17 Days
Upgrade					
A.058	Bridges wing AC Systems run excessively to keep the classroom areas cool. Air handlers are in the attic and an evaluation is needed of the attic space ventilation. Inspect the soffit vents to confirm they are not blocked or painted over. Consider installing solar powered fans to improve attic ventilation	Under evaluation.	09-Aug-2017	Al Parmentier	Open-New
Building Interior				TDB	0 Days
Upgrade					

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, August 09, 2017

Index

Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.064 Building Interior	Requests were made to completely remove the Library wallpaper and paint the walls.	The project well suited for the Can-Do-Crew this fall and winter.	09-Aug-2017	Jack Siplak UUFVB Can-Do Crew	Open-New 0 Days

Upgrade

16 Project(s) Reviewed for Building Interior

B.013 Building Exterior	Investigate adding lightning protection to the building.	Katrina spoke to Dennis of firm Bonded Lightning, but no estimate yet. Katrina will follow-up.	12-Apr-2017	Katrina Pascale TDB	Open-NC 120 Days
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Upgrade

B.014 Building Exterior	Remove stains from the north side of building.	Stains still present, but not offensive. Stucco is stained beyond cleaning.	08-Mar-2017 09-Aug-2017	Al Parmentier Alex Petrocelli	Closed 154 Days
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Cleaning

B.043 Building Exterior	Motion sensing light over exterior Door A+ is erratic. Light randomly cycles on and off.	Replaced sconces east and west side of door A+. Sensor set for lights to come on dusk to dawn. Cliff also replaced two defective outlets in Bridges classrooms.	14-Jun-2017 09-Aug-2017	Katrina Pascale Cliff Ruff	Closed 56 Days
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Repair

3 Project(s) Reviewed for Building Exterior

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, August 09, 2017

Index

Category

Open Date

Assigned

Status

Project Type

Description

Comments

Close Date

Contractor

Days Open

C.020	Re-stripe parking lot spaces.	On-Hold until Fall season when Can-Do Crew will be available.	08-Mar-2017	Al Parmentier	Open-Hold
Landscaping and Grounds				UUFVB Can-Do Crew	155 Days
Painting					

C.039	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.	All yard drains running slow in rainy season likely due to high ground water level. Al will warn Bridges floor cleaning contractor that waste cleaning water may not be dumped anywhere on the property. Correct location for waste water is reclaim point.	14-Jun-2017 09-Aug-2017	Kristy O'Neil Synder Plumbing	Closed
Landscaping and Grounds					56 Days
Repair					

C.056	The palm tree at SW corner of Bridges nursery building needs trimming and pruning.	Christo's will trim this tree and evaluate all others on the property for trimming needed.	07-Aug-2017	Katrina Pascale	Open-Mod
Landscaping and Grounds				Christo's Landscape Solut	3 Days
Service					

C.061	A careless driver hit the pole light at the back parking lot curb second driveway. The light is undamaged except it is pulled from the ground and leaning.	Kristy will straighten the pole and pour bagged concrete around the base to anchor the pole.	09-Aug-2017	Kristy O'Neil	Open-New
Landscaping and Grounds				Self Help	0 Days
Repair					

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, August 09, 2017

Index

Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
C.062 Landscaping and Grounds Repair	One of the Memorial Garden benches collapsed because the frame was corroded and rotten . We need a better specification and source for benches that will withstand the Vero Beach weather over the years.	Under evaluation.	09-Aug-2017	Jan Mathrani TDB	Open-New 0 Days
C.063 Landscaping and Grounds Other	Over the years a number of memorial plaques from old benches and other memorials have collected in storage. We need a decision of what to do with the plaques if the area where they were installed is no longer usable.	This may require consult with other Fellowship committees to reach a just solution.	09-Aug-2017	Al Parmentier TDB	Open-New 0 Days
6 Project(s) Reviewed for Landscaping and Grounds					
D.036 Equipment Inspection	Elevator inspection due. Oil alarm power supply in Garden Room closet is unplugged for several months.	TKE inspected elevator and all is ok. Inspector stated the oil level alarm does not work well and will sound even without a fault present. Recommendation is to keep alarm power supply unplugged.	14-Jun-2017 09-Aug-2017	Katrina Pascale Thyssen Krupp Elevator	Closed 56 Days

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, August 09, 2017

Index

Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
D.041 Equipment Repair	Annunciator microphone near lobby alarm panel does not work. This microphone used to broadcast evacuation instructions throughout the building in case of fire.	Although the microphone in the Lobby alarm panel once worked, the Contractor states it does not work and cannot be made to work with our system. Discussion evolved about changing alarm service contractor but no decision made.	14-Jun-2017 09-Aug-2017	Katrina Pascale Fire Equipment Services	Closed 56 Days
D.049 Equipment Repair	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.	A/V Group laptop will remain locked in A/V file cabinet and only used by the A/V team for Sunday service or Emerson Events.	14-Jun-2017 09-Aug-2017	Joe Hardy Self Help	Closed 56 Days
D.051 Equipment Repair	The lobby water fountain press to use button sticks and the water flow will not shut off.	Water service on-off solenoid switch was sticking. Part replaced and water fountain is operational.	22-Jul-2017 09-Aug-2017	Al Parmentier TDB	Closed 17 Days

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, August 09, 2017

Index

Category			Open Date	Assigned	Status
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D.059 Equipment Inspection	Barker changes air filters in all systems that Kristy cannot reach twice per year. Next Barker service is in October. Al and Kristy will witness the air filter services to evaluate how dirty the filters are after running the summer months.	If filters are excessively dirty, consider servicing more often in the summer cooling season.	09-Aug-2017	Al Parmentier Barker Heating and A/C	Open-New 0 Days
D.060 Equipment Repair	The large circuit breaker panels in the upstairs A/V closet have large holes in the panel top where knockouts were removed and not used. The panel interiors are especially dirty with insulation debris.	Contractor will be contacted to repair the holes and clean the breaker panels.	09-Aug-2017	Al Parmentier Cliff Ruff	Open-New 0 Days
6 Project(s) Reviewed for Equipment					
E.034 Bridges Repair	Toilet in Bridges nursery not flushing well. Problem may be related to lift station not functioning properly.	No obstructions found anywhere in the toilet or lift station system. Bridges will be informed to use the toilet but observe it for 20 seconds after flushing to confirm normal operation. If an anomaly occurs call Al immediately.	14-Jun-2017 09-Aug-2017	Katrina Pascale Synder Plumbing	Closed 56 Days

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, August 09, 2017

Index

Category	Open Date	Assigned	Status		
Project Type	Description	Comments	Close Date	Contractor	Days Open
E.054 Bridges Upgrade	Brenda requests to screen-in the porch area between the nursery building two north entry doors along the concrete walkway to allow for an outside sitting area.	There were several opinions of what Bridges intends with this task. Need better description of the work needed and a sketch of the area to be upgraded. Bridges will fund the upgrade with grant money.	01-Aug-2017	Al Parmentier TDB	Open-Mod 8 Days
E.055 Bridges Upgrade	Brenda requests to install a small sandbox surrounded with knee-high fencing in the grassy area NE of the nursery building.	There were several opinions of what Bridges intends with this task. Need better description of the work needed and a sketch of the area to be upgraded. Bridges will fund the upgrade with grant money.	01-Aug-2017	Al Parmentier TDB	Open-Mod 8 Days
E.057 Bridges Cleaning	Sink drains in Bridges nursery building back-up to near overflowing when the washing machine is running.	Snyder inspected the washing machine drain line and found debris blocking parts of the line. Line cleared with plumber's snake.	07-Aug-2017 09-Aug-2017	Not Assigned Synder Plumbing	Closed 2 Days
4 Project(s) Reviewed for Bridges					
F.033 Sexton House Repair	New light fixture needed in Sexton House.	New light fixture installed.	14-Jun-2017 09-Aug-2017	Kristy O'Neil Cliff Ruff	Closed 56 Days

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, August 09, 2017

Index

Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
1 Project(s) Reviewed for Sexton House					
G.031 Other Service	Confirm members of the Can-Do Crew.	Joe will prepare an article for the Congregational Record. Seeking Can-Do-Crew volunteers.	12-Apr-2017	Joe Hardy Self Help	Open-Mod 120 Days
G.032 Other Other	Dispose or keep the donated world globe donated by Sue Burt. On-hold pending further discussion.	Globe will remain in the Library.	12-Apr-2017 09-Aug-2017	Al Parmentier Self Help	Closed 119 Days
G.037 Other Service	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.	This item will be referred to the Green Sanctuary committee for resolution of whether to cancel the recycling pickup service or retain the service and incur the increased cost.	14-Jun-2017	Katrina Pascale Republic Services	Open-Mod 57 Days
G.048 Other Other	The AV Group needs additional camera operators. Currently there is only one volunteer camera operator.	Remain open for another cycle as we search for camera operator volunteers.	14-Jun-2017	Joe Hardy Self Help	Open-Mod 57 Days

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, August 09, 2017

Index

Category			Open Date	Assigned	Status
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G.065	Several UUFVB member artists have expressed a desire to have a place inside the Fellowship building to display their artwork other than the occasional local art shows on the main art walls.	This item will require further discussion with other UUFVB committees.	09-Aug-2017	Jan Mathrani	Open-New
Other				TDB	0 Days
Upgrade					

5 Project(s) Reviewed for Other

Minutes Notes

Total Reviewed	41
Open-NC	4
Open-Mod	11
Open-New	8
Open-Hold	2
Closed	16

Project Status Explanation

There are five Project Status Levels used in this Minutes report

1. Open-NC: Project previously opened but there is no change in this report
2. Open-Mod: Some Project information changed in this report from last Minutes report.
3. Open-New: New Project opened not previously reported.
4. Open-Hold: No action planned for this project; it remains open for now.
5. Closed: Project information updated and closed this report period.