

Minutes of the Facilities Council Meeting – September 20, 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 August 9, 2017 Meeting were Approved

Secretary's Note: This meeting was originally scheduled for September 13th, 2017 but was delayed due to Hurricane Irma. 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 the meeting.

- A. Building Interior – Items A.003, A.006, A.078 closed; Items A.035, A.038, A.064 updated.
- B. Building Exterior – Item B.013 closed; No Items updated.
- C. Landscaping and Grounds – No Items closed; Items C.056, C.062, C.063 updated.
- D. Equipment – Items D.060 closed; No items updated.
- E. Bridges – No Items closed; Items E.054, E.055 updated.
- F. Sexton House – No Items closed; Item F.066 updated.
- G. Other – No Items closed; Items G.031, G.037, G.048, G.065 updated.

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

- A. Building Interior – Items A.068, A.080 added.
- B. Building Exterior – B.067, B.071 added.
- C. Landscaping and Grounds – Items C.072, C.077 added.
- D. Equipment – Item D.074, D.079 added
- E. Bridges – Item E.073 added
- F. Sexton House – Items F.070, F.075 added
- G. Other – Items G.069 added

Number of Projects Reviewed: 39 Projects were reviewed in this meeting.

Any Other Business: Hurricane Irma revealed that we need better planning and preparation for major weather events. The Council agreed to undertake a review of this topic.

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Items Approved by Member Vote: The Council approved two projects requiring funding:

- (1) \$8,000 approved to repair and upgrade the Sanctuary lighting from incandescent halogen to LED.
- (2) \$2,350 to make repairs to the Sexton House back wall and door.
- (3) \$800 to purchase refrigerator for Sexton House.

Adjourn: The meeting adjourned at 11:50.

Next Meeting: The next meeting is October 11th, 2017.

Prepared by:

Joe Hardy,
Secretary, Facilities Council

Attachment:

1. Project Status Report September 20, Meeting - Printed Thursday September 20, 2017; 12 Pages, 38 Projects
2. Estimate to Repair Sexton House; Tremblay Builders and Associates, Inc.; 1 Page.
3. Bonded Lightning Protection Estimate; 1 Page

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, September 20, 2017

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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.	Tile cleaning complete. Kristy used only Part 1 of the 2-part chemical to clean. Part 2 was a foaming material that went everywhere when sprayed. Kristy used Part 2 in a mop water solution to finish the job.	08-Mar-2017 20-Sep-2017	Kristy O'Neil Self Help	Closed 196 Days
A.006 Building Interior Upgrade	Install carpet on Chancel Stage floor; use remnant from Bridges and purchase additional as needed.	Closed by unanimous agreement. No action taken. Emerson Center may revisit when music events begin next year.	12-Apr-2017 20-Sep-2017	Al Parmentier TDB	Closed 161 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-NC 133 Days
A.035 Building Interior Painting	Member requested Fair Trade hallway be painted to correct smudges and marks on walls.	There is no more "Old Angel" paint to use. Kristy has "Old Angel" paint ID numbers and will purchase one gallon to paint the wall.	14-Jun-2017	Kristy O'Neil Self Help	Open-Mod 99 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.038 Building Interior Repair	Seven Sanctuary ceiling lights are inoperative. Investigate replacing all lights with LEDs. There are three options available: Replace the entire light canister with a new canister and built-in LED bulb; replace the entire canister with a new canister for screw-in E26 LED bulbs; or rework the existing halogen canisters to accept screw-in E26 LED bulbs.	The Council approved funds up to \$8,000 to upgrade lights to LED using new fixtures from Delta and bulbs from Dayton. Materials will be ordered with plans to begin self-help work within 45 days. Joe and Al will seek a demo of the lift device and make final assessment of how to use. Can-Do-Crew volunteers will be needed to assist.	14-Jun-2017	Al Parmentier Self Help	Open-Mod 99 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 99 Days
A.045 Building Interior Adjustment	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 Self Help	Open-NC 99 Days
A.046 Building Interior Repair	One Center Balcony LED light inoperative.	Two LED bulbs installed; one additional bulb needed.	14-Jun-2017	Al Parmentier Self Help	Open-NC 99 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.047 Building Interior Adjustment	Sanctuary ceiling flood lights pointed towards the stage are aimed too high.	No work on this item to date.	14-Jun-2017	Al Parmentier Self Help	Open-NC 99 Days
A.058 Building Interior Upgrade	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.	Under evaluation.	09-Aug-2017	Al Parmentier TDB	Open-NC 42 Days
A.064 Building Interior Upgrade	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-Mod 42 Days
A.068 Building Interior Repair	Five ceiling tiles were water stained by rain entering the Fire Escape Door during Hurricane Irma. It is believed the water migrated to the to the east wall between the Lobby and Office.	Stained tiles will be replaced and area inspected to confirm suspicion that water entered from the Fire Escape Door. Consider applying more or better weather stripping to the door.	20-Sep-2017	Kristy O'Neil Self Help	Open-New 1 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.078	A smart thermostat is needed in Fellowship Hall to better control settings when area is in use. Several times in past months the thermostat was observed set to very low temperatures (70-71) degrees when the area was not used by anyone.	Smart thermostat installed and programmed to same values used throughout the building (75 daytime and 78 night). A plastic guard was installed to prevent tampering.	31-Aug-2017	Joe Hardy	Closed
Building Interior Upgrade			20-Sep-2017	Self Help	20 Days
A.080	Several members have asked to have a ceiling fan installed in the Library. There was another suggestion to replace the chandelier type light fixtures in the Lobby with ceiling fans. Both initiatives should improve efficiency of the air conditioning in these areas.	Joe and Al will investigate how to mount fans on hard-points in the respective ceiling areas.	20-Sep-2017	Joe Hardy	Open-New
Building Interior Upgrade				Self Help	0 Days

14 Project(s) Reviewed for Building Interior

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
B.013	Investigate adding lightning protection to the building.	Katrina received a quotation to provide electrical surge and lightning protection from Bonded Lightning Protection, Inc. Cost for surge protection is \$2,700 and lightning protection \$16,900 for total of \$19,600. These quotations include the main UUFVB building but not the Bridges Nursery Building. Council agreed to close this project and evaluate again when funds become available.	12-Apr-2017	Katrina Pascale	Closed
Building Exterior Upgrade			20-Sep-2017	TDB	161 Days
B.067	Hurricane Irma loosened part of the Door A outside carpeting revealing that the carpet is badly deteriorated.	The Plan is to remove all carpeting, clean the concrete and apply exterior walkway paint with a non-skid material imbedded. The bench must be removed and some minor concrete edge repair is needed.	20-Sep-2017	Al Parmentier	Open-New
Building Exterior Repair				Self Help	1 Days
B.071	Several roof shingles were blown off the Bridges Nursery and Fellowship Hall roof areas.	A casual observation does not reveal from where the shingles came. Further investigation needed.	20-Sep-2017	Kristy O'Neil	Open-New
Building Exterior Repair				TDB	1 Days

3 Project(s) Reviewed for Building Exterior

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
C.020 Landscaping and Grounds Painting	Re-stripe parking lot spaces.	On-Hold until Fall season when Can-Do Crew will be available.	08-Mar-2017	Al Parmentier UUFVB Can-Do Crew	Open-Hold 197 Days
C.056 Landscaping and Grounds Service	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. Hurricane Irma left many trees in need of trimming.	07-Aug-2017	Katrina Pascale Christo's Landscape Solut	Open-Mod 45 Days
C.061 Landscaping and Grounds Repair	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 Self Help	Open-NC 42 Days
C.062 Landscaping and Grounds Repair	One of the Memorial Garden benches collapsed because the frame was corroded and rotten.	The Council approved \$500 to purchase new sturdy bench. Plan is to acquire bench made of recycled plastic. Bench will require anchoring to the ground.	09-Aug-2017	Jan Mathrani TDB	Open-Mod 42 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
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.	There are two memorial plaques removed from deteriorated benches in past years. These two plaques will be attached to the new bench acquired for Project C.062	09-Aug-2017	Al Parmentier TDB	Open-Mod 42 Days
C.072 Landscaping and Grounds Repair	Three additional grounds light poles were loosened and blown over by Hurricane Irma winds.	Kristy will attempt to straighten the poles and apply concrete around the bases to secure the poles.	20-Sep-2017	Kristy O'Neil Self Help	Open-New 1 Days
C.077 Landscaping and Grounds Service	Two property owners to the south of Fellowship grounds are asking us to trim and clean the large hedge area that sits on the property line.	Our landscaping firm will only maintain the hedge if it is trimmed to height of no more than five feet. A central issue is who owns the hedge since it is on the property. Al will review the site plats and determine if we as the property owners are responsible for the hedge maintenance.	20-Sep-2017	Al Parmentier TDB	Open-New 1 Days

7 Project(s) Reviewed for Landscaping and Grounds

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Category	Open Date	Assigned	Status		
Project Type	Description	Comments	Close Date	Contractor	Days Open
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-NC 42 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 repaired the holes and cleaned the breaker panels.	09-Aug-2017 20-Sep-2017	Al Parmentier Cliff Ruff	Closed 41 Days
D.074 Equipment Repair	The golf cart has a flat tire.	Kristy will evaluate need for repair.	20-Sep-2017	Kristy O'Neil Self Help	Open-New 1 Days
D.079 Equipment Repair	The balcony AC system is inoperative as of Sunday September 17th, 2017.	Barker previously replaced air handler motor. Will call again to determine problem.	20-Sep-2017	Kristy O'Neil Barker Heating and A/C	Open-New 1 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
4 Project(s) Reviewed for Equipment					
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.	Bridges has hired an engineering firm to prepare plans and cost estimates for the work needed. Bridges will fund all work. Project will stay open here until work is complete.	01-Aug-2017	Al Parmentier TDB	Open-Mod 50 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.	Bridges has hired an engineering firm to prepare plans and cost estimates for the work needed. Bridges will fund all work. Project will stay open here until work is complete.	01-Aug-2017	Al Parmentier TDB	Open-Mod 50 Days
E.073 Bridges Service	Conversation indicates the play ground sails were not taken down prior to Hurricane Irma.	This action must be included in weather event planning as the sails s designed to withstand only Category 2 hurricane winds.	20-Sep-2017	Joe Hardy Self Help	Open-New 1 Days
3 Project(s) Reviewed for Bridges					

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
F.066 Sexton House Repair	The back door area and one window needs significant repairs to the door/window and framing.	Written quotation received from Tremblay Builders and Associates, Inc. to correct all deficiencies. Cost approved for \$2,350. Kristy will monitor work and report when complete. Copy of quotation attached to the Minutes.	05-Sep-2017	Al Parmentier TDB	Open-Mod 15 Days
F.070 Sexton House Repair	The north side of the shed lost a three foot section of fascia material in the Hurricane Irma winds.	Kristy will investigate how best to repair the area.	20-Sep-2017	Kristy O'Neil TDB	Open-New 1 Days
F.075 Sexton House Replace	The Sexton House refrigerator has failed.	Kristy will look for replacement refrigerator at scratch and dent outlets or Habitat for Humanity.	20-Sep-2017	Kristy O'Neil TDB	Open-New 1 Days
3 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 and as a Pulpit Announcement to solicit Can-Do-Crew members.	12-Apr-2017	Joe Hardy Self Help	Open-Mod 162 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
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 was referred to the Green Sanctuary committee for help in educating Members about recycling and items that should not be placed in the bins. As a major user of the recycling bin, Fair-Trade will fund part of the monthly cost. Amount is TBD pending approval by the FT Committee.	14-Jun-2017	Katrina Pascale Republic Services	Open-Mod 99 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. Joe prepare pulpit announcement also seeking camera operator volunteers.	14-Jun-2017	Joe Hardy Self Help	Open-Mod 99 Days
G.065 Other Upgrade	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.	The Council approved the hallway area opposite the Kitchen Door as a permanent location for members and friends to hang their own art on a rotating basis. Command Hooks will be used ILO Hanging Bars to position art. Jan Mathrani will coordinate the effort and report final decision on planning and schedule at next meeting.	09-Aug-2017	Jan Mathrani TDB	Open-Mod 42 Days

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Category	Open Date	Assigned	Status		
Project Type	Description	Comments	Close Date	Contractor	Days Open
G.069	Our planning and preparation for Hurricane Irma indicates we need to do better in both aspects. Some actions were left to the last minute and others were not recognized needed.	Joe will discuss with Scott and other committees how we can better plan and prepare for major weather events.	20-Sep-2017	Joe Hardy	Open-New
Other				Self Help	1 Days
Other					

5 Project(s) Reviewed for Other

Minutes Notes

Total Reviewed	39
Open-NC	8
Open-Mod	13
Open-New	12
Open-Hold	1
Closed	5

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.

Tremblay Builders And Associates, Inc.

436 waters dr
Fort pierce, FL 34946
772-473-6341
CBC 1252762

PROPOSAL
No. Bv1525

DATE: August 31, 2017

PROPOSAL SUBMITTED TO: AL Darmengier

JOB LOCATION: 1525 26th ave vero beach fl

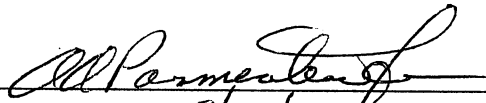
SCOPE OF WORK:

Tear out rotted siding on back side. Shut water off, remove water hose valve, remove exterior electrical outlet, remove broken window, install new siding to be hardee sheets, install new non-impact window, install water hose valve, install electrical outlet, caulk all seams. Remove storm door and install proper exterior solid door to be outswing.

TOTAL PRICE: \$ 2,350.00

All materials is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation form above specifications including extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays are beyond our control.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Signature: 
Date of Acceptance: 9/20/17



Corporate Office:
2080 West Indiantown Rd. Ste 100
JUPITER, FLORIDA 33458

Tampa Office:
333 N. Falkenburg Road. Unit D-401
TAMPA, FLORIDA 33619

Protecting People, Property & Assets

TELEPHONE: (561) 746-4336

FAX: (561) 747-8233

EMAIL: mail@bondedlightning.com

WEB: www.bondedlightning.com

QUOTE #: 17-25400-31977

Date: 08/24/2017 Expires: 10/23/2017 Ref Specs:

Project: Unitarian Universalistic Fellowship of Vero Beach

Location: 1590 27th Avenue
Vero Beach, FL 32960
United States of America

Customer: Unitarian Universalistic Fellowship of Vero Beach Estimate Total: \$19,600.00

Lightning Protection System	\$16,900.00
Surge Protection	\$2,700.00

Scope of Proposal

- 1) Price includes furnishing and installing a complete Lightning Protection System as specified
- 2) Price is based on utilizing class 1 aluminum lightning protection materials
- 3) Proposal includes all labor, materials, shipping, and shop drawings unless noted below
- 4) The lightning protection system will be installed per UL96A lightning protection standards

Notes

- 1) Price is to install an aluminum lightning protection system per UL96A standard
- 2) Price is to install (6) SES40 120/208 3 phase surge protection devices. (1) on the 600 amp main disconnect, (1) on the 400 amp main disconnect Panel C, (1) on the 200 amp main disconnect Panel B, (1) on the 125 amp main disconnect Panel A, (1) on the 200 amp main disconnect, and (1) on the 125 amp main disconnect panel all located inside the garden room which is located inside the building

Exclusions

- 1) Price is based on adhering directly to the roof membrane and does not include furnishing and installing any sacrificial roofing pads, pavers, membrane strips, etc. If required by the roofing manufacturer, approximately () are required

ACCEPTANCE OF BID

The above specifications, terms and contract are satisfactory and we hereby authorize the performance of this work.

Signed: _____ Date: _____

Patrick C. Dillon, President

Print Name: _____

BONDED LIGHTNING PROTECTION SYSTEMS, INC.

Company: _____

Bonded Lightning Protection Systems, Inc. Standard Terms and Conditions of sale, dated 08/07/2015 apply and are incorporated by reference as part of this quotation and any work resulting from this quotation. Should you need a copy please call 561-746-4336 or visit our website at www.bondedlightning.com/terms