

Minutes of the Facilities Council Meeting – October 11, 2017

Members Present: Al Parmentier, Joe Hardy, Lisa Turano, Kristy O’Neil.

Members Absent: Jack Siplak, Jan Mathrani, Katrina Pascale.

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

Revised Minutes of September 20, 2017 Meeting were Approved

Secretary’s Note: September Minutes originally released September 21, 2017 contained a significant typo regarding cost of repairs to the Sexton House. Corrected Minutes were released to all September 29, 2017 and were so marked.

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.068, A.076 closed; Items A.012, A.035, A.038, A.042, A.058, A.064, A.080 updated.
- B. Building Exterior – No Items closed; B.067, B.071 updated.
- C. Landscaping and Grounds – C.061, C.063 closed; Items C.056, C.062, C.072, C.077 updated.
- D. Equipment – Items D.074, D.079 closed; D.059 updated.
- E. Bridges – E.073; No Items updated.
- F. Sexton House – F.075 closed; Item F.066, F.070 updated.
- G. Other – Items G.031, G.037, G.048 closed; G.065, G.069 updated

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

- A. Building Interior – Item A.081 added.
- B. Building Exterior – No Items added.
- C. Landscaping and Grounds – No Items added.
- D. Equipment –No Items added
- E. Bridges – No Items added
- F. Sexton House – No Items added
- G. Other – Items No Items added

Number of Projects Reviewed: 36 Projects were reviewed in this meeting.

Any Other Business: None

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Items Approved by Member Vote: None

Adjourn: The meeting adjourned at 11:30.

Next Meeting: The next meeting is delayed because AI is on vacation. We will meet November 20th, 2017.

Prepared by:

Joe Hardy,
Secretary, Facilities Council

Attachment:

Project Status Report October 11, Meeting - Printed Thursday October 11, 2017; 13 Pages, 36 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, October 11, 2017**

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.012 Building Interior Upgrade	Install window film on Fellowship Hall windows to mitigate sun heating the room.	Slow progress. Contractor still looking for non-reflecting window film.	11-May-2017	Fair Trade TDB	Open-Mod 154 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. Paint ID numbers not available. Paint must be matched by color from old can. Al will purchase paint.	14-Jun-2017	Al Parmentier Self Help	Open-Mod 120 Days
A.038 Building Interior Repair	Seven Sanctuary ceiling lights are inoperative. Old Halogen fixtures with E11 bulbs to be replaced with new fixtures that accept E26 dimmable 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 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.	Bulbs received and tested; fixtures available for pickup from local supplier; Sun Belt rentals reports the lift we need is not easily available and delivery will be \$200; price quoted for 7-day rental is \$895. Work date scheduled for week of 13 November, but Al will confirm with Katrina that no events are scheduled that week. Al will determine if Sun Belt will deliver on a Saturday. Joe will contact volunteers to confirm they can work the scheduled date.	14-Jun-2017	Al Parmentier Self Help	Open-Mod 120 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.042 Building Interior Repair	Hinges rusting on the Library south door from Lobby hallway.	AI will attempt to remove rust with "Ospho" compound that converts rust to primer.	14-Jun-2017	AI Parmentier Self Help	Open-Mod 120 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	AI Parmentier Self Help	Open-NC 120 Days
A.046 Building Interior Repair	One Center Balcony LED light inoperative.	Need tilting ladder and helper to install the needed bulb.	14-Jun-2017	AI Parmentier Self Help	Open-NC 120 Days
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	AI Parmentier Self Help	Open-NC 120 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.	A from-the-ground evaluation reveals there are no soffit or roof ridge vents. Roof Authority will be requested to evaluate the entire roof and quote adding ridge vents to the roof.	09-Aug-2017	AI Parmentier Roof Authority	Open-Mod 63 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.064 Building Interior Upgrade	Requests were made to completely remove the Library wallpaper and paint the walls.	Cyndi Jorgensen volunteered to remove the old wallpaper. Cyndi will need help moving furniture and volunteer painters will be needed to complete the work. Work schedule is pending.	09-Aug-2017	Jack Siplak UUFVB Can-Do Crew	Open-Mod 63 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.	Kristy replaced damaged tiles. No other leaks found.	20-Sep-2017 11-Oct-2017	Kristy O'Neil Self Help	Closed 21 Days
A.076 Building Interior Repair	The stained glass hanging piece fell from the wall during Hurricane Irma winds and the frame is broken.	Al repaired the broken frame.	21-Sep-2017 11-Oct-2017	Al Parmentier Self Help	Closed 20 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.080 Building Interior Upgrade	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.	A ceiling fan in the Library is not practicable due to location of light fixtures and AC vents. Joe will investigate using a wall mounted oscillating fan. Al will confirm with Amy that removing the chandeliers and replacing them with lighted ceiling fans is acceptable. Input from the Worship Committee may also be needed.	20-Sep-2017	Joe Hardy Self Help	Open-Mod 21 Days
A.081 Building Interior Upgrade	The Parquet flooring at Door A entrance inside is worn deteriorated. Evaluation underway to replace with Parquet or tile.	Reverend Alexander offered to pay for replacing the Parquet flooring with tile. Al will contact Indian River Flooring and request estimate.	11-Oct-2017	Al Parmentier Indian River Flooring	Open-New 0 Days

13 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.067 Building Exterior Repair	Hurricane Irma loosened part of the Door A outside carpeting revealing that the carpet is badly deteriorated. All carpeting now removed. Tiling the area was considered but rejected due the increase step height at edges that will present a tripping hazard.	AI will remove remaining carpet fibers and glue with rotary sander and the area will be prepped for painting. Type paint and color is TBD.	20-Sep-2017	AI Parmentier Self Help	Open-Mod 22 Days
B.071 Building Exterior Repair	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. Roof Authority will be asked to fully inspect the roof and provide estimate for any needed repairs.	20-Sep-2017	AI Parmentier Roof Authority	Open-Mod 22 Days
2 Project(s) Reviewed for Building Exterior					
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	AI Parmentier UUFVB Can-Do Crew	Open-Hold 218 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
C.056 Landscaping and Grounds Service	Multiple trees throughout the grounds need trimming and pruning. Christo's will address all items in due course. Hurricane Irma left many trees in need of trimming.	Christo's has this work in the que and will complete when more pressing Hurricane work is completed.	07-Aug-2017	Katrina Pascale Christo's Landscape Solut	Open-Mod 66 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.	This item is closed with work and tracking combined with Item C.072	09-Aug-2017 11-Oct-2017	Kristy O'Neil Self Help	Closed 62 Days
C.062 Landscaping and Grounds Repair	One of the Memorial Garden benches collapsed because the frame was corroded and rotten.	The bench arrived and is assembled ready to place in the Memorial Garden. Al will anchor it using existing hard points.	09-Aug-2017	Al Parmentier Self Help	Open-Mod 63 Days

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Category

Open Date

Assigned

Status

Project Type

Description

Comments

Close Date

Contractor

Days Open

C.063	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.	These two plaques are now attached to the new bench acquired for Project C.062.	09-Aug-2017	Al Parmentier	Closed
Landscaping and Grounds			11-Oct-2017	Self Help	62 Days
Other					

C.072	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. Three additional grounds light poles were loosened and blown over by Hurricane Irma winds.	This item combined with Item C.061. Al will purchase four bags of concrete and Kristy will attempt to straighten the poles and apply concrete around the bases to secure the poles. Some electrical repair work needed due to damaged wiring.	20-Sep-2017	Kristy O'Neil	Open-Mod
Landscaping and Grounds				Cliff Ruff	22 Days
Repair					

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
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.	Al and Katrina confirm this hedge is inside our property line. Christo's will cut the hedge down to 5-feet and maintain it as part of routine grounds care. If property owners who initially complained need a higher hedge they must install and maintain themselves. This item will remain open until all work complete.	20-Sep-2017	Al Parmentier Christo's Landscape Solut	Open-Mod 22 Days
7 Project(s) Reviewed for Landscaping and Grounds					
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.	Barker scheduled onsite week of 23 October. Kristy will observe work and 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-Mod 63 Days
D.074 Equipment Repair	The golf cart has a flat tire.	Tire repaired.	20-Sep-2017 11-Oct-2017	Kristy O'Neil Self Help	Closed 21 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
D.079 Equipment Repair	The balcony AC system is inoperative as of Sunday September 17th, 2017.	Barker previously replaced air handler motor. But latest problem was failed relays at the compressor. Cost to replace relays was ~\$600.	20-Sep-2017 11-Oct-2017	Kristy O'Neil Barker Heating and A/C	Closed 21 Days

3 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-NC 71 Days
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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-NC 71 Days
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E.073 Bridges Service	Conversation indicates the play ground sails were not taken down prior to Hurricane Irma.	This action will be included in weather event planning as the sails are designed to withstand only Category 2 hurricane winds.	20-Sep-2017 11-Oct-2017	Joe Hardy Self Help	Closed 21 Days
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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.	Work not started and likely will be long delay, possibly 2-3 months. Contractor has significant backlog of other Hurricane work to complete first.	05-Sep-2017	Al Parmentier Tremblay Builders, Inc.	Open-Mod 36 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.	Al will investigate how best to repair the area.	20-Sep-2017	Al Parmentier TDB	Open-Mod 22 Days
F.075 Sexton House Replace	The Sexton House refrigerator failed.	New refrigerator purchased from Sears at good discount. Cost to purchase, deliver, and remove old refrigerator was \$744.	20-Sep-2017 11-Oct-2017	Kristy O'Neil TDB	Closed 21 Days

3 Project(s) Reviewed for Sexton House

G.031 Other Service	Confirm members of the Can-Do Crew. Joe prepared article for the Congregational Record and a Pulpit Announcement to solicit Can-Do-Crew members. There is a sign-up sheet on the Rolling Cart and seven members have indicated they will help with some projects.	Decision reached to address need for Volunteers on a case-by-case basis. Joe will prepare Pulpit Announcements to solicit Can-Do-Crew members as need for specific projects.	12-Apr-2017 11-Oct-2017	Joe Hardy Self Help	Closed 182 Days
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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
G.037	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.	Fair-Trade committed to paying \$30 per month towards the recycling pickup cost. Item also referred to the Green Sanctuary committee educate Members about recycling and items that should not be placed in the bins.	14-Jun-2017	Katrina Pascale	Closed
Other Service			11-Oct-2017	Republic Services	119 Days
G.048	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.	Larry Phillips volunteered to assist as camera operator and we expect two additional unnamed snowbird volunteers this season. Rick Helfand is being cross-trained to operate the lights.	14-Jun-2017	Joe Hardy	Closed
Other Other			11-Oct-2017	Self Help	119 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
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.	Ellen Rantz concurs with the using the hallway opposite the Kitchen door for Fellowship art so long as it is not mixed with the Gallery. Katrina will order the Command Hooks materials. Item will remain open until first pieces are hung for display.	09-Aug-2017	Jan Mathrani Self Help	Open-Mod 63 Days
G.069 Other Other	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, Pete, Katrina and Kristy what weather planning documents we have already prepared and the need for updates or modifications.	20-Sep-2017	Joe Hardy Self Help	Open-Mod 22 Days

5 Project(s) Reviewed for Other

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Category

Open Date

Assigned

Status

Project Type

Description

Comments

Close Date

Contractor

Days Open

Minutes Notes

Total Reviewed	36
Open-NC	5
Open-Mod	18
Open-New	1
Open-Hold	1
Closed	11

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.