

Minutes of the Facilities Council Meeting – November 20, 2017

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

Members Absent: Jack Siplak.

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

Minutes of October 11, 2017 Meeting were Approved

Secretary’s Note: No revisions to the October Minutes were needed.

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.038, A.042, A.047, A.058, A.64 closed; Items A.012, A.035, A.080, A.081 updated.
- B. Building Exterior – B.071 closed; No Items updated.
- C. Landscaping and Grounds – C.056, C.062, C.077 closed; Items C.072 updated.
- D. Equipment – Item D.059 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; No Items updated.

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

- A. Building Interior – Item A.086, A087, A089 added.
- B. Building Exterior – No Items added.
- C. Landscaping and Grounds – C.090 added.
- D. Equipment – D.082, D.083, D.084 added
- E. Bridges – No Items added
- F. Sexton House – No Items added
- G. Other – Items No Items added

Number of Projects Reviewed: 33 Projects were reviewed in this meeting.

Any Other Business: Discussion of Bridges staff not tying trash bags before discarding in the dumpster and not always fully placing trash bags in the dumpster. This results in soiled diapers and other trash littering area inside the dumpster fence and animals opening the bags and littering the grounds. Al will discuss this issue with Suzy Bromwell, Chairwoman of the Bridges Committee.

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Items Approved by Member Vote: None

Adjourn: The meeting adjourned at 12:08.

Next Meeting: The next meeting is December 13th, 2017 at 09:00am instead of 10:00am

Prepared by:

Joe Hardy,
Secretary, Facilities Council

3 Attachments:

1. Project Status Report October 11, Meeting - Printed Tuesday November 21, 2017; 13 Pages, 33 Projects
2. Copy of Ministries Council Letter cancelling Library wallpaper removal; 1 Page
3. Home Depot website images of various fan types available for the Library and the Lobby; 2 Pages

Facilities Council Minutes - Addendum

Project Status Report Information: The project status report presented here is 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. The number right of the decimal is the record identifier for that project. These numbers are not 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

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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.	3M brand high reflecting film selected. Contractor ready to install. Katrina will setup installation date.	11-May-2017	Katrina Pascale On-Site Window Tinting	Open-Mod 194 Days
A.035 Building Interior Painting	Member requested Fair Trade hallway be painted to correct smudges and marks on walls.	Paint ID numbers lost. Al will attempt to have Lowes duplicate the paint using a verbal description or actual sample. Paint must be matched by color from old can. Al will purchase paint.	14-Jun-2017	Al Parmentier Self Help	Open-Mod 160 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.038	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.	Work completed 16 November by Can-Do-Crew members named here: Joe Hardy, Joe Calwell, Larry Phillips, Jack Stiefel, Woody Sutton, Paul Gleaves, Gale Parmentier, Rick Helfand, Ron Cossa, Carla Hardy, Al Parmentier. The Board of Trustees and many Members and Friends provided congratulations and thanks for job well done. A video slide show was prepared of the work activities and will be posted on the website. Joe will prepare a Congregational Record article also. A follow-up project was opened for Al and Joe to adjust the dimmer system to the LED bulbs to prevent flashing when the bulbs are first activated at the dimmer panel. Final cost of the project was \$3,600 well under the \$8,000 approved for the project.	14-Jun-2017 20-Nov-2017	Al Parmentier Self Help	Closed 159 Days
A.042	Hinges rusting on the Library south door from Lobby hallway.	Al applied Ospho" to the rusted areas and rust is stopped and cured.	14-Jun-2017 20-Nov-2017	Al Parmentier Self Help	Closed 159 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
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 160 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	Al Parmentier Self Help	Open-NC 160 Days
A.047 Building Interior Adjustment	Sanctuary ceiling flood lights pointed towards the stage are aimed too high.	Incandescent bulbs were replaced with LED bulbs during Sanctuary lights upgrade project at Index A.038. Fixtures adjusted to point further down illuminating the parquet floor and steps.	14-Jun-2017 20-Nov-2017	Joe Hardy Self Help	Closed 159 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.	Al inspected the soffits and found four large vents suitable for venting the attic. Barker replaced the old AC filters with better more efficient filters that should reduce the AC run time.	09-Aug-2017 20-Nov-2017	Al Parmentier Self Help	Closed 102 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.	This project was abandoned at the request of the Ministries Council. See letter dated October 24, 2017 attached to the Minutes of November 20, 2017 Facilities Council meeting.	09-Aug-2017 20-Nov-2017	Not Assigned Self Help	Closed 102 Days
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.	Joe presented two sheets of fan catalog photo samples for the Council to review; three for the library and five for the Lobby. Council selected a white 22" wall-mounted fan for the Library. Type of fan to use and if fans are acceptable not resolved. AI will confirm with Amy that removing the chandeliers and replacing them with lighted ceiling fans is acceptable. AI will also consult with the Designer for type of fan best suited for the area. See sheets attached to the Minutes for fan type samples. These are only a few of the many styles available.	20-Sep-2017	Joe Hardy Self Help	Open-Mod 61 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.081 Building Interior Upgrade	The Parquet flooring at Door A entrance inside is worn deteriorated. Evaluation underway to replace with Parquet or tile.	A non-skid ceramic tile of dimensions 12" x 24" was selected, but color and layout method remains unresolved as of these Minutes. Reverend Alexander will pay for replacing the Parquet flooring with tile. Quotation received from Indian River Flooring.	11-Oct-2017	Al Parmentier Indian River Flooring	Open-Mod 40 Days
A.086 Building Interior Cleaning	The Sanctuary carpet requires cleaning. However, many surfaces require dusting first to remove debris left from the Sanctuary lights replacement project.	Kristy dust all areas and vacuum the stairs and balcony. Katrina secure quotation from the cleaning company and coordinate dates.	20-Nov-2017	Kristy O'Neil TDB	Open-New 1 Days
A.087 Building Interior Cleaning	Fellowship Hall floor requires stripping, cleaning and relaxing.	Katrina schedule the project and warn the cleaning contractor that dirty water may NOT be dumped on the grounds. All materials must be removed from site.	20-Nov-2017	Katrina Pascale TDB	Open-New 1 Days
A.089 Building Interior Painting	Fellowship Hall requires painting.	Al will procure paint and schedule the Can-Do-Crew to paint the walls before the floor is stripped and waxed.	20-Nov-2017	Al Parmentier UUFVB Can-Do Crew	Open-New 1 Days

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Category	Description	Comments	Open Date	Assigned	Status
Project Type			Close Date	Contractor	Days Open

14 Project(s) Reviewed for Building Interior

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. Outside paint color will match or complement entrance tile.	20-Sep-2017	AI Parmentier Self Help	Open-NC 62 Days
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B.071 Building Exterior Repair	Several roof shingles were blown off the Bridges Nursery and Fellowship Hall roof areas.	Roof Authority inspected all roofing areas and found no missing shingles.	20-Sep-2017 20-Nov-2017	AI Parmentier Roof Authority	Closed 61 Days
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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 258 Days
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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
C.056	Multiple trees throughout the grounds need trimming and pruning. Christo's will address all items in due course.	Christo's completed all tree trimming and cleanup.	07-Aug-2017	Katrina Pascale	Closed
Landscaping and Grounds			20-Nov-2017	Christo's Landscape Solut	105 Days
Service	Hurricane Irma left many trees in need of trimming.				
C.062	One of the Memorial Garden benches collapsed because the frame was corroded and rotten.	The bench is installed.	09-Aug-2017	Al Parmentier	Closed
Landscaping and Grounds			20-Nov-2017	Self Help	102 Days
Repair					
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.	All lights repaired except back parking lot. Discussion of whether to repair this light as it is blocked by some vegetation and there is an issue with underground wiring tripping circuit breaker when ground is wet. Decision made to repair the last light and evaluate the electrical issue for further action needed.	20-Sep-2017	Kristy O'Neil Cliff Ruff	Open-Mod 62 Days

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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.	Hedge trimmed to 5 feet and will be maintained by Christo's as part of normal grounds keeping.	20-Sep-2017 20-Nov-2017	Al Parmentier Christo's Landscape Solut	Closed 61 Days
C.090 Landscaping and Grounds Cleaning	One French Drain in the parking lot is full of leaves and debris allowing rain water to accumulate for long periods.	Katrina will schedule contractor to remove the grate and pump debris from the drain.	20-Nov-2017	Katrina Pascale TDB	Open-New 1 Days
6 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 completed AC service week of November 13th. Kristy inspected used filters as they were removed and found only the filter nearest the entrance lobby door to be excessively dirty. Kristy will replace this filter in mid-cycle during the summer cooling season.	09-Aug-2017 20-Nov-2017	Al Parmentier Barker Heating and A/C	Closed 102 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
D.082 Equipment Upgrade	The Sanctuary sound system is undergoing a significant upgrade. The analog audio mixer will be replaced with a digital device and the stage microphones connected to an analog to digital multiplexer. CAT6a cable will be run from the Choir Room AV closet under the floor to the balcony AV booth. Powered secondary speakers will be installed in the speaker attic left and right of the chancel.	Project funded by the Emerson Center. Al and Joe with help from the Can-Do-Crew will install the wiring and equipment. Major equipment items are ordered and secondary materials list is being prepared. Expected completed date is end of December 2017.	20-Nov-2017	Joe Hardy Self Help	Open-New 1 Days
D.083 Equipment Adjustment	The Sanctuary lights dimmer system requires adjustment and installation of load resistors to better match dimming characteristics of the new LED bulbs.	Joe will contact Leviton, the dimmer system manufacturer to determine how best to modify the dimmer system.	20-Nov-2017	Joe Hardy Self Help	Open-New 1 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
D.084 Equipment Upgrade	ARE Committee will purchase a second large whiteboard to use in upcoming ARE classes. Discussion is where to place the two whiteboards when they are not used. Several options are possible placing the second whiteboard in Fellowship Hall, The Choir Room or the Library.	Item must be added to the Gift List. Placement of second whiteboard is TBD upon arrival.	20-Nov-2017	Al Parmentier Self Help	Open-New 1 Days

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.	No work started due to contractor backlog. Start and completion dates are TBD.	01-Aug-2017	Al Parmentier TDB	Open-NC 111 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.	No work started due to contractor backlog. Start and completion dates are TBD.	01-Aug-2017	Al Parmentier TDB	Open-NC 111 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
E.085 Bridges Upgrade	Bridges fluorescent lights continue to fail. Currents fixtures use old technology T-12 bulbs. Project is to replace all Bridges lights with new fixtures using T-8 tubes in lots of \$1,000 each. The \$1,000 lot method is used for budgeting purposes to allow the old fixtures to be replaced over time.	Kristy will count the number of fixtures in all classrooms and admin areas and provide the count to Katrina who will in turn secure a quotation from Cliff Ruff to specify the number of fixtures than can be replaced in a \$1,000 lot. At next meeting, a plan will be discussed for how best to schedule the fixtures replacement given budget constraints and Bridges operations.	20-Nov-2017	Katrina Pascale Cliff Ruff	Open-New 1 Days

3 Project(s) Reviewed for Bridges

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. All will call Contractor for an updated status.	05-Sep-2017	Al Parmentier Tremblay Builders, Inc.	Open-NC 76 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 and Kristy will investigate how best to repair the area.	20-Sep-2017	Al Parmentier TDB	Open-NC 62 Days

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Category	Description	Comments	Open Date	Assigned	Status
Project Type			Close Date	Contractor	Days Open

2 Project(s) Reviewed for Sexton House

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. 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.	Jan Mathrani will coordinate the effort and report final decision on planning and schedule at next meeting. This project remain open until first use of the Member art display area.	09-Aug-2017	Jan Mathrani	Open-NC
Other				Self Help	103 Days
Upgrade					

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, Pete, Katrina and Kristy what weather planning documents we have already prepared and the need for updates or modifications.	20-Sep-2017	Joe Hardy	Open-NC
Other				Self Help	62 Days
Other					

2 Project(s) Reviewed for Other

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Category		Open Date	Assigned	Status
Project Type	Description	Close Date	Contractor	Days Open

Minutes Notes

Total Reviewed	33
Open-NC	9
Open-Mod	5
Open-New	8
Open-Hold	1
Closed	10

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.

Wallpaper in the Library

October 24, 2017

To Al Parmentier and the Facilities Committee:

This morning at the Administration/Office Support committee I learned that you (?) are considering replacing the wallpaper in the Library. I want to express my opinion that such effort seems unnecessary and ill advised.

We have done wonders in replacing wallpapers which were in the building when we bought it. I was on the original steam-it-off crew at that time.

The library has a neutral, undamaged, inoffensive wall covering the replacement of which is very low on the list of what most needs attention at this time.

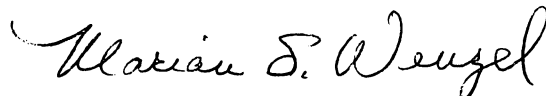
Several very tall bookcases, full of books, would have to be moved to expose the wall space behind them. Where would all that go while work was being done and for how long?

The Library is one of the most frequently used spaces in our building. As an example, on at least a monthly basis I am there for:

Administration/Office Support Committee meeting, Membership Committee meeting, Ministries Council meeting, 3rd Sunday "Introduction to UUs", Covenant Group, Book Group and Black Lives Matter Group. On occasion it has been most useful for the sewing group making nap mats for Fellsmere Day Care and when I make up packets for New Members I spread out piles of forms to assemble right where the file cabinets for them are located. Just think of what you do there, too.

In short, at this time I believe the wallpaper project is unnecessary and a major dislocation of those many groups and activities.

If it is decided that it must be done, please, defer it to our most off "off season".



Marian S. Wenzel

Lobby Fans



1



2



3



4

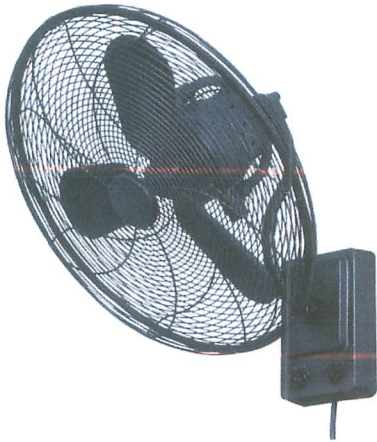


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Library Fans

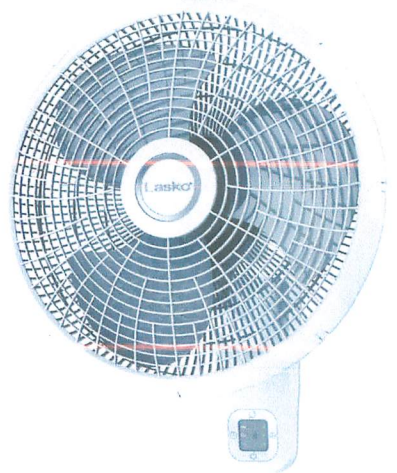


① 16"



②

22"



③

16"