

Minutes of the Facilities Council Meeting – December 13, 2017

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

Members Absent: Jack Siplak.

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

Minutes of November 20, 2017 Meeting were Approved

Secretary’s Note: No revisions to the November 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.046, A.081, A.086, A.087, closed; Items A.035, A.080, A.088 updated.
- B. Building Exterior – No Items closed; Item B.067 updated.
- C. Landscaping and Grounds – No Items closed; Items C.020, C.072, C.090 updated.
- D. Equipment – Item D.084 closed; Items D.082, D083 updated.
- E. Bridges – No items closed; E.054, E.055 updated.
- F. Sexton House – No items closed; No Items updated.
- G. Other – Item D.065 closed; No Items updated.

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

- A. Building Interior – Item A.091, A093 added.
- B. Building Exterior – No Items added.
- C. Landscaping and Grounds – C.092 added.
- D. Equipment – No Items added
- E. Bridges – E.095 added
- F. Sexton House – No Items added
- G. Other – G.094 added

Number of Projects Reviewed: 29 Projects were reviewed in this meeting.

Any Other Business: The Facilities Council welcomed new member Woody Sutton. Joe Hardy stated these and all 2017 Meeting Minutes will be on the UUFVB website, Member Area Page.

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Items Approved by Member Vote: \$1,400 was approved for clearing clogged parking lot drains. See details in the attached status report.

Adjourn: The meeting adjourned at 11:08.

Next Meeting: The next meeting is January 10th, 2018 at 10:00am

Prepared by:

Joe Hardy,
Secretary, Facilities Council

1 Attachment:

Project Status Report December 13th, Meeting - Printed Saturday December 16, 2017; 11 Pages, 29 Projects

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

Meeting Date Wednesday, December 13, 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. | 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-NC 217 Days |
| A.035 Building Interior Painting | Member requested Fair Trade hallway be painted to correct smudges and marks on walls. | AI purchased one gallon of paint matching the old angle color from Lowes. AI and Can-Do-Crew will paint the hallway. | 14-Jun-2017 | AI Parmentier Self Help | Open-Mod 183 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 183 Days |
| A.046 Building Interior Repair | One Center Balcony LED light inoperative. | Bulb replaced. | 14-Jun-2017 13-Dec-2017 | AI Parmentier Self Help | Closed 182 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. | Joe investigated source for white 22" wall-mounted fan for the Library. Concern is the noise factor with fan operating. Another idea arose to consider a floor tower fan. Joe will report findings at next meeting. Amy prefers new chandeliers over fans for the lobby. Al will also consult with the Designer for type of fan best suited for the area. Lobby fan decision remains unresolved. The objective for installing Lobby fans is to more effectively circulate cooled air in summer so lobby temperatures are uniform. | 20-Sep-2017 | Joe Hardy Self Help | Open-Mod 84 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. | Tile installed. Some doors require adjusting to clear the higher tile surface. | 11-Oct-2017 13-Dec-2017 | Al Parmentier Indian River Flooring | Closed 62 Days |

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| Category | Open Date | Assigned | Status | | |
|--|---|--|----------------------------|------------------------------------|----------------------------|
| Project Type | Description | Comments | Close Date | Contractor | Days Open |
| 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. | Carpet cleaned and Kristy dusted the area. | 20-Nov-2017 13-Dec-2017 | Kristy O'Neil TDB | Closed 23 Days |
| A.087 Building Interior Cleaning | Fellowship Hall floor requires stripping, cleaning and relaxing. | Fellowship Hall floors striped and waxed. | 20-Nov-2017 13-Dec-2017 | Katrina Pascale TDB | Closed 23 Days |
| A.088 Building Interior Repair | There is a hole in the Fellowship Hall wall near the kitchen door. Hole likely occurred when a chair was moved. | AI started hole repair but more work needed. | 21-Nov-2017 | AI Parmentier Self Help | Open-Mod 23 Days |
| A.089 Building Interior Painting | Fellowship Hall requires painting. | AI will procure paint and schedule the Can-Do-Crew to paint the walls. | 20-Nov-2017 | AI Parmentier UUFVB Can-Do Crew | Open-NC 24 Days |
| A.091 Building Interior Repair | Roof leak discovered in balcony area right side of entrance doors half-way up the seating area above the steps. 4-6 ceiling tiles water stained. | Roof Authority will be called to evaluate and repair. | 13-Dec-2017 | AI Parmentier Roof Authority | Open-New 0 Days |

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|-------------------------------------|--|--|-------------|----------------------------|---------------------------|
| Project Type | Description | Comments | Close Date | Contractor | Days Open |
| A.093 Building Interior Other | Several interior door keys missing from the Fire Department Nox-Box. | Kristy will add all missing keys to the Nox-Box. | 13-Dec-2017 | Kristy O'Neil Self Help | Open-New 0 Days |

12 Project(s) Reviewed for Building Interior

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|--------------------------------------|---|---|-------------|----------------------------|----------------------------|
| 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. | Al and Joe will remove remaining carpet fibers and glue with rotary sander and prep for painting. Paint type and color selection pending. Outside paint color will match or complement entrance tile. Committed to complete by EOM February 2018. | 20-Sep-2017 | Al Parmentier Self Help | Open-Mod 85 Days |
|--------------------------------------|---|---|-------------|----------------------------|----------------------------|

1 Project(s) Reviewed for Building Exterior

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|--|-------------------------------|--|-------------|------------------------------------|-----------------------------|
| C.020 Landscaping and Grounds Painting | Re-stripe parking lot spaces. | Work will be scheduled for January 2018 when Can-Do Crew is available. | 08-Mar-2017 | Al Parmentier UUFVB Can-Do Crew | Open-Mod 281 Days |
|--|-------------------------------|--|-------------|------------------------------------|-----------------------------|

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| Category | | | Open Date | Assigned | Status |
|--------------|---|---|-------------|--|---------------------|
| Project Type | Description | Comments | Close Date | Contractor | Days Open |
| 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. | One pole next to Sexton house not anchored and another pole at circular drive entrance leaning. A third pole removed and capped until Cliff has enough work to mobilize onsite and determine why circuit breaker trips when it rains. | 20-Sep-2017 | Kristy O'Neil Cliff Ruff | Open-Mod 85 Days |
| C.090 | Drain in the parking lot near dumpster area clogged with leaves and debris allowing rain water to accumulate for long periods. | Drains originally thought to be French type now determined by Reliable Septic Service to be chained together with underground pipe to empty into the collection pond at the Bridges Nursery. Contractor quoted \$1,400 to clear all drain sumps and blow out underground pipes. Motion to approve \$1,400 by Woody Sutton and Seconded by Jan Mathrani carried. | 20-Nov-2017 | Al Parmentier Reliable Septic Service | Open-Mod 24 Days |
| C.092 | Reference method needed for outside light poles as we constantly discuss in subjective terms which light pole needs work. | Al, Joe and Kristy will annotate the landscaping plan with a numbering method to positively identify each outside light pole. | 13-Dec-2017 | Kristy O'Neil Self Help | Open-New 0 Days |

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|--------------|-------------|----------|------------|------------|-----------|
| Project Type | Description | Comments | Close Date | Contractor | Days Open |

4 Project(s) Reviewed for Landscaping and Grounds

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|-------|--|---|-------------|------------------------|----------------------------|
| D.082 | 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. | Midas M32 Digital Mixer installed and commissioned. Old organ speakers and original subwoofers removed from speaker closets. Speaker closets cleared of junk and cleaned. New powered subwoofers installed and wired. Original horn speakers repositioned and connected to the original subwoofer amplifier. Horn speaker amplifier removed to be installed in the new stage box and become a monitor amplifier. Remaining work is to mount and wire the side-fill speakers and install and wire the stage box. Expected completion date EOM December 2017. | 20-Nov-2017 | Joe Hardy Self Help | Open-Mod 24 Days |
|-------|--|---|-------------|------------------------|----------------------------|

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| Category | | | Open Date | Assigned | Status |
|--|--|--|----------------------------|----------------------------|---------------------|
| Project Type | Description | Comments | Close Date | Contractor | Days Open |
| 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 has information from Leviton, the dimmer system manufacturer to correct the issue. Load resistors ordered and received. Installation and testing pending. Moving the under balcony lights to the dimmer panel so all sanctuary lights can be controlled from one console under evaluation. | 20-Nov-2017 | Joe Hardy Self Help | Open-Mod 24 Days |
| 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. | White Boards received and assembled. New whiteboard slightly shorter than the original making it easier to move through doorways. | 20-Nov-2017 13-Dec-2017 | Al Parmentier Self Help | Closed 23 Days |
| 3 Project(s) Reviewed for Equipment | | | | | |

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| 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. | Drawings prepared. Permitting and contractor selection pending. | 01-Aug-2017 | Al Parmentier TDB | Open-Mod 134 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. | Drawings prepared. Permitting and contractor selection pending. | 01-Aug-2017 | Al Parmentier TDB | Open-Mod 134 Days |
| 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. | No status on this item. | 20-Nov-2017 | Katrina Pascale Cliff Ruff | Open-NC 24 Days |

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| Project Type | Description | Comments | Close Date | Contractor | Days Open |
| E.095 Bridges Other | 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. | AI will discuss this issue with Suzy Bromwell, Chairwoman of the Bridges Committee. | 13-Dec-2017 | AI Parmentier Self Help | Open-New 0 Days |

4 Project(s) Reviewed for Bridges

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|---------------------------------|---|--|-------------|--|--------------------|
| 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 and commitment to do the work. | 05-Sep-2017 | AI Parmentier Tremblay Builders, Inc. | Open-NC 99 Days |
|---------------------------------|---|--|-------------|--|--------------------|

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|---------------------------------|--|---|-------------|----------------------|--------------------|
| F.070 Sexton House Repair | The north side of the shed lost a three foot section of fascia material in the Hurricane Irma winds. | AI and Kristy will investigate how best to repair the area. | 20-Sep-2017 | AI Parmentier TDB | Open-NC 85 Days |
|---------------------------------|--|---|-------------|----------------------|--------------------|

2 Project(s) Reviewed for Sexton House

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| Project Type | Description | Comments | Close Date | Contractor | Days Open |
| 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. | First art hangings coordinated and scheduled. No further action by the Facilities Council. | 09-Aug-2017 | Jan Mathrani | Closed |
| Other Upgrade | | | 13-Dec-2017 | Self Help | 125 Days |
| 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 collecting information from Scott, Pete and Katrina about weather planning documents already prepared and the need for updates or modifications. | 20-Sep-2017 | Joe Hardy | Open-NC |
| Other Other | | | | Self Help | 85 Days |
| G.094 | The Board of Trustees began adding Meeting Minutes to the website Member Area in April 2017. Similar action needed for Facilities Council Minutes, | | 13-Dec-2017 | Joe Hardy | Open-New |
| Other Other | | | | Self Help | 0 Days |

3 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 | 29 |
| Open-NC | 7 |
| Open-Mod | 11 |
| Open-New | 5 |
| Open-Hold | 0 |
| Closed | 6 |

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.