

Minutes of the Facilities Council Meeting – March 14, 2018

Members Present: Al Parmentier, Joe Hardy, Lisa Turano, Jan Mathrani, Woody Sutton, Kristy O’Neil, Jack Siplak

Members Absent: None

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

Minutes of February 14, 2018 Meeting were Approved

Secretary’s Note: No revisions to the February 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.035 Closed; Items A.080, A.089 Updated.
- B. Building Exterior – A.067 Closed; B.091 Updated.
- C. Landscaping and Grounds – No items Closed; Items C.072, C.099 Updated.
- D. Equipment – D.097 Closed; Items D096 Updated.
- E. Bridges – E.055 Closed; E.054, E.085 Updated.
- F. Sexton House – F.070 Closed; No Items Updated.
- G. Other – No items Closed; Item G.069 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 – A.103 Added.
- B. Building Exterior – B.104, B.106 Added.
- C. Landscaping and Grounds – No Items Added.
- D. Equipment – D.105 Added.
- E. Bridges – No Items Added
- F. Sexton House – No Items Added
- G. Other – No Items Added

Number of Projects Reviewed: 21 Projects were reviewed in this meeting.

Any Other Business: Members requested Joe add the Assignments List usually attached to the Agenda to the Minutes. Please see the Assignments list attached here.

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Items Approved by Member Vote:

- Purchase First Year license for Carbonite Backup Software \$600: Woody Sutton; Second Lisa Turano

Adjourn: The meeting adjourned at 11:15.

Next Meeting: The next meeting is April 11th, 2018 at 10:00am

Prepared by:

Joe Hardy,
Secretary, Facilities Council

2 Attachments:

- Project Status Report March 14th, 2018 Meeting - Printed Thursday March 29th, 2018; 8 Pages, 21 Projects
- Projects Assignments List Printed Thursday March 29th, 2018; 1 Page

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, March 14, 2018

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.035 Building Interior Painting	Member requested Fair Trade hallway be painted to correct smudges and marks on walls.	Can-Do-Crew painted the hallway.	14-Jun-2017 14-Mar-2018	Jack Siplak Can-Do-Crew	Closed 274 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 274 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.	16" Library fan received. Installation status TBD. Jan Mathrani moved to install lighted ceiling fans in the lobby replacing the existing chandeliers; Al seconded and the motion carried with cost up to \$1,500. Al will consult with the Designer for type of fan best suited for the area. Install track lights to shine on the Lobby chalice, but using switch area for fans and light may require second electrical circuit.	20-Sep-2017	Al Parmentier Self Help	Open-Mod 175 Days

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Category	Open Date	Assigned	Status		
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.089 Building Interior Painting	Fellowship Hall requires painting.	To be scheduled after the annual Garage Sale 14 April 2018.	20-Nov-2017	Jack Siplak UUFVB Can-Do Crew	Open-Mod 115 Days
A.103 Building Interior Repair	There is a cracked window south side of Fellowship Hall. Window appears to be hurricane glass.	Katrina contact glass firm and schedule window replacement.	14-Mar-2018	Katrina Pascale TBD	Open-New 0 Days
5 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.	Contractor removed remaining carpet fibers and glue with rotary sander and prep for painting. Entry painted with color matching inside tile.	20-Sep-2017 14-Mar-2018	Al Parmentier TBD	Closed 176 Days
B.091 Building Exterior 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.	It's unclear if the roof leak remains, because it has not rained enough to determine. Kristy will paint or replace the stained tiles.	13-Dec-2017	Kristy O'Neil Self Help	Open-Mod 91 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
B.104 Building Exterior Cleaning	There are brown sprinkler system mineral deposits on building sidewalks. Scott asked that these be removed.	Can-Do-Crew will evaluate and attempt to clean the sidewalks.	14-Mar-2018	Jack Siplak Can-Do-Crew	Open-New 0 Days
B.106 Building Exterior Repair	Some persons report there are loose stepping stones outside the kitchen door.	Jack and Can-Do-Crew will evaluate and repair.	14-Mar-2018	Jack Siplak Can-Do-Crew	Open-New 0 Days
4 Project(s) Reviewed for Building Exterior					
C.072 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. Three additional grounds light poles were loosened and blown over by Hurricane Irma winds.	Council determine light is unneeded in the this location. Remove the pole and cap the fittings.	20-Sep-2017	Kristy O'Neil Cliff Ruff	Open-Mod 176 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
C.092 Landscaping and Grounds Other	Reference method needed for outside light poles as we constantly discuss in subjective terms which light pole needs work.	Woody Sutton provided a draft drawing identifying each outside light and corresponding controller. Woody will revise the drawing based on meeting comments and prepare a second draft for next meeting together with a proposed physical identification plan.	13-Dec-2017	Woody Sutton Self Help	Open-NC 91 Days
C.099 Landscaping and Grounds Repair	The wooden back plate and mounts supporting the sprinkler zone electrical controller and yard lights timer located next to the Sexton House is rotted.	Al upgraded the attaching hardware to better support devices and the backing plate. Kristy coordinate Cliff attaching electrical devices to the backboard and frame.	10-Jan-2018	Kristy O'Neil Cliff Ruff	Open-Mod 63 Days
3 Project(s) Reviewed for Landscaping and Grounds					
D.096 Equipment Service	Currently the UUFVB Windows server has no backup capability for user files including QuickBooks and Power Church databases.	Council approved \$600 Carbonite backup service purchase. Joe will order and install.	06-Jan-2018	Joe Hardy Self Help	Open-Mod 68 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
D.097 Equipment Service	Currently the UUFVB Printer/Copier cannot send or receive email messages to/from printer/copier. We need the printer admin password to review network configurations.	Printer now supports email services.	06-Jan-2018 14-Mar-2018	Katrina Pascale Self Help	Closed 68 Days
D.105 Equipment Upgrade	Scott needs a new computer. His current computer is a problematic desktop box with Windows 7 and other obsolete software.	Joe and Jon Levi will evaluate various all-in-one computers to replace Scott's computer.	14-Mar-2018	Joe Hardy Self Help	Open-New 0 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.	Drawings prepared. Permitting and contractor selection pending. Al will contact TremBlay Builders, Inc. to determine if the firm is interested in adding this work to the work already quoted for repairs to the Sexton house at F.066. If no response or interest from Tremblay, another firm will be located to do this and the Sexton house work.	01-Aug-2017	Al Parmentier Tremblay Builders, Inc.	Open-Mod 225 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
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.	Project closed by mutual agreement. Council does not need to follow this item.	01-Aug-2017 14-Mar-2018	Al Parmentier TBD	Closed 225 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.	Six fixtures replaced in hallway. Classrooms 7 and 8 are next. Project continues. Some fixtures changed from fluorescent to LED.	20-Nov-2017	Kristy O'Neil Cliff Ruff	Open-Mod 115 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.	Al will contact TremBlay Builders, Inc. to determine if the firm is interested in adding the Bridges work E.054 to the work already quoted for repairs to the Sexton house. If no response or interest from Tremblay, another firm will be located to do this and the Bridges work.	05-Sep-2017	Al Parmentier Tremblay Builders, Inc.	Open-NC 190 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
F.070	The north side of the shed lost a three foot section of fascia material in the Hurricane Irma winds.	Al and Kristy determine no repair is necessary.	20-Sep-2017	Al Parmentier	Closed
Sexton House Repair			14-Mar-2018	Self Help	176 Days

2 Project(s) Reviewed for Sexton House

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 has information from Katrina and Pete. Evaluating purchase of absorbent floor socks to place behind all doors. Also evaluating installing rain shields over certain exposed doors.	20-Sep-2017	Joe Hardy	Open-Mod
Other				Self Help	176 Days
Other					

1 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	21
Open-NC	3
Open-Mod	9
Open-New	4
Open-Hold	0
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.

Facilities Council - Project Assignments

Meeting Date Wednesday, March 14, 2018

Assigned	Index	Project Category	Contractor	Open Date	Days Open
Al Parmentier	A.045	Building Interior	Self Help	14-Jun-2017	274
Al Parmentier	A.080	Building Interior	Self Help	20-Sep-2017	175
Al Parmentier	E.054	Bridges	Tremblay Builders, Inc.	01-Aug-2017	225
Al Parmentier	F.066	Sexton House	Tremblay Builders, Inc.	05-Sep-2017	190

4 Projects for Al Parmentier

Kristy O'Neil	B.091	Building Exterior	Self Help	13-Dec-2017	91
Kristy O'Neil	C.072	Landscaping and Grounds	Cliff Ruff	20-Sep-2017	176
Kristy O'Neil	C.099	Landscaping and Grounds	Cliff Ruff	10-Jan-2018	63
Kristy O'Neil	E.085	Bridges	Cliff Ruff	20-Nov-2017	115

4 Projects for Kristy O'Neil

Katrina Pascale	A.103	Building Interior	TBD	14-Mar-2018	0
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1 Projects for Katrina Pascale

Joe Hardy	D.096	Equipment	Self Help	06-Jan-2018	68
Joe Hardy	D.105	Equipment	Self Help	14-Mar-2018	0
Joe Hardy	G.069	Other	Self Help	20-Sep-2017	176

3 Projects for Joe Hardy

Jack Siplak	A.089	Building Interior	UUFVB Can-Do Crew	20-Nov-2017	115
Jack Siplak	B.104	Building Exterior	Can-Do-Crew	14-Mar-2018	0
Jack Siplak	B.106	Building Exterior	Can-Do-Crew	14-Mar-2018	0

3 Projects for Jack Siplak

Woody Sutton	C.092	Landscaping and Grounds	Self Help	13-Dec-2017	91
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1 Projects for Woody Sutton

16 Projects This Report