

St. Francis of Assisi Building and Grounds Committee Minutes January 26th, 2016 - 6:00 pm to 7:30 pm

Chairperson: Chris Bates

In attendance: Tom Nolan, Larry Richards, Don Taylor, Aaron Carlson, and Amiee Staudt.

Minutes: Dan Raedeker

Opening Prayer – Don Taylor

Meeting Minutes Approved from last meeting.

Pastoral Report – Father Ray and Father Adam were not present. Tom Nolan shared the visioning process is wrapping up. Various staff are reconnecting with the board and committees. Tom is working on reviewing and revising job descriptions.

I. Old Business

- A. Discussion – Safety Committee – Don reported that the committee is starting work on a comprehensive outline for the parish safety plan. They are moving forward on addressing items that have been identified. Security is on hold but continues to rise to the top of the list.
 - i. Bleachers – There is a gap when the bleachers are not pulled out correctly. When this occurs, there is a “pinch” hazard. Tom shared that staff do not always pull and/or push the bleachers out. When volunteers do it that is when it is done incorrectly. The gap is caused by pushing and/or pulling out the bleachers inconsistently. The committee discussed posting instructions on each section or somewhere visible so everyone could see them and/or providing training. Don will take it back to the safety committee for suggestions and guidance.
 - ii. Lighting – Lighting on the eastside of building by the entrance needs to be addressed. Tom reported that Baker is working on the issue which stems from challenges with the existing wiring.
 - iii. Water fountain outside gym – There is a slip and fall hazard under the water fountain outside of the gym. The committee discussed putting a walk off mat under the fountain to resolve it.
- B. Discussion - LED Lighting Update
The project (converting the entire building and parking lot to LED lighting) is essentially complete and was done by the deadline date in order to optimize rebates from Mid-American. Tom Nolan will submit to Mid-American the information for the rebates once the numbers are compiled. The lights will last approximately 50,000 hours. Replacement of ballasts will be an ongoing maintenance issue.

Other discussion items of note regarding building lighting:

- i. Larry shared that the lights are not going on for the morning mass. Tom will adjust the timer so they will be on.
 - ii. Tom will meet with Adventure lighting to discuss lighting for the sanctuary. They will look at the incandescent, spots, theatre lights and compact dimmable fluorescents that are no longer available; Fixing the lights could be costly but they will looking at some retrofit kits to convert lights. Tom will bring his findings to the committee at the next meeting
- C. Open for Discussion –
- i. The carpet, tile and lighting in the large meeting room look fabulous. With the new lighting, there is a preprogrammed switch which is very easy to operate. The program can be changed to adapt to the needs of the room.

- ii. Countertop and soap dispenser in the restrooms nearest the sanctuary need to be updated. Tom will research new countertops and soap dispensers and bring back information to the Committee.

II. New business

A. Open for Discussion

- i. Hearing Assistance devices - Don shared the hearing assistance devices need to be updated or batteries replaced. Tom will check on the concern and look at alternatives including any Bluetooth options.
- ii. Track Equipment - A request to home and school for \$15,000 to purchase track equipment was shared. This includes the high jump pits; long jump; and set of hurdles. The committee discussed where the responsibility should be on the purchasing of equipment like this. Other schools will be using the equipment along with SFA students. Should equipment purchase and shortfalls come to under building and grounds? In addition, insurance was discussed. It was suggested to ask Dowling about the insurance question to see if liability is covered under our policy. There was also a question if the track should contain a gate that is lockable. Committee members asked if B&G could meet with the Athletic committee. It was noted that someone from the Athletic Committee come to the next B&G committee meeting to discuss the track. Tom will reach out to Mike and the president of the committee to join us.

III. Parish Manager Report

A. Finance Report – Tom Nolan mentioned that he recommends moving the cost of the LED's up to the Capital Outlay line item. The financial report was approved.

B. Facilities Updates

- i. School is going to 1-1 chrome books. Connectivity issues will need to be addressed. Currently, school staff are looking to see if a federal grant can be secured to cover some of the cost to bring fiber to the building. The technology committee is working through the process.

IV. Action Item – Larry made a motion to adjourn the meeting with Don seconding the motion.

Next Meeting: Tuesday, February 23rd, 2016. 6:00 pm to 7:30 pm