

## **St. Francis of Assisi Building and Grounds Committee Minutes February 23<sup>rd</sup>, 2016 - 6:00 pm to 7:30 pm**

Chairperson: Chris Bates

In attendance: Tom Nolan, Larry Richards, and Aaron Carlson – Mike Hazel guest

Minutes: Dan Raedeker

Opening Prayer – Larry Richards

III. Meeting Minutes Approved from last meeting.

IV. Pastoral Report – The pastoral report was tabled to next meeting due to Father Ray and Father Adam not being present.

V. Old Business

A. Track - Jennifer Raes and Mike Hazel from the athletic committee provided information about the additional funding needs for the track. In order to be able to practice additional hurdles, high jump mat and other standard items will need to be purchased. The athletic committee has put in a request for \$10,000 to the SFA Foundation and \$5,000 to home and school. SFA parents will also be approached for a donation.

Mike has scheduled a meeting with Tom Wilson to discuss the \$5 increase in track fees that the league approved. Currently, Dowling receives \$25 per student which covers the cost of practice facility and meets. The \$5 increase was specifically set to provide funding to SFA for track expenses. The goal is that the funds would go into a maintenance fund. It is anticipated that \$3000 to \$4000 annual would be contributed to the fund. These funds would help cover cost for restriping and sealing of the track. It is anticipated the restriping will happen every 3 years and sealing every 10 years.

Irrigation, lawn care, and porta potty will be on ongoing expense. Building and grounds will be responsible for this cost.

Tom will recap Mike's meeting with Tom Wilson and share the outcome from the SFA Foundation request at the next meeting.

Aaron will contact the vendor for resurfacing and striping of the track to better understand costs and the timeline.

Tom suggested that there be a consideration of monitoring who has access to the track and potentially installing a lock. It was determined to revisit locking the track at the next meeting

B. Safety Committee - The Committee continues to meet to put together a comprehensive plan for the Parish.

C. Sanctuary Lighting - Tom met with Adventure lighting and looked at incandescent theatre spots that are a maintenance issue and replacing the compact fluorescents which would prompt us to change the controller. The sconce lights would need to be updated, too. Tom is waiting for the recommendations and plan from Adventure Lighting.

Larry raised a concern with the sanctuary candle light by the reservation chapel. It needs to be changed weekly which creates some challenges. Larry has looked at battery operated options which would last longer. Tom will talk to father about any religious issues around using a battery operated candle and will move forward if able.

D. Restroom countertops / soap dispensers - No updated

E. Water Foundation - Signage by the water fountains have been installed.

F. Bleachers - There is consideration to restrict who can pull out the bleachers. No instructions have been posted but this is also under consideration. Additional research continues on finding better mounting bracket.

G. Individuals from the Women's Conference complained about the smell in the men's restroom. An odorizer was installed. Tom will check to see if they are working properly.

#### VI. New business

- A. Replacement batteries were installed in the hearing devices. They will continue to look at other technologies for the future.
- B. Tom will speak with Father Ray to discuss moving to ear piece microphones instead of lapel to allow for better sound and report back to the committee at the next meeting.
- C. The coat hangers in the women's rest room stalls need to be tightened. Tom will investigate and resolve the issue.

#### VII. Parish Manager Report

- A. Finance Report - Completed financial update of current budget and preliminary review of the 16/17 budget.
  - i. Long-term Capital Budget - Chris and Tom have been working on a long-term capital budget to establish a sinking fund. They have started with the roof replacements to understand the numbers and to identify reserves need for replacement. Additional capital expenses will be identified and added to the replacement budget. Tom and Chris will update the committee at the next meeting on the progress.
- B. Facilities – no updates

#### VIII. Approval to Adjourn at 7:25 p.m.

Next Meeting: Tuesday, March 29<sup>th</sup>, 2016. 6:00 pm to 7:30 pm