

**St. Francis of Assisi Buildings and Grounds Committee Agenda**  
**August 25<sup>th</sup>, 2015 - 6:00 pm to 7:30 pm**

**Chairperson:** Chris Bates

**In attendance:** Larry Richards, Ted Nahas, Tom Nolan, Don Taylor, Jim Hoyt Paul Van Treeck

**Secretary:** Dan Raedeker

- 1) **Opening Prayer** Don Taylor
- 2) **Meeting Minutes Approved** from 7-28-15
- 3) **Pastoral Report** - Father Ray was not present. Chris gave an update on the Vision Report as noted below.

- I. Parish Council Vision Report will be presented to B&G at the Finance Committee meeting on Thursday August, 27 at 7:00 am. Josh Faber will present the vision additional discus will happen after other groups receive the report. Finance and B&G will have a supporting role as projects are developed.
- II. ADA – No update

4) **Committee & Project Reports/updates**

**A. Church/School**

- i. Playground Update – Playground is close to complete. The fencing is the last piece of the project. It should be installed before school starts. Chris will put together a closing memo that will document the project and its costs. Maintenance for the turf will be done 2 times a year.
- ii. Running Track Update – They have started to form the curbs and continue to prep the football field for seeding which will happen the 2<sup>nd</sup> week of October. The project is 10 days behind original schedule with the completion to be mid-November. The storage shed is projected to be done early spring. Input has been gathered from all parties and the structure will be approximately 10x20.
- iii. Gardening Angels – The dirt where the garden is to be placed will be used for the garden or will be spread out over the property. Water access will be located at each corner of the track.
- iv. Safety Committee – no update;
- v. South Church Entrance Landscaping – The project is completed and looks great.
- vi. North circle drive; - Tom shared a preliminary plan for the north circle drive. Funds from the Mary Green Memorials and donations will be utilized for the project. There will be no naming rights associated with the project. Jim, Paul and Larry volunteered to work with the group to finalize the plan. Tara Duffy has taken the lead on this project.

5) **New Business**

**A. Facility Improvements**

- Scheduling for the boiler room roof is in process. Academy Roofing will complete the project. The anticipated cost is \$24,100.
- Tom has been talking with Allied to schedule carpet replacement and installation of tile. Carpet has not been selected. Anticipated cost is \$13,300.
- Grades 4-5 carpet has been started with 1/3 of new carpeting installed. K-1 will be done after Grades 4-5 is done. Anticipated cost of \$7,600.
- LED dimmer switch will be done.
- LED Lighting for entire building continues to be discussed. A study of the facility to document utility use for school vs. parish was completed. Total projected cost to switch the fluorescents out to LED is approximately \$77,000. Under the current rebate program, a

\$56,000 rebate could be received. Annual savings will be approximately \$8,000. The conversion will pay for itself in 3 years. Tom will do more research on the rebate program and send out the usage report spreadsheet. Further discussion will be completed at the September meeting.

6) **Finance Report**

- i. Budget and final year-end numbers will be shared at the next meeting. They are still working to close year- end.
  - ii. The committee decided there was a need to establish “sinking” fund committee to address the larger items. Chris will get a group together a group and include Susan File as a good person to help out.
- 7) Tour of Playground and Running Track – Committee members toured the updated playground, track and looked at the north circle drive.
- 8) **Next Meeting: September 29<sup>th</sup>, 2015 6:00 p.m.**
- 9) **Adjourn** at 7:30 p.m.