

St. Francis of Assisi Buildings and Grounds Committee Minutes
September 29, 2015 - 6:00 pm to 7:30 pm

Chairperson: Chris Bates

In attendance: Larry Richards, Ted Nahas, Tom Nolan, Jim Hoyt, Amiee, Paul Van

Secretary: Dan Raedeker 6:04

- I. **Opening Prayer – Larry Richards**
- II. **Meeting Minutes Approved** from 8-25-15
- III. **Pastoral Report –**
 - A. *Parish Council Vision Report* - Work on the Parish vision continues. The vision has been split up into four goals.
 1. St. Francis of Assisi offers a home for prayer and worship
 2. St. Francis of Assisi educates life-long learners about the teachings of Christ
 3. St. Francis of Assisi serves those in need
 4. St Francis of Assisi welcomes all to our community of faith.Each goal will have specific groups/people identified to move the parish toward successfully achieving the goal. The primary role of B&G will be to provide support which may result in financial assistance down the road.
 - B. *ADA Update* - The second ADA appeal letter has been sent out to those who have not contributed. The parish is approximately \$100,000 short of goal. Contributions continue to come in at a slow pace and should reach 66 percent of the goal.
- IV. **Old Business**
 - A. *Track Update* - Rain delays have pushed the project back. Grading will take the bulk of the remaining top soil and seeding is targeted for mid-October. The sleeves for irrigation are installed. Six to eight inches of limestone will be placed to create the base for the track. Then, the outer curb will be closed and 4 inches of asphalt will be put down with the final surface to follow. The project is approximately 2 weeks behind schedule.
 - i. *Gardening Angels* - The majority of dirt mound on the garden space will be used. The rest will be distributed across the grounds or hauled away.
 - ii. *Shed* - The shed will be placed sometime in the spring.
 - B. *Playground Update* – Larry prepared a memo which included the contractor details of the project. The final project expense came out \$5,000 more than expected. This only reflected the contractor work. Tom noted that there are more expense that will need to be added before the closing memo to the board is completed. Amiee shared that there was a concern about the playground being over budget. The Committee decided that any concerns and questions will be address case by case.
 - C. *LED Lighting*- The project is in process. There have been a number of ballasts that needed to be replace. The good news is that some of the cost to replace the ballast will be refunded. The Committee discussed finding some volunteers to change the light bulbs to help meet the timeline of getting the project completed. Tom shared that he did not feel it was necessary at this time. However, it was decided to see if there were any electricians from the congregations, apprentices, or DMACC students that may want to volunteer their time. Committee members will reach out to see if anyone would like

to assist. It was noted that the old bulbs are being boxed according to whether or not they can be recycled.

- D. *North Circle Drive Landscaping* - Paul and Jim met with Tara Duffy regarding the plans. Currently, they have approximately \$600 to spend which will not cover the cost. There are a couple of other families who may provide some financial assistance to support the efforts. Father Ray will be asked to put something in the bulletin which could also generate some funds. Paul and Jim felt that all of the plantings will need to be replaced. In addition, pavers with rosary bead colors to be added to replace the grass. It was noted that Dowling students will be asked to do some of the labor for service hours which will lower the cost. A master plan will need to be created for Tara to use to help generate donations. Larry will develop the master plan. Statue will be covered with Tara's memorials donations. B&G will cover the rest as long as funds are available. The project will be tabled until spring.
- E. *Safety Committee* – The Committee has met once and is still forming. An update will be provided at the next meeting.
- F. *Determination and Establishment of Capital Improvements Sinking Fund* - Chris has received some templates and will continue to work on establishing a document that incorporates the capital needs. Jim will assist Chris in working on the project. Chris will contact Susan.

IV. **New Business**

- A. *Parish hall floor* - Jim shared a concern about the floor in the Parish Hall. There are gouges throughout the area. The source of the issue needs to be determined so additional damage is eliminated or limited. Committee members looked at the floor at the conclusion of the meeting. It was determined that some of table legs need to be repaired. Paul will follow up with the vendor to find a replacement part.
- B. *School Maintenance* - Day one readiness seemed to be an issue this year. There are many needs that are requested at the end of the year that may not be a priority or a necessity. It was determined to do walk through more often and paint year round to try to keep ahead of the multiple requests that come in at the end of the year. Jim will take the ideas back to the Board of Education.
- C. *Natural Gas Purchase* - Tom will request a proposal and hedge 80 to 90% of our load while the rates are low. Mid-American evaluated our rate code and sent the analysis back stating that we are in the right code.

V. **Parish Managers report**

- A. *Action Item* - The financial report was approved.
- B. *Facilities updates* - Academy Roofing will do the roof over the boiler room mid-October. The project was budgeted at \$24,000 and an additional \$1,500 will be need to put a heavier fabric.

VI. **Adjourn** at 7:35.

Next Meeting: October 27th, 2015 6:00 p.m.