

**St. Francis of Assisi Building and Grounds Committee Minutes**  
**December 7<sup>th</sup>, 2015 - 6:00 pm to 7:45 pm**

Chairperson: Chris Bates

In attendance: Fr. Adam, Tom Nolan, Larry Richards, Don Taylor, Paul Van Treeck, Aaron Carlson, and Jim Hoyt.

Minutes: Ted Nahas

- I. Opening Prayer – Don Taylor
- II. Meeting Minutes Approved from last meeting with the date being corrected to 11/3/2015.
- III. Pastoral Report – Father Ray was not present, no report.
- IV. Old Business
  - A. Track Update- Tom advised that the fencing will be completed this week and that we are still waiting on the stop/start lines and a few final markings but all other markings are in place. Goalposts and shed will be placed this spring, still some ongoing discussion as to the location of the shed. It was noted that some backfill/leveling will need to be done in a few areas this spring too. Tom will be meeting with R&R tomorrow to discuss a dedication plaque, R&R wants to dedicate it as the Fr. Orr running track.
  - B. Playground Update – There is one small section of fencing which will run from the north side of the steps to the end of the retaining wall that still needs to be completed.
  - C. Safety Committee Update – Don advised that this committee is gathering and reviewing a lot of information and plans from several sources which will be condensed into an individualized SFA plan. A plan from our insurance broker (LMC) and the current SFA school crisis management plan are among those being reviewed.
  - D. LED Lighting Update – Tom advised that the T8 replacements will be finished this week. The gym is the last section to work on and will require a lift to change out. There are 20 fixtures, 40 tubes, and all ballasts will be replaced. LED replacement fixtures for the large meeting room are here, the switches will be in by mid week, and installation will be complete by the end of next week. Parking lot lights will be replaced by Baker Electric by the end of this month. Don will call Baker this week to make sure the parking lot lights are done by year end, rebates drop significantly on 1/1/2016.
  - E. Parish Hall Floor Update - Paul advised that the new table glides were replaced today and that the threshold that was believed to cause the glides to be damaged has also been fixed.
- V. New business
  - A. Discussion – New member Aaron Carlson introduced himself. B&G is glad to have Aaron on the committee and are thankful to have his expertise. Larry will follow up with Jenny Blair to see if she is interested in joining B&G also.
- VI. Parish Manager Report
  - A. Finance Report – Tom handed out and reviewed the 10/31/2015 monthly summary.
  - B. Facilities Updates – Reviewed ongoing interior/exterior work list. Jim Hoyt reviewed a list of teacher requests which Tom will add to the ongoing list.

- C. Roof leak - Tom discussed the ongoing roof leaks, after exhaustive attempts to pinpoint the leak source over several years it was discussed if there could be another problem causing them such as build design or structure. Conversation ongoing.
  - D. Tractor – Tom was able to get the engine and frame repaired on the tractor for approximately \$950 parts and \$5000 labor. Our insurance claim of \$6000 covered these repairs.
- VII. Interior inspection was postponed due to mass that was going on and time constraints.
- VIII. Approval to adjourn - Don made a motion to adjourn at 7:45. Paul seconded the motion. Motion carried.

Next Meeting: Tuesday January 26th, 2016