

St. Francis of Assisi Buildings and Grounds Minutes
January 27, 2015 - 6:00 pm

Chairperson: Kevin McIlhon

In attendance: Fr. Dolan, Kevin McIlhon, Tom Nolan, Dan Raedeker, Larry Richards, Jon Hughes, Chris Bates, Tyler Price, Eric Weber, Aimee Staudt, and Ted Nahas.

Minutes: Ted Nahas

- 1) **Opening Prayer:** Fr. Dolan
- 2) **Minute Approval** from 12-09-14. Approved as written.
- 3) **Pastoral Report** Pastor – Fr. Dolan
 - i. Door near gym (SE teachers corner) was stuck open by ice allowing kids into school who spent some time in the school after hours and caused some damage. Cameras were on and the kids were apprehended.
 - ii. Parish Vision First Report - Fr. Dolan – Still finishing parish interviews, expect to be done soon.
- 4) **Financial Report** – Tom Nolan distributed 12/31/14 B&G summary and provided an overview. Tyler recommended we add the cost of ash tree treatment to next years budget, committee agreed. Tom will add the cost to Grounds Care.
- 5) **Committee & Project Reports/updates**

A. Church/School

- i. **Establish Safety Committee** - This is a new Diocesan mandate. The Finance Council and Parish Council have agreed that it should be organized under the Building and Ground Committee, rather than making it a stand-alone committee. The makeup of the committee should include employees as well as parishioner volunteers. Some of the employee membership should be a teacher, school kitchen staff, maintenance staff and others. First meeting was scheduled for this Thursday but may be rescheduled. This committee is a sub-committee to B&G, Kevin requested a contact list from Tom. Meetings will be structured, regularly scheduled and included minutes.
- ii. **Playground (H & S)** -Jennifer James, Larry Richards, Don Taylor...ongoing – **Summer of 2015**. Aimee advised that there was a meeting on 1/8. Guarantee on turf is 8 years but they typically last 10-15 years. National is doing equipment and turf. Project will start as soon as school is out, est mid July completion weather permitting. Aimee estimated the total budget to be under \$215,000. Kevin recommended Aimee reach out to Chris to coordinate the turf completion within the project timeframe. Tom advised that the diocese B&G is meeting on 2/18 and this project will be discussed for approval then.
- iii **Running Track** –SFA Sub-Committee
 - i. SFA presentation to the Diocese 12/17/14. Fr. Ray got the final approval letter from diocese B&G and this has been communicated to the donor.
 - ii. Need to communicate to SFA parish. Tom will lead this effort.
 - iii. Fr. Ray is leading the meetings with donor to verify who is responsible for what parts of the project.
 - iv. Traffic study request – Tom will contact WDM to get this done.
 - v. Neighborhood notification reach-out?
- iv **Roof** -Don/Paul/Tom/Kevin/ Academy
 - ii. Status of leaks and repairs. Larry noted that the Assisi room typically leaks when it is raining.
 - iii. Kevin recommended we consider creating a roof inspection committee because of the complexity of our roof and the many different issues that arise.

B. Sharing God's Gift Campaign/Building Projects

- i. Parish Hall flooring is complete, only need one threshold to be adjusted, Tom is coordinating this fix. All else complete.
- ii. Church Parish Hall Dimmers - Tom/Baker Electric (\$25,000.00 replacement estimate). Tom is still researching possible solutions.
- iii. Sanctuary down lights on bulkhead – Tom/Baker Electric –Tom looking at replacement solutions, looking at LED's. Tom meeting with Adventure Lighting tomorrow to retrofit this.

6) **New Business**

It was noted that trash is starting to accumulate around campus and needs picked up. Tom will look into this. Fr. Dolan recommended that the skateboarding issue be addressed by calling the WDM police and not confronting kids that may gather. Tom mentioned that the recent vandalism caused a sprinkler leak of stagnate water. Kevin recommended Tom look into flushing the sprinkler lines which is typically done every 3 years on commercial systems. Fr. Dolan commented that his residence is in need of interior painting. Ted will reach out to KoC to see if they can take on this project.

7) **Old Business**

- A. Tractor status and update. Tom is still considering options.
- B. Mid-American rate code update – Tom still working on this.
- C. School Benches as requested by Misty and Jennifer. No feedback yet.

- D. Eagle Scout Troop 888 Plaque location? PC wants recommendations from B & G. Tabling this conversation until the spring.
- E. South doors post lights noise repairs. Tom still working on this repair, tricky fix.
- F. Discussed garden fencing and location change. Garden committee is asking if they can have any extra dirt from the track or playground projects.
- G. Piano temperature damage. Angie Murphy is going to buy a piano dehumidifier and blanket.
- H. Kids Care door security update. Tom to choose an inexpensive plan using the reader that is already in place. Committee voted to approve this update at an estimated cost of \$1,500.

8) **Next Meeting: February 24, 2015 6:00 pm**

9) **Adjourn**