

**St. Francis of Assisi Building and Grounds Committee Agenda**  
**April 25<sup>th</sup>, 2017 - 6:00 pm to 7:30 pm**

- I. Call to Order (*Meeting began at 6:00 PM with Todd, Ray, David, Paul, Chris, Larry, Tom, Tim and Fr. Ray in attendance.*)
- II. Opening Prayer (*Fr. Ray provided the opening Prayer.*)
- III. Standing Reports:
  - A. Parish Pastor or Associate Pastor (*ADA is currently approx. \$150,000 short of goal). There have been 35 applications for the new Communications Director. The time for reception of applications will close in two weeks. The Diocese caused a six week delay in not publishing the opening when submitted.*)
  - B. Home and School Association (*No report*)
  - C. Board of Education (*Todd provided repair requests for 1) Concrete collapse in south parking lot 2) Two SE doors not closing 3) Teachers interested to be in attendance at the next Interior Inspection by the B & G. 4) Fence Post cap missing from Playground fencing. Paul also added the kitchen hallway door to the list of doors not closing. Tom reported that all three doors had been repaired and the fence post cap has been replaced. It was reported that the exterior doors to the Gathering space have not been operating properly. This problem is due to the Security Upgrade in progress with new Computers and Software being installed to correct the situation. )*)
  - D. Pastoral Council (*David reported that the Budget for 2017-2018 has been approved.*)
  - E. Safety Committee (*Dave reported that Crisis Plan continues to progress.*)
  - F. Major Project Priority List - Review and update (*See attached list.*)
- IV. Old Business
  - A. Discussion – Bathrooms near sanctuary
    - A. Status update (*Construction will begin on May 8 after First Communion and Confirmations are completed. Paul and Mario will be installing the partitions. Cost for Soap Dispensers, Automatic Flush Valves, toilet paper dispensers and Floor Cleaning were not budgeted in the original \$15000 budget. A new motion was approved to increase the budget for this project to \$22500.*)
  - B. Discussion – Landscaping Beautification Sub-Committee
    - A. Status update (*Tim has sent out letters to those currently volunteering to take care of the planting areas. One response requested to be removed from the list. An informational meeting will be set up to get additional volunteers.*)
- V. New business

- A. Safety issue with parking lot. *(See item III c above. This will be added to any additional concrete repair locations that are found during the exterior inspection.)*
- B. Mold in pre-school found during interior inspection.
  - A. Results of interior inspection. Changes to priority list? *(This will be tabulated with the Exterior Inspection results. Tom will look into the mold issue.)*
- C. Handicap accessible section of Sanctuary. *(This item is to be referred to the Worship and Spirituality Committee with input requested from Jess Straight to make our worship space more welcoming.)*
- D. Signage for Mass times. More visible? *(The committee is to bring back some ideas next month as well as getting input from the Worship and Spirituality Committee.)*
- E. Annual Exterior Inspection of Building *(The Exterior Inspection was performed by two teams of Committee members. It started at 7:15 pm after the Parish Manager's Report and was completed at 7:55 pm.)*
- VI. Parish Manager Report
  - A. Financial Report *(The Financial spreadsheet for the period ending March 31, 2017, was supplied the Committee members present. Some expenses are below budget so those funds will be used to complete the Major Priority Projects that are in progress. A project to change the light bulbs in the globes in the gathering space to LED was approved at \$2200)*
  - B. Other
- VII. Action Item – Approval to Adjourn *(Meeting was adjourned at 7:55 pm after the Exterior Inspection.)*

Next Meeting: Tuesday, May 30<sup>th</sup>, 2017. 6:00 pm to 7:30 pm

## 2016/2017 Major Project Priority List

Project Name	Estimated Cost	Status
Mary's Garden	\$11,000	Landscaping needs to be completed this spring. Benches need to be ordered and installed. <i>Larry Richards has paint/stained the Rosary beads to be more visible.</i> Cost to date has been \$10,300.
Phase I restroom remodel	\$22,500	<i>Partition panels are on site. Automatic Flush Valves and Soap Dispensers will be ordered – these are stock items. Anticipate each restroom to take a week to be completed after beginning construction.</i>
Security system upgrade	\$24,600	<i>Recently confirmed that WDM police will have badge access to the building in case of an emergency. Working with Walsh Door to complete the updates. 3 New Computers with updated software will be installed April 26. 2 additional cameras will be added; Project is on budget and should be completed next week.</i>
Church down lights - convert to LED	\$14,400	<i>Baker Electric is installing fixtures and control wiring at this time. A Dimming Module is on order. Tom will look into Mid-American credits; The project does not fit into the prescribed programs, but he will apply for a special program request. .</i>
Church spot lights - convert to LED	\$20,000	20 lights. Bulbs only. <i>A different vender has been contacted, but there does not currently appear to be a proper solution.</i>
Exterior - re-seal split faced block	\$10,000	Accrued \$10,000 per year; Work to be completed in 2018/2019; Karr Tuck Pointing has been the vendor the past 2 times; Re-seal and tuck pointing anticipated every 6 years; Vinton Tuck Pointing is another vendor that may be asked submit a bid in future years and/or utilized to share the best process to preserve the block