

St. Monica Buildings & Grounds Group
January 26, 2018 v.3

Attendance: Bob Boyd, John Curran, John DeMott, Fr. Ray Fleming, Bob Mulcahy and Carol Wynne.
Excused: Paul Mitrano and Peter Witkowicz

- Documents shared with attendees: Agenda; Statement of Revenues and Expenditures from 7/1/17 through 6/30/18; Expanded General Ledger 7/1/17 - 1/31/18

- The meeting opened with a prayer.

1. Expenditures Review: The Buildings & Grounds Group reviewed the expenditures for the period 7/1 to 12/21 2017 which is 6 months of the fiscal year ending 6/30/2018.

2. Procedures for Determining a Buildings & Grounds project:

The expenditures process for St. Monica Church is as follows:

The advisory Buildings and Grounds Group monitors physical plant conditions and determines projects to be completed; ascertains their importance; and reviews scope and costs. For projects with a cost below \$2,500 we advise approval within the context of the annual budget for that category. For projects over \$2,500 - we seek 3 quotes and identify the lowest *qualified* bidder. The Buildings & Grounds Group prioritizes projects based on critical needs.

Once that has been completed, Carol Wynne (Director of Finance & Administration / West Side Parishes) takes the project to the Finance Council with a recommendation as to how it will be paid for (either out of our parish checking account or parish investment account). Once Finance Council approves it, Carol gets further approval from the Buildings Office of the Diocese to proceed. If the proposal requires a withdrawal from the investment account in excess of 5% of the balance, then she must obtain approval from the Bishop.

Once approved, the work commences and then the contractor is paid upon completion.

There is no formal budget for Account 9600 (capital improvements over \$2,500). The projects will be determined based on need and what is available. For Buildings & Grounds reporting, we will assume that actual costs will equal budget. St. Monica parish plans to be at budget all the time. The Finance Committee reviews this assumption. The Finance Council needs the Buildings & Grounds Group to produce a list of the known projects for the year and their costs.

Annually, the spending on buildings and grounds will be reviewed for reimbursement by the Dailey Trust. The Dailey Trust operates on a Calendar Year basis. The parish follows a July 1- June 30th fiscal year. Carol Wynne puts the project schedule together for the Dailey trustee to present to the JP Morgan-Chase bank that holds the funds. When the approved, money returns to the parish as reimbursement, it goes to either the parish's *Communis* investment account or the parish checking account.

It was noted that the Communis fund is doing well this year.

3. Recently-Completed Projects:

- Masonry repair projects including loose upper level bricks and blocks: Cost \$1,550. (Genesee Buildings Preservation)
- Tree-trimming on parish campus: completed. Cost \$2,295. (Montalbano)
- School building pest control: completed with good results Cost: \$4,500 (Diamond)
- New snow blower purchased : cost: \$1,424. (Wehner)
- Church lighting: the burned-out incandescent lamps have been replaced. (Lauterborn)

4. Projects Needing Attention this fiscal year: (refer to attachment showing windows)

A. Addressing 10 (ten) poor-condition stained glass vent windows in the church:

Pike Stained Glass Studios determined the binding was due to rusting lower window frames. The rusting was due to masonry needing repair.

Completing this project requires:

- a) Fixing metal frames around windows; Projected cost: \$16,125. (Peter Trieb)
 - b) Stained glass vent windows repair : \$2,400. (Pike Studios)
 - c) Repairing masonry surrounding window frames: \$5,325 (Genesee Bldg. Restoration)
- Total cost for **ten** windows: \$23,850. (*do remaining windows at a later time*)

Decision: Based on current favorable parish finances, repair the TEN windows needing attention at this time.

Note: These repair processes will involve temporary installation of plywood panels over the lower vent windows. Start during April-May of this current fiscal year after receiving Finance Council and DOR approvals.

B. Re-Lamping the Church:

The incandescent lighting system involving 32 light fixtures installed at the time of the church renovation has been costly due to frequent and extensive bulb failures. Replacements cost about \$2,000 per year. New advances and cost reduction in energy efficient LED lighting technology raise the question whether it is time to update the lighting fixtures. This problem affects Emmanuel Church of the Deaf members especially. Adequate lighting was an essential component of our renovation goal to be 'welcoming & accessible' for all.

Resolved: Replace 32 current incandescent lighting fixtures using LED technology

- a) Discuss this concern with Sean Moran (Diocese of Rochester).
- b) Hire services of a lighting engineer who will design system and list specifications.
- c) Get three price quotes based on same number of fixtures & same lighting level when finished
- d) Follow parish and diocesan approval processes.

C. School Building Radiator Issues:

The school radiator system is 70 years old. There are individual radiator leaks plus varying heat output per unit. The school has 3 heating zones. Must address a) heat traps and b) thermostats.

Radiator Repairs Projected costs:

\$8,422 heat traps

\$5,750 thermostats

Resolution: Work with our heating contractor (Taillie) to address the thermostat and heat trap issue. Perform the work during school breaks.

5. Approved project for Spring 2018:

- Painting exterior doors: Cost \$2,200. (McManus)

6. Discussion of funding for projects:

- Dailey Fund (an annuity): held by Chase-JP Morgan Bank (headquartered in Texas)
Current Amount: \$1.2 Million (*required disbursement is 5% annually*)
- Spend more this year based on 2017-2018 expenses?
(This would need Dailey trustees' agreement)

What for: a) \$75,000 cost for major parking lot repairs & repaving (summer 2017)

b) Need money to cover springtime 2018 church windows repairs. (\$10,031)

Resolved: Gross amount to request from Dailey fund for (a) & (b) equals \$84,000 (based on the desire not to request more than 7% of fund).

- This looks favorable based on Dec. 31, 2017 information for the Dailey Fund

The meeting closed with a prayer.

Minutes submitted: 1/30/18 jec

Third revision 2/8/18

Next Buildings & Grounds Meeting: Friday, March 2, 2018 at 12:30pm rectory