

**St. Monica Buildings, Grounds & Safety Group**  
**Meeting March 3, 2022**

Attendance: Bob Boyd, John Curran, John DeMott, Father Ray Fleming, Lynn Fulmore; Chris Giordano, Mark Juba, Mike May, Bob Mulcahy, Carol Wynne. (Excused: Bob Passalugo). Documents: a) *Buildings & Grounds Review* (FY Budget information); b) *Completed Projects*; c) *Projects Status* report 3/1/22)

Opening Prayer: Father Ray's prayer for grace and blessing; " *Glory Be to the Father...*"  
Review and Approval of the 2/3/22 Meeting Minutes v. 2: Approved unanimously

Review of Projects :

- **Protective Barrier** for Gas Meter: Completed; very durable construction. Pay bill.
- **Boiler inspection**: The Diocese pays for this. Order this service in July (due Sept.).  
- *New vendor in September.*
- **School Carpeting**: Carpeting installed prior to the Charter School lease is in poor condition and needs replacement in favor of a tile surface. Need to inspect the carpeting to see the effects of prior skim-coating and carpet adhesion. Is there any parish documentation for previous carpet project? Carol will contact Paradigm to determine the nature of the problem and if asbestos abatement is needed. The project is "outside" the building and infrastructure topics that the parish bears responsibility for addressing. We know overall square footage of carpeting but *John Demott will determine actual square footage to be addressed. All: Suggest vendors.*  
The Charter School wants tile surfaces. Goal: confer with the school administration to see if shared-costs are possible. This would follow a recent precedent. Perform work when school is not in session. *Resolution*: Proceed with the project performing all of the carpeting. Get budget estimates that would be applied to the next Fiscal Year. Communicate with the school administration when information is ready.

- **Church doors**: a) **Side Doors**: Mark Juba is liaison. Mike May will do trim repairs. Mark will coordinate volunteers to scrape and paint doors; b) **Front Door**: Rochester Colonial submitted a quo for the front door but it was too expensive.

- **Church Stained Glass**: Swiatek outlined a proposal to do time and material with a not to exceed \$ X dollars for 8 windows. (We have not rec'd that) Two upper and two lower on each side of the church. Work would include removing the protective cover, inspect the window and then determine if the frames can be sanded and painted or if rust has gone through, replace/repair the frame (they won't know this until they have a lift and up there.) Once this is completed then reinstall the protective cover with proper venting. Once we see the scope of work on these we could make an assumption on the remaining issues. Mark and Bob M will meet with Brian Swiatek on Monday the 7th at 10 AM.

AJ Glass (Canandaigua) is a new vendor to consider. Not recommending Genesee Glass at this time. Possibly have AJ Glass look at school window issues also. Bob Mulcahy and Chris will be meeting with their representative at 12:30pm on Tuesday the 8th.

- **Masonry and Church Doors:** Involves both *pointing* and *painting*. Perform a walk-through in March 2022 coordinated by Bob Mulcahy. Brett Swiatek has provided an estimate for the windows but it does not spell out time and materials. Mark Juba will consult with Brett Swiatek 3/7/22 at 10:00am

- **Parking Lot Side Doors of Church:** Bob Mulcahy arranged a consultation with a painter. Options: a) Strip the wood surfaces ; b) Clean the surfaces or c) Leave “as is”. Mike May will cut AZEK white PVC surfaces for the doors that can be painted afterwards.

- **Removing Chemicals safely:** Chris will work with Bob Passalugo in mid-May to get the unwanted substances removed properly. Old painting materials (pre-dating 2015) are in the rectory basement. Parish must pay disposal fee.

- **Painting the Lower Walls of the Narthex:** Hold off for now.

- **Plywood :** Bob Mulcahy will coordinate sale of unneeded plywood panels.

- **Snowblower:** Has not been used this year. Not sure if it works. [Sell](#).

- **Security for Church and rectory:** Communication underway with Doyle. No response yet from Great Lakes which currently monitors fire security at St. Monica. Carol is in touch with Tech Systems Group. [Also: Casco](#). Securing the church doors properly is the main concern especially the link between the church and the rectory buildings. Develop a cyber code system for the two doors involved. Look at having a security system to address glass window breakage on the first floor. Lynn will work with Chris Giordano on security topics. There is no intention to monitor specific rooms. The committee does not favor motion sensor systems.

- **School Electrical Panel Upgrade:** [We have a quote. We will not be getting additional quotes. Carol will authorize and Chris try to schedule the work during spring break.](#)

- **Rectory Chimney:** Repair work scheduled for late March-early April.

- **School Roof Masonry:** Repair work scheduled for late March-early April.

- **School Window Repairs:** Five school windows were replaced this past year. Remediation: \$2,375; windows \$1,759 [total: \$4,134). Rather than address individual repairs, fix the windows as a batch (abate and fix). See if AJ Glass can address this. Mark Juba will photograph the windows and create a map identifying work already done and work yet to be done. [Mark and Chris will identify which windows have been remediated and which are not. Once that is know we will determine the cost of remediating them all.](#)

- **School Room #006 (basement) “popcorn” ceiling repair:** [It was determined that asbestos was present and remediation is needed prior to repair. We received a quote for just the spot that is flaking or to repair the whole ceiling. The group decided to go with just the damaged area. Remediation to be scheduled and then repairs to be made.](#)

- **Tabernacle area:** A gritty sediment is falling on the tabernacle. The source is difficult to detect. [No evidence of leaking between the 2 walls that enclose the tabernacle area. There is some evidence of rust at the right corner of a conduit and of some water damage above the arch. Carol will have Paradigm check the substance when they come for school carpets. That may indicate source or if an issue. Schedule Nichols to list.](#)

- **New rectory roof heating coil system** worked effectively to prevent icicle formation.

**New Business:**

- **Use of Parish Parking Lot** : The parish has given permission to use the parking lot for persons driving by bus to the Albany *Climate Change* rally *3/8/22*. Cars arrive at 6:00am and depart at 6:00pm. John Curran will be a greeter in the morning and direct people where to park. No parish facilities will need to be accessed. RPD has been notified to add monitoring.

- **Master keys** will be given to two Buildings & Grounds group members. This will facilitate on-site inspection and walk-throughs.

- **Spreadsheet Project monitoring:** This is working effectively to track the status of parish buildings & grounds projects. Discussions continue with Immaculate Conception's building and finance team.

- **Parking lot and building security:** Persons panhandling for money and accosting parishioners and families with young children cause serious safety concerns and worry. These persons have psychological and emotional difficulties that need a Christian response. Unfortunately, kindness extended to these individuals often leads to further visits and intrusions.

In spite of being told by staff repeatedly to refrain from bothering parishioners and guests, the behavior persists. Parishioners attending choir practice and evening parish activities are vulnerable. At least one family has left the parish because of this problem.

The situation now calls for asking respectfully for the intruder to leave. If the situation continues, proceed to safety and make a 3-1-1 request for a police response from trained persons who deal with citizens suffering from disturbance. The city of Rochester *does* have food and emergency housing options available. Trained responders can make connections with appropriate agencies.

Written directions for staff and parishioners are needed to alert persons not to offer money to persons trespassing on parish property. First responders are better-equipped today to manage these situations and redirect persons in need to service providers. *Need to develop this protocol and response.* [Bob Boyd found a person to help develop a list of resources available for persons in need.](#)

Closing Prayer led by Bob Mulcahy.

Second draft revision submitted 3/5/22 jec

***Next Meeting: THURSDAY, April 7th at 10:30am (NEW TIME) at the rectory***