

St. Monica Buildings, Grounds & Safety Group
Virtual Meeting October 12, 2021

Attendance: Bob Boyd, John Curran, John DeMott, Father Ray Fleming, Lynn Fulmore; Mark Juba, Bob Passalugo

Not present: Bob Mulcahy (excused) Peter Witkowicz and Chris Giordano

Document: Mark Juba's "project tracker" spreadsheet model.

Pre-Meeting Comments: The prolonged COVID-19 period affects the timetables for our projects. It is slow to get bidders to submit information; arrival of parts may be delayed; smaller capable workforce; contractors have backlogs of work to complete. These factors impeded progress for planned St. Monica projects.

1. Opening Prayer: John DeMott. A prayer for guidance, wisdom and strength.

2. Approval of 8/24/21 Minutes: Motion was seconded and the Minutes proved unanimously

3. E-Mail Response 10/12/21 from Carole Wynne, Director of Finance & Administration

- Chris Giordano is assigned to St. Monica 16 hours per week; Tuesday mornings; Wed. All day; Thurs. afternoons. *Comment:* There is easily 40 ours of work at St. Monica alone that could consume his time. Emergencies at other parish sites make it difficult for Chris to maintain progress and the Buildings group understands this. His work is appreciated.

- Chris works on building-related projects; deals directly with **school** issues and **contractors**
- Carol and Fr. Ray prioritize his work.

- Who manages project scope and sequence; securing quotes, bids and follow-up?

Carol: "Working on Chris being able to handle all of this in conjunction with Fr. Ray and myself. We pay a premium for Chris' expertise in handling projects and doing basic carpentry, etc. I would like to work towards Chris handling this without Mark Shevlin's help. Ideally – Chris would meet with B&G – prioritize projects – secure quotes – work through selection of contractor – secure insurance and be on site when project is completed. Gets complicated at times as he is there 3 days a week and 2 days are broken into other parishes".

- Avoid Chris doing tasks that Vasyi (housekeeping & church cleaning) could perform. Define.

- Is Chris getting enough support from Magar Property Care?

- Adopting a project-tracking spreadsheet would prioritize, manage and account for progress.

This will require input from Carol, Fr. Ray and team members with prior involvement in project. Contractors are not likely to respond to general committee members.

- Major concern: Who will do the follow-up to keep contractors on task? They often show up when Chris is not scheduled.

Resolved: Buildings group members can serve as contact persons but must get authorization. Try to get different persons monitoring different jobs (eg. John D: lighting ; Bob M doors). Establish boundaries.

- The Buildings group needs to identifies tasks that it can undertake itself with parishioner help but coordinate with Carol and Chris.

4. Project updates: Church lighting; Air conditioning updates; church window repairs; security. There was nothing new to report. Still have parts delays for key projects. Others stagnate due to difficulty getting responses and updates from contractors.

- **Rectory ice control measures** (heated coil): Installation underway. Need to monitor circuits.
- **Power washing and concrete surface repairs**; in progress. Add extra coats of paint with grit. Mark J will contact Chris.
- **Stairway spindles** replacement: in progress
- **Safety traffic bollard** to protect gas meter: needs completion before snow-plowing.
- **Removing toxic paint, outdated electronics** etc. to Eco Park: in progress
- **Tree-Trimming**, vine removal; adding soil to reduce trip hazards: Nearly finished.
- **Garage Cleaning** has set aside spaces within garage for different purposes (Westside Market storage, community service project tools; landscaping; canopy tents, tables & chairs, etc.)

5. Health & Safety

- *Hero Act* updates for COVID-19 protocols (need updates on quarterly basis)

6. New Business:

- Resurrecting the former Buildings crew to perform regularly-scheduled fix-up activities permissible within DOR guidelines. Continue the momentum of the Tuesday hands-on involvement in place since July. Brainstorm some tasks. Identify jobs “too small for contractors to do.”

7. Closing Prayer: Lynn Fulmore. For blessings to help team do its work.

Next Meeting: **There was NO date set.** Will notify later.

Minutes written and submitted 10/18/21 jec