

St. Monica Buildings, Grounds and Safety Group
Virtual Meeting August 7, 2020 v.2

Attendance: Bob Boyd, John Curran, John DeMott, Mark Juba, Bob Mulcahy, Bob Passalugo, Mark Shevlin and Carol Wynne. Guest: David Hynes (W.P. Taillie Service)

Unable to attend: Fr. Ray Fleming and Peter Witkowicz

Documents: 8/7/20 Financial Statement for Buildings & Grounds; Price Quote for Gym Lighting (Szulgit Electric, Inc.) ; Thermostat controls for school (Taillie); proposal for school roof drains (Ryan Plumbing); 7/28/20 kitchen window quotes (Rochester Colonial); Worklist (Carol Wynne); 8/9/20 Projects List for Version 2

Opening Prayer: Bob Mulcahy

Context: The Rochester Academy Charter School lists the following projects as preconditions for signing a one-year lease extension.

1) School thermostat update; 2) Lighting in the gym 3) Roof drain repair.

The parish has already agreed to a decrease in the lease and no increase in the rent. The parish supports the mission of the school and wants to continue the lease of the school building.

#1. Boiler Thermostat Controls for the School Building: includes feedback from David Hynes of Taillie Services. The following text is submitted by John DeMott 8/10/20 and supplements the previous draft text submitted 8//20

8/8/20 draft text here: Under current conditions, there is fluctuation of heating levels within the school. A better thermostat control system is needed to avoid “nuisance” calls relating to heating issues; respond to vacation periods and to reduce heating costs which are paid for by the school.

- The thermostat controls are currently in the basement. Replacing the old thermostats using a WiFi system and the Internet would make it is possible to achieve better control. Current thermostat mounting on the east and west walls causes sunlight-related problems. It would be too expensive to add new thermostats to each room.

- A new digital system could be programmed remotely by computer or on a smart phone and modified as needed over the course of the year. Control the heating zone first. Only the thermostats are controlled by WiFi. The individual sensors remain hard-wired to the thermostats. The adaptation could be performed in one week.

- The control of the system should be in the hands of the school which has its own WiFi connections. Programming and training are necessary. St. Monica parish would have access to the codes but the onus for its operation is the school’s. Will provide energy savings.

- Specify training conditions (including who receives the training). Include John DeMott.
Update 8/10/20 John DeMott 8/10/20 “Item #1 is best titled as a problem statement “School temperature variations from room-to-room”. The cause is that all the rooms on any one wall (East, West & South) are controlled by a single thermostat in only one of the rooms on that wall. So, the one room with the thermostat is OK, but all the other rooms on that same wall may be warmer or cooler. This has been a chronic problem.

The ideal solution to is to have a thermostat in each room that would control the radiator valves adjustable only in that room. This would be cost-prohibitive. As a next-best fix, years ago adjustable Thermostatic Radiator Valves were installed on each radiator in all classrooms to

allow any one room to be adjusted warmer or cooler than the room with the thermostat. This works, but requires a maintenance person to run room-to-room to tweak the valves to suite the particular teacher's liking. It's a tedious, cut-and-try chore.

Since the thermostats in classrooms are old-tech units, Taillie proposes to replace them in 7 locations with sensors that are WIFI addressable and connect to boiler controls in the basement. Each sensor is separately and independently WiFi addressable by phone or PC; i.e., it's not a "system".

Since there will no longer be thermostats in the rooms the sensors should:

1. Reduce "nuisance calls" and some wasted energy that today result from teachers tweaking thermostats and opening windows to reduce temperatures.
2. Give the school a centralized way to manage the occupied temperature setting for each of the 7 zones, which could save some wasted energy.
3. Enable the school to centrally adjust & program the unoccupied temperature for evenings, weekends and holidays, which could save energy if done correctly.

Our consensus was to go forward with the Taille proposal. Understand that individual rooms may still be warmer or cooler. Adjusting the Thermostatic Radiator Valves is still the only way individual rooms can be made warmer or cooler than the room with the sensor." (DeMott)

Related School Projects:

• **Fire-Proofing Stage Curtains and Rigging:**

A label on the stage curtain indicates that it is already fire-proofed. The curtain rigging needs fire-proofing also [point of information: Syracuse Scenery performed repair work on the rigging about 6 years ago]. Mark Juba and John DeMott will meet with the Fire Inspector to show the rigging. *Update* from Bob Boyd " *Per the fire inspector the stage curtains are fine and no further action is needed.*"

• **Egress Windows Update:** The cosmetic improvements were made and look OK.

• **Exterior Gate** (southwest side of school)

- The gate has been removed and the landscaping cleared along the south border.
- The Rochester Academy Charter School would like to have the gate reinstalled for security purposes and to discourage loitering. This needs a discussion.
- *For the present:* Kevin will add a motion sensor light.

#2. Lighting for the School Stage and Gym:

a) Replace the 15 existing high-bay fixtures (remove & dispose) with fifteen 150 Watt (19,000 lumens) LED fixtures. Will provide energy savings. Price Quote: \$5,650 (Szulgit)

b) Retrofit two stage lights to accommodate LED lighting (replacing a 250 watt high pressure sodium light system). Will provide energy savings.

#3. Roof Drain for Gym Roof: an essential maintenance project.

This is a work-in-progress. The abatement work is done. Drain repair work by Ryan Plumbing (piping). Upstate Roof needs to complete the work.

Recommended: Perform a semiannual cleaning. Ladder access is difficult. Possibly have Upstate perform this job? Discuss this topic with Billy Magar.

Update 8/12/20: “The gym roof repair is done. Ryan Plumbing replaced the abated pipes yesterday. During the repair it was noted the pipe from the roof were cracked and in poor shape. Upstate Roofing was called and were able to get there and do the work.” (Bob Boyd).

• **Gym Exterior Handicapped Access ramp**: not yet done; address this soon.

Check with Spring Steel & get update about the steel staircase project for the church boiler room. Update 8/12/20: Spring Steel will complete the task this week. (Bob Boyd)

• **Boiler Tank removal**: David Hynes related that the boiler tanks are removed from the school.

• **School Basement Clutter**: The school staff will respond.

• **Double-Door beneath school stage**: Repaired.

• **Marble Partitions** in the school bathrooms: These heavy doors pose safety problems. Replace them with something lighter yet easy to clean. Mark Shevlin said that Kevin would do a temporary fix. Note: Raise this topic again at the next Buildings Group meeting.

• **Painting the little roof over the doorway entrance at the school**: Kevin will do this.

• **Paint and Repair steps leading down from stage**:

Watch for tiles curling on the stage (*next year project?*)

Bob Boyd’s summary of school tasks: The school-related tasks mentioned above total about \$21,000. The prerequisite tasks related to the RACF signing the lease amount to \$11,860.

None of them would be considered capital projects. The projects are considered maintenance. We spent \$33,774 last fiscal year for buildings and grounds projects. We need to spend less this year. Goal: To spend \$27,000 for maintenance projects at the end of FY 2021.

Bob Boyd: There are \$9,166 projects at the school which need to be done irrespective of the lease (roof drains, repair handicap ramp and door replacement)

Capital Projects:

Funding for capital projects must come from the investments and the Daley Fund. Repairs are not capital expenses.

- The school thermostat and the door-related projects are capital expenses.

- NOTE: Propose that RACS and St. Monica split the costs for the new WiFi thermostats.

- Update 8/12/20 Carol Wynne: RACS has agreed to split the wifi thermostats with us and would like the project completed before school starts. Carol requests a timeline from Dave Hynes.

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End School Projects
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• **Rectory Windows:**

- The quote from Rochester Colonial was considered high. Try Alliance for new quote.
 - To be addressed at this time: two window sets (do it right the first time)
 - 1) The east-facing kitchen dining area window (not the north-facing set). Need to be able to accommodate an air conditioner unit.
 - 2) The kitchen window (north facing).
 - Abatement needed for both window sets.
 - Get itemized quotes for the individual window sets.
- Update:* Comfort Windows is coming out on 08/26/20 for a second quote on the rectory windows (Bob Boyd).

• **Church Air Conditioning:** There is major disappointment that this project remains unfinished.

- The fourth unit is not connected electronically.
- The main unit is only partially-programmed
- Is there leakage from the air conditioning unit at Fr. Ray's church office?
- There is minimal money to be "held back" to incentivize completion.
- John DeMott will check the systems and prepare a list for Carol.
 - Enlist the help of Sean Moran (DOR) to facilitate a follow-through.

• **Church Lighting:** a capital project

- Mike Q is "95%" complete with his list of specifications. Will pursue the lower cost fixtures that performed well. The project is almost ready for bid.
- Goal: completion before Christmas.

• **Caulk and Painting lower church windows:** a maintenance project

- This requires a painting professional with scaffolding and full liability insurance.
- Link this with painting the church doors.
- Bob Boyd will check into previous vendor specs information. (Max Stringer 6/2019).
- Possible future painting resources: Ross Johnson (neighborhood) and Todd Jones Construction, Inc.
- Get price quotes for two separate projects:
 - a) caulk and paint upper windows
 - b) caulk and paint lower windows

• **Mixer Board for church sound system:** Defer for now.

• **Updating Additional Rectory Bathroom:** *On hold*

• **Rectory Attic ventilation:** A smoke detector / heat sensor triggered a false fire alarm in May during a very hot spell. There is no mechanized ventilation system in the attic at present. Loss of roof gables when the new rectory roof was installed eliminated air exchange.

- possibly install two electric fans: one for air intake (north side) the other for exhaust.

- check the attic first (Bob Mulcahy and Bob Boyd on Tues. 8/11/20) and then get a quote.

• **Approval of the June 17th, 2020 Meeting Minutes:**

The motion to accept was seconded with unanimous approval of the second version of the meeting minutes.

New Business:

- The roof of the detached garage is in deteriorating condition and needs replacement.
- Need to add electrical outlets in the detached garage (panel box has room) to address activity in the west section of the parking lot.
- Copper flashing of the church roof above the altar has flashing partially blown away.
 - Bob P will send Carol a picture.
 - contact Upstate Roofing.

• **Property Manager role:** Billy Magar of Magar Property Care assumes this role.

- Kevin (name?) is the maintenance supervisor at St. Monica (how many days per week?)
- Magar serves other west side RC parishes.
- Serves St. Monica 1.5 days per week.

Update:

- **Tile replacement** at the rear of the worship area in church: The pipe beneath the floor is fixed. Have Kevin do this tile installation.

• **Gas flow controller:** Put on hold for now.

• **Church sanitizing** for COVID protocols: Magar Property care handles this for Saturday & Sunday services. Groven sanitizes on Mondays. Westside Farmers Market follows sanitizing procedures and records contact information for contact tracing in a logbook.

Closing Prayer: Bob Passalugo

Next Meeting: NOT yet determined (looking at 9/11/20 and 9/18/20)

Revised minutes Version Two submitted 8/18/20. jec

**St. Monica's Church
Buildings and Grounds
8/9/2020 11:31**

	2017 Actual	2018 Actual	2019 Actual
Buildings & Grounds	79,381	98,663	
Capital	<u>88,756</u>	<u>163,725</u>	
Total	<u>168,137</u>	<u>262,388</u>	

Projects — Already In Process

Lighting engineer -- not to exceed		4,500	C
Loft classroom door and into gym	Alliance	4,086	C
Gym Roof Drains - Upstate and Ryan		3,500	
New steel stairs to access church boiler -in process		2,400	C
Handicap ramp repair	Spring Sheet	<u>1,580</u>	

Total Committed and In Process 16,066

Projects in School to Get Lease Signed

Update thermostats and controls	Tallie	6,210	C
Gym and stage lighting	Skulgit	5,650	C
Girls Bathroom Partitions		?	

Total Projects in School to Get Lease signed 11,860

Proposed Major Projects For Fiscal Year Ending June 30, 2021 = not yet started

Caulk and Paint Lower Windows & doors		6,275	M
Caulk and Paint Uper Windows		4,575	M
Lighting		30,000	C
Rectory windows kitchen and small dining room		8,885	C

Total Proposed Projects 40,850

Projects Deferred

Sound System - mixer board		3,000	defe
Garage roofing TBD	?		defe
Up date additional bathroom in rectory		4,000	defe
Stained Glass windows over side entrances		<u>6,290</u>	defe

Total Projects Deferred 13,290

	2017 Actual	2018 Actual	2019 Actual	2020 ACTUAL	2020 Budget	% Budget
Purch						
ounds						
1						
	79,381	98,663	92,217	84,530	81,335	104%
	88,756	163,725	107,704	100,403	100,403	100%
	168,137	262,388	199,921	184,933	181,738	102%

Alliance
 4,500 C
 4,086 C
 3,500
 9166
 2,400 C
 1,580

Spring Sheet
 16,066

Tallie
 6,210 C
 Skulgit
 5,650 C
 ?

11,860

Fiscal Year Ending June 30, 2021 = not yet started

& doors
 6,275 M
 4,575 M
 30,000 C
 8,885 C
 40,850
 getting prices

3,000 defer