

**St. Monica Buildings, Grounds & Safety Group**  
**Minutes November 19, 2020**

Attendance: Bob Boyd, John Curran, Kevin David, John DeMott, Father Ray Fleming, Lynn Fulmore, Mark Juba, Bob Mulcahy, Bob Passalugo, Mark Shevlin and Carol Wynne.

1. Opening Prayer: John DeMott.

- A meditation on giving thanks for the blessings of our parish buildings and shepherding them wisely

1a. Introduction of new Buildings Supervisor Kevin David: He comes to St. Monica by way of Magar Property Care and shares his time with the Cathedral Community properties. He is present at St. Monica and the Immaculate Conception-St. Bridget campuses two days per week. He has a background in property maintenance, some electrical / construction experience and remodeling.

2. Review and Approval of October 2020 meeting minutes: There were two corrections pertaining to an employment status and the spelling of a staff person's first name (changed to Vasy). The amended minutes were seconded and approved unanimously. They will be posted on the parish website.

3. Current Financial Information: Refer to 11/19/20 documents *Buildings & Grounds Review* and *financial update*.

These served as reference documents for projects listed below. We have spent less money thus far than in previous periods.

4. School-related tasks: {re-ordered sequence here}

There was updating on the status of the school thermostat controls, two new doors in the school, handicapped access ramp repair, boiler room stairs improvement, school roof repairs and lighting issues. Projects are on a good pace and considered "right in line".

- awaiting new quote on gym lighting. Lighting engineer fee not yet paid.

- **School Fence**: The Buildings, Grounds and Safety Group reaffirms that installing a fence at the southwest perimeter of the school would impede a safe exit from the building during an emergency. No fence will be added. Discussion continues with the Rochester Academy Charter School over this open matter. RACF has not paid its half-share for the WiFi installation at this time. The school thermostats are adjustable under their control.

- Need to be more specific in written expectations (outside of lease expectations) with the school to avoid future confusion.

- Submit a list to them of the money-saving projects performed on their behalf this year.

- **Circuit board** (school stage) is producing a crackling noise; may need additional wiring. Check this out and fix.

- **Room 106**: Pipes in wall were exposed after a chalkboard was removed. It did not need asbestos abatement. The problem was patched and painted. *Completed*.

5. Rectory:

- **Windows** (kitchen & small kitchen dining area: Replace these three sets. The Genesee Glass quote has been signed. They are awaiting the delivery of the metal window frames and then they will install the glass panes. Asbestos abatement will precede installation (not able to determine an installation date yet). Call Genesee Glass once per week to monitor installation date.

- **Attic Ventilation:** The attic heat sensor was triggered during a hot spell in the spring but there was no further problem during the summer. Sean Moran checked for air-flow considerations. He did not recommend adding any ventilation fans. Just clear the attic space of items to accommodate natural convection. Check sensors for dust accumulation.

- All of the stored Wrap 'n Run gift-wrapping supplies and materials are now completely moved out and donated to four local charitable groups.

- Mark Juba will help Carol Wynne process the remaining paperwork from the former parishes still stored in the attic.

- Kevin will dismantle an obsolete television antenna that is partially dismantled and -lying on the attic floor. It poses a trip hazard.

- **Spacing between railing spindles** at the second floor staircase. The opening is wide enough to allow a child to slip through. Make it safe. Bob Mulcahy will research a response.

6. Church Building:

- **Lighting:** Only the bid from Landmark is available now. The cost for the center aisles-only lighting is \$32,890. The lights for the side interior areas will cost \$8,410. The round lights on the side will be converted from compact fluorescents to LED bulbs that will produce savings.

The group felt that the overall costs (\$41,300) for all the church interior lighting seemed high but labor costs need to factor-in scaffolding or a scissors lift. No benches will be moved.

- Develop separate bids for the center aisle tasks and the side aisle ones. Specify what each contractor requires.

- The group expressed appreciation for the devoted work over time by John DeMott with Sean Moran's input.

- **Air Conditioning:** John DeMott and Mark Shevlin did a walk-through to confirm that project has been completed. All four of the items on the list checked-out OK. The only task not yet done is the thermostat programming that will enable temperature adjustment using a smart phone. This is something that we can do ourselves.

The a/c system is now shut down for the cold weather season. It is possible to run the heat pumps during the winter.

- **Church Window caulking; window protective covering and painting:** The Swiatek restoration company has submitted bids for the upper and lower windows. The bid involves two

options both of which involve removing the protective pane; grinding, priming and repainting metal frames plus re-caulking. Option #1 involves using new protective glass (\$113,000 total project) and Option #2 reuses the current glass (\$78,000). The panes need to ventilate air to reduce condensation affecting the metal frames.

- Kevin will get a new quote from Pierpont (spelling?) for the same scope of work.
  - Get comparative information matching Swiatek scope of work.
- *Group's opinion*: Do the entire job right the first time to avoid re-doing.
  - consider scaffolding or boom-lift costs
  - try to get labor and materials costs.

#### 7. New Business:

• **Coronavirus Safety Measures**: At the time of the meeting, New York State was poised to raise the pandemic threat level from Yellow to Orange. Doing so would limit worshipping to just twenty-five persons. Rather than turn persons away from entering church, the group decided that it would close the church for worshippers if Code Orange was implemented. Use Zoom or live-streaming technology to broadcast religious services.

- *Update*: Father Ray will discuss with Jessica Tette how and when to communicate this decision to parishioners.

• **Snow Plowing, sidewalk clearing and parking lot salting**: Chili Landscaping handles each of these details. Salting is a separate item. The entire lot is plowed because part of it is used weekdays by the Rochester Academy Charter School staff. *Continue* with this complete plowing and salting.

- **Detached copper sheet(s)** fallen from church roof on Monica St. side. *Get fixed now*.
  - Call Upstate (compare cost with previous boom-lift roof repair in October 2020)
  - Have them fix the detached gutter ice-melt cable at the same time.

- **Detached Garage**: needs new asphalt roofing
  - Get a separate quote for this from Upstate.

- **Painting doors** (old business): Carol will consult with Kevin.

- **Deteriorating concrete surface** at Monica Street driveway entrance of rectory.
  - may need concrete skim coat; add yellow safety paint (not tape)

#### Closing Prayer

**Next Buildings, Grounds & Safety Meeting: THURSDAY Dec. 17, 2020 at 1pm via Zoom**

Draft minutes written and submitted 11/20/21 jec