

**St. Monica Buildings, Grounds & Safety Group**  
**In-Person Meeting July 22, 2021**

Attendance: Bob Boyd, John Curran, John DeMott, Fr. Ray Fleming, Lynn Fulmore, Christopher Giordano, Mark Juba, Bob Mulcahy, Bob Passalugo and Mark Shevlin. Absent: Peter Witkowicz  
Guest: Jessica Tette (St. Monica Faith Formation).

Documents: Agenda with project photos.

*These minutes include information gathered from a walk-around tour of parish properties which preceded the in-person meeting. The following text has been reordered to blend tour information with meeting minutes.*

Opening Prayer: Gather us together as we take care of our parish properties.

1. Approval of June 24, 2021 meeting minutes: The Minutes were approved unanimously.

2. Updates

**Church Lighting**: Still waiting for new light bulbs. Proceed with order.

**Church Windows**: Remove; inspect; scrape; paint and caulk

- The Swiatek approach involves selective removal (2 north and 2 south) sets of windows to get an impression of what needs to be done. Eight windows involved initially.
- Awaiting Swiatek price quotes on doors

**Church Door and Trim Painting Projects**:

*Resolved*: “Do the whole thing”: i.e repair, scrape, clean, prime and paint the doors and eaves surfaces of the entire church building as needed. Refer to photos taken.

- Chris will repair or replace the wood surfaces. Chris can do some of the painting.
- Use a “Heppa” vacuum (\$200) when possible to mitigate lead paint dust and chips.
- Involve parishioner (Frank) to help with painting. Get proper insurance coverage.
- Stain the church doors (look for prior stain supply in paint storeroom used for a/c fence)
- Start with the north handicapped-access entrance doorway. This doorway is bowing (“out of plane” by half-inch near hinges)
- Get door repair update from Swiatek. Need to confirm what they will do and what needs to be done by Chris. (Check Swiatek suggestions for doors at front of church).
- Advanced Safe & Lock will supply the mechanisms for all the doors including top and bottom pieces.
- Have Rochester Colonial look at church front doors including northeast entry. Some of the door frames appear to be “out of square”. Check on moulding. Strip and paint.
- *Goal*: The wood doors themselves seem to be adequate but need painting. Focus on the moulding repair and proper frame-fit first.

**Church Masonry and Concrete Entry Surfaces Projects**: “Time and materials” cost

- Pointing: (not part of the Swiatek church window repair project).
- a) The cosmetic appearance of the use of concrete instead of mortar will be left alone.  
Strive for better mortar color-matching for future work. Mortar re-pointing work needed at various church, rectory and garage locations. Refer to photos.

- b) Power wash & repaint church entry concrete surfaces: epoxy paint containing sand.
- c) Southwest church entry door itself is in good shape but concrete entry has problems.  
*NOTE safety issue*: This church entry is the Rochester Academy Charter School's key-accessed emergency evacuation location. Fix broken concrete lip. Fix the missing wooden patch at the lower door.
- d) Caulk gaps where concrete steps meet doors.

**Church Landscape Perimeter:** (*note safety issues here*)

- Grind out the stump at the southeast corner on Monica Street. *ASAP*.
- Fill stump hole with screened topsoil. Add extra soil over time as it subsides. Seed.
- Put screened topsoil on bare dirt edges of sidewalks along Monica St. & add grass seed.
- Lower the rectory Monica St. & side bushes with a good trim [max. 1 ft. removal at top]
- Metal grates (8 total) for church foundation crawlspace ventilation: Need chicken wire protective covering to avoid critters.

**Rectory outer perimeter:**

- *Safety Issue*: *ASAP*: fix broken window at Margot's office.
- Remove old adhesive Contac paper from inside the laundry room window.
- check the fit of the window well grates and secure tightly. Check windows for cracks;
- Point masonry gaps where needed.
- Fascia paint repair needed at rectory side entrance near driveway. Do garage fascia.
- Scrape, prime and repaint areas around rectory and church doorways and eaves.
- Repaint brown wooden arch above rectory office entry facing Monica Street.
- Masonry repair at two doorway entrances. Power wash & add epoxy paint with sand.
- Photocell repair for two garages' exterior lighting (in queue for Landmark).
- Stuck door mechanism at driveway needs monitoring. Lubricated 7/22/21.
- Contact Raydec (spelling) about ice control wiring.
- Bollard to protect gas meter: Awaiting word from Nichols. *Safety issue*.

**Rectory interior:**

- Check on water heater pump affecting second floor bathroom. (Chris).
- Staircase spindles: Work underway. Looking great. (Chris).
- New air conditioner in the small kitchen dining room is working well.

**Preparing Rectory Basement for Summer Rainy Day Back-up Use.**

- Call Ryan to fix plumbing problems in basement (and water heater affecting upstairs shower)  
 - *Use this opportunity to explore possible water leak affecting high water bill?* (Mark S.)
- The toilet in the former workshop room and the shower are operational.
- All dining tables have rolling casters. Keep casters in place always to avoid scraping floor.
- Make sure that the rectory basement windows can open for fresh air. Some are tight. (Chris)
- Clean disused toilet bowls in all bathroom. (John C); *Don't use children's bathrooms* (no sinks)
- Fix toilet faucet and tank leak for both toilets in central room adjoining laundry room.
- Add new sliding curtains with expandable rods to basement door frames lacking doors (John C)

- Position oscillating fans in basement rooms (done). At least six in place.
- Drain dehumidifier water tanks daily (Wasy). Current humidity is “normal”. Good indoor temp
- Check on whether more folding chairs are needed from the detached garage.
- *Safety issues:*
  - a) About five electrical outlets lack cover plates or switch plates (exposed wires)
  - b) Sharp metal pieces stick out from the concrete blocks that encased now-gone doors.
  - c) Poor stairway lighting from driveway down to basement. *Safety issue.*
  - d) Improve illumination in basement (replace weak bulbs)
  - e) Improve on/off switches’ functionality for large basement rooms
  - f) Vacuum spider webs from basement window grates. (Ask Wasy).
  - g) Toilet paper, paper towel, disinfectant soap supplies needed.

### **Rectory and Garage Storage** of paperwork records and assorted unneeded items:

- Kudos go to the Buildings Team members who have worked over a month to remove unneeded items and fill a large-sized dumpster. The attic has clear air passage and stored items are useful. The room next to the Emmanuel Church of the Deaf office had unneeded items removed. Rectory parish paperwork storage is manageable. The custodian’s storeroom beneath the church has been cleaned and reorganized with unneeded items were removed. The attached “Fr. Ray’s Garage” has ample storage space (2 garage bays cleared). One of these bays will be used to store the summer Basketball Clinic’s four moveable basketball hoops (July 28 - circa August 5th). The detached garage has organized storage of Westside Farmers Market tents, refrigeration units, community service tools and assorted supplies. There is space available in the south garage segment for activities like the Back-to-School supplies storage.

### **Security Issues:** (break-in and fire alert systems)

- Doyle Security discussion (Bob Boyd, Mark Shevlin and Fr. Ray): Pleased with receptive “no selling” attitude. Doyle will develop a proposal. Discussion dealt with door and window security options; glass breakage monitoring and internal access focusing on the “common area” doorway that separates the church from the rectory. Our parish doors are considered strong (but most break-ins involve windows). The stairway from the former altar boy room and the sanctuary is not considered a problem. Need to secure the basement access at this common area stairway also. There was no mention of security camera options at this time.

- There has been no response yet from the company dealing with fire alert protection.

### 3. Old Business:

- The stair-lift system was revisited. The concern involves the need to use parish gathering space more effectively in light of diminished food preparation limitations. A “safety zone” option and the possible use of a stair lift system to accommodate a wheelchair platform were mentioned. Using an enclosed elevator system is too expensive at this time. Stair lift systems are expensive, too, and are slow to operate during an emergency. Will explore other gathering space options. *No action at this time.*

- Increasing Water Faucet “on” interval to aid hand washing during COVID concerns. The interval is too-short to be effective for hand-sanitizing. (Chris)

- The St. Monica Emergency Response Plan: Bob Passalugo

The plan is now 3-years old and needs updating to help familiarize Immaculate Conception/St. Bridget staff persons. There is no parish position entitled, “Facilities Coordinator”.

- Automatic External Defibrillator (AED): (Lynn Fulmore). The AED unit has completed its annual update. Staff need to be re-certified in its use. Mary Ellen Fischer is now polling individuals to determine a training date and time.

#### 4. New Business:

**Prayer Garden** proposed by Jessica Tette: She expressed her appreciation for the enthusiasm and assistance of Buildings group members helping with summertime basketball clinic and Vacation Bible School.

She has mapped-out some ideas that include a bench positioned outdoors facing the church; a “prayer wall”; a “prayer box” to receive prayers; an outdoor mural along the fence and possibly a statue. Cultural sensitivity will be respected. Work will follow the summertime faith formation projects.

**Disposing Toxic Chemical Wastes properly**: The auto lubricant and insecticide containers stored in the detached garage will be taken to the Eco Park for processing. Will pay for the service by reimbursable credit card.

**Snowblower located in the detached garage**: Chris will check on its ownership. Possibly sell it if it is unused. *Is it used for the front of church, Monica Street church emergency entrance and the rectory driveway entrance?*

Closing: Father Ray praised the work performed by Chris Giordano since he started at St. Monica. He gets the “work done right the first time.” Buildings group members agreed.

The meeting closed with a prayer.

Next in-person Buildings, Ground & Safety Group meeting:

**TUESDAY (NEW DAY) August 24th at 10:00am (NEW TIME)**