

**St. Monica Buildings, Grounds & Safety Group**  
**Meeting February 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) *Financial Summary Related to Buildings & Grounds* (FY Budget information);  
b) *Spreadsheet Buildings and Grounds Review 2/1/22*.

*Opening Prayer*

1. Approval of Prior Minutes: 10/12/21

The Minutes for the prior meeting were approved and accepted.

2. Project Updates: Bob Boyd meets with Chris Giordano on a weekly basis using the new spreadsheet system to review progress, identify obstacles and add emerging concerns. It was noted that addressing heating issues in the school consumed Chris' time last week.

The spreadsheet fields include: a) *Project name*; b) *Status*; c) *Last date of Activity*; d) *What was last activity* (task description)? e) *Chris Giordano's involvement*; f) *Action for next week* (i.e. follow-up); g) Method to be used.

- **Need to identify a liaison member** from the Buildings Group to monitor specific projects.
  - Carol maintains contact with Swiatek and Pike Studios for church windows projects.
- **Church Doors** (side & front): Developing a plan; reviewing vendors; volunteer tasks
- **Church Fire Alarms**: the narthex sensors were generating Error messages; problem fixed.
- **Painting and Scraping projects** for church: wait until spring.
- **School Electrical panel update**: Awaiting quote from Landmark.
- **School Windows**: Five windows have had asbestos abatement. Five sets awaiting installation.
- **Bollard near gas meters**: Initial quote \$1,700. Spring Steel quote was \$950. Being scheduled
- **Rectory Chimney** needs repair
- **School Roof**: Masonry work needs to be scheduled
- **Handicapped Access Door** at church: A site visit 2/2/22. Move switch; add new railing.
- **Masonry Repairs at Church Entry Doors**: Do this in Spring 2022.
- **Narthex and church flooring**: The uneven surfaces affected by steam are now level.
- **Church Doors**: a) Paint scraping by volunteers; separate the masonry and carpentry costs.
- **Narthex Lower Walls**: To be painted by volunteers.
- **Heating Issues**: Reviewed by *Taillie* (spelling as it appears on decal). Considered to be OK.
- **Annual Boiler Inspection**: John DeMott will meet with Chris Giordano. A separate company does the boiler inspection. Carol has name of company. Apparent inspection due date is September for St. Monica. Possibly link inspection with system at Immaculate Conception. Keep Carol informed.
- **Narthex heating**: Door drafts have been fixed. Apparently OK at present.
- **Church window closure**: Chris will check to keep secured yet openable.

3. **Financial Review:** At mid-point of the Fiscal Year, the parish is “operating better than anticipated.” Major projects like the ice control rectory roof wiring and the asbestos removal at the school are completed. For Capital Expenses, the assumed budget closely matches the actual.

Carol reports that the Bernie Dailey Fund is doing well. Additional parish funds for projects will require further information. The Gas & Electric fees are doing better because of former credits being carried forward. The church window project will be moved to the next Fiscal Year. Door projects will be sequenced: Side doors for 2022 then main doors plus masonry.

**Church Windows:** Likely to be a 2-year project involving Swiatek. Do a limited test first (2 upper and 2 lower) to get a sense of what needs to be done and then project a cost.

4. **Joint Buildings-related Meetings** with Immaculate Conception-St. Bridget’s and St. Monica: Three meetings with the financial and buildings group counterparts from the two parishes have been informative and productive. There are positive opportunities that can be gained through performing similar projects together. They will follow the same (but separate) spreadsheet process for tracking the status, costs and timelines of buildings and grounds projects.

Carol noted that her West Side administrative duties involve 29 individual buildings. Efforts will be made to identify more and diverse contractors. Flexibility with insurance factors is needed to make it possible for smaller contractors to get involved.

5. New Business:

- **Church Sound Mixer:** The group accepted and approved the purchase of an *MR-18* sound mixer unit proposed by John Demott. The local cost is lower than the online prices. Keep unit secured. Just pick up and install the unit ourselves.

- **Side altar lighting:** Add new bulbs using a ladder.

- **Heating unit:** Fix the electric “220” unit inside the small bathroom near the Monica Street church entrance. Need to keep pipes here from freezing. Requires electrician.

- **Commemorative sign honoring Sisters of Saint Joseph** affiliated with St. Monica parish. This was proposed previously as part of a courtyard prayer garden that did not materialize. It needs to be positioned where it will be seen by parishioners (possibly indoors in the narthex).

  - Bob Mulcahy will discuss this project with Jessica Tette. Mark Juba offers to help.

  - John Curran will research the parish archives for the names of Sisters of St Joseph who taught at St. Monica School plus those women who may have entered the order from St. Monica.

- **Safety Manual** updates for St. Monica parish:

  - Action Item due next month:** Mark Juba and Bob Passalugo will develop language for procedures regarding the authorized release of youth to family members at the completion of a parish activity (similar to system used at schools and day care centers). The Buildings group needs to sign off on this and then forward to Carol for uploading Diocese.

- **Review and report of parish COVID procedures** required monthly by Diocese: The parish continues to do well implementing the standard social distancing, sanitizing and mask-wearing measures to control the spread of COVID disease. The live-streaming of Mass plus other parish activities address the mental health needs of parishioners separated by the pandemic. The large parking lot has made it possible to carry out food distribution and clothing giveaways safely.
- **Flowers** for the parish gardens for 2022: Bob Boyd will help secure flowers to plant in the parish gardens with parishioner assistance as done successfully in 2021.
- **Storage of Materials** on behalf of the Jefferson Avenue Seventh Day Adventist Church at the St. Monica garage. Property is stored in the detached garage. The materials are secured and photographed periodically to ensure they remain undisturbed. No direct communication with church's pastor since mid-January.

*Closing Prayer:* Mark Juba expressed thanksgiving to the Lord for the blessings at St. Monica.

**Next meeting date:** *March 4, 2022 at 11:00am (format to be determined)*

Draft minutes written 2/3/22 jec  
Version 2 submitted with edits by  
Bob Boyd on 2/7/22