

St. Monica Buildings, Grounds and Safety Group
Virtual Meeting June 5, 2020, version 2

Attendance: Bob Boyd, John Curran, John DeMott, Fr. Ray Fleming, Mark Juba, Bob Mulcahy, Mark Shevlin and Carol Wynne.

Unable to attend: Bob Passalugo; Peter Witkowicz

Opening Prayer: Fr. Ray reflected on the current state of unrest both locally and nationally. He commented on the irony of “no voice for the voiceless” and yet some voices become too loud which defeats communication. “Let our voices be heard so that there are no voiceless people.” The parish sign facing Genesee Street now reads, “Black Lives Matter” as a witness to the parish’s commitment to resisting racism and bigotry.

1. Re-opening church functions observing the COVID-19 procedures set by New York State and the Diocese of Rochester:

The plan for St. Monica is for the staff to return to their offices at the rectory as the first step under NYS guidelines. It is fortunate that there are individual office rooms and several bathrooms available. Staff will wear PPE masks and observe social distancing when interacting. A plexiglass shield will be installed at the rectory office separating visitors from staff. Ample supplies of sanitizers and PPE masks are on hand. Staff will need to complete and sign a daily questionnaire related to COVID-19 concerns. Fr. Ray must submit his plan to open the office for NYS approval. There will be no Mass cards or donations processed at the parish office at this time. Deborah Hymes will return to the office at a later date.

The Parish Office, however, will remain closed to parishioners and visitors. Vendors must follow PPE protocols and safe distancing. Fr. Ray indicated that communication is challenging for him due to wearing PPE masks and limitations with the Zoom virtual meeting format. He is making progress. The large rectory dining room table does permit some communication within distance limits. Additional signs are needed for using the photocopier and other shared materials.

New York State Phase Four guidelines will determine the date (not yet known) when churches will reopen for worship as a larger community. The existing NYS guideline permitting only ten persons to gather is not desirable. It is better to wait and worship communally observing new guidelines that reflect social distancing based on 33% of building occupancy (favored by Bishop Matano). There is no date set yet for Phase Four implementation. John DeMott has prepared a diagram showing social distancing seating based on 33% occupancy for St. Monica Church. Bathrooms and church surfaces will need proper disinfecting. Doors need to be propped open to reduce touching surfaces.

The occupancy limit for the church is 530 persons. Gov. Cuomo indicated recently that churches can open to 25% capacity which equals 132 persons in attendance for Masses. The conditions will change as the COVID-19 response evolves.

2. Financial Review: Refer to the 6/5/20 spreadsheet document for the parish financial statement.

- Check on the status for the payment to the lighting engineer
- Pay the Swiatek bill at this time.
- Hold back payment for now on the Kennedy mechanical bill.
- Check on payment due Taillie for past work.

3. Project Updates:

• **Concrete steps leading from the parking lot to the church boiler room:** These are in deteriorating condition. No estimate has been made. Consider following the approach of adding metal steps like the ones used at the school. Mark will contact Spring Sheet Metal.

• **Painting and Caulking the upper level and the lower level windows of the church:**

Do this task alone (not yet the stained glass repair) for the June 30, 2020 - June 2021 fiscal year. Review the estimated costs.

Action Item (Bob Boyd) : Check into this.

Clarification from Carol: The painting & caulking of upper windows would be a project for the year ending June 2021 -- originally we were planning the year end June 30, 2020. We also need to develop a budget for school items after our meeting on June 11."

- NOTE: We do not have a balanced budget foreseeable for the next fiscal year. This would be the first time in the past several years for St. Monica.

The pandemic has affected parish finances adversely. Carol Wynne projects that the next fiscal year budget for the Buildings and Grounds Group will be about **\$30,000**. This is considered a good figure based on the parish's investment funds. The parish spent a considerable amount of money last fiscal year for necessary buildings and grounds projects.

4. School-related:

The Rochester Academy Charter School has continued to pay rent to St. Monica parish as part of the lease agreement even though the school is closed according to NYS restrictions. The school does not yet know when it will reopen and whether it would be full-capacity or using online instruction. The school does want to renew its charter with NYS.

The lease for the school ends June 30, 2020. Negotiations for a new lease are already underway. The parish Finance Committee will need to review the Charter School's modified lease proposal which reflects a payment reduction. Bob Boyd commented that school districts across the state are expecting reductions in funding.

School Projects The school administration has submitted a list of projects for the parish to undertake to maintain the school building and its adjoining property. These include:

- Fence update: Include a wider gate that permits entry of a lift (crane).
Get a quote from NY Fence.
(*Update 6/11/20*: Revisit this. Don't add a gate. Need to leave an exterior fire exit pathway from the school building. Clear this area of debris & remove vines from school)
- New Lighting
 - stage lights and gym lights need attention.
 - clarifications 6/11/20: a) No lighting changes requested for classrooms
b) the stage curtains have a label indicating that they are permanently fire-proof
- Electrical outlet (south wall gym) needs attention.
 - Landmark will inspect and perform lighting and wall outlet repairs.
 - Mark will follow through.
- Steps repair at the school: \$2,280 cost estimate
- Roof Leak (gym) : Need to determine whether there may be a clogged roof drain
 - Contact Upstate to ensure follow-up for a last-year roof project that needed further work this past April. Check the drain first before any roof repair work.
 - *Update 6/11/20*: Clear roof debris & open drains before painting interior gym.
- Exterior door for school: The price quote from Rochester Colonial was too expensive.
 - Call Alliance to get a quote.
- Egress window installation at the school. Photos show exceptionally poor workmanship that is unacceptable. Carol will contact Genesee Glass to get work completed properly.
- Broken window (first floor):
 - Check to see if asbestos abatement is required for the window frame.
- Carpeting: Getting bare in specific rooms on the second floor.
- Handicapped access ramp needs a welding repair.
Update 6/11/20: Add metal collars at leverage stress points.
- *Update 6/11/20*: New projects will be listed in a separate summary.

NOTE: Members of the Buildings, Grounds & Safety Group will meet at the school parking lot on Thursday, June 11th at 12:00 noon to review the projects listed above and additional ones not mentioned here that were submitted by the school.

Note updates included in these minutes for 6/11/20 input..

- Await a summary of the 6/11/ school visit for items not listed here..

The Meeting closed with a prayer led by Bob Mulcahy.

- ***Next Buildings Group meeting***: To be determined (no date set at 6/5/20 meeting)

Draft minutes written 6/6/20jec

Revised and submitted 6/12/20 as Version 2

