

St. Monica Buildings & Grounds Group
March 23, 2018

Attendance: John Curran (scribe), John DeMott, Father Ray Fleming, Paul Mitrano, Bob Mulcahy, and Mark Shevlin
Excused: Bob Boyd and Peter Witkowicz

Documents: “*Buildings & Grounds Meeting 3/23/18*”, a twelve-page packet of price quotes and contractor proposals prepared by Buildings Supervisor Paul Mitrano.

The meeting opened with a prayer by Fr. Ray Fleming.

1. Projects Update:

- **Flooring** (School Building: Rochester Academy Charter School): The aging kitchen vinyl tile floor in the school building needs attention. Paul secured price quotes. A rubber flooring will be installed over the existing tile. All present voted in favor of the quote (\$2,771.30) from Rochester Flooring

- **Stair Treads** (School): Some of the stair treads were becoming unglued. These will be repaired plus new stair treads purchased and installed. After a review of competitive price quotes, all present voted in favor of Rochester Flooring (\$1,150).

- **Stained Glass Window Repairs**: Three contractors visited the church over the past few weeks and presented price quotes for the combined masonry, metal frame and stained glass window repairs. Favorable comments about one of the contractors’ work elsewhere in the Diocese and a price addressing *all twenty* stained glass windows led to full agreement. The Buildings and Grounds Group hereby recommends Swiatek Studios (architectural restoration and artistry) to the St. Monica Finance Committee for their approval. Carol Wynne will add input to the Finance Committee’s decision. Sean Moran of the Diocese will review the proposal.

Masonry, metal frame and stained glass window repair for twenty windows: \$26,500.

- **Heating Problem** (Church): The radiators in the narthex are not functioning properly. They are either inoperable or making too much noise. All Buildings group members agreed that the problem needs fixing. The parish heating contractor, W.P. Taillie Service, Inc., will take a look at the problem and provide a price quote.

- **School Boilers**: The school’s aging heating system (over 50 years old) uses two separate boilers for operation. If necessary, a single boiler alone could meet the school’s heating needs. The Buildings Group resolved unanimously to get budget quotes for the replacement of a single boiler. Paul Mitrano will pursue this matter. It is estimated that a single boiler installation would cost approximately \$55,000.

2. Fire Marshall Review of School Building: The review led to the repair of one Exit light; repair of one emergency light and the installation of additional Carbon Monoxide detectors.

It is important to keep metal corridor doors closed in school to control the possible spread of smoke during a fire. Keeping the doors closed, however, poses a problem in congested hallways. The Buildings and Grounds Group agreed proactively that installing a total of eight sets of surface-mounted automatic magnetic door-holders to the existing fire system is the preferred solution. Proceed with Hawkeye Protection's price quote (Total: \$1,850 plus tax) for the project.

- **Church Lighting:**

All of the lights installed during the church renovation are now working properly. Replacing bulbs has been a major expense (about \$4 - 5,000 annually).

The Buildings and Grounds Group wants to research using energy-efficient LED lighting. The group resolved to have Jacob Lighting (LED lighting specialists) visit St. Monica Church and conduct a no-cost lighting audit to look at current spending and project the savings that LED lighting could produce. Sean Moran's consultation would be needed before taking any future lighting replacement action. NYSERDA funding assistance would be part of the process.

- **Painting and Repairing Church & Rectory Doors and Eaves:**

As decided previously, Brian McManus Painting will paint church doors and eaves. The 34 Monica Street door needs repair (plus a mail slot installation) and the southwest rectory door needs replacement. Decided: Paul Mitrano will get a price quote.

- **Bushes along Monica Street:**

The Buildings & Grounds Group decided NOT to remove completely the bushes along Monica Street. This was intended to reduce the possibility of concealment and lessen the accumulation of wind-blown debris. The bushes will, instead, be cut down to an 18-inch height.

- **Safety Bollard:** This involved the addition of a brightly-colored post intended to direct traffic away from a raised curb section at the Genesee Street entrance of the church parking lot. The City of Rochester will *not permit* the installation of a bollard here alongside the curb and street. Need further discussion to find an alternate way to highlight the potential hazard.

- **Tree removal:** A dead tree on the residential property behind the parish detached garage is likely to fall over causing damage. Prior efforts to reach the property owner have been unsuccessful. Mark Shevlin will renew the effort by sending a letter or calling the local property management company. The tree removal will likely be a parish expense. Trees removed last year along the parking lot perimeter promote safety and offer improved visibility.

2. Old Business:

- **Courtyard:** Discuss landscape and rainwater management at next meeting.

• **Rectory Windows:** Over the past two years, new energy-efficient windows have been added to the rectory with good results. Discuss at next meeting whether additional window replacement is needed this calendar year.

3. New Business

• **Church sign:** Discuss at next meeting

• **Active Shooter Response Forum:** The City of Rochester conducted an informational Power Point presentation and forum on this topic last December intended for faith communities. The recommendation, at that time, was to engage staff and key parishioners very familiar with parish buildings. These would be persons with situational awareness of exits and would be able to develop individualized planning for parish facilities. Several churches have already devised response strategies.

Father Ray would like parish staff and members of the Facilitation Team, Buildings & Grounds Group, Finance Council and interested parishioners to learn further about suggested responses to an active shooter situation. Collectively, these persons would develop a plan of action to be shared with parishioners. John Curran will work with Fr. Ray, staff and committees to set a date.

The meeting closed with a prayer.

Next Buildings & Grounds Group meeting: Friday, April 27, 2018 at 12:30pm at the rectory

Draft minutes submitted for approval 3/24/18 jec