

St. Monica Buildings, Grounds & Safety
In-Person Meeting: June 24, 2021 Minutes

Attendance: Bob Boyd, John Curran, John DeMott, Father Ray Fleming, Lynn Fulmore, Chris Giordano, Mark Juba, Bob Mulcahy, Bob Passalugo, Mark Shevlin. Excused: Carol Wynne

Documents: Agenda; price quote documentation and photos of tasks.

Opening Prayer: Bob Mulcahy; seeking Divine help and guidance

Approval of 5/27/21 minutes ; accepted and approved unanimously

1. Project Updates

Church building:

- **Church lighting project:** Q-Tech submitted specifications. The re-quote (\$15,200) is higher than previous one but one reflects more accurate pricing of materials. Major cost will be labor. Involves bulbs, sockets and clips for 29 fixtures. DOR's Sean Moran felt that the price quote was fair. The group approved moving ahead. No starting date yet. Carol Wynne will decide fiscal year payment arrangement.

- **Upper and Lower Church window repair:** Site visit by Brett Swiatek with Buildings Group members provided a greater understanding of the nature of the tasks involved. An alternative to the expensive initial full review of the complete window sets was proposed. Perform the inspection and repair processes for four sets of windows (two north and two south upper & lower sets) at a time involving a total of 8 windows). The south side will be done first using a man-lift. The cost for the overall project will involve time and materials. This approach will set a maximum amount (to be spent) first. Decide whether north or south side gets prioritized. There is no written proposal yet. Bob Mulcahy will be the contact person with Swiatek to aid timely decision-making. Deciding what work is to be done will be based on what is observed as the work progresses. The rose window will not be addressed at this time.

- **Church Wooden Doors:** Brett Swiatek observed that the main front doors are actually in good condition. The old wood trim needs replacement. His firm can repair them including the warping but the door fasteners and hardware need to be handled by another contractor. Swiatek will provide a quote for the wood repair. Advanced Safe & Lock was recommended for the hardware.

- Get a separate quote for door repair by Rochester Colonial.

- Discuss side door issues at next month's meeting:.

- **Church Air Conditioning:** The leak was checked twice and was fixed under warranty. The sacristy a/c unit was leaking. A kink in its drain line was fixed.

- Mark Shevlin will coordinate with Chris Giordano and Mary Ellen Fischer to program the a/c thermostat.

- **Church Pews:** Bob Mulcahy has expected every church pew. He finds no problem with their structural integrity. Sean Moran suggests that we simply monitor them over time. One pew does need minor repair (Chris will fix). The copper brackets that hold the pews in place are aging and need replacement. Need to locate some sturdy brackets purchased years ago (or purchase new ones). Replace the old brackets.

- **AED Device:** The defibrillator unit will get its regular check-up. Training updates needed including new office staff.

Rectory:

- **Improving lighting** at exterior east entry (parking lot side): Add a “pocket light” fixture with photocells in the area where the rear of the church joins with the rectory. (\$640). *Proceed.*
- **Interior rectory lighting** at east entry: Speed up reaction time for automatic light switch sensor. Improve the lighting from stairway to basement here (Landmark: \$372). John DeMott will research glare-avoiding fixture examples. *Proceed.*
- **Rectory De-icing** for outside corridor from chimney to east entry. The scaled-back quote from Landmark is \$7,000. Group wants to proceed. The goal is to develop a system that controls icing before ice builds up initially. Carol Wynne and Mark Shevlin to decide.
- **New office flooring** and other modifications. Install next week (Rochester Flooring)
- **Spindle replacement** for staircase railing: Some already added. They blend in well. *Finish* the remaining ones to be done.
- **Air Conditioning unit** for Fr. Ray’s room: Need to get a smaller unit to fit in the new smaller frame area. *In progress.*
- **Paperwork storage space at rectory:** Consider using Iron Mountain document processors to eliminate paperwork that can be discarded. Mark Juba will help staff move boxes from attic. Check with Carol.
- **Archives Room:** Unneeded empty heavy metal file drawer units will be removed to create space for additional archival materials.
- **Electrical Switches:** Old system components can inadvertently shut down service to multi-floor lighting connections. Update as needed.

Garages:

- **Speed bump installation:** Already in place. Very effective slowing traffic in driveway.
- **Attached garage roof repair:** Work already completed. No leaks during recent heavy rainstorm. Pleased with Aspen’s work.
- **Detached garage cleaning and organizing:** A team of Buildings group members is working on cleaning-out and organizing the detached garage which accommodates Westside Farmers Market materials; Square Fair tent and hot dog grill; plywood and 2x4s , 2x6s and useable metal materials. Wall outlets and circuit panel box need upgrading to 20-amp service to accommodate the Market’s refrigeration needs. Check electrical meter, outlets and panel boxes.
 - **Action item:** (who?) Get a roll-off dumpster for Tuesday, July 6th and position it next to the detached garage for the removal of obsolete pianos and bulky items.
- **Remove** properly the 120 lb. barrel of auto lubricant and large can of herbicide. *Who?*
- **Add safety railings** to rear portion of detached split-level garage and steps.
- **Garage-mounted exterior lights** remain on during daytime: Check photocells.
- **Christmas Basket distribution using garage resources:** The Buildings Group agreed that it would be unwise use the garages for a two-week interval in December for Christmas Basket distribution. Factors cited: Difficulty keeping critters away from unsecured food; temperature fluctuations involving meat products and cramped parish vehicle access. John Curran will inform the group that made the request.

Grounds:

- **Bush-trimming along Monica Street:** Lowered to about one-foot height. Will grow back. Lower height allows weed control of invasive species and aids visibility of surroundings.
- **Ordering mulch** for church gardens: Application of mulch would aid foreseeable drought conditions, weed mitigation and general appearance. Six cubic yards suggested. *Who?*
- **Repair fence poles** at Genesee Street and western parking lot border; *unaddressed*

3. Safety Discussion in light of recent nearby shootings on Genesee Street.

- **For Westside Farmers Market:** Planning and strategies already underway. Market staff monitor the Genesee Street access, central parking lot portion and Monica Street driveway entrance continuously with perimeter and narthex checks.

- **For parish:** Balance safety needs with the continuation of parish activities.

- Meeting today with fire alarm security system company. (Bob Boyd)

- Meet later with Sonitrol security systems. (Bob Boyd)

- **Access control** (access by keys): Over the past decade there has been a good reduction and consolidation of the number of keys required to access parish buildings and rooms. The actual problem with access control is the need to ensure that doors close fully. The door may be, in fact, locked but the seal may have a gap. Check with Mark Shevlin about status of parish keys.

Project Scope:

- Need to manage the separateness of the church and rectory buildings.

- Need to monitor if a door opens without an access code.

- Use programmable keypad systems or key fobs?

- Inspect: doors, windows, glass block windows, (including basement windows with grates). Consider welding / securing the grates tightly.

- Monitor who has access to keys (recorded) and where “original” keys are stored.

- **Camera and security systems:** Need to avoid inadvertently creating new security problems with the visible presence of cameras and overt security measures (e.g. armored car for transporting counted plate collections).

- **Train new staff** in safety procedures.

- **Closing prayer:** Mark Juba

Next Buildings, Grounds & Safety meeting date: Thursday, July 22, 2021 at 1:00pm; Rectory
Please add to calendar.