

St. Monica Buildings, Grounds & Safety Group
In-Person Meeting August 24, 2021

Attendance: Bob Boyd, John Curran, John DeMott, Father Ray Fleming, Bob Passalugo, Peter Witkowicz and Carol Wynne

Excused: Bob Mulcahy; Lynn Fulmore; Mark Juba and Chris Giordano

Documents: a) "Actuals" financial summary for FY 2018, 2019, 2020 and 2021. b) Summary spreadsheet related to Buildings and Grounds current activity.

1. Opening Prayer: Bob Boyd

2. Review and Approval of 7/22/21 Meeting Minutes: The approval was seconded and voted upon unanimously with all in favor.

3. Financial Update: The new fiscal year starting July 1st, 2021 is now underway. Just 1 month of data available.

Total Expenses for FY 2020-21 Full Year: \$175,000

- Building Maintenance: \$76,135
- Capital purchases (over \$2,500): \$99,074

Carol Wynne mentioned that Mark Shevlin's role will move away from involvement in Buildings & Grounds' activities to a focus on parish financial issues. Chris Giordano will attend the St. Monica Buildings Group's meetings. Chris meets with Carol Wynne when she is at St. Monica on Fridays.

4. Project Updates: A scheduling conflict caused Chris Giordano to miss today's meeting. The following projects were *not* discussed today: a) pointing masonry gaps on parish buildings; b) door, trim, fascia and painting projects; c) power wash of concrete surfaces at church and rectory entrances; d) staircase spindle installation; e) bollard protection for external gas meter; f) photo-cell repair of garage door lighting. f) mesh screen covering for church ventilation grates; g) heat water pump for second floor rectory bathroom. *Carry these projects forward.*

Security: As reported in the 7/22/21 minutes, Doyle security visited the campus and offered some suggestions. In general, the doors are considered sturdy. Most break-ins tend to involve unmonitored windows. The group discussed the possibility of using a single camera (location to be determined) incorporated in an external lighting fixture with motion sensor activation. This would be inexpensive but the problem involves the need for someone to monitor the video output regularly. The system is WiFi and does not need special wiring.

- Use of a keypad cyberlock system to secure the Monica Street entryway separating the church from the rectory is favored. It must be activated in order to be operational.
- Need to set up an additional appointment with Doyle. *Carry forward.*
- Bob Boyd will send updated information to the group.
- Fire alert systems status needs a response from vendor. *Continue.*

CHURCH:

- Lighting Updates: *Still pending delivery of needed parts.* Mark Shevlin remains the point person for this job.

- Church window repairs: Bob Boyd will send updated information to the group.
- John DeMott will work with Mark Juba to develop a photo series regarding the doors, their needs and their locations.

RECTORY:

- Ice Control Wiring: Raydec was approved to do this project. They have not been responding to follow-up calls. *Need to get this job done before winter weather comes.*
- Chris will remove unwanted and old painting supplies for proper waste disposal.
- Rectory basement projects (cf. 7/22/21 minutes). *Continue.*
- Office space adaptations: These accounted for most of the July expenses.
- The Monica St. bushes were cut down to the desired lower level. Neighbors appreciate. John DeMott dug out the extensive invasive plants mixed in with the shrubs.
- The available screened composted soil will be used to fill in the gaps along the Monica Street sidewalks leading to the church and rectory. The stump will be filled-in using the composted soil. Work will be done by Buildings group members with fertilizer and seed provided by the landscaper (*need office to alert landscaper*)

PARKING LOT:

- Tree-trimming near detached garage: \$600 set aside to cover costs.
- Vine-clearing: The elevated cable crossing the parking lot from Sawyer Street to the rectory has weight-bearing concerns due to a fast-spreading vine. John DeMott will contact Spectrum.
- Neighbors who self-decide to use the parish parking lot for Driver Education purposes will be informed in a non-confrontational manner that the lot is private property.

GARAGES:

Attached Garage: Unneeded and obsolete items have been removed through good stewardship of reusable items. Two of three garage bays now have open space.

- Need to reorganize items further for easy access and remove surplus metal items.
- Place surplus metal items on the curb lawn along Monica Street.
- Chris is informed that he needs to designate a space in the attached garage where he can store his “works-in-progress” materials undisturbed.

Detached Garage: Over the past two months the detached garage has seen extensive work removing unneeded items and reorganizing space to separate: a) St. Monica landscaping resources (tools, wheelbarrows, water hose reel; fertilizer, etc.) b) Wood supply ; c) Westside Farmers Market *exclusive* materials (refrigeration units and supply storage); d) *shared* logistical items (tables, canopy tents, folding chairs, power cords; traffic barriers; signs; small hand tools, etc.)

- The rear (south) garage bay has space for storing Square Fair tent and grill; rock salt supplies and Music Fest items. There is cleared space available for drop-off and temporary storage of “back-to-school” supplies and holiday donations (blankets, etc.)

- Install new electrical outlets for Westside Farmers Market refrigeration
- Chemical waste and obsolete electronic units need proper disposal including a small refrigerator from attached garage. *Need a letter from Office to Eco Park for permission.* There will likely be a fee involved.
- Snowblower (keep or sell?): *Chris needs to check if it is operational now.*
- Plywood status: confer with Bob Mulcahy for items that could be sold.
- Bags of rock salt: *(are these used for sidewalk-clearing?)*

5. COVID-Delta Variant updates and Safety Training:

- Continue to follow Diocesan guidelines.
- No date set yet for AED recertification (Mary Ellen determining a date)
- Staff training and updating certifications: Bob Passalugo has updated the St. Monica safety procedures manual (AED). The Group approved the update. Could be a good model for other parishes to adapt.
- Forward the safety training flash drive to Carol Wynne.
- Some staff members need the training process.
- Check on proper location and mounting of fire extinguishers.
- There was an update on the expanded parish roles that will require CASE certification.

7. Closing Prayer (Peter Witkowicz): Asking the Lord's help as we plan and carry out projects serving the mission and vision of St. Monica Parish.

Next Buildings, Grounds and Safety Group meeting:

TUESDAY, September 21st, 2021 at 10:00

- please add to your calendar