

**St. Monica Buildings, Grounds & Safety Group**  
**September 18, 2020**

Attendance: Bob Boyd, John Curran, John DeMott, Father Ray Fleming, Lynn Fulmore, Mark Juba, Bob Passalugo, Mark Shevlin, Carol Wynne. Absent: Bob Mulcahy and Peter Witkowicz

Opening Prayer: Bob Boyd (for inspiration and guidance to keep everyone safe).

1. Approval of August 7, 2020 Buildings group meeting:

- Amended information: a) There was no increase in the rent for the 1-year continuation of the school lease with the Rochester Academy Charter School; b) St. Monica parish requested to split the cost with RACF for the WiFi thermostat system; and c) the cosmetic appearance of the school egress windows look great.

- With the amended information, the minutes were seconded and approved unanimously.

2. Project Updates:

- **Kitchen Windows:** The initial price quote was too expensive. A follow-up call was made to a second vendor who is still completing the information.

The window located on the first floor above the kitchen sink was broken last May. Repairs involve asbestos abatement. Factoring-in a second set of windows in the small kitchen dining area caused delay. Options discussed: replace the single broken pane or combine two sets of windows. Getting both custom-made sets done now may save money, if reasonable.

*Motion made and approved:* a) Get two more price estimates; b) if the quote for the two sets of windows is too exorbitant, then simply replace and glaze the single broken window panel; and c) hold off the decision until the October Buildings meeting or conduct a quick virtual meeting or e-mail exchange. Get the project completed before the weather gets worse. Mark Shevlin will monitor progress.

- **Church Air Conditioning:** The work that needs to be done is already stated in the contract (including a cut-off switch; adding a service outlet; mounting two thermostats on the main floor). Follow-through for the electrical issues has not happened in spite of several efforts to elicit a response. There was a site visit (inopportune timing and late notification by the installer). The Kennedy reps indicated that they knew what needed to be done and their electrician would come. Nothing has happened. There is minimal financial leverage to apply.

9/18/20 e-mail from John DeMott: “**Re the AC.** Kennedy sent an electrician who arrived unannounced. He connected power to the SW church unit, but did not install the safety cut-off switch or service outlet called for on the drawings. The bid included these items and we paid for them. The thermostats for the 2 balcony units are not installed, WiFi not enabled, not programmed. When Kennedy sends another worker a couple of us should meet them to explain the spec's. When all is complete C. White will inspect.”

The following text from Kennedy was received via email during the meeting in response to Carol's query: “*The electrician was not unannounced, I walked the job with him Weds and he returned on a Friday. All of which Mark at the church was aware of, I tried calling you several times but never got an answer. I will have the disconnect changed to a switch per spec. Please*”

*call me to set up a meeting to discuss.”* Result: John Ryan of Kennedy will meet Wednesday 9/23/20 at 10:30am with Carol Wynne and John DeMott.

- **Church Lighting:** Information from John DeMott e-mail 9/18/20:

**“Re Lighting.** Q-Tech completed and emailed the LED Lighting Spec drawings this week. I reviewed an advance copy. It includes 32 new LED column fixtures, a modification to the controller, and retrofits LED lamps in the existing side aisle 'drum' fixtures. It's not a difficult job, but it's all at 20 feet in the air. Next step is to identify 2 or 3 electrical contractors to get bids. The Q-tech contract includes follow-up assistance. Raise my hand to help with this.”

The contract to do the work is in hand. The circa \$30,000 church lighting project can be done in 2 stages (now & later). Get the column lights done before Christmas. The proposal needs to go to the Finance Committee to use money from the investment funds. The new lighting is expected to produce energy and maintenance savings. Final payment would take place at the end of the 2021 Fiscal Year.

Carol noted, for the record, that the church electrical bill for one year (FY 2020) was **\$3,201**. The previous year budgeted *\$4,800* for electrical costs.

- **Gym Lighting:** The contractor has questions about the “color temperatures” of the fixtures. Mark Juba will assist John DeMott on this project.

- **School Thermostat:** The thermostat updating has already been performed by Taillie. Training has not yet occurred.

Rochester Academy Charter School has reneged on the offer to split the costs of the WiFi thermostat installation and training. Apparently their change was based on the decision by the Buildings Group not to fund the installation of a fence at the southwest corner of the school building. This decision surprised Carol and Father Ray. There had not been a linkage of thermostat installation with the erection of a new fence. The charter school wanted the fence to reduce the possibility of loitering or vandalism.

The Buildings Group chose not to install the fence for fire safety considerations. It was not a negotiation point for thermostat installation. If a fence were installed here, it would impede children exiting the building for safer grounds across the street in the event of a fire. The Buildings group directed the installation of a motion sensor light in this area at its August 2020 meeting. The RACS leadership had already proposed security camera installation for this area.  
Resolution: Restart the conversation on this topic and avoid interconnecting topics.

*Point of information:* The Charter School did sign a one-year lease extension. This represents a loss of \$4,000 in rent as a concession. It is foreseeable that funding for all schools will suffer setbacks in the year ahead as a result of coronavirus costs to State and Federal funding sources. St. Monica's projects for the school have focused on safety and utility savings.

- **School Stage Lighting:** Contract was signed and the work is completed. Cost; \$5,650

- **Church Window Caulking and Painting:** Brett Swiatek visited the church 9/8/20 along with Carol and 3 Buildings group members. He discussed problems relating to interior and exterior caulking and painting. If only the exterior were done, then there might be hidden interior rust problems that go unaddressed. He suggested that exterior work be performed along with ventilation improvement. He offered an assessment of the problem, *at no cost*, owing to prior work done at St. Monica. The assessment would highlight specific additional interior areas that could be caulked / painted when the exterior work is done.

The Buildings group would like upper and lower church windows caulked and painted. An assessment would list additional work to be considered. Proceed with the assessment. This is a busy time for Swiatek projects elsewhere.

- **Church Roof Ridge Ventilation:** Dark spots (possibly dirt or moisture-related) appear on the upper interior surfaces near the roof ridge. There is roof ridge ventilation already installed during the church renovation. There is a 2-inch gap for air flow under the shingles.

- **School Bathroom Partitions:** This is currently more of a cosmetic versus a safety issue. The marble slabs have been secured. *Table for now.*

*Aside:* The Rochester Academy Charter School implemented a day care program at the school operated by Action for a Better Community. This was established without consulting with St. Monica parish leadership. St. Monica is not opposed to the concept of day care programming at the school but the parish needs to be indemnified from potential lawsuits. It is not a money-making issue. This topic will need further conversation and monitoring.

- **Rectory Attic Ventilation:** Excessive heat build-up causes problems. The layout is complicated because of east-west and north-south hallways.

*Decision:* a) Get input from DOR's Sean Moran (Wed. 9/23/20 morning if possible; Mark Juba present); b) get input from a building engineer and c) decide on a course of action.

- **School Roof Drain:** The cleaning has been completed.
- **Church floor tile repair:** Discuss with Kevin (St. Monica building supervisor).
- **Mixer Board for church sound system:** *Defer again.*
- **Security System Update:** *Discuss at next meeting.*
- **Detached Garage Roof repair and adding electrical outlet:** *Discuss at next meeting.*
- **Gas Flow Controller for school boiler:** *Table for now.*

Closing prayer: Mark Juba (a prayer for continued safety)

**Next virtual Buildings and Grounds Meeting: Friday, October 16th at 12:30pm**