



STA BUILDING AND EQUIPMENT MAINTENANCE MINISTRY

MISSION STATEMENT

The Saint Thomas Aquinas Parish Building and Equipment Maintenance Ministry inspects, ascertains the needs for upkeep, repairs, renewals and/or changes for all parish plant facilities. This ministry incorporates the Safety Ministry and the Carbon Footprint Ministry within its responsibilities.

FINAL MINUTES OF MEETING OF OCTOBER 22, 2014

IN THE ABSENCE OF CHAIRWOMAN HELEN BAUMANN, VICE CHAIRMAN TED BAER CALLED THE MEETING TO ORDER AT 9:33 AM AT THE PASTORAL CENTER. HELEN ARRIVED SHORTLY THEREAFTER

MEMBERS AND GUESTS PRESENT

MEMBERS

Helen Baumann, Chairwoman
Chuck Tully, STA Business Manager
Charles Guenzer, Secretary
Ted Baer
Paul Titterton
Katia Reeves
Jim McLaughlin
Jerry Lucha
Bill Morrison

GUESTS

None

OPENING PRAYER

In oversight, no opening prayer was made.

MEETING AGENDA REVIEWED

Draft agenda was approved with the addition of old business for (e) defibrillator, (f) SAG lawn dewatering, (g) Dermody center mass, and (h) space rental and of new business for (c) SESS contract, (d) water leak at OLR, (e) oil spill on OLR rug, and (f) wire in tree at SAG

REVIEW AND APPROVAL OF MINUTES

Minutes approved as drafted.

REPORT FROM PSC REPRESENTATIVE

Bill Morrison had previously emailed 6-month report and he summarized it.

SAFETY REPORT

Jim McLaughlin had no safety report.

Ted Baer and others will adapt OLR ushers manual for SAG and STA.

OLD BUSINESS

Thomas House kitchen

Ted Baer reported that kitchen improvements are progressing. Two inspections have been performed. No major problems being encountered.

Solar project fund drive

Katia Reeves reported that the CPAU rebate was committed and is \$3650 higher than expected for a total of \$33,394. As updated in Katia's email of 10/23/14, the total amount of pledges is \$47,100 of which \$30,090 has been collected as of 10/22/14. One very large pledge has been promised for redemption after expiration of black-out period. She will follow up on 12 more unfulfilled pledges. The fund drives seems to be successful.

Installation is schedules to begin 12/19/14 and finish by 1/3/14. The contractor welcomes volunteer laborers for which training to be given early December. Insurance coverage for volunteers is adequate. However, job descriptions for volunteers are needed.

Chuck Tully has a handshake agreement for ISP to continue paying utilities at current rates. Separate meters are available. The new billing procedure needs to be memorialized in January.

OLR fans

Jerry Lucha reports no progress with installation of fan. One contractor has not responded with bid. Ted Baer suggests considering installing fans and possible air-conditioning equipment in basement. Item will be left on agenda with resolution left until warmer weather returns.

SAG inspection

Chuck Tully continued the SAG inspection report and resulting work. New items focused on exterior lighting.

Defibrillator

Chuck Tully attempted to contact diocesan insurance manager on allowability of defibrillators but received no response. It was noted that newer generation of defibrillators are nearly automatic and it's not clear regulations have kept pace. Chuck will pass this information along to insurance manager.

SAG xeric landscaping

Professional xeric landscaping is expensive. In view of winter rains, decision is delayed until spring. In meantime, Chuck Tully will instruct Godofredo to reduce watering of lawn adjacent Channing by 80% and to discontinue once rains return.

SAG site committee needs to get involved.

Dermody mass

The energy saving of transferring daily mass from OLR church to Dermody remains controversial. If that issue can be resolved, remaining issues, e.g. vestments and tabernacle, can be resolved.

Meeting schedule

In view of holidays, both November and December meetings fall at inconvenient times. A single meeting will be held on December 3, 2014.

NEW BUSINESS

STA front steps

Judy Foley met with contractor who gave tentative bid of \$39K. One or two firm bids will be required. This work will be covered by bequest. However, it's uncertain extent of work into entrance. Judy will shortly meet with architect.

California Shake Out

Chuck Tully reported that several deficiencies at Dermody center, e.g. several bookcases need to be secured and locations of several shut off valves are unknown. It was suggested that churches need posted maps of location of emergency items.

SESS contracts

Ted Baer reported that SESS presented a large invoice for walkway work following the major addition. This one was apparently verbally approved by pastor, but a procedure should be in place to assure that large contracts for SESS physical plant be pre-approved. Same procedures should apply to all tenants. Authority is divided between B&EM and finance committees with final authority in pastor. Generally, B&EM is responsible for action approval and finance committee is responsible for funding approval.

OLR water leak

A large water leak occurred in customer line near Cowper close to where another leak occurred in recent years. Each leak requires immediate multi-\$K repair. Apparently pipe is over aged and needs total replacement. Chuck Tully will obtain advice on extent of replacement and bid for the work. Are these repairs covered by insurance?

OLR basement storage

Jim McLaughlin proposes that OLR participate in neighbourhood emergency preparedness by allowing storage of emergency tools and supplies in the OLR basement. Proposal was generally accepted with proviso that tools be located in locked cage but more details are needed.

OLR oil spill on carpet

The sacred oils were again spilled on the carpet and again a large section of the carpet needs to be replaced. The prior effort to install an ambry for the oils has stalled on artistic review. Motion approved to move oils to sacristy until ambry is installed and to immediately replace carpet.

SESS wire in tree

Some wire remains strung on tree limb. It's uncertain whether it's high- or low-voltage. Chuck Tully will resolve.

OPEN DISCUSSION

Incident forms

Jim McLaughlin stated the need to regularize reporting of incidents and set who fills out reports.

FAITH SHARING AND PRAYER FOR NEXT MEETING

No decision on prayer giver for next meeting.

NEXT MEETING DATE

Next meeting -- December 3, 9:30 a.m. at the Pastoral Center.

MEETING ADJOURNED AT 12:03 P.M.

Minutes prepared by Charles Guenzer