



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.

MINUTES OF MEETING OF NOVEMBER 28, 2012

CALLED TO ORDER BY CHAIRMAN BILL MORRISON AT 9:30 A.M. AT THE PASTORAL CENTER.

MEMBERS AND GUESTS PRESENT

MEMBERS

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

GUESTS

no guests

OPENING PRAYER

By Jerry Lucha

MEETING AGENDA REVIEWED

Approval of agenda as presented with addition of discussion of redwood trees at STA was moved and accepted by voice vote.

REVIEW AND APPROVAL OF MINUTES OF 10/24/2012 MEETING

Draft minutes corrected for addition of discussion on burner and door key and approval of sprinkler system only for front and side at Dermody. Approval of the amended minutes was moved and accepted.

REPORT FROM PSC REPRESENTATIVE

Bill Morrison gave PSC report.

SAFETY REPORT

No report from the safety sub-committee

PASTORS REPORT

Father Matt did not attend.

OLD BUSINESS

INSPECTION

Subcommittee of Bill Morrison, Jerry Lucha and Ted Baer prepared a written procedure and checklist for periodic inspections of parish properties.

At present the diocese inspects every six months. The proposed three-year cycle is long but realistic in view of size and casual and general nature of inspection. Some items from the energy audit were added to the inspection items but the subcommittee felt that the energy audit should primarily remain separate under the Green committee.

Several of the proposed checklist items, such as use, occupancy, safety, would not be apparent on casual pass through.

The procedure includes:

- (1) Inspection committee of three to five people to inspect including one member from site committee and one member for B&EM committee as sub-chairman
- (2) Inspection committee will use diocese of San Jose SELF INSPECTION CHECKLIST dated September 2, 2009 (as updated by us on Nov 2012) or an update thereof.
- (3) Inspection chairman will submit completed CHECKLIST and prioritized Action Item Report to correct deficiencies to (a) pastor, (b) site committee chair, (c) B&EM chair, and (d) business manager

An inspection schedule was setup for 2Q2013 to 3Q2015 with schedule revisable by B&EM committee.

Procedure and checklist approved by committee subject to revisions noted below.

Helen Bauman, Jerry Lucha and Ted Baer will convey the procedures and checklist to respective site committees.

B&EM procedure will include placing on agenda of last meeting of each quarter the alert for inspections of subsequent quarter and action item to contact site committee. This B&EM meeting will also consider which inspections have been completed and remedies accomplished.

B&EM member of inspection committee is responsible for resolution, follow-up, and correction of deficiencies noted in inspection report.

Jim Morrison will update procedures to conform to the B&EM requirements but amended procedures need to be reapproved.

OLR MOVABLE WALL

The movable wall at OLR hospitality center has been repaired with replacement of one section of #16 track with the same. A second #16 track is placed in storage. This track is antiquated, is no longer available, and has been replaced by #17 track, which is incompatible with present installation. The hope is to extend life for another ten years. Possibility remains of reinforcing the present track.

Mario Veloro's email outlining what he learned from the manufacturer on issue should be placed in construction binder for the room.

Motion was approved to maintain an equipment binder for major renovations and construction at each parish site.

DERMODY CENTER

Bill Morrison reported on Dermody improvements and letter to Fr. Hester about mold reduction including future sprinkler installation.

ISP EXPANDED LEASE

No further developments and ISP has not substantively responded to Fr. Matt's letter of conditions, which had deadline of 9/1/12, but their letter of 10/31/12 indicated desire to continue discussions.

Action of appraising value of 2 acre field presently under ISP lease was placed on hold per Tully's interpretation of Fr. Matt's direction. Bill Morrison will broach topic of appraisal with Fr. Matt to enable reasonable internal discussion of ISP lease extension and alternative uses.

SESS ADDITION

Problems seem to be reduced to contention with one neighbor on fence and property line adjacent driveway entrance. One question is whether existing type of fence or tall engineered fence is to be installed there. Other neighbors seem happy with SESS bearing full cost of replacing existing fence. Survey shows existing fence is 18" inside property line at driveway

STA ALTAR REMODEL

Should be completed in about two weeks.

Temporary carpet will be installed in sanctuary pending completion of painting of entire church at a later date.

Judy Foley invited to next meeting

FACILITIES UPDATE

Chuck Tully presented a detailed facilities update including 5-year plan for capital projects. [HOW TO INCOPORATE INTO DATA BASE?]

We are resigned to \$25,000 to reconnect fire hose line at SESS

The black painting of SESS stage was questioned.

Solar project, which has zero upfront cost, should be moved to needs for visibility. We are still awaiting for diocese represented by Ian Abel to proceed on any plan, but we have heard nothing.

NEW BUSINESS

REDWOOD TREES

Four redwood trees planted close to STA sanctuary wall are growing and will present future problems. This situation was discussed previously. Recent news shows difficulty in Palo Alto

of removing redwood trees even if causing damage. However, historical designation of church building may be useful in overcoming opposition.

McClennahan tree service has stated that two trees presented problems now and the other two would in the future.

Committee approved that Ted Baer and Helen Baumann will contact city and proceed as far as possible in tree removal including actual removal if they see fit. They will report back status at next meeting.

FAITH SHARING AND PRAYER FOR NEXT MEETING

Mario Veloro will provide prayer for next meeting.

NEXT MEETING DATE

January 23, 2013, 9:30 a.m. at the Pastoral Center.

MEETING ADJOURNED AT 11:40 P.M.

Minutes prepared by Charles Guenzer