

Parish of the Precious Blood – Building & Grounds Minutes

September 20th, 2016 Meeting at Holy Rosary Parish Center

The meeting of the Buildings & Grounds council for September was called to order at 6:32 pm by Rodney Bourgoin.

The following were in attendance:

- St. Catherine – Rodney Bourgoine
- Michael Lagasse, Business Coordinator
- St. Marks / Our LOL – Ronnie Fournier
- St. Marks – Jim Laveway
- St. Denis – David Ricker
- Holy Rosary – Tom Goetz
- St. Louis – Bob Schrum
- Parish Facilities Manager – David White
- St. Mary's – Dan Girardin

Sites not in attendance were St Mary's, Peter Lajoie, St Joseph's, Norm McPherson.

Opening prayer "Our Father" was said by the group.

The minutes from our last meeting of August 23rd, were review by council. Dave Ricker motioned they be approved. Jim Laveway 2nd the motion Minutes approved and accepted as written.

Review of current and needed projects:

1. Update on the Albert House abatement issues was put on hold as Peter Lajoie was not present and no information has been received from Mr. Clinton St. Peter on whether he went and looked at the house yet.
2. A quote for a new roof for the Sacred Heart cemetery vault was presented to the council. The current roof is leaking. Powers Roofing can cover the roof with a new membrane for less than \$2,000.00. Dave Ricker motioned for approval of the roof and send to finance for authorization of payment. Seconded by Jim Laveway. Motion passed.
3. Council was presented with a request for purchase of a Genie one man lift with straddler unit for work in the churches. With the diocese outlawing scaffolding this is our only option other than renting a unit when we need it. The rental cost was estimated at \$600.00 per week and the purchase of a certified used unit would be \$4500.00. After discussion on the use, training and maintenance concerns it was motion by Dave Ricker to approve the purchase, motion seconded by Ronnie Fournier. Motion passed.
4. Since we have increased the rent at Sacred Heart to \$800.00 a discussion was had concerning the need to get caught up with the St Denis rental and increase accordingly to meet market standards and improve cash flow to cover rental expenses. Proposal was made to bring rent to \$800.00 like Sacred Heart. After discussion with concerns of the size of the increase and that this is a two bedroom versus a three bedroom unit it

was agreed that an increase of \$50.00 be made this year on lease renewal in January to bring rent to \$700.00 and we can look at this again next year. Motion to raise Rent to \$700.00 was made by Tom Goetz and 2nd by Ronnie Fournier. Motion passed.

The rest of the meeting was to review with the council the work the ADHOC group had done over the past 2 month on the Parish Project Prioritization Matrix. After some discussion the group agreed on the following benefits of this project.

1. We are establishing a compass for direction of projects.
2. Will not work unless all projects submitted for review have a scope of work document to assess project work and needs.
3. This is a living document and can change as we move forward to refine our process
4. This process not only has benefits helping determine what we do but how we do it.

After a brain storming session the following items were listed as initial Categories for our criteria matrix.

1. Parish Priority Plan
2. Compliance and Regulations
3. Health and Safety Concerns
4. Impact on Future Costs
5. Full Disclosure of Costs
6. Other Benefits to Parish
7. Image and Perceived Value

A sheet explaining these criteria groups was shared with the group and a potential list of scoring values to be used for each criterion. After some discussion the council members were asked to take this with them and evaluate the information provided and contact the Business coordinator with questions and how they rate the priority of each of the categories. At the next meeting the matrix items will be place in order of importance based on the sum of all council members input. We will then review the scoring values and attempt to complete a preliminary document to use.

Next meeting was scheduled for Nov 8th in Presque Isle for 6:30 PM.

Meeting adjourned at 7:54 PM

Closing Prayer was a Hail Mary said by the group

Minutes submitted by Michael Lagasse, Parish Business Coordinator