



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 DECEMBER 3, 2014

Do not incorporate comments made at 1/28/15 meeting

CHAIRWOMAN HELEN BAUMANN CALLED THE MEETING TO ORDER AT 9:32 AM AT THE PASTORAL CENTER.

MEMBERS AND GUESTS PRESENT

MEMBERS

Helen Baumann, Chairwoman

Charles Guenzer, Secretary

Ted Baer

Paul Titterton

Katia Reeves

Jerry Lucha

GUESTS

Jan Dedek

Judy Foley

OPENING PRAYER

Helen Baumann recited the Stewardship Prayer at opening.

MEETING AGENDA REVIEWED

No agenda was presented but minutes of previous meeting provided guidance.

REVIEW AND APPROVAL OF MINUTES

Minutes approved as drafted with minor addition for STA steps bids.

REPORT FROM PSC REPRESENTATIVE

Bill Morrison was unexpectedly absent; Jerry Lucha presented his memory of PSC meeting

The PSC proposal to amend the by-laws was extensively discussed. As a result, the PSC representative was instructed to request by-laws to be changed so that:

- (1) Business manage and vicar have votes, and
- (2) 2/3 vote on important matters be changed to 3/4 vote on all matters.

SAFETY REPORT

Jim McLaughlin was not in attendance.

OLD BUSINESS

Thomas House kitchen

Ted Baer reported that kitchen improvements are almost completed. Main items remaining are hooking up appliances and new door with different swing be hung.

Solar project fund drive

Katia Reeves reported that the CPAU rebate was received and is \$3600 higher than planned [IS THIS CORRECT; MY NOTES SAY \$3600 REBATE] and \$47,200 has been pledge. All but two pledges have been received.

Training session for volunteers is scheduled on 12/13/14 at 9-12am at OLR. 32 volunteers have signed up.

Katia will attempt to get publicity for solar project in Palo Alto Weekly.

Trees

It was proposed to reinstitute the tree replacement program. Katia will report on status at next meeting.

OLR fans

Jerry Lucha reports no progress with installation of fan. Status remains the same as at last meeting with delay until warmer weather anticipated.

SAG inspection

Chuck Tully reported that steps have been installed at rear of old SAG convent but that rails need to be added.

SESS alarm

An intrusion alarm has been installed at Seton School and was accidentally set off twice in one day. Anyone entering building after hours needs instructions on arming and disarming the alarm. Chuck Tully and Ted Baer will discuss with Evelyn Rosa.

Defibrillator

No report

Dermody mass

Dermody chapel has not been well maintained and needs cleaning. The B&EM committee is disappointed at the degradation occurring since the refurbishment of a few years ago.

Katia Reeves will revise the calculations of carbon savings from switching daily mass from OLR to Dermody. She will confer with Fr. Matt for permission to retake a survey of daily mass attendees on a possible switch. She will attempt to convince the Hispanic community, which uses the Dermody chapel for several regular meetings, to assume responsibility for its routine maintenance.

Policy for facility rentals

To be continued.

NEW BUSINESS

STA front steps

To accommodate the two visitors, the replacement of the front steps at St. Thomas Aquinas was the first item of discussion. Judy Foley provided written answers to a series of questions from the finance committee on the steps replacement

Judy stated that architectural plans were needed for contractor and for city permits. One architectural bid has been received. Another will be solicited, possibly from the architect for the STA ramp. Ian Dedek will interact with city on permits.

Consensus is that steps are beyond repair and must be replaced. The underlying structure is unknown and is not easily accessible, thereby complicating planning and estimates. Ted Baer and Ian will try to view underneath.

Plan is to generally replicate existing structure but with addition of foot lighting. The present railings are inadequate and out of code but code-compliant railings may not be consistent with space available and historic requirements. A variance may be available.

Exterior lighting at SAG

Ted Baer and Chuck Tully determined what additional lighting is required on exterior at St. Albert the Great. Chuck will follow up.

OPEN DISCUSSION

Helen Baumann wishes to set up prayer schedule for 2015. Only January meeting was scheduled. Meetings for 2015 are scheduled for January 28, February 25, March 25, April 22, May 27, June 24, July 22, no August meeting, September 23, October 28, undetermined November meeting, December 12 is questionable

FAITH SHARING AND PRAYER FOR NEXT MEETING

Jerry Lucha will present prayer at next meeting.

NEXT MEETING DATE

Next meeting – January 28, 2015, 9:30 a.m. at the Pastoral Center.

MEETING ADJOURNED AT 11:55 A.M.

Minutes prepared by Charles Guenzer