



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 SEPTEMBER 24, 2014

CALLED TO ORDER BY CHAIRWOMAN HELEN BAUMANN AT 9:38 AM AT THE PASTORAL CENTER.

MEMBERS AND GUESTS PRESENT

MEMBERS

Helen Baumann, Chairwoman
Chuck Tully, STA Business Manager
Charles Guenzer, Secretary
Ted Baer
Paul Titterton
Katia Reeves
Mario Veloro

GUESTS

None

OPENING PRAYER

Prayer by Charles Guenzer

MEETING AGENDA REVIEWED

Draft agenda was approved with the addition of (c) discussion of replacing lawn at SAG at request of Chris Lundin, (d) possibility of daily mass at Dermody and heating of OLR church, and (e) possibility of renting STA for musical performances.

REVIEW AND APPROVAL OF MINUTES

Minutes approved as amended for typographical correction.

REPORT FROM PSC REPRESENTATIVE

Chuck Tully with the assistance of Katia Reeves presented his recollection of meeting.

SAFETY REPORT

Jim McLaughlin was absent but his written report was presented.

- First aid kits at various sites need inspection every six months for missing and over aged items.
- Palo Alto Earthquake Shakeout Drill on 10/16/14.
- Usher manual written for OLR should be extended to all worship sites.
- Asphalt walkway repair at OLR has degraded to be dangerous and needs further repair.

OLD BUSINESS

Thomas House kitchen

Ted Baer reported that kitchen improvements are awaiting plans and cabinet completion. Second payment has been made on cabinets. Completion date is uncertain but October date is expected.

Solar project fund drive

Katia Reeves reports that the pledge drive was mostly successful. A deficiency of about \$5k may be made up by large city rebate and from the inverter reserve. The project will be signed off on 9/29/14. Installation is expected by about 10/25/14.

OLR fans

No progress. Project continued since fans are not needed in this cooler weather.

SAG inspection

Adhesive repair of carpet between SAG hospitality center and SESS childcare was unsuccessful and the carpet needs immediate repair.

Rest of SAG repair list needs to be completed

Ron Ross inspection

Ron Ross from diocese was inspecting parish facilities for asbestos and suggested several other repairs. It is unclear if requirement for 7 foot clearance between tree limbs and eaves, roofs, and windows is not met by red woods at STA church. Other items are seem minor and are being addressed by parish crew.

NEW BUSINESS

Defibrillators

Jim Morrison asked that the installation of defibrillators at churches be reconsidered. Chuck Tully will inquire if diocese has changed its policy against them.

Meeting schedule

In view of holidays, both November and December meetings fall at inconvenient times. Scheduling of these meetings will be considered at October meeting.

SAG lawn

Katia Reeves report that Santa Clara County Water District has a rebate program at \$2 per square foot expiring 10/31/14 for converting grass lawns to xeric plantings. Program seems to apply to Palo Alto. Katia suggests that lawn between SAG church and Channing would be good candidate. Others questioned the aesthetics. The SAG site committee needs to approve and Ted Baer will propose project to SAG site committee and get cost estimates.

Daily mass at Dermody

The decision against transferring daily OLR mass to Dermody center should be reconsidered since it's not completely clear why it was made. Principal question is whether common boiler for OLR church and ISP school means there will be small savings in not heating the church. Chuck Tully will attempt to obtain advice from CPAU.

Rental of STA church for choral group

A choral group has enquired about performing and possibly rehearsing in STA church. There seems to be no fundamental objection but rental amount and need for parish custodian remain uncertain. Chuck Tully will inquire with diocese what policies exist for church rentals.

OPEN DISCUSSION

Ted Baer reported that Evelyn (SESS principal) has agreed to quarterly meetings with B&EM members for discussion of issues with SESS physical plant.

FAITH SHARING AND PRAYER FOR NEXT MEETING

Bill Morrison will provide prayer for next meeting.

NEXT MEETING DATE

Next meeting October 22, 9:30 a.m. at the Pastoral Center.

MEETING ADJOURNED AT 11:26 A.M.

Minutes prepared by Charles Guenzer