



## **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 JANUARY 23, 2013**

**CALLED TO ORDER BY CHAIRMAN BILL MORRISON AT 9:31 A.M. AT THE PASTORAL CENTER.**

### **MEMBERS AND GUESTS PRESENT**

#### **MEMBERS**

Bill Morrison, Chairman  
Chuck Tully, STA Business Manager  
Jim McLaughlin  
Charles Guenzer  
Helen Baumann  
Mario Veloro  
Ted Baer

#### **GUESTS**

no guests

### **OPENING PRAYER**

By Mario Veloro

### **MEETING AGENDA REVIEWED**

Approval of agenda as presented with addition of drinking cup per Jim McLaughlin, Thomas kitchen per Helen Baumann, and update of STA church improvements per Chuck Tully.

## **REVIEW AND APPROVAL OF MINUTES OF 12/21/2012 MEETING**

Amended draft minutes of 12/21/12 were approved.

### **REPORT FROM PSC REPRESENTATIVE**

Jim McLaughlin gave PSC report.

Dissemination of a site news bulletin similar to *Steeple Talk* from the STA site was recommended for all sites.

Jim presented a facilities report.

### **SAFETY REPORT**

Little action from the safety sub-committee

### **PASTORS REPORT**

Father Matt did not attend.

### **OLD BUSINESS**

#### **OLR GAS USAGE**

Chuck Tully reported that with installation of new gas stoves at OLR hospitality kitchen, he calculates about \$250 savings in gas bill.

#### **STA TREES**

Ted Baer and Helen Baumann reported that they inspected basement of STA church and found no obvious damage from roots of redwood trees in back of sanctuary.

Possibly only middle two of four redwoods need to be removed, but general feeling was to remove all now.

Ted and Helen are to solicit bids from three companies including Davy and McLellahan. Arborist of successful bidder should be queried about getting approval from city for removal of the trees. Is it possible to harvest redwood lumber, e.g. Pacific Lumber?

#### **STA REMODEL**

Chuck Tully reported that \$60K has been expended to date in Phase 1 of remodeling including sanctuary floor and some wiring.

More bids are solicited for sound, lighting, and electrical wiring.

#### MOVABLE WALL

No report available for signage needed for repaired movable wall at OLR hospitality room.

#### INSPECTIONS

Second quarter facilities inspections are the next on schedule.

#### SAINT ELIZABETH SETON SCHOOL EXPANSION

Construction permit has issued. Demolition to shortly begin. There are some problems with code updating of children's washrooms required for new permit.

A sizable portion of school parking lot has been fenced off for construction. Parking will be a problem, e.g. for 3/16/13 St. Patrick's party but we just need to live with it. An alternate entrance to back of school may be made available.

#### SOLAR

Chuck Tully stated that Ian from diocese is delaying request for quotation (RFQ) to contractors awaiting for a bigger client pool.

Plans are to RFQ in February with bid opening in April.

#### ISP EXPANDED LEASE

No response yet from ISP from Father Matt's August letter.

No progress on alternative uses of OLR open field. Emphasis on need of consulting neighbors before any action but PSC needs to authorize such communications.

#### NEW BUSINESS

##### THOMAS HOUSE

Helen Baumann reported that kitchen at Thomas House was not properly remodeled. It's unsatisfactory for tenants and inadequate for large parish events. Completion of kitchen remodeling apparently cannot be attacked in series. Disagreement on whether washer and dryer need to be moved.

Problem will be discussed at meeting of STA site committee. Bill Morrison suggested that STA site committee formulate a plan and forward to B&EM committee for forwarding in March to finance committee for final approval. Need to move along.

##### DRINKING CUPS

Bill McLaughlin believes dispensers for paper drinking cups should be installed in all toilets, as now implemented at OLR. Tully to investigate.

Implementation approved.

#### MAINTENANCE PERSONNEL

Impromptu discussion on excessive demands on two-man maintenance staff and need for additional crew. Employee vs. contractor

#### RECYLCING BINS

Ted Baer reported on the need for better recycling bins at all social areas of the various sites.

#### DERMODY CENTER

Dermody Center (DC) sub-committee will soon disband. February meeting will finalize use guidelines. May DC sub-committee meeting will tie up loose ends before dissolution.

DC committee decided to retain the DC chapel as a worship area though without permanent pews. Significant controversy arose in this vote. Disagreement exists as to whether Dermody Center is under the purview of the OLR site committee or is a overall parish facility under purview of B&EM committee.

June wrap-up party proposed.

### **FAITH SHARING AND PRAYER FOR NEXT MEETING**

Bill Morrison will provide prayer for next meeting.

### **NEXT MEETING DATE**

February 27, 2013, 9:30 a.m. at the Pastoral Center.

### **MEETING ADJOURNED AT 10:55 A.M.**

Minutes prepared by Charles Guenzer