



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 ON SEPTEMBER 26, 2012

CALLED TO ORDER BY CHAIRMAN BILL MORRISON AT 9:35 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

Judy Foley

PRE-MEETING

Several committee members just prior to meeting met in OLR hospitality room to inspect problems with sliding door. A section of sheet rock had been removed in pocket storage area to aid inspection. Track channel holding trolleys supporting doors was adequately supported on beam above but two horizontal rails on which trolleys slide were spreading away from centerline and crushing sheet rock, which closely abuts track, and also lowering inner edge of rails

OPENING PRAYER

By Bill Morrison

MEETING AGENDA REVIEWED

Approval of agenda as presented was moved and accepted by voice vote.

REVIEW AND APPROVAL OF MINUTES OF 6/27/2012

Approval of the minutes was moved and approved.

REPORT FROM PSC REPRESENTATIVE

Jim McLaughlin distributed report and annual report of facility ministry from PSC meeting.

REPORT FROM STA SITE REPRESENTATIVE

Judy Foley presented update of capital improvements at St. Thomas Aquinas church.

Construction work for Phase I is scheduled for last two weeks of November and first two weeks of December. Work will be confined to sanctuary and include reconfiguring altar platform, new oak floor on part of platform, and some wiring under platform.

Work will be scheduled to allow 7:15 am and 12:15 pm weekday masses. Sanctuary will be blocked off and possibly a few pews removed. It was recommended that notice be posted in STA vestibule explaining continuance of mass schedules.

Cost of phase I is estimated at \$68K but is expected to go slightly higher. Improvements to be funded by new endowment fund, but fund is limited to STA church structure, possibly including garage.

Judy will check on whether ambry (visible closet in main church for storing sacred oils) can be incorporated into plans. Presently, oils are stored in sacristy, contrary to diocesan guidelines.

Phase II will take about week and involves floor sanding and lights.

Phase III involves painting, restaining existing oak floors slightly darker to match new flooring, and refinishing pews. The paint scheme is simple with two whites for wall and trim respectively and two accent colors.

Chuck Tully discussed installing LED flood lights for steeple at STA. Chuck is to find out LEDs are replaceable and can be downsized or whether exterior units are sealed thus requiring replacing entire costly fixture.

PASTORS REPORT

Father Matt did not attend.

OLD BUSINESS

Chuck Tully presented list of improvements at Dermody center.

Installation of sprinkler system at front and sides of Dermody was approved to obviate need for hose watering. Discussion on removing the grass and replacing it with trees and drought tolerant bushes and plants. Somewhat later discussion on removing berm on the parking lot leading to the main entrance to Dermody to eliminate the trip hazard.

Morrison presented final report of the Dermody committee including improvements. The open house during the parish picnic was well attended and several pieces of furniture were sold.

OLR hospitality room sliding door was discussed. Consensus was that track channel was of insufficient strength for holding all door panels in storage pocket. Channel comes in three longitudinal sections. Jerry Lucha stated physical cause is metal creep. Installation is about 10 years old and some reports that model is now obsolete. Accordion doors are much lighter weight but have inferior sound insulation and little side rigidity. Chuck Tully will check on prices of upgrading track channel and installing wooden accordion doors.

St. Elizabeth Seton School addition is on track. A draft letter from architect John Miller Architects dated 9/25/12 describes general plans and school operation. Neighbor outreach continues. A neighbor has requested enrollment cap which would impact future growth. Fire access road in back of school is no longer planned.

Chuck Tully and Katia Reeves reported that there is no progress on the solar program. Diocesan coordinator, who aggregates requests for installation and seeks bids, is apparently occupied with major fire.

ISP EXPANDED LEASE

ISP announced delay in responding by 9/1/12 deadline in Fr. Matt's letter requesting additional requirements. The detailed contents of the letter are not known to committee. ISP appears to still be interested.

RESERVE FUND

A new item of business contained in a letter from Helen Baumann proposes recommending to the Finance Committee to reduced the parish reserve fund from \$600K to \$200K and to use the \$400K difference for several costly projects which keep being postponed, specifically, (1) replacement of SESS gym floor, (2) Thomas House kitchen cabinets, and (3) carpeting in SAG church. Diocese recommends reserve fund but has no standard. Reserve fund is held by diocese as well as other large non-operational accounts.

Ted Baer and Jerry Lucha explained history that \$750K reserve fund was set up following the sale of St. Aloysius site and was based on \$250K per surviving site. Funding of main Thomas House improvements came in part from reducing reserve fund to \$600K. The latter amount is about 50% of annual operating budget.

Vigorous discussion followed which included describing physical plant as jaded and investing in future in contrast to unexpected major maintenance expenses and decrease in donations.

Some at meeting expressed concern that there is a high probability that in case of significant earthquake damage the insurance would be insufficient to cover the damage as well as probability of delay in payment. Another point made was that it is responsible stewardship to save money for those who come after us rather than spend available reserves on ourselves.

Diocese cannot be expected to act as financial backup. Not clear that present required earthquake or fire insurance in fact will be readily paid for major damage. Chuck Tully to report at next meeting on overall insurance coverage and the 10 largest expenditures over the past 10 years.

SAFETY REPORT

Each of three sites requires own emergency planning and personnel training.

FAITH SHARING AND PRAYER FOR NEXT MEETING

Jim McLaughlin will provide prayer for next meeting.

NEXT MEETING DATE

October 24th 2012, 9:30 a.m. at the Pastoral Center.

MEETING ADJOURNED AT 12:10 P.M.

Minutes prepared by Charles Guenzer