



## **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 OF JANUARY 22, 2014**

**CALLED TO ORDER AT 9:35 AM BY CHAIRMAN BILL MORRISON AT THE PASTORAL CENTER.**

### **MEMBERS AND GUESTS PRESENT**

#### **MEMBERS**

Bill Morrison, Chairman  
Chuck Tully, STA Business Manager  
Charles Guenzer, Secretary  
Jim McLaughlin  
Ted Baer  
Paul Titterton  
John Uebbing  
Helen Baumann

#### **GUESTS**

Pat Briggs

### **PAT BRIGGS**

Pat Briggs led a prayer for Keleem.

She stated need for out-of-hours contact when a sudden problem arises with the physical plant.

## **OPENING PRAYER**

Prayer by Chuck Tully

## **MEETING AGENDA REVIEWED**

Draft agenda amended to include CPAU aggregate billing of net electrical metering among different accounts. Approved.

## **REVIEW AND APPROVAL OF MINUTES**

Minutes were approved with editorial change.

## **REPORT FROM PSC REPRESENTATIVE**

Jim McLaughlin distributed printed minutes of 1/8/14 PSC meeting and described major items. He will be absent from next PSC meeting but Chuck Tully will report.

## **SAFETY REPORT**

Jim McLaughlin will reorder a batch of usher badges. He stated that usher manual is almost ready for release.

He presented a proposed sign to be mounted adjacent the movable door in OLR hall

## **PASTORS REPORT**

Father Matt did not attend.

## **OLD BUSINESS**

### OLR Trees

Katia was absent but she left message that drought prevented planting of trees

### STA-SESS passageway

Need for gate was discussed. Perceived need for maximum protection for younger students and day care. A second gate has been proposed to completely enclose area.

Ted Baer reported some agreement with SESS unlock gate on weekends and to use chain to lower lock. Charles Guenzer reported that gate has recently been locked on Saturday afternoons.

Charles was authorized to send e-mail to Evelyn Rosa at SESS stating B&EM concern on gate and desire that it be unlocked outside of school hours. Draft e-mail will be distributed to committee.

#### OLR Inspection Report

Two long surge protector strips have been installed in music area of OLR. Long cable to organ is low voltage and should not present safety issue.

Discussion about rail on ramp at Cowper corner next to church and hall. Bid was received for outside rail on church ramp for between \$7000 and \$12,000. Discussion that problem is not rail but curb at bottom of ramp adjacent unused planter. Tully was authorized to remove planter and any barrier and extend sidewalk to parking area.

#### Mass survey

Fr. Matt has been convinced to reverse committee recommendation on using Dermody chapel for daily mass, which will now remain at OLR main church.

#### OLR hall sign

The sign about operating the movable wall needs to be framed and installed adjacent the wall.

#### Thomas House TV

Installation of wiring for TV in living room of Thomas house for overflow and handicapped groups is judged not satisfactory. The STA site committee together with Ted Baer and Helen Baumann needs to meet and agree on placement either at end or over fireplace. It was approved that their decision would be forwarded to Chuck Tully for installation by Foley Electric.

Ted Baer suggested that all substantial facilities projects at Thomas House should go through the B&EM committee. When Chuck is approached by an individual with a significant project, he should tell him/her that the project will be presented to the B&EM committee for review.

#### Solar

Ted Baer reported that a campaign and plan for installation of solar electric panels at OLR has been finalized based on a parish campaign beginning no sooner than July 2014 for 2014/15 installation.

#### Inspection schedule

Baer and Tully will decide whether to inspect SAG church or convent. Otherwise schedule on agenda will be followed of Q2 Homer House by site committee, Q1 SAG, Q3 OLR-ISP, 2Q parish center by Tully Q3.

#### ISP renegotiation

ISP must announce Jan-Jun 14 whether to renew with 1 year notice, i.e. extend in 2015.

Bill Morrison wants to now collect data or new points prior to any negotiation and will act as point man. The new points will include alternative use for vacant land.

### **NEW BUSINESS**

#### 5-year capital plan

Chuck Tully distributed and presented 5 year capital plan.

The roof replacement at SESS may be advanced, especially the roof over the gym, because of recent leaks.

#### STA paint

Ted Baer reported on possible problems with paint at STA church, probably arising from lack of vapor barrier. He was impressed by casual remarks by agent of Teevan, a San Francisco firm specializing in painting of historic structures. Ted will invite Teevan back for advice and report at new committee meeting.

#### Thomas & Homer houses

In view of changing real estate market, Bill Morrison will prepare a business plan for the rentals at Thomas and Homer houses.

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

Charles Guenzer will provide prayer for next meeting.

### **NEXT MEETING DATE**

February 26, 2014, 9:30 a.m. at the Pastoral Center to be chaired by Helen Baumann. Meeting will include new assignments of committee positions.

### **MEETING ADJOURNED AT 11:26 A.M.**

Minutes prepared by Charles Guenzer