

First Parish Church
Facilities Board Meeting Minutes
October 13, 2004

Wednesday – 7:00 PM

FACILITIES BOARD (FB) MEMBERS IN ATTENDANCE:

Bill Armstrong, and Ed Sullivan

GUESTS:

Alice Ling

Approval of Minutes: Not enough members to approve

Review, Revise Agenda, & Add New Business Items

Review the FPC Mission Statement and Proposed Facilities Board's Goals:

Mission Statement

First Parish Congregational Church, UCC is a community of faith built upon a firm foundation of worship, prayer and education. In affirming diversity, we are dedicated to welcoming all people who seek the Word of God, Christian fellowship and service to others. In partnership with Christ and led by the Holy Spirit, we reach out to the ever-widening community through active and loving ministry.

Adopted April 2000

Facilities Board's Goals

- #1- All facilities meet the identified functional needs of the Church*
- #2- Facilities be safe, sufficiently maintained, appealing and respectful with the heritage of the Church*
- #3- Use of properties consistent with the mission statement of the Church*

ANNOUNCEMENTS:

- This is Ed Sullivan's last meeting.

NOTE: Words in *Purple Italics Print* under an Agenda Item, are there as historic input to that specific agenda item.

~~OLD BUSINESS~~

ITEM 101001-D: The New Fire Alarm System & Security System Installation

From Dave's initial report on Key Access, and Fire Safety for the Facility. Actions this month were:

- D3- *The keys for all other doors, except for the Main Door, will be changed by Wendy and the changeover of the Main Door will be announced when the FB is prepared to implement such.* Wendy has implemented the "Changing of the Locks" Plan (except the Main Door) and made the 75 Keys available to the Office. Ed to resurrect Key List for the File & bring it to FB for review. The 75 Keys will be controlled via the List through the Office and the Key Plan. The FB must decide when to implement the Phase II Plan. **Ed reported that the 2 doors were ready, according to Wendy.**

- D4- *Bill reported that the sample came back from the State of NH Lab with a moderate level of reported Lead. The FB will coordinate the removal as dictated by the State Laws related to Lead Paint Removal Jim provided an estimate that for \$300 to remove the FE, \$600 to have someone remove the paint per State Code, and \$800 to paint & replace. Paul to contact Jim and get a Timeline with more description of tasks, and then E-Mail the FB. Jim Degnan reported that Lewis Builders won't help stripping & painting the Fire Escape. Bill reported that he contacted Crystal Clear Pressure Company and they provided a Quote for Spray (To Remove the Paint) and apply new Paint for \$ 350. Ed & Bill decided to have them do it.*

ITEM 101800-B: Bats in the Belfry

Rod reported that he will be on Vacation for the month of October & will get going on this in November. TABLED until the November MEETING.

- *Rod reported that the Scouts will take the Bat Condo on as a project & he will coordinate with them.*
- *Paul was to give Rod the Sealing Material for the Clock Area. Rod will contact Paul for details of the Sealing Project*

Rod reported that the Boy Scouts are standing by to build the Roosting Nest but he (Rod) to get official notification that the Historic Preservation Committee (HPC) will fund the \$ 6,000^{.00}.

No Report. **Rod will report at the November Meeting.**

ITEM 111401-D: “Raising the Rent” for Nutfield

From Previous Meetings: Dan reported:

Nutfield rent - Based on the comment from Mike of C&M cleaning, he spends about 2/3 of their time cleaning specifically for Nutfield. We know that some of Leo's time goes to Nutfield as well, but that is minor. We will likely pay C&M about \$25k total and 2/3 = \$16,667.00. Wendy and I need to come up with a complete number, but this is an interesting data point.

*Dan & Wendy to coordinate the “What services are we obligated to provide to Nutfield?” & then “Real Cost Analysis” and report @ the NEXT MEETING. If any Increases are for next year, they must be established by the October FB Meeting. **TABLED** until Spring 2004, when other champions of this project will be needed because Wendy & Dan are not available.*

Bill asked about the raising of the Rent for Nutfield. **Bill get Floor Plan from Rod & will figure out Square Footage with what is “Dedicated” & “Shared” with Nutfield & discuss at Next Meeting.**

Ed did notify Kathy of a 4% Increase that was voted on & approved by the FB. Ed will write a letter formalizing the correspondence & numbers.

ITEM 061301-J: The Spring & Fall Rainwater problem in the Ducts

This Agenda Item will be TABLED, monitor the Drain, and monitor for Mold Issues in any classroom ducts. Any reconstruction work on the Drain will be tied into the Retainer Wall Project (ITEM 121102-H).

Les reported that he had pumped out a large quantity of water from the Youth Room’s ducts. After the FB Meeting, the Conference Room and Youth Room both had a very small amount of water in the ducts. To prevent any “Mold Build-Up”, Les poured a little bleach into those affected ducts. No other areas downstairs seemed affected by any water build-up.

Jim thinks that the problem with water in the Youth Room, which Les experienced in the Ducts, was from a Full Grease Trap Bill is to add “Checking the Grease Trap” to the PM List. **Bob did send Jim an E-Mail and Bill to check out the Grease Pit.**

ITEM 050702-L: A New Bulletin Board (BB) for Announcements

Bill wanted to review the catalog and see what type of discount we could get. The perfect place for the BB is between the two Bathrooms. Wendy will wait for Bill’s review, and make one, if the BB Catalog shows little or nothing. Wendy to report @ NEXT MEETING

Bill will see about what options we have with a “Used Board” and report at the November Meeting.

ITEM 071002-K: Old SNAP Room conversion to new Conference Room

EXCERPT from previous Meetings: Discussion on how to “Use or Not Use” the room was discussed. After Dan finishes with the new Table & the Conference Room becomes a “For Real” entity, the FB will work on developing Conference Room Rules. Dan to report at NEXT MEETING. Jim should also report on his Research about Carpet at NEXT MEETING.

- Both Whiteboards were hung by Bill & Bob.
- **Alice will get Markers & Erasers.**
- **FB Members will move the furniture.**

Not Discussed

ITEM 091002-J: Fire Evacuation Plan Drawing for Library

EXCERPT from previous Meetings: Roy has frames and will re-post the Noyes Building and have one made for & posted in the Library for NEXT MEETING.

Les to speak with Rod about the updated Floor Plans on Turbo-Cad software.

Not Discussed

ITEM 091002-L: Installation of Utility Sink in Currier Kitchen

Rod reported that Code prohibits installation in Kitchen because of Electrical Panel location. TABLED Until June

Rod introduced an option of replacing the Wing of the Stainless Steel Sink. Jim suggested moving the Frig & Freezer & fit in the sink.

Les to speak to Rod about the Plumbing Options and report at the October Meeting.

Not Discussed

ITEM 111302-G: Proposed new Exit for Nursery

Lucy Alexander, through an E-Mail from Alice, as to where does the proposal stand. The FB thought it is still a good idea but will look at it for next year's budget. **TABLED**.

ITEM 111302-K: "Church Business Parking Only" Signs

Bill will order signs. Report in November

ITEM 121102-H: Retainer Walls

EXCERPT FROM THE June 2003 MEETING:

Dan reported:

The Retaining Walls near playground - on hold for now.

The Retaining Wall between parking lot and Currier building - This needs to be poured concrete. During installation we can improve the drainage problem as well. To fix the drainage the right way, we should dig along the entire side of the building the to corner where Alice's office ends. Then was can install pipe and gravel properly. As a minimum, we will have to empty the space between Currier and the new wall, all the way down to the footing. We can at least fill the space with gravel and put gravel and a pipe behind the retaining wall. I don't have a quote on this job but it is big. Mallinsons have a backhoe that might be big enough to do this job.

In August, Bill delivered an Engineer's Recommendation for a Concrete Retaining Wall instead of Concrete Blocks.

*At the August Meeting, the FB toured the Parking Lot Retaining Wall & decided that it was not an immediate problem, as once thought. The Retaining Wall will be reviewed in the Spring. **TABLED until Spring 2004***

This Item is tied in with ITEM 061301-J: The Spring & Fall Rainwater problem in the Ducts because of the Drainage Issue.

ITEM 121102-K: Noyes Attic Storage

EXCERPT FROM THE June2003 MEETING: Rod has Rough DRAFT of the "Storage Protocol and needs to review with Bill Armstrong before reviewing with the FB. The Plan will, once the Attic is complete, then address other areas. Rod to report at the August MEETING. Bill also spoke to the Boy Scout Troop about the Attic project.

Bill will coordinate with the Cub Scouts and work with Rod on the Clean Up Plan.

Bill & Rod will have more details of Storage Plan by the November Meeting.

ITEM 010803-K: Boiler Room Water Problem

Rod will do this during Nutfield's Christmas Vacation. Rod should report at the January MEETING.

TABLED until June

This project is on **HOLD** because there may not be a need now that the Gutters & Parking Lot Drain has been cleaned out

ITEM 031203-H: The Tower Clock

EXCERPT FROM THE May2003 MEETING: Paul did meet with Phil to discuss the "Tune-Up" the clock. Paul reported that Phil gave him (Paul) many pointers and a quote for necessary Service for \$100 and the recommended replacement of the Cable for \$2,400. Paul spoke to Ginny and they have committed the funds to go ahead with the work.

Paul reported the cable replacement will last another 50+ years, Oil should be every 3 weeks (Paul is doing that now), and he is still working the Actuator with Historic Preservation Committee.

Alice spoke with Paul and he will resume his duties.

ITEM 031203-O: Estimate of Sanctuary Furnace

Lee Boles quote was \$ 8,500. Alice asked Boles about "Real Need" and he expressed CONCERN.

EXCERPT FROM THE June2003 MEETING: Dan reported on the Air Conditioner Option:

The condenser and air-handler for 1.5ton AC, with ductwork and a professional to "charge the system" will cost about \$2000.00. This assumes we do all installation that we can do. The air handler provides a heating coil also to allow put the offices on a zone. Currently the boiler will not handle this extra load. When we replace boilers or furnaces we can utilize this option.

EXCERPT FROM THE July2003 MEETING: A Quote from R.C. Bonner was in the FB Mail Slot for the “new exposed duct system to replace the under ground ducts” and was for \$10,500⁰⁰. This is to be watched this Fall and act to assure no Health Issues arise with Mold.

EXCERPT FROM THE December2003 MEETING: Bill Armstrong had contacted Bob Wilson and Bob suggested that Bruce Rheume (D&R Plumbing & Heating – Phone# 883-1772) present to the FB, a conceptual proposal redesign of the Facility Heating System. This prompted Bruce’s presentation to the FB. Bruce proposed a Twin Boiler Set-Up replacing the old furnace in the Sanctuary with 5 Zones with Hydropacks for each with Air Handlers. The price for 1 Boiler was \$19,000 or \$23,000 for the Twin Boiler. The Twin Boiler Concept would make the Boiler System more efficient and also negate the fear of, if a boiler broke down, the loss of Heat. Another important factor is the fact that the twin-boilers would be installed away from our Historic Old Church Building (minimizing)loosing the Church in case of the Furnace blowing up. Mr. Rheume was thanked for his presentation to the FB and his proposal.

These actions were recognized as elements of a Plan.

- 1) Re-evaluate Noyes Burner
- 2) Assess possible Tekmar in Sanctuary & Currier
- 3) The D&R Plumbing & Heating Proposal.

Rod to calculate an 8-Year Payback, with HVAC included.

Bill spoke with Bob Wilson and told him to have D&R Plumbing to proceed with more detailed Quote including Cost and Efficiency Improvements (Cost Savings). D&R needs to come in to Facility for more information. **Bill will arrange to the have D&R Plumbing & Heating bring their Quote to the October Meeting.**
Bud to also get Quote from a Company.

ITEM 031203-R: ”Sprucing Up” the Sanctuary

EXCERPT FROM THE June2003 MEETING:

Dan’s review consisted of:

Option 1. Nothing - wait until major renovations are complete.

Option 2. Carpet over the tile floor -fill the voids in the tile, cover with ¼ inch plywood and carpet. \$7000.00

Option 3. Wood floor and carpet - remove asbestos tile and top layer of wood flooring (\$10k by professionals), install ¾ inch plywood (leveling high spots filling low spots) (\$3k materials), install engineered wood floor with ¼ inch or hardwood (\$14k materials), install carpet runners and all of chancel (\$1000 materials) for total of \$28,000.

The above assumes that we must move and replace pews - some work needs to be done on pews as well.

The prices are for about a 3000 sq.ft. floor.

For option 3, we could remove the sub-floor and deal with any structural issues and level the floor better.

Without installing a foundation first, solid hardwood flooring seems like a bad idea. The building moves too much for solid flooring, though engineered hardwood should be fine.

The engineered hardwood floor is quoted pre-finished.

Dan also wanted to know if the Fire Escape could be a Youth Group?

During the September Meeting, Rod recommended that we go ahead & replace the carpet in the Sanctuary. Rod to get a Quote from Dan’s Flooring and E-Mail the FB.

Rod to report @ November FB Meeting.

The remainder of this list will be **TABLED**.

ITEM 100803-G: Replacement of Back Door Stairs

The FB will look into a 45° Landing versus a Straight or 90° Landing. The material will be either Concrete or Trex Material.

Robbie Montgomery presented Final Plan and needs only a copy of a Certificate of Liability from FPC. Ed to contact FPC's Insurance Company and have a copy sent to BSA, DW Council, Troop 240. Bill Armstrong is Robbie contact person from the FB. Robbie is shooting for Spring/Summer completion.

No Report from Robbie. **Bill called but got no reply. Bill will call Rob again.**

ITEM 100803-H: Review of AA Donations

Jim will continue to meet with this AA Group and report at the November FB Meeting.

ITEM 121003-G: Church Website

EXCERPT FROM THE 110403 MEETING: New Website is ready for Launch in January 2004. Policies & Procedures are still needed. Ed to send Minutes to Paul Lindeman.

ITEM 121003-I: Oscar's Closet

Rod will meet with Kathy Gallagher to define Nutfield's Basic Storage Needs and incorporation into the Clean-Up Plan. (**ITEM 121102-K: Noyes Attic Mess**). **Rod to report at November Meeting.**

ITEM 121003-J: Light Bulb Invoice

There was a misunderstanding that these were purchased originally, which was not the case. The FB was informed by a Salesperson that these bulbs were surplus and could we use them. After the delivery, we were sent an Invoice for \$ 1,500. of which \$ 400 was paid without FB authorization. The FB stands firm on this to keep \$ 400 worth of bulbs we can use and return the remainder. Anything less, in further expense to FPC, is wrong. Bob & Bill have inventoried everything and we sent back Floodlights. Bob got a call from the President & he was pleased except for Damaged Box. .

Bob to call the President of the Company and re-state the FB position. Bob will report at November Meeting.

ITEM 121003-M: Safe Church Task Force (SCTG)

Les reported that the SCTG will continue and look for support from the FB.

- **Les to report @ October Meeting on any additional items coming from the SCTG.**

- **Rod to install lock on Janitor's Closet.**

- **Alice to ask C&M for the MSDS Sheets**, which he has, for the materials they (C&M) use & store within our facility.

- **Les evaluate which rooms need such visibility either through doors or install windows. The Updated Floor Plans would help this effort.**

No Discussion

ITEM 010704-H: Improving (Minimizing) the Building Request Process

Ed created the Policy/Procedure to define the "Charging, versus Donations, versus No Charge". The FB will review it and provide input @ July Meeting.

The FB voted to have the FB Rep, who handles the Requests, designated to APPROVE the Routine Requests and have the FB Vote on anything he/she determines to be "Non-Routine". **Ed to modify the new Procedure to reflect the Vote & report @ November Meeting.**

ITEM 031004-G: Use of Sanctuary Upper Office for Storage

*People contacted the FB with requests not to use the Office next to the Balcony for storage of paints, cleaning materials, etc. Rod said he had stored some things there not knowing of the use of the area by other groups (never mind the mice). Rod reported that he is using a corner of MacGregor for now. **Rod to look at Jim's suggestion to use an area in Currier Hall near stage to build a Storage Area for supplies. To Be Reviewed at the November Meeting.***

ITEM 041404-I: Revisit Selling the Parsonage

To Be Discussed @ November Meeting

ITEM 041404-J: Review of Maintenance Contracts

- Ed reported on the Snow-Plowing Quote from Thompson Lawn Service & that it would be \$ 195 per storm up to 10 inches of snow or 20 inches of continuous snowfall. After 10 inches or 20 hours of continuous snowfall, an additional storm is billed. Sanding is \$ 60 per application.
- Jim to request (in writing) a Snow-Plowing Quote from J&F and will report @ August Meeting.
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Bob to call Jim & get written quote for November Meeting.

Other Contracts must be reviewed and addressed soon.

ITEM 060904-G: Anchoring of Frig

Brought up by Bob & Bob to look at option and **report @ November Meeting**

ITEM 060904-H: Painting of the Rooms

Bill reported that the painting took 3 weeks but is DONE. Kathy Gallagher was thrilled. Much thanks to the volunteers Bill, Bob, Becky, Darryl, Brian Lew, Connie Coti, Richard Terthic, & Harry.

Ed to write a letter of Thanks to the volunteers.

ITEM 071404-G: Maintenance Position

Rod has agreed to stay on until November. Alice reported that Leo has also applied for the position . The FB has decided to Open Up the position to include the General Public and not restrict it to just within the Congregation. **A decision should be made @ the November Meeting as to the next step.**

ITEM 071404-J: POC Names and Numbers posted at Pay Phone and on Checklist

A list of Emergency Contact Names should be posted.

Bob will get list behind Priscilla's desk as a start & have it for the November Meeting.

ITEM 091304-G: Saturday Work Day

Les to make out a list of things needed to be done.

- Shrubs, Gutters, Mulch, Outside Paint
- Volunteers are to be requested.

A general clean-up day for outside was decided upon to be 30 October.

Alice will put into Bulletin, announce during Service. Bill said Cub & Boy Scouts will participate.

-----**NEW BUSINESS**-----

ITEM 091304-A: Requests for "Use of Facilities" Activity

Ed reported that there were no New Requests for "Use of Facilities" Approved this past month.

ITEM 101304-B: Facilities Board Maintenance List Review

- **Bill will bring the Maintenance List for review by the FB for Next Meeting.**

ITEM 101304-C: The Parsonage Report

- No Report

ITEM 101304-D: The Church Council Meeting

FB Representative @ Council Meeting will be Bill Armstrong.

Points of Interest & Updates from FB to Council for their meeting this month

- No Discussion

ITEM 101304-E: Budget Report (New Monthly Agenda Item)

Nothing discussed.

ITEM 101304-F: FACILITIES MASTER PLAN Update

Nothing discussed.

Items B, C, D, E, & F are for the record of each month's minutes and Will Be Removed From Next Meeting Minutes. However, it will be discussed under NEW BUSINESS @ each monthly meeting.

AJOURNED: 8:15 PM

NEXT MEETING – Tuesday, 16 November (3rd Tuesday of the Month) @ **7:00** PM

Submitted By:

Ed Sullivan,
Chair & Secretary