

## Administrative Services Commission Minutes – April 17, 2018

1. Opening Prayer – Tom H.
2. Pastoral Leadership Council Representative Report – available on website
3. Ad Hoc Committee Reports
  - a. There is a need to upgrade the control system we have in the Church and School. (open issue)  
Bid from Lowell, Peoples out today with bid.
  - b. Determine the cost and request the funds through a grant to rekey the campus.  
Floyd Security submitted bid of \$165,000 to rekey School, Parish Center and Church. Father S requested that rectory be added to the bid. Both interior doors and exterior perimeter doors would be included and keys replaced with electronic fobs/ key cards. Floyd estimates that it would take 2-3 weeks to rekey the campus. If approved, the grant would cover the entire cost.
  - c. Matt from Nyco sent a bid for insulation of the chiller pipes.  
Project complete. Jackets on the knuckles.
  - d. The church needs to be looking into replacing Hot Water Heaters. The two that we have in the penthouse are 20 years old and are starting to show their age.  
Crane is needed to lift water heaters to the penthouse. No hot water during replacement. Installation will take 2-3 days. Code may require mixing valves. Bid is outstanding.
  - e. Campus Side Walks – Don/Pat  
Sidewalks reviewed by Don and Pat. Entry stoop by door 1 needs to be replaced from stoop to parking lot. Door thresholds may need to be replaced as well. Sidewalk by door 5 also needs to be replaced. (Area by School playground.)  
Sculpture garden area and catchbasin to be considered as a separate project. Albrecht landscaping and irrigation in consultation with Neeck construction to replace catch basin. Meeting with gardeners also revealed a concern with the scuppers from the roof. During erain storm Scuppers cause tremendous run off that impacts the garden landscaping. Gardeners also noted damage to sculpture base. Sculpture garden will be separate bid. No bid on drainage piping at this time.
  - f. Bell Tower Project – Pat  
Pat to meet with Building Restoration tomorrow. We are the first new job of the Spring for his crew. The crew needs to finish a job they started last fall, and then start with our bell tower. Work to begin this spring.
  - g. Handicap Seating in the church- Tom B  
Tom has been in contact with the city re: moving pews in handicap area to allow for improved seating for handicapped parishioners. Project could be done this summer. Additional concern re: Handicap access to bapthrooms in parish center main floor and access to and from Church to plaza. No automated entrance at these locations. Pat to look into adding automation.
  - h. Trash and recycling haulers- Pat  
Currently using Advanced- cost of \$2100/ month. Separate containers for recycling cardboard and other recyclables.  
Bid from Republic - \$1200 /month includes on single sort recycle bin. Need to give advance 60 days notice.

**Items to be listed but no action at this time:**

- i. Outdoor Gardens – Pat in spring
  
- 4. Closing Prayer – Tom H
- 5. Attendance: Pat H, Tom H, Larry J, Larry B, Ron F, Tom B, Don N  
Guest-Stephanie