

Administrative Services Commission Meeting

March 17, 2016

6:35 pm

Minutes

In Attendance: Mike, Larry J, Larry B, Tom H, Teri, Cary, Don, Tom B, Ron F

Absent: Ron L

The meeting was called to order and opened with prayer led by Mike

PLC Rep Report—PLC Minutes were sent out in advance of meeting and are available on the website.

Monthly Business Administrator Report

See report on website with PLC Minutes. Note: SJB is likely to finish year in deficit. Member of ASC questioned why St. John's is moving forward with the lighting project given the projected deficit. It was noted the contracts are signed for the project. A member of ASC noted this project is a "want" not a "need".

Capital Expense Summary-

Rectory items

Windows were done with remodel.

Fence request is deferred

Roof is projected for 2019-20

Gutters are rotting from bottom.

Due to the structure of the gutters and their tie in to the roof, request made to combine items on the spread sheet. The roof is in good condition but gutters are not. Gutters are not standard. At installation, they were oversized as a design element. More discussion need on the roof/ gutters before a recommendation can be made on priority level.

Parish items

Computers- done

Wireless Access- done

Carpet in St. Joseph Hall- done

Phase one of tile caulk in plaza- done

VAV in Chapel of Angels projected for 2019-20- Replace with New VAV box with inline booster fan; estimated cost \$5000. Potential donor coming forward; may move project up to 2016-17.

Members recommend addition of parish center lower roof to the list to reflect area that has had ice dams. Problem areas have improved with the addition of heat tape to prevent ice build up.

Members recommend addition of phone system to list. Phone system is no longer supported. Estimated cost of replacement phone system \$25,000.

Masonry/ planters estimate pending

Church items

Insulated windows for East, West and Sanctuary on long range plan

Church Lighting project- Installation begins after Easter. Cost \$192,000

HVAC system – Ideally, HVAC system should move to an automated energy management system. Band aid repair of pneumatics, etc. estimated cost- \$6000

Pews and Kneelers removed from List.

Kneeler Maintenance reflects costs of parts and repair.
Roof safety railing- Investigation of tie offs or railings, estimated cost of railings \$7500
Video equipment and screens for Sacristy- removed
Installation for exhaust fans for confessionals – estimated cost of \$3000. Tom & Larry will explore other options.

School items

Privacy panels for rest rooms- 4 upper level restrooms current panels are wooden
Replace window frames- wood rotting.
Preschool Sinks- Medtronic Donations
Old boiler room converting to storage- Initial plan submitted

Additions to school items:

School Janitor Closets- \$2000
School Security system for Parish Center Lower Level- \$90,000
School Walk-in Freezer- Applied for grant to cover cost of \$18,894

Campus Exterior items

Exterior caulking/ tuckpointing deferred- Commission recommends breaking job down to smaller increments e.g. west side of campus

Life Safety Upgrades to sprinklers and smoke detectors- upgrades covered in maintenance budget

Storage system for various areas on campus- Tom B to look at with Mike to improve “Fung Shui”

Parking Lot- Bids to be solicited for repair of various lots.

Motion made to dismiss. Motion seconded and approved.

Meeting closed with prayer.

Minutes respectfully submitted by Teri.

Membership

The following are term limits for members.

Baufield	Larry	2017
Becker	Cary	2016
Brownrigg	Tom	2018
Flor	Ron	2017
Halaska	Tom	2016
Justin	Larry	2017
LaMere	Ron	2018
Neeck	Don	2018
O'Brien	James	2016

If your term ends in 2016, please inform Mike of your intention to remain on commission or end your service. New members will need to be solicited in the near future.