

## Administrative Services Commission Minutes – Oct. 20, 2020

1. Opening Prayer – Tom H.
2. Pastoral Leadership Council Representative Report – Who will be the rep this year?
3. Yearly Goals
  - a. Convert Chapel Lighting to LED – Status – Not a priority due to Covid and not being used. Remodeling plans are starting.
  - b. Installing new lighting in West Parking Lot – Status – The Church secured a grant and we are continuing plans to install a pole and convert lighting to LED
  - c. Re-do Kneeler in Church – Status – Nick Dobbins is continuing his Eagle Scout project and we have developed a system to renovate the kneelers with new hardware. Currently we are waiting on final approval by the Scout Leadership to begin the project.
  - d. New Air conditioners in Rectory – Status – Two new air conditioners were installed in the Rectory along with a new digital thermostat this past July. Project completed.
  - e. Replacement of entryway rug at door #1 – Status – Project completed.
  - f. Cement work by the Flagpole going down to the street – Status – Project complete.
  - g. Replace Exhaust Fans in Confessionals – Status – After examining the motor and fans, we replace the belts and was able to restart the fans and achieved desired air flow. Project completed.
  - h. Convent repair list:
    - i. Install accordion wall – status – project complete
    - ii. Install two service doors, one on the house, and one on the garage – status – waiting for installation.
    - iii. Insulation in attic – status – waiting on administration to give me the green light to move on this project. I acquired three bids and recommended the middle bid.
    - iv. Sidewalks and steps – status – job to be re-examined next spring.
    - v. Need to fix stucco, window trim, and paint garage door – status – to be re-examined next spring.
    - vi. Need to plug holes in foundation – status – project completed.
    - vii. Need to repair the chimney cap – status – to be re-examined next spring.
  - i. Camera Project – status – met with inhouse committee to formulate ideas and will be soliciting bids in near future.
  - j. Establish New Pre-School Classrooms – Status – Currently off the table.
  - k. Re-design Welcome Desk – Status – Possible Eagle Scout Project.
  - l. Redesign Planters by Door #1 – Status – After talking to Don Neek, we decided to table the discussion and to involve the gardeners next spring.
  - m. Examine the Windows on the Roof – Status – Tabled discussion until next spring.
  - n. Update Controls in School and Church – Status – on going discussion. I need to meet with John Zappa and discuss possibilities of updating system and cost associated with those updates.
4. Ad Hoc Committee Reports

### New Business

There is a problem with standing water in a storage closet in the school. The room is being used by JCare. The water is located in the middle of the room, without any evidence of water draining to the middle. To compound the issue, the tile in the room has asbestos material in it. So, if I do anything to the room, I would need to abate the tile first.

Convent Priority Items			10/15/2020	
Item				Estimated Cost
Attic insulation				\$ 2,150
Chimney cap, tuck pointing on chimney				\$ 2,000
Foundation & sidewalk improvements				\$ 1,500
Garage door safety cables				\$ 100
Fireplace cap off				
Garage improvements				
				\$ 5,750