

Administrative Services Commission Agenda – Jan. 19, 2021

1. Opening Prayer – Tom H.
2. Yearly Goals
 - a. Remodel Chapel project discussion with Worship Commission and Fr. Paul. The discussion about the Chapel project centered around the flooring. How do we change the order of the pews and maintain the look of the floor? By moving the pews, we must make sure we do not hit any hot water pipes in the floor. We also must find a way to cover up the existing peg holes that fasten the pews down now. Pat will reach out to Stinson to see if they have an infrared imaging tool to map out where the hot water lines are located. Pat will also contact different tile companies to gain a better understanding of the cost and options around refinishing the floor.
 - b. Installing new lighting in West Parking Lot – Status. Stinson poured the base on Dec. 15 and installed the panel. We are currently waiting for the lights to come in for installation.
 - c. Re-do Kneeler in Church – Status – Nick 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. Convent repair list:
 - i. Install accordion wall – status – project completed.
 - ii. Install service door to the house was completed. The service door to the garage will be completed this spring or summer.
 - iii. Insulation in attic – status – project complete
 - iv. Need to plug holes in foundation – status – project completed.
 - v. *Need to repair the chimney cap – status – to be re-examined next spring.*
 - vi. *Sidewalks and steps – status – job to be re-examined next spring.*
 - vii. *Need to fix stucco, window trim, and paint garage door – status – to be re-examined next spring.*
 - e. Camera Project – status – Three companies have submitted a bid on the project. Antares, Floyd, and Advanced Companies.
 - f. 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.
 - g. Issues for next spring:
 - i. *Redesign Planters by Door #1 – Status – After talking to Don, we decided to table the discussion and to involve the gardeners next spring.*
 - ii. *Examine the Windows on the Roof – Status – Tabled discussion until next spring.*
 - h. Standing water in the JCare storage room in the school.
 - i. Chris from Cool Air completed the installation of the VFD and Rick from Building Controls programed it. Chris also completed the repair of the seal on the chiller pump. Currently, Chris is waiting on a propeller for the first hot water pump and will repair the second hot water pump by replacing the motor bearings once he finishes the first hot water pump.

3. Ad Hoc Committee Reports

New Business – No new business.

Attendance: Don, Cary, Joe, James, Tom, Will, Teri, Pat, Jill, John