

## Administrative Services Commission Minutes – March 23, 2021

1. Opening Prayer – Pat H.
2. Pastoral Leadership Council Representative Report – Larry Justin  
**Do we need new members?**
3. Yearly Goals
  - a. Remodel Chapel project: After our recommendation, Fr. Paul made the decision to award the flooring contract to CD Tiling. They will replace the bolts holding down the pews, and then fill in the holes with a plug of granite. CD Tiling will also fill in the existing crack that is currently in the middle isle of the Chapel. Our next step is to have Stinson Electric come in and price out the LED conversion for the lights. We will also include a price to install additional lighting needed for the tabernacle and ambo. Epoxy fill the crack to match granite color. Have an HVAC tech to look at duct connections to diffusers.
  - b. Installing new lighting in West Parking Lot – Status. The pole and electrical box have been installed and completed. I called Mike Assell from Bituminous Roadways to give us a bid on patching the parking lot around the concrete base (about \$1,000). Mike will get back to me by next week.  
Will also review any other patching areas. New resurface in 5 years.
  - c. Re-do Kneeler in Church – Status – Nick Dobbins has received all his approvals and is ready to start the project. Now he has to schedule the time in the Church.  
Will review which locations to start with.
  - d. Convent repair list:
    - i. Install accordion wall – status – project competed.
    - ii. Install service door to the house was completed. The service door to the garage will be completed in the next week or two, along with several other small projects. These projects will be completed by Cary Becker's crew.
    - 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. Looking for Contractor recommendation to complete. Pass on to Pat any recommendations.*
    - vi. *Sidewalks and steps – status – job to be re-examined next spring. Will meet with Don Neeck to review and determine scope of work and possibly bid. Looking for Contractor recommendation to complete. Pass on to Pat any recommendations.*
    - vii. *Need to fix stucco, window trim, and paint garage door – status – to be re-examined next spring. Looking for Contractor recommendation to complete. Pass on to Pat any recommendations.*
  - e. Camera Project – status – Three companies have submitted a bid on the project. Antares was the company selected to complete the project.  
Added camera in west parking lot.
  - f. Update Controls in School and Church – Status – on going discussion. John Zappa came out with his staff and looked into the possibilities of interfacing with the existing software that is currently be used at the school. Further examination is needed to understand exactly what is needed.

Presently campus has three different systems (School, 2000 addition and Church; Rectory has its own stand-alone system). By next month, a scope of work will be presented for ACS review. Looks like Schools BAS may be able to be interfaced with.

- g. Issues for next spring:
  - i. *Redesign Planters by Door #1 – Status – After talking to Don Neeck, we decided to table the discussion and to involve the gardeners next spring. Planting group is interested to meet soon.*
  - ii. *Examine the Windows on the Roof – Status – Tabled discussion until next spring.*
- h. Standing water in the JCare storage room in the school. No current water issues in this area. Still in discussion with staff to keep observing; if any water is noticed, please note date and time and take picture if possible.
- 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. Chris was also able to repair the two hot water pumps. This project is complete, and the system is working great.

#### 4. Ad Hoc Committee Reports

New Business – Spring time:

I will be meeting with the gardening committee in the next couple of weeks to go over the plan on what we want to do with the drainage problem in the sculpture garden.

Examine the Windows on the Roof for water problems. Recommend to start putting aside money to pay for the replacement that will be needed. As we have stressed in the past, these 1969 windows have been an ongoing issue. Concern is if we complete the ceiling and sound system and then have a window leak, could ruin the new ceiling.

Look at skylights? Is it needed? Possibly consider this as part of the window project.

PLC thought was to have this discussed further.

Convent:

I need to contact a company to look at the stucco issues at the Convent.

Revisit the problem with the sidewalk at the Convent.

I need to contact a company to examine the chimney problem at the Convent.

Attendance: