

Administrative Services Commission Minutes – June 8, 2021

1. Opening Prayer
2. Finance Commission joined the ASC for discussion of Capital Expenditure Projects for the summer. Mark distributed a 2021 Potential Capital Projects report. The list was reviewed and prioritized by the Director of Maintenance and the ASC prior to the meeting. See attached.
 - a) Priority item was identified as Church Window replacement. Church Windows are 50 plus years old. Commissions number one priority is to protect the envelope of the building. Window have leaked. Discussion followed.
 - b) HVAC controls- Controls for the parish center HVAC are on a 20-year-old computer system and the supervisory controls are on a SAEFA system. SAEFA as a company does not exist anymore. The computer and the system controls are no longer supported. Current technology has three separate systems for the church, parish center and School. A new system would integrate the technology. The new proposed system would redo all the controls is the parish center.
 - i) Glycol- a separate issue but adjacent to the HVAC system discussion involves glycol in the in-floor heating system in church. Glycol at 30 % provides freeze protection and inhibits bacteria growth in the water that runs through the heating system. Currently, Glycol is at 5%. Estimated cost is \$20,000 to bring the Glycol to the correct level. There is a leak in the system causing the loss. A couple of zones have been taken of the system previously due to suspected leaks. It is recommended that a small heat exchange unit be added to the system. That may allow the system to run with only water.
 - c) School- North side window assessment and repair, PA system, restroom updates, re-soundproof student resource room, repurpose space in small groups rooms, new doors and frames at door 6 & 8.
 - d) Convent- replace sidewalk- it is trip hazard. Tuck point chimney cap.
 - e) Chapel Renovation- add tabernacle, add AV, repair floor, add Wi-Fi, HVAC Assessment, relocate ambo and pews.
3. Finance commission adjourned to their own meeting.
4. Discussion continued on Glycol, in floor heating system in church and appropriate options to pursue to prevent startup problems that occurred last heating season.

Attendance: Tom H., Tom B, Jill, Larry, John, Don, Teri

Guests: Fr. Magner, Finance Commission, Fr. Paul, Josh W.

Minutes respectfully submitted by Teri.