

Administrative Services Commission Agenda – Nov. 16, 2021

1. Opening Prayer – Jill
2. PLC Rep Report – Larry Justin’s report
3. Update on ASC Goals for 2021
 - a. **Leaks in the church** - is it the brick or windows Investigate and determine reason for water leaks around windows in church. A subset of Commission members will visually inspect roof including mortar / brick around window area to better understand reason for leaks. Cary Becker to arrange a “field trip” to the roof. This will be completed by April 2022.
 - b. **Ceiling** - Follow up conversation with Industrial Coatings Co, Inc, the company who did do the spraying, regarding their potential solutions to cleaning ceiling. Care will need to be taken to address concerns of flaking materials including that which falls into organ pipes causing damage to the pipes. After discussing our situation with a rep from Industrial Coatings they gave me the number for HomeCo. A local company that is licensed to spray the acoustical coating. A rep from that company came out and looked at the ceiling and will submit a quote in the near future. This discussion will be completed by May 2022.
 - c. **Maintenance / amortization spreadsheet** - Investigate and decide if appropriate, a maintenance / amortization spreadsheet to track ongoing maintenance and provide guidance to finance committee as they plan for the future. Corey Ebbers is familiar with a particular program and will present to the commission by March 2022. Mark Dittman has an SJB Facilities Maintenance Schedule spreadsheet he has been using - the commission will review this by March 2022. Commission will decide if either of these options are viable options for SJB and if so, begin implementation by June 2022.
4. Updates on other projects:
 - a. **Door on Rectory** – Tom Brownrigg
 - b. **Gutter on Rectory’s Garage** – Tom Brownrigg
 - c. **Gylcol update on pricing** – **Ryan Tatton** from Apollo Water quoted: 100% ethylene glycol, 55 gallon drums PN: COOL-E1000 Price: \$907.69 plus shipping We are looking at 26 drums.
John Zappa quoted 100% ethylene glycol, 55-gallon drums \$737.96 price includes delivery. My recommendation is to go with John Zappa.
 - d. **Heat Exchanger Installation charge** – Cool Air has sent in a quote to install the heat exchanger, expansion tank and air exchanger at a cost of \$27,862.00. I have not received a quote from Joe Martin from Alliance yet.
 - e. **Alliance** has started the update on controls but are still waiting for parts.
 - f. **Garage Windows at Convent** – Cary Becker stated in an email that his crew will be completing them before Thanksgiving.
 - g. **Sidewalk by the playground** – I need to talk to Don Neek about the possibility of installing a sidewalk along the street by the playground. It was a safety issue brought up by Ann Laird and her committee.
 - h. **North side windows of the school** – I need to Don Neek about the solution to the water problem we have in the springtime. We will need to wait and investigate the problem when it occurs again this spring.
5. Closing Prayer
6. Attendance:

