

## Administrative Services Commission Minutes – April 26, 2022

1. Opening Prayer by Jill
2. PLC Rep Report – Larry Justin reported on the March PLC
3. Update on ASC Goals for 2021
  - a. **Chapel Update** – Jill reported that Nick Vasko has been hired to design the renovation of the Chapel of Angels. Further information in Fathers “Leadership Team Report to Commissions” update.
  - b. **Sanctuary Update** –The Sanctuary project is several projects related to each other that consists of:
    - 1) Ceiling correction: At this point, type of resolution has not been determined.
    - 2) Window replacement: It appears that the last effort completed seems to have stopped the leakage. Will continue to observe but the ASC assumes this can be removed from the project.
    - 3) HVAC system: Larry has been in contact with JT Egnor Construction about the possible mechanical scope of work. Larry will send a draft.
    - 4) Audio system: A Sound System & Acoustics Report was completed by “innovox” and a meeting was held to discuss results. It appears that there is technology available to accomplish both voice and music quality. Larry shall send report to ASC members (completed on 4/27/22).
  - c. **Maintenance / amortization spreadsheet** - Corey Ebbers could not attend the meeting and will discuss in the May meeting.
4. Updates on other projects:
  - a. **Door on Rectory** – Door installed and waiting on a screen door that was recently ordered.
  - b. **Gutter on Rectory’s Garage** – Gutters installed on 4/26/22.
  - c. **VFD for McQuay rooftop unit** – Completed.
  - d. **Glycol update on pricing** – Will install after heat exchanger is completed and prior to winter 2022.
  - e. **Heat Exchanger Installation charge** –Heat Exchanger installed. Waiting on crossover and flushing of the hot water loop until the control system is operational and heating system off for the season.
  - f. **Building Control System:** Waiting to complete the computer graphics; approximately 60%. Control system hardware is installed.
  - g. **Garage Windows at Convent** – Windows at Cary Becker’s; will install prior to sale.
  - h. **Sidewalk by the playground** – Received a bid and will receive a second bid. PLC Note: Finance Commission approved the project.
  - i. **North side windows of the school** – Has not been leaking recently; still need to further review. PLC Note: Finance Commission approved the project.
  - j. **Remodel the 2<sup>nd</sup> Floor and Lower Floor Bathrooms** – Bid received and has been accepted by the Finance Commission.
  - k. **Remodel the Preschool countertops** - New countertops for two areas of the pre-school in Ms. Pick’s area and in the bathroom area between the classrooms. Waiting on bid.
  - l. **Bottle fillers at drinking fountains:** PLC Note: Finance Commission approved the project.
5. Closing Prayer