

Administrative Services Commission Minutes – March 21, 2023

In attendance: Jill, Don, Adam, John, Tom, Cary, Pat, Teri (Recorder)

Guests: Fr. Paul, Greg

1. Opening Prayer – Fr. Paul
2. PLC Rep Report – Adam to attend tonight.
3. Update on ASC Goals
 - a. **Chapel Update** – Canvases received for Chapel. Tina B to photograph and send to Germany to color match for statues. 4 – 18 ft. Sections of pews. 2 communion stations, for funerals in Chapel, Casket will need to be by statue of Mary. Some chairs with kneelers may be added. Return of the rest of the chairs back into Chapel has not been determined. No pews have been eliminated from former configuration. HVAC System has been rebalanced. CFM has been increased from 1000 to 3000 units. An access panel has been installed for the HVAC system over the organ area.
 - b. **Sanctuary Update** – a walkthrough for the project was done to get a rough number from Egner. Fr. Paul is considering adding in money for artwork to the capital campaign. Mosaic is under consideration. Discussion followed on advisability of Egner doing the mosaic at the same time as other renovations. Recommendations for the Mosaic is to have someone else submit a bid for that project since it is unlikely that it could be installed concurrent with the work on HVAC and ceiling. A walkthrough with Egner to review the proposals for the school bathrooms will be on Thursday. Meeting with Capital Campaign group (Steier) to review funding needs and Capital Campaign plans.
 - c. **Water in Tunnel**- Water has been leaking in the tunnel again. This is not unexpected since only 2 of suspected three leaks were repaired. The third potential leak has a tie to the chiller. Removal of the chiller may be part of the church renovations. Leak repair on hold until decisions on church project is finalized.
 - d. **Maintenance / amortization spreadsheet** –This project was in our goals for the year but has been placed on hold. Jill will update goals.
4. New Business:
 - a. Renovation of the St. Therese's area.
Pedestal for the statue of St. Therese is due to arrive before Easter. We are still waiting for two new stained-glass windows and a spotlight that will light up St. Therese.
 - b. North Parking Lot – There is a scupper just west of the entrance to the gym that creates a significant problem every spring. The snow from the top of the school melts and pours down the scupper only to refreeze once the water hits the shaded asphalt. Then a skating rink forms over the course of several days that becomes a liability for kids coming and going on the bus, and recess. This has been tabled until spring.
 - c. The Youth Room will be remodeled this summer. Floor covering bids to be submitted from two companies.
 - d. Reviewed Michael Santiago's potential Eagle Scout Project. He has prepared designs for replacing the two planters at the old west entrance; those plans were sent out yesterday. Discussion followed on feasibility of tuck pointing for the current planters rather than replacing with wooden ones. New stone caps should be installed and a liner

with drainage is preferred. Pre-cast concrete may be preferable to a stone cap. Steve Arndorfer may have a vendor to bid on the project.

Scout project to be redirected to another location. Projected costs by the scout does not include demo costs, dumpster, and concrete base

5. Other Business
 - a. Rectory driveway repair- needs to raised
 - b. HVAC controls- Balancing issues needed to shut down three rooms.
6. Closing Prayer