

# St. John the Baptist Catholic Church

## Administrative Services Commission

### Meeting Minutes

November 14, 2023 Date

1. Opening prayer – Fr. Paul
2. Question/theme for the evening - What does the Restore to Gather campaign mean to you and what is 1 thing that you can do to help evangelize the campaign? *Moved to end of agenda*
3. Report from the last PLC meeting Cary was our rep. *ASC report generated much discussion regarding scope of Sanctuary project based on the acoustic report from Kvernstoen, Ronnholm and Associates, Architectural Acoustics Consultants. The consultant measured the reverb time presently in the church and determined it is optimal for worship with the current acoustic spray on the ceiling.*

Present	Not Present
Jill	Tom
Ron	Jeff- Discerning
Cary	
Adam-Remote	
Corey-Remote	
John	
Nelson	
Guest-Fr. Paul	
Teri and Pat	

4. Old Business
  - a. **Chapel Update** – We are waiting on the art pieces to complete the project. *ETA is Mid-December.*
  - b. **Sanctuary Update** – *Discussion followed on what areas should we focus on to give a direction to this project. Acoustic report validated the need for some acoustic material to be on the ceiling to maintain current reverb time. Some ASC members went into the attic to inspect air diffusers. When the diffuser was opened, debris from disintegrating insulation was found blocking the diffuser vents. When a large piece was discovered it dissolved into dust on manipulation. A bid was received from a vendor to:*
    1. *access the diffusers in the ceiling of the church.*
    2. *Remove all debris form inside and vacuum the diffusers.*
    3. *Reinstall a sheet metal cover over the diffusers.*
    4. *Furnish and install new insulation wrap on the outside of the linear diffusers.*
    5. *Provide one-year warranty.**Bid received was approximately \$ 45,000.*

*Pat has two more vendors coming in this week to give a quote on cleaning the rest of the ductwork.*

*MacNeil Environmental tested the debris and ductwork. They determined it is not hazardous.*

*When ductwork has been cleaned, plan to respray the church ceiling would follow. Pat brought a sample of the new texture for the ceiling. The vendor*

*said it would not change the acoustics of the church to the detriment of the spoken word.*

*There was continued discussion on the need for a general contractor for the church sanctuary. The scope of work has been refined. The parish has bids for cleaning the diffusers, scaffolding, acoustic spray and new sound system. Bids for cleaning the ductwork will be in hand by the end of the week. General contractor should be able to do all aspects of the scope of work including the mechanicals of the HVAC system and working with all of the trades. The group weighed the pros and cons of both contractors involved with the project.*

*Discussion followed on refinishing the pews. One vendor recommended disassembling pews and sending out for refinishing. This was based on the need to remove the pews for scaffolding. Current scaffolding bid does not require removing the pews. Due to the age of the pews and the various parts, there is concern that disassembling the pews would result in issues while reassembling. Further discussion followed on the best approach to finish onsite with minimal disassembly.*

- Bathroom discussion about the designs- Currently have one contractor doing design and specs for the bathrooms. The group's consensus was to get multiple bids when design and specs are in hand and review bids.
- **Western Waterproofing** – Waiting on the Sanctuary project to see if the East Parking lot will be included in the Sanctuary project. If it does get included, then we will go forward in addressing the third leak in the tunnel.

**Amortization/Maintenance spreadsheet** – Jill and Corey will be working on this project. Due to time constraints no discussion on this project.

**Mother's nursing area** – Contractor is identified and will work on this project after January 1

- The walls are fastened to the brick walls and not the floor.
- Decision made to have walls match the light finish of the exterior walls

## 5. New Business

- a. *The tuckpointing, caulking and tape application was completed on the roof by the stained-glass windows. The brick was also sealed.*
- b. *The area located in front of the Church will be tuckpointed in the spring due to weather.*
- c. *Vendor came out to look over the diffusers. He submitted a bid to clean the diffusers by creating access holes and then vacuuming out the diffusers, then sealing the hole with a cover and applying insulation to the outside of the diffusers.*
- d. *Pat has two companies coming out, one on Wednesday and one on Friday to give me a quote for duct cleaning in the Church.*
- e. *This past fall we had water coming into certain classrooms from the top of the windows. I called vendor and they sent me a quote to caulk the eight windows on the east side of the school's courtyard. Pat also talked to another vendor re: , and he would complete the job by Thursday of this week.*

*f. Jeff Mandyck is a possible new member for the ASC. Jeff was not able to make our meeting tonight but will try to make it to our December meeting.*

6. PLC Recommendation Form

- a. Yes
- b. No
- c. Recommendation summary. Form forwarded to \_\_\_\_\_.

7. PLC Report – 3-5 items

- a. X
- b. X
- c. X
- d. X (optional)
- e. X (optional)

8. Closing prayer

9. Adjournment

