

Minutes of the Property Committee of October 29, 2015

Meeting was called to order at 6 p.m. Members present: Neil Kupiec, Ron Burdick, Dick Wisniowski, Fred Pietras, John Bordeau, Tim Carpenter, Al Mendel and Larry Clairmont. Minutes of the previous meeting were accepted with the correction that the name Tom Troy be deleted and the name Troy's Tree Service be added. The motion was made by Dick Wisniowski and a second by Al Mendel.

PROPERTY MANAGER'S REPORT: Tim reported that David Krzeminski could not be present but wished to report that the condensation pump on the boiler at St. Stan's has been repaired. Dave also noted that the wire situation in the choir loft will be taken care of. There will be no cost for labor but for materials it would run about \$50.00. There are questions as to just what needs to be done with the wiring in the choir loft. What outlets work? Is there an overload? Dave and Tim will connect to make sure that what needs to be done gets done.

Two bids for snow plowing were received. One was from Aaron Harrington who operates Modern Excavation. The second one is from David Morin who owns E&D Landscaping and Construction. Copies of these proposals were given to all members present. Cost wise it would be reasonable to give the job to Aaron Harrington. But Neil Kupiec mentioned that he has worked with Dave at the college and he is a sincere and caring person. He is not a fly-by-night operation and always checks back on his work. Having said that, Neil feels that if there is not a substantial difference in cost then we should go with Dave. Tim stated that there is quite a difference in cost. He noted that he does know Aaron and felt that he also would be someone whom we could rely on. He has been in business for a while and Tim did not feel that he was going to go anywhere soon. Neither bid compares to what we paid for the services of Ron Krutiak. Tim feels that he was so very reasonable because he was doing it as a service for the Church. Tom Ayotte was also contacted but he has too much work to even consider presenting a bid. Both of the contractors were given a list of priorities as to what and when areas have to be plowed during a snow.

Leaks in the roof at Notre Dame Church have been identified. It has been determined that there are 5 leaks. Tim contacted Russ Sprague from the diocese and he connected us with Wooliver Roofing from Lanesboro. We received a quote of \$2500.00 to repair all of these leaks using an 80 foot lift. They will protect the lawn with plywood so as not to destroy any of the landscaping. He also said that while they are on the roof they will check everything else to make sure that there isn't anything else that we should be aware of. Fred questioned whether or not a project like this should go out to bid. Tim reiterated that these people came highly recommended by the diocese. Tim did ask if there was anyone else that we could contact and he was told that this particular company has worked a great deal with the diocese and they are highly recommended.

It was also noted that the entrance on Summer Street at St. Stan's is leaking. This needs to be looked into and see just how detailed of a job it will be. It may be something that area people may be able to repair. If not then we will have to get professionals to look at it. Ron feels that the leak may be coming from the window rather than the roof.

Tim is in the process of removing leaves. Both of the Notre Dame boilers have been serviced. Tim guessed that the cost for this was about \$400.00. This is a service that has to be done every year. The gas meters in the back of Notre Dame School have to be covered. The Gas Company did install 5 brackets and Bernie and Randy looked at the area to see just what has to be done. Basically there will be no cost for this as the materials needed for it are readily available on the property. It is just a matter of finding time to do it. Roof work at St. Thomas Rectory has been completed. The work was done by Kemper. The bubbler at St. Stan's (Kolbe Hall) has been leaking. Dick was not able to find the shut-off valve. Tim believes that it just might be a screw that needs to be adjusted. This will be looked into. Also it was noted that candles were left burning in Notre Dame Church on Tuesday. Servers need to be made aware of this. Security at St. Stan's needs to be addressed. The door at the courtyard side of the building is left open for visitors to enter the Church. However, when they leave they go by mean of another door. Although you can leave by these other doors, the door will not close properly because they lock from the outside and will not relock once the people leave. Tim suggests that a notice be put on the door that is left unlock asking visitors to exit the building by this same door. The slave boiler at Notre Dame needs to have a pump replaced. Tim assumes that it has been done but this will be confirmed. The Finance Committee had approved this work and Danny was working on it.

Tim also reported that Tim Rougeau has been named the new secretary for the parish as Paula will begin a new position with the Town of Adams. Tim asked the members what they thought about the proposals for the winter plowing and sanding. One question that was asked was if the contract would be for only one year. Tim said that basically they are for one year. One of the bidders suggested a two year contract but Tim said that it would be on a yearly basis. All members agreed that the contract should go to the lowest bidder, Aaron Harrington who operates Modern Excavation. Fred Pietras raised concerns over the fact that Springfield seems to always tell us who we should hire for our needs. His feeling is that sometimes it is better to get a local person whom you can call at any time and he would be there for you. Members feel that perhaps going with a two year contract would be more beneficial to us financially. Tim will ask for a contract to be drawn up. In regard to the oil tanks that need to be removed, Tim said that his contact in Springfield has not heard anything from the diocese. So until we hear further we will just let this issue remain as it is.

Deficiencies: Kolbe Hall is done. The soffit at Notre Dame has been scraped and painted. Basement at Notre Dame still needs to be cleaned out. Tim feels that much has been removed already and even with the next inspection we should be okay. In the Spring, we should make an all out effort to get all areas in the Parish cleaned out.

All members had copies of the Property Budget and Expenditures. Larry reviewed this with the members. Members questioned the large amount budgeted for gas for just a quarter. It was felt that this could be an error. Larry also reviewed the Finance Report that was given at the most recent Parish

Council meeting. Larry told the members that at the Parish Council meeting, Father Steve reported that the Fall Fest brought in over \$33,000. This also included the Tag Sale. It is the best that we have ever done.

Property Expenditure Policy: If a \$1,000 or more is going to be spent then written approval needs to be given by Tim. This became an issue when Kemper agreed to repair the roof at St. Thomas Rectory. His fee was \$3000. For what he was going to do this fee appeared to be very reasonable. His work consisted, not just the areas that were leaking but anything that he saw that needed attention. He also did repair work on the four chimneys on that building. He was on site for at least a week. He guarantees his work and he is one of a very few who will repair a slate/tile roof in this area. Discussion continued on the matter of getting who you want to do your work versus going with who Springfield says that you have to get. Tim believes that if a project will cost \$15,000 or more then Springfield requires a 3 bid procedure. Much discussion continued on this subject.

Round Table: Fred asked about the statues and crucifix that have been placed in Notre Dame Church. He wondered where they came from. Larry explained that the statues have been in the Church in various storage areas for quite some time. Once the statues were taken out of storage Joan Bates repainted any that needed it. Randy Wyman built all the shelves utilizing wood from St. Thomas Church. He also built the new reliquary for the St. John Paul Relic. He is in the process of building another reliquary to hold the relic of St. Faustina. The crucifix was obtained from the Notre Dame Church in Easthampton where all religious articles from churches that have closed are stored. Father Steven, Bernie and Larry went down to Easthampton and were able to secure this crucifix. Once it was here it was restored. Father received two donations (\$500 & \$1,000) from two parishioners to cover the installation of the cross. The handrails that have been added on the altar were made by Randy Wyman. John Bordeau reported that he will go down and mow the Polanka Grounds and he also will put in a request to the water department to pull the water meter for the season. John will put together a work bee to stack the tables under the pavilion for the winter. A question arose regarding the beam that needs to be replaced. An engineer will probably have to look at it as there is a whole side that needs to be repaired/replaced. Fred feels that we should find out more about the oil tanks. Right now our issue is not that we don't want to do it but rather that we need to find the money to do it.

The next meeting is scheduled for December 18, 2015 at 6 p.m. at the Parish Center (Notre Dame Rectory). Motion to adjourn was made by Fred Pietras and seconded by Neil Kupiec.