

## St John Paul II Property Committee Minutes of April 28<sup>th</sup>, 2016

The meeting was called to order at 6 P.M.

Members present: Tim Carpenter, Alan Mendel, David Krzeminski, Fred Pietras, Dick Wisniowski, Ron Burdick, John Bordeau and Larry Clairmont.

Minutes of the April 28<sup>th</sup> meeting were unanimously approved by members present.

### **Property Manager's Report:**

1. Sperry Engineering has completed their inspection of all the stairways and rails within the parish. They have issued a 5 year permit and this inspection cost \$800.00.
2. The Adams building inspector will be conducting his annual inspection of Notre Dame Church, school, St. Stanislaus Church and the Charity Center. Tim feels that we are in good and that there will be no major problems.
3. The boilers at Notre Dame were down and the problem was due to a bad electrical component. The company shipped the component overnight. Larry questioned that since the boilers are ten years old would it be practical to have a spare component on hand in case this same issue reoccurs. Tim felt that it was not necessary to stock a spare.

### **OLD BUSINESS:**

1. Notre Dame roof repairs: Wooliver Roofing has not completed this project. In January they repaired the leaks on the lower roof. The 80 foot lift that they were using could not reach the upper peak and in this case a 100 foot lift would be needed. The ground was not frozen at that time so they decided to wait. The parish has not received a bill for the repairs that have thus far been done. Larry recommended to the property manager that we contact Wooliver to get this project moving again. Since their reason for waiting was to wait until the ground froze, Larry recommended that they use the lift on the east side of the church. By doing this, they could move the lift up the sidewalk via the parking lot rather than driving the lift over the lawn. Tim will contact them.
2. St. Stan's Summer Street door: Larry reported that he has been in contact with Dave Ryan and he will do the repairs in June.
3. St. Stan's parking lot: Tim reported that the parish has received an insurance check in the amount of \$1,998.00 for the damage that was done to the fence. Berkshire Fencing will replace the section that was damaged within the coming month.
4. Notre Dame trees: (Maple Street) A question was raised as to whether or not any remaining trees were to be removed? Dick Luczynski had volunteered and has removed several of the trees near the entrance to the driveway. The Electric Company removed 2 trees that were touching the electrical lines. The remaining trees are near the garage. Tim will contact the Electric Company to see if he can get them to remove these trees. Our concern is that these trees are hanging over the Notre Dame garage.
5. Notre Dame Church basement clean-up: Larry expressed concern that with the building inspector coming we should get the basement cleaned out. He said that since the storage room in the basement was cleaned out several weeks ago, there is now a large pile of trash near the entrance door. We will need to rent a large dumpster for this project. Shaun Wright has offered to have the community service people help out if needed.
6. St. Stan's lowering grade on lawn: It was brought up that we have been talking about this project for the past couple of years and this year we should get it completed. Dave Krzeminski will talk to Stanley to see if we can use

the Kubota for lowering the grade on the east side of the church. Once the lawn is lowered and new top soil and seed are placed the committee can then take action to have the fence painted.

7. Capital improvement projects: Larry reported that the Finance Committee may consider undertaking some capital improvement projects since the parish's financial status has been improving. The Committee was provided with a list of projects identified in 2013 and were told that we would be prioritizing to determine which project needs to be done first.
8. FY 2017 budget: The Finance Committee is suggesting that we submit our 2017 budget for routine, preventive and corrective maintenance. Larry stated that as of March 30<sup>th</sup> the parish has spent \$19,782.00 for maintenance. The lower expenditure is probably due to the fact that we had a mild winter. The Committee suggested that we increase our 2017 budget by approximately 10%. The Chairperson will submit the committee's recommendation to the Finance Committee by June 1<sup>st</sup>.

#### **NEW BUSINESS:**

1. A quote for removing the oil tanks at St. Stan's was presented to the committee. A discussion on what steps should be taken to implement this project rather than continuing to take no action took place. It was decided that additional bids should be requested and Notre Dame's tanks should be included. The committee was also made aware of the fact that once the tanks are removed if there is any oil leakage then the cost could rise significantly.

#### **ROUND TABLE DISCUSSION:**

1. The committee suggested writing an article for the bulletin identifying the various projects that were undertaken during FY 2015-2016. Approximately 11 projects were completed.
2. Saturday May 7<sup>th</sup>, volunteers from the parish will clean the Polanka Grounds. A dead maple tree will be cut down and someone will have to remove the tree.
3. A few private parties have been booked for the grounds. The rental price is still undecided. After some discussion the Property Committee agreed that the fee for parishioners to use the Polanka Grounds would be \$100.00 and for non-parishioners the fee would be \$150.00. Renters will be required to have insurance and to remove all of the trash.
4. The ladies room toilet needs to be repaired. Tim will call Ouellette Plumbing.

As an added note, Larry mentioned that the Property Committee meeting for the months of May, June, August, September and November will be scheduled for the last Thursday of the months mentioned.

A motion was made to adjourn at approximately 7:08 pm by Fred Pietras and a second by Dave Krzeminski. The next meeting is scheduled for May 26<sup>th</sup> at 6 O'clock at The Manor.