

The St. John Paul Property Committee of August 31, 2017 was held in the Manor. Members present were Dick Wisniowski, Allen Mendel, Gary Bellows, Dave Krzeminski, Fred Pietras, Tom Douglas, Larry Clairmont and Kathy Luczynski of the Finance Committee.

The Property Committee accepted the minutes of the Committee Meeting of June 29, 2017.

The meeting was called to order at 6pm.

Budget :

1. Before going over the Property Budget, Kathy first wanted to talk about the parish budget. She informed the Property Committee that the parish expenditures per year are approximately \$500,000.00. She went on to explain that the parish income comes from various sources. The parish collection accounts for the largest source of income. She stated that each year since Father Steve's arrival the collections have been increasing. She praised our parishioners, who over the past couple of years have increased the amount of their weekly donations. Without the generosity of our parishioners we would not be able to meet our obligations. The other source of incomes are fund raisers, bequests, rental income and memorial donations. Without this additional income, we would not have been able to accomplish all that that has been done over the past three years.
2. Kathy then proceeded to review the Property Budget for FY18. She provided handouts covering budget item #5400 (Cleaning/Repairs/and Maintenance). The various items covered under #5400 were listed and each item listed the FY17 actuals, the FY17 budget and the new FY18 budget. The total FY17 actuals amounted to \$48,422.03, the FY17 budget was \$35,470.00 and the FY18 budget was raised to \$53,338.00.
3. Kathy noted that \$38,500 is also allocated for Capital items from which the oil tank removal will be funded. This is level funded from last year and covers various expenditures that exceed \$1,000 during the year.
4. Kathy mentioned that the budget is only an estimate of what is being projected for FY18 but things do happen which can throw the budge off. She gave the following example. In early July the parish received an invoice from Wooliver Roofing. The invoice was \$10,000 more then what expected and built into the budget. The approved FY18 budget had an excess of roughly \$40,000 (from which the ND boiler loan roughly \$30,000 is deducted). This unanticipated expenditure eliminated any anticipated excess at this time.

Capital Projects that are in Progress:

ND Steeple:

1. Larry reported to the committee that the final report from the diocesan structural engineer was received at the end of July. The report stated that the upper part of the steeple was in good condition with no deterioration or water damage. In the bell loft, the wooden structure that held the bells needs to be removed and the metal floor redone. All the galvanized metal (which is painted white) needs to be stripped, primed and repainted. Also any area where

the metal shows deterioration needs to be patched before painted. In the lower part of the steeple one beam (south/east corner) a fresh split was found. The structural engineer recommended that a metal plate be installed.

2. The specs were sent to five painting contractors with an invitation to bid on the project. Two contractors made a site visit and submitted quotes. Northeast Painting Associates submitted a quote for a total of \$77,645.00 and Egan's Restoration quote was for \$57,680.00. The committee reviewed both quotes. There were no questions pertaining to the Northeast's quote but some clarification on the scope of work was needed on the Egan quote. Egan will be contacted for answers to the questions asked. It was recommended a reserve for change order(s) be considered.
3. Kathy told the committee that the \$90,000.00 received from the sale of the stained glass windows sold in November 2016, was set aside for the repair of the steeple and the parishioners have been made aware of this. Any funds that are not used on the steeple will be then used for the installation of the new boiler at St Stan's.

ST. Stan's Church Boiler:

1. Upon receiving the diocesan plumber's specs in the middle of August, the parish took immediate action to ask plumbing contractors to submit quotes for the project. Of the four contractors notified, only two made site visits and submitted a quote. The quotes were from Adams Plumbing for \$72,975.00 and Pittsfield Piper for \$84,940.00. The scope of work for both contractors did not cover asbestos abatement and the removal of the existing boiler. Quotes will be needed for these two items before a decision can be made. One contractor questioned that the chimney may need repairs which are not quoted but the property committee concluded that the new boiler will be directly vented and will not be using the chimney.
2. The chairperson told the committee that the diocesan office sent a notice that prior to selection of a contractor, there needs to be a walkthrough with the diocesan plumbing engineer and contractor to verify that all spec requirements will be done and to answer any questions the contractor may have. Kathy made the committee aware that every time the diocesan engineer makes a site visit the parish is charged for the visit. The plumbing specs cost the parish over \$5,000. Gary asked Kathy to check the specs/invoice because he believes the diocesan engineer is designated as the boiler project manager and site visit should be included in the cost.
3. When asked if funds are available for the replacement of the boiler, Kathy replied that from the \$90,000.00 it appears there will be \$20,000.00 available for the boiler. She also stated that the Finance Committee has had discussions regarding how to finance these types of projects and given limitations within our operating budget fundraising is necessary. However, funds within the specific church buildings "Unrestricted Building Fund" will be used to offset the required amounts. She explained that these funds are maintained in separate "accounts" when designated specifically for a church building. St Stan's memorial fund has approximately \$40,000 but about \$22,000 is restricted for a handicap ramp leaving about \$18,000.00 that can be used for the boiler from the memorial fund. When questioned if the parish can borrow the funds needed from the diocese, Kathy replied that the loan we currently have was granted by the Diocese based on the revenue generated from the rental income we receive. An additional loan is not an option. To avoid deficit spending, an appeal will be made to Parishioner.

Members of the Property Committee said if so, then the appeal needs to be conducted immediately because the boiler will be needed soon. A question was asked if the old boiler can be repaired and Dick replied that the state inspector has condemned and it cannot be turned on. Kathy was asked that if the funds could not be raised what would happen. She stated that unfortunately the church would need to be closed for the heating season. Dick stated that if the church is not heated it could cause interior damage but Gary said with the boiler running in Kolbe hall some heat would go up into the church and would keep it from the freezing temperature. Kathy reiterated, that the closing would only be the last resort but had confidence the funds could be raised.

ND Oil Tank:

1. The parish has received from A1 INC, a quote for the removal of the 8,000 gallon oil tank on the ND campus at a cost of \$7,200.00. The bishop and state have mandated that all oil tanks not used have to be removed from the ground. Last year the ST Stan's Church and School tanks were removed. At the end of FY17 funds were available for the removal of the ND tank. With the Finance Committee and Father Steve's approval the tank will be removed within the next several weeks.

New Capital Project:

1. When Wooliver Roofing was at St. Stan's Church to repair a leak and they were using a lift to get to the roof we asked them to check on a column that was located on the upper part of the steeple (located near the rectory). It was noticed that this one column was tilting away from the steeple. Upon inspecting the column, Wooliver found that the column was made of galvanized metal and the base of the column had seriously eroded. Therefore, they removed the column due to the liability but while up there they took a few pictures of other areas where the metal is deteriorating.
2. Knowing now that all the ornamental structure that is painted brown on the steeples at St Stan's Church is made from galvanized metal. The committee has to determine how to assess, the total problem with erosion from the elements. It was mentioned that using a drone to inspect the steeples would most likely be the cheapest and easiest way to get the information the committee needs. Contact was made with a drone owner who does filming and a few weeks ago he did use his drone to film the steeples. A previewing of the film showed that the drone was not able to get close enough to the structure to get a close shot of the galvanized metal and from a distance it is hard to tell if there is a problem. The film is going to be put on the computer so members of the committee can view it.
3. Gary questioned if the committee should consider undertaking the steeple project for both churches at the same time and holding off with the ND steeple repairs until next year. He said that we could possibly reduce some of the cost if the projects were tied together and it could be done in the summer. Larry reminded the committee that we started the process for the ND steeple back in March and it took six months to get to the point on where we are now. Even with the boiler project which started in late spring it has taken over five months to get where we are now. First the diocese has mandated that the ND Steeple has to be repaired and to delay the project could further cause more deterioration. If the project is delayed will the structural

engineer have to re-inspect the ND steeple. The parish is charged for each visit and if a report is required it could cost an additional several hundred dollars. The structural engineer will also need to inspect St. Stan's steeples and he will need to view the steeples which cannot be done from inside the steeples or from the sidewalks. Will a lift be needed so he will be able to examine the exterior of the three steeples at St. Stan's? It will take months for the property committee to put the ST Stan's steeple project together. The repairs will probably be done at this time next year. The contractor has determined it would take a month for the ND steeples to be completed. With the three steeples at St. Stan's, considering the amount of galvanized metal that will need to be painted it is possible it could take two months to complete that project.

4. A member of the committee questioned how the parish can continue to support two churches and maintain all the buildings/property that we have. He stated that our churches are over a hundred years old and our buildings are all old, every time we repair something another thing comes along which needs to be repaired. Kathy's reply was that our Parish has come a very long way the past three years to unite. Nonetheless, there are still many who are devoted to a specific church connection. Without all three former "congregations" supporting our operating budget through the weekly offertory, the numbers will not work. Closing any particular church will almost immediately cause a decline in members aggrieved at the closing of "their" church. (As a follow up, it should be noted that only the Bishop can decide to close a church. It is not a financial decision a parish can make on its own.) The committee discussed the age of our Parishioners and limited younger generations joining and acknowledged the need to recruit new and younger parishioners and volunteers.

A member of the committee suggested the selling of parish properties could help to financially sustain the parish. Kathy replied that selling properties requires the Diocese realtor (Colebrook) involvement. There is currently a glut of Diocesan properties not being sold in thriving areas. The likelihood of a sale locally especially at a fair price is not likely. And until properties sell, the Parish remains responsible for property and liability insurance. Kathy stated that there was talk of selling the manor among parishioners at one time. As noted, if it were sold we would have been at the mercy of what Colebrook established as a price. Rather, the manor provides us with a steady, long-term revenue stream that will soon exceed any likely sale price in the area.

A member questioned what the plans are for the Polanka grounds and whether there would be any repairs. Kathy explained that given the more critical projects the parish is facing, spending money on repairs to property that is used by the Parish once a year does not make sense. A formal engineering study alone would cost us money that can be deployed in better ways. The committee discussed solar panels as an additional option for revenue stream and Gary will be doing some research into this.

5. The meeting was adjourned at 7:20 pm.