

**Trinity United Church
PROPERTY COMMITTEE MEETING MINUTES**

Mandate: The Property Committee is called by God and supported by the congregation to maintain a welcoming and viable place of worship and community that people want to come to and that can be a centre of activity for the broader community, while maintaining its historical presence in the community.

Opening Minds, Opening Hearts, Opening Doors

Meeting Date: Tuesday, June 19, 2018 Location: Lower Assembly, Trinity United Church

Attendees	Regrets
	Bill LeGood
Fred VanderBeek	Ron Livingstone
Wayne Brown	
Clarence McCloskey	

1. **Welcome and Candle Lighting**– Wayne Brown welcomed everyone. Meeting called to order at 19:05 h. Committee thanks Bill for bringing a delightful cake for us to enjoy.
2. **Minutes** – Moved by Clarence McCloskey and seconded by Fred VanderBeek that the May 1 minutes be adopted as circulated. **Approved.**
3. **Agenda for May 15, 2018** – Agenda approved as circulated.
4. **Board Update and News** – Nothing significant to report.
5. **Review of Outstanding Action Items from Previous Meeting**
 - a) **Replacement Windows - Inside Work Update** – Bill has indicated that he will have time during the next couple of weeks to complete the work.
★ **Action Item** – Mudding to be completed around stairwell window and sanding a priority for other windows by Bill by summer for painting by he and Wayne. Women’s washroom wall will need to have new vinyl covering on window wall.
 - b) **Servicing of Power Generator** – Fred took the Generator to Ag and Turf and has yet to receive report on cost of repair/service to get machine operating. He also reported that they indicated that gas with no ethanol content should be used.
★★ **Action Item** – Fred will update committee on status as soon as he receives a report on estimated cost..
 - c) **Replacement of Upper Parking Lot and West Narthex Doors** – Wayne received verbal approval to go ahead from Dave Grosvener.

★ **Action Item** - Wayne to contact Paul Tomlinson by e-mail asking for a note by e-mail approving Property Committee to proceed with door replacement.

d) **Painting of West Main Corridor Door and Murray Street Stairwell Door; East/South Windows of UA/LA** – Nothing to report.

★ **Action Item** - Wayne Brown to get 2 quotes broken down by project area.

e) **Church Sign Capping and Final Painting of ends and top** – Nothing to report.

★ **Action Item** - Bill LeGood and Property Committee to complete summer 2018.

f) **Outside Repair of Stained Glass Window** –

★ **Action Item** - Placed on hold until Bill LeGood gets his Working at Heights and Fall Protection Certification.

g) **Cracks in Parking Lot Asphalt** – Members inspected the cracks and decided the cracks required the work be done by an asphalt company.

★ **Action Item** Contact asphalt paving company to get quotes to repair and seal the major cracks.

h) **Water Fountain Installation Status** – Installed and operational as of May 8th.

★ **Action Item** – Fred VanderBeek and Bill LeGood will set date to install new electrical outlet box for fountain. **Completed.**

i) **GBF Use of Facility for Christmas Hampers in Memory hall and Upper and Lower Assembly** – Wayne Brown spoke to the Executive Director followed up by a letter outlining the decisions of the Property Committee and approved by the board. No written response from GBF board.

★ **Action Item** – Wayne Brown to contact GBF Executive Director informing the organisation of the change. **Completed.**

6. **Building Maintenance Report** -

a) **Building Security/Fire/Health and Safety/ Fire Panel** – Clarence and Bill completed monthly check of fire alarm system and security lighting June 19th. Two batteries require replacement.

★ **Action Item** - Bill will organise annual system inspection/audit for next month.

b) **Building Utilities (boilers, Internet, water, heat, gas, electricity)** – Nothing done yet regarding hardwiring the solar panel monitoring box using LAN cabling.

★ **Action Item** – Bill LeGood will supervise completion of the work.

c) **Basement Washroom Floor Extension to cover storage tank and macerator pump** – Bill has completed installing plywood floor, adding new phlange and tank shutoff line to toilet and the stall door. Looks really good..

★ **Action Item** – Decision on flooring material to cover new extended platform and the remainder of the bathroom floor this summer.

d) **Replacement of Electrical Plug Outlets** – Old outlets will continue to be replaced.

★ **Action Item** – Fred VanderBeek will co-ordinate replacement with Bill.

e) **Memory Hall Stage Floor** – Floor has been washed and waxed. Two boards require replacement. No information from Pen Players concerning replacement covering during performances.

★ **Action Item** – Bill with assistance will replace the damaged boards during the summer.

f) **Battery Backup in Narthex Sump Pit** – Wayne has contacted the company help line and told that the cells in battery pack have failed and can not be replaced. Also told that battery back up should not be constantly plugged into electrical circuit as this will eventually burn out the cells

★ **Action Item** – Decision on hold.....consider simply using the back up generator(if it can be made operational at reasonable repair cost) and extension cord if necessary during power outage.

g) **East Windows of Gymnasium** – . Most east windows will now open. Openings were made in metal screens and window trim removed to loosen the windows so they can be raised.

Completed

★ **Action Item** – Windows on the inside need to be painted. Marilyn O'Rourke has indicated that the Pickle ball players will help paint in the fall.

h) **Replacement of of carpet interface strips at Sanctuary entrances** – Wider strips required to cover worn carpet.

★ **Action Item** – Fred and Bill will replace during the summer.

i) **Basement Dehumidifiers** – Were disconnected since sewer work was done last fall.

★ **Action Item** – Bill and Wayne set up 1 dehumidifer at base of stairs with drain pipe into the sump pit. **Completed**

j) **LA and Dungeon Sink Drains** – Very serious drainage issues.

★ **Action Item** – Now draining normally after use of drain cleaner and plunging with water.

Completed

7. **Grounds Maintenance**

a) **Upper Parking Lot and Sidewalk and Steps anti-slip Coating** –

★ **Action Item** – Clarence will be responsible for organising this work be completed during late summer/early fall

b) **Summer Annuals and Containers** – Beds and containers planted by Wayne Brown. **Completed.**

c) **Lawn Mowing** – Comment raised that lawn not well mowed on occasion.

d) **Hedge and Shrub Pruning** – Wayne Brown has pruned privet hedge, Winged Burning Bush and evergreens. **Completed**

e) **Parking Lot and Sidewalk Weed Control** – Treatment applied by Wayne. **Completed.**

f) **New Grass Seeding** – Germination and establishment very good. **Completed**

g) **Sidewalk Replacement North end of Sanctuary** –

★ **Action Item** – Ron and Clarence will remove excess dirt and place layer of stone and pour concrete in late summer.

h) **Other sidewalk Concerns** – In a quick walk about, the committee identified locations that could be considered tripping hazards.

★ **Action Item** - Committee members to investigate low cost solutions throughout the summer.

8. **New Business**

a) **Central Air Conditioning Unit for Office Area** – Unit is no longer functional. Konkle last year indicated that unit was at the end of its life and required replacement. As a fix an upright portable unit installed in office area and window unit in the Minister's office and is working satisfactorily.

b) **Used Wall Mounted Air Conditioning Unit** – Member has asked about donating relatively new wall mounting split air unit because replacing system in home with a heat pump. Donation has been tentatively accepted.

★ **Action Item** – Wayne Brown to contact Hubbard Air regarding the feasibility and cost to install unit for the main office.

c) **New Vacuum Cleaner** – One vacuum cleaner no longer repairable – motor burned out.

★ **Action Item** – Bill given approval to purchase duo motor commercial vacuum from Tanshaw – cost \$399 + tax.

d) **Shingle off Roof** – south east corner of Upper Assembly – Came off during last major wind storm

several weeks ago.

★ **Action Item** – Approved Wayne Brown contacting Dykstra Roofing to have them re-install the shingle and and associated work needed to secure it and adjacent shingles.

Next Meeting

Date: Tuesday, September 10, 2018 **Time:** 19:00 h **Location:** TBD

Meeting adjourned at 19:05 h.

Minutes recorded and submitted by Wayne Brown.

