

## **B&G Agenda – November 7, 2018**

### **Old Business:**

1. Financial Report
2. Replace rusted screws holding down chicken wire in Bell Tower. **Miles M.**
3. Repair and installation of sun dial **Miles M.**
4. Repaint Coffee Cart **Helen H.**
5. Investigate rain water diffusers for drain pipes on east side of church **Roger**
6. Paint exterior trim around the front door **Roger**
7. Phil confirming installation date of new attic windows with owner of Only Windows **Phil**
8. Stained Glass Window repairs and protective glass updates **Pete, Bobbi, Stefan, & Gary**
9. Elevator issue with burned-out display board – have to return to key system until part located and repairs made **Sara**
10. Fall Pruning **Pete & Gary**
11. Begin readying building and grounds for winter
  - a. Drain and store garden hoses – Erik Done
  - b. Turn off valves in basement to outside faucets – Erik Done
  - c. Make sure all windows are closed and locked – Bobbi & Phil
  - d. Check emergency exit door in Music Room and door at top of stairs for proper closure – Pete Done
  - e. Install rigid insulation board in doorway to bell tower room -Stefan
  - f. Swap out screens for storms in James' office and the kitchen- Phil & Pete Done
  - g. Empty, clean filters, and unplug dehumidifiers – Mark Done
  - h. Install snow fence in front of furnace exhaust/intake pipes - Erik
  - i. Cover fans and store in basement; extension cords stored in the social room closet – Dave Done
  - j. Bring up ice melt and snow shovels to front and back entrances - Tim
  - k. Confirm with Grant's that we are on list for annual heating system check-up - Sara
  - l. Replace batteries, adjust time for return to EST, and check programs in programmable thermostats – Pete Done
  - m. Adjust timer controlling exterior lights for time change - Pete
12. Contact Tyler Locke (Locke Build and Design) for new contract covering lawn care, leaf pick-up, and snow removal **Pete**

### **New Business**

1. Check fire extinguishers (Bobbi)
2. Change side entrance exterior flood light to one controlled by daylight sensor
3. Change in # of 6' tables we can store in the social room closet
4. Donation to Canton Fire Department

**Next Meeting: December 5, 2018**