

B&G Meeting Notes November 7, 2018

Present: P. Beekman, B. Haldane, P. Collins, S. Grimberg, & S. Trim

Excused: G. Hoose, M. Berninghausen, R. Hutchinson, E. Whittier, D. Doran, & T. Nolan

1. Financial Report – Budgets lines all in good shape with the exception of our water & sewer line.
2. Pete Wyckoff made repairs to the chicken wire in Bell Tower.
3. Miles Manchester installed the sun dial
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. New attic windows have been installed by Only Windows.
8. Stained Glass Window repairs and protective glass updates. Bobbi is meeting with Scott Brennan this morning for assessment of our protective glass and repairs to windows. Stefan will get to researching Associated Crafts Willet Hauser customer references and report at our next meeting. Bobbi spoke with the owner of Pike's stained glass and they are not too interested in coming from Rochester to Canton. Pete reported that Dave from ACWH called to check in. Pete told him that we are still in the process of getting recommendations and estimates from other vendors. **Pete, Bobbi, Stefan**
9. Sara reported that she has not heard back from TK on securing the parts needed to repair the elevator and she will call them again this week. **Sara**
10. Pete has completed fall pruning of the back and west side of church. The front of church still needs 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 Done
 - 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 Done
 - 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 Done
 - 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 Done
12. Contact with Locke Build and Design for lawn care, leaf pick-up, and snow removal has been signed; cost increased \$250.
13. Check fire extinguishers Bobbi Done
14. Stefan changed the side entrance exterior flood light to one controlled by daylight sensor.
15. Pete reported on recent false fire alarms which appear to be originating in the social room closet. The old sensor was replaced with a new sensor but less than a week later, we had another false alarm. Tech from NCC Systems was on site the next day to check wires servicing the closet and did not find any shorts. The wire molding protecting the wire had been forced off the track when Campus Kitchen workers jammed 5 tables into the space for 4 tables. Pete installed a bracket to protect wire molding so that tables lean against the bracket and Sara hung signs indicating only 3 tables are to be stored in the closet.

16. Given the number of false alarms in the last 12 months, committee agreed to make a \$200 donation to the Canton Fire Department.
17. Sara showed us the cutting board that was donated to the church. Two of the legs need repairs which Bobbi has completed. Where to safely store the cutting board (it is very heavy) was a decision deferred to the Kitchen Cabinet. Sara will speak to them about this. **Sara**

Next Meeting: December 5, 2018