

## B&G Meeting Notes - December 7, 2016

Present: P. Beekman, P. Collins, R. Hutchinson, M. Birninghausen, G. Hoose, and S. Trimm  
Excused: S. Grimberg, E. Whittaker, T. Nolan, and B. Haldane

### Old Business

1. Financial Reports – Sara provided reports the day after our meeting; all our budget lines are looking good
2. Miles Manchester is planning to complete the clean up the room between the bell tower room and the bell area week of 12/12.
3. Finish painting side entrance staircase up to 2<sup>nd</sup> floor room during winter months (Stefan to secure little giant ladder for job).
4. Finish landscaping improvements on east side of church in spring. Discussion about using alternative to Roundup to eradicate VA creeper. **Roger** to research options.
5. Schedule TTS to remove cherry tree from Memorial Garden and 4 cedar trees (they are providing estimate on pruning silver map) during winter months. (Pete)
6. Install new door handles on bathroom doors that indicate if bathroom is occupied or vacant ; handles ordered to be delivered end of Dec. (Stefan)
7. Schedule time for Dave Kingsley to inspect bowed window in bell tower room (Bobbi)
8. Replace flushing mechanism in basement toilet?
9. Update on Coakley's repairing problems with vinyl edging around carpet in the sanctuary (Bobbi)
10. Pete reported that the three AA groups using the church had no problem with moving the designated smoking area to the side entrance
11. Per Grants Plumbing annual servicing of heating systems, we need to make changes to the wooden screen that protects the exhaust and intake pipes from snow and ice buildup. Current design in not allowing for proper venting. Pete, Roger, and Gary assessed and **Roger** agreed to remove the 2 front boards from the current screen; **Pete** to check with Grants' if there are any codes addressing the size/shape of screens (Left message for Steve on 12/12).

### New Business:

1. Check fire extinguishers
2. We discussed request to install automatic door opener at back entrance for handicapped access. Quote from CareProdx was reviewed. Consensus was we should pursue this. **Pete** to contact CareProdx and ask what happens when the door is locked and the door opening button is pushed (sent email on 12/12)? Also, check with Church Mutual to determine if there are any insurance issues we need to consider (spoke with CM and as long as we adhere to building codes for installation, we are good to go).
3. Group agrees it is time to do another basement cleanout and we should check the attic too?
4. Roger brought up problem with slow water flow in the coffee maker. Phil has cleaned the machine in the past and agreed to look at the machine. Phil reported post meeting that he has cleaned the machine and discovered why water flow is slow. If the machine is filled with too much water, it flows to the reserve tank. When the reserve tank fills, there is not enough air in the system to push the water through efficiently. This information has been shared with the Kitchen Cabinet and they will draw "fill lines" on the coffee pots. Margaret Harloe has stepped up to add fill lines to the pots and will check with Phil.
5. Mark brought up the need for hand rails on the stairs leading up to the pulpit/choir area. We had discussed this last spring and decided the choir loft rails can be grasped. Mark

(and Pete noticed too) that Connie from C&CP was reaching for a rail as she climbed the steps at Sunday's service. We agreed to table until Tim is present for his input.

**Next Meeting: January 4, 2017**