

**St. Cecilia Parish
Facilities Committee
Meeting Minutes**

Date: December 9, 2015

Time: 7:00 PM

Location: St Francis Library

Attendees: Al Joensen, Jason O'Brien, Mark Hanson, Char VanKerckvoorde, Jeff Witt

Agenda Items:

1. Opening Prayer
2. Old Business
 - a. Power Factor Correction – The capacitor unit has been installed and is working. Jaspering found that loads are not balanced between phases on the electrical system, which will impact operation. They are looking at options to shift loads to balance the three phases.
 - b. Sidewalk repairs – This work was completed just before Thanksgiving
 - c. Narthex EIFS Repairs – Heartland Finishes has completed temporary repairs to make things watertight for now. More repairs are needed when the weather warms up. We have this item on our budget request and will need at least a couple bids to do this work.
 - d. Social Hall Partition Wall – This wall needs to be replaced. It is included in our budget request and we have expressed to the Finance Commission that this is a critical need. We will need at least a couple bids to do this work.
 - e. Annual Budget Request – Our list of projects was submitted to the Finance Commission shortly after our last meeting. They will be considering these items as they do their budget planning for FY17.

New Business

- a. Mechanical Comfort Planned Maintenance agreement – Char received a renewal request for our planned maintenance agreement. There was some discussion on this service. Char is concerned about the skill level of staff that have been recently provided to perform this service. She also voice concern that they show up unannounced and do not leave any report of work completed, upcoming repairs, etc. Jeff and Al had

reviewed the equipment list and noted it is out of date, some equipment needs to be removed and some added to the list. Al Joensen agreed to call Mechanical Comfort to express our concerns. Jeff will develop a response to the proposal with some language we would like to include in our contract to correct some of these issues.

3. Facilities Update

- a. Char had provided an email of recent facility activities or plans for the upcoming Christmas break period. There are definitely a lot of things happening.

4. Next meeting – January 13, 2016 at 7 pm in the St. Francis Library