

## Facilities Board Meeting – 10:00am April 9, 2026

Attendees –Dave Ham, Bryan Wester, Steve Ammons, Mother Betty

Absent – Bill Happer, Ross Lively

### Old Business:

- Two ceiling leaks, one over the upstairs robing room, as well a potential leak in the Bell Tower Narthex precipitated an assessment by Port City Roofing. It was found that the weatherproofing for penetrations to accommodate utilities such as HVAC on the Flat Roof is failing and new weatherproofing will need to be installed to prevent future leaks. It has been decided to repair the areas surrounding all penetrations since they are all the same age and others are prone to failure. A quote for \$3500 has been provided by Port City and currently the timing of the repair is being decided based on budget considerations. *Follow-up: Port City will be notified and the work scheduled once the budget concerns are settled.*

- Three spare mirrors were discovered during attic cleanup and there is a possibility that these can be used for robing rooms in the church. These can be installed by church staff. *Follow-up: The largest of the mirrors was installed in the upstairs robing room as well as a hanging bar for cinctures.*

- Discussion has been conducted regarding the exterior condition of the Sanctuary, last painted in 2015. It was agreed to seek evaluations and estimates from local painters to repair as needed and paint the Sanctuary. This would not include the Parish Hall that was painted c.2022. *Follow-up: Estimate process still underway with a completion target of 9/1/26.*

- Mother Betty requested that her office as well as the adjacent office for the Parish Administrator be painted prior to the arrival of the new rector. *Follow-up: Work has been completed and all parties are satisfied with the quality and cost.*

### New Business:

- At the time of construction of the Parish Hall, vent hoods were installed over the two stoves located in the kitchen. It was discovered that the output of the hoods vents directly into the overhead void. This has caused significant odors in the building resulting from cooking at these stoves. Corrective action needs to be taken to add proper exterior venting for the kitchen. *Follow-up: A vendor visit to assess possible corrections has been conducted and the recommendation of the vendor includes conversion and modifications that would raise the standard to that of a commercial kitchen. The resulting cost estimate is considered far too expensive and alternate solutions for odor mitigation will be explored. Verification by a building inspector will also be sought.*

- There are currently four tracks of lighting each having two light fixtures mounted over the Balcony railing in the Sanctuary. To date, two lamps have failed and three of the fixtures have failed mounts causing incorrect lighting for services.

Solutions for repair and three bids have been solicited; Prince Electric was selected to correct the problem. Subsequently it has been determined that the suggested lighting replacement may not be sufficient to correct the problem. The original supplier of the lighting has been contacted, and their recommendation is being considered, and a decision should be forthcoming. This repair will be very involved considering removal of the pews and a scissers jack will be necessary.

*Follow-up: Information and costs should be finalized during the coming week, and work is tentatively scheduled for the week of 5/11/26.*

- Installation of a TV monitor in the Annex was requested by the Clergy. This would serve to post news of current events and other church information. Additionally, it will serve as an AV tool for groups that use the Annex for meetings. *Follow-up: Donation of a Samsung QN55 4K Smart monitor has been made and that monitor installation is planned for the near future. Costs to the parish are a mount and associated materials estimated at ~\$200.*

- Responsibility to construct and manage a 10-Year plan as well as the framework for the plan have been passed from the Vestry to Facilities. Work on this plan will commence soon and results will be communicated to the Vestry.

- Groundskeepers – Grounds beautification days have been completed, and plant fertilization and new mulch were installed on 3/14 and 3/21 respectively; this year as usual, there was good participation and the results manifested themselves by Holy Week.

*Mother Betty commented that she was very happy with the results she witnessed on Easter Sunday and asked to pass along her thanks to all the Groundskeepers volunteers. She feels that St. Philip's is a well-maintained campus; big praise from a priest that has seen many Episcopal churches.*

- Safety & Security – Various solutions were discussed regarding CoC door lock/unlock during services. The current solution is to tape the door latch to prevent inadvertent locking; this has shown to be unreliable. *Follow-up: One option may be doorbell camera monitoring. That along with other possibilities will be discussed by Clergy S&S, and Facilities.*

Meeting was adjourned at 11:30 am.

Next meeting: May 14, 2026 – 10:00am in the Annex