

St. Teresa of Calcutta Buildings & Grounds Meeting **Monday, September 12, 2022 5:30 PM, St. Clare Hall, Rm 104**

Present: Deacon Allen Olson, Tom Hansinger, Rick Berger, Dale Westphal, Bob Cull, Marilyn Guenther, Mike McNeil, Terry Horst, Bill Claas - Pastoral Council liaison

Absent: Bob Martzahl

Excused: Mike Steinbauer, Terry Gille

Guest: Deanna Courtney

Opening prayer at 5:35 pm. Terry introduced Bill Claas as our new liaison. Terry noted that Terry Gille asked to be excused from future meetings until his health returns. During his absence, only five members need to be present to form a quorum. Handouts from the Archdiocese handbook were provided to team members describing the role of the Building and Grounds Team.

Monches Campus

- Citywide Chimney Roofing and Gutters (contact: Jon Caswell) completed their \$40K tuckpointing contract in late-June. Extra Work in the order of \$9K was required on the west side wall at the base of the steeple which was "hidden" behind a large Arbor Vitae tree during scoping inspection. This work required removal of mature landscaping which will need to be replaced at extra cost. Jon also noted that the large chimney found in the NE corner of the church needs tuckpointing. We are waiting for his cost estimate for this work. Meanwhile, Tom's son provided a detailed video from a drone for us to determine our viewpoint for require work.
- 1-800-Rite-Roof (a division of Kappl Construction, contact: Russ Clark) performed their \$45K church roofing contract during last half of July. Immediately after work started it was discovered that the old shingles were placed directly over cedar shakes. For good practice and warranty purposes it was necessary to remove the wood shingles and place 4x8 OSB/plywood sheets under a \$23.9K Extra Work contract. After placement of the OSB and a membrane, we experienced a 2-inch rain event. The membrane was improperly placed, resulting in water intrusion along the north wall of the interior of the building. Rite-Roof took responsibility for the damage and a contractor, Greitsen, was hired to dry carpet, test for mold and perform remediation. Rite-Roof requested that a different painting contractor be hired to lower their cost responsibility. We obliged and vetted several painters and decided on Dublin Contractors (contact: Jim Holton) for the necessary painting at \$5486. We are also considering an additional \$686 proposal for painting the west entry vestibule, on our nickel. Seven of the Stations of the Cross statutes and bases will need to be removed. Bob Cull will take the lead on this and will also inspect the base/wall attachments to determine if additional reinforcements are required during replacement of the bases.
- Between late-August and mid-September, Dale W removed and replaced the exterior moldings on three exterior church doors. He also restored the hinges, cleaned the kick plates and repaired parts of some doors, then painted the doors and molding. They look great. An exterior light fixture still needs to be placed over the west entrance doors.

Cemeteries

- In mid-August, Landscape Associates & Maintenance, LLC (Mike S) completed the hardscaping and landscaping about the columbaria at both cemeteries. Two granite benches from Brown-Wilbert were delivered on August 30 to St. John's Cemetery at a cost of \$2700. As "promised" during original discussions with Wilbert-Brown for columbarium construction at St. Clare Cemetery, they delivered a third granite bench to St. Clare's on the same day, at no additional cost.
- Terry noted that the Respect Life Team has begun designs for the memorial area within the Phase 5 plan for St Clare Cemetery. Terry shared that there is some concern that their fund raising might be stymied by the forthcoming Love One Another archdiocese campaign and suggested that funds be part of that 5-year plan. No further discussion ensued.
- Terry also suggested to move St. Clare Cemetery Phase 5 expansion plans forward 12 months, to FY 23 and FY24. This would (1) show parishioners that the proposed memorial for the unborn is imminent, and, (2) allow Fall 2023 asphalt paving to be added to proposed North Lake parking lot paving contract work at the same time for possible cost savings. This will be discussed at the October 10, 2022 Cemetery Board meeting. Terry asked that Deacon Allen call Don Cull to remind him for a cost estimate for Phase 5 work.
- Terry will inquire about a survey of plots at both cemeteries and GIS (geographical information system) software after proposed Phase 5 work is placed on the updated Projects List (Master Plan).

North Lake Campus

- On June 16, Jon Caswell of Citywide Chimney Roofing and Gutters performed an inspection of buildings to determine necessary areas of tuckpointing work. Jon noted that the church steeple has small deteriorated areas on each elevation except for significant area on the north side. He also noted that the rectory chimney appears to require tuckpointing. During the walk-around, we also noted that the shoulder stone on the parish center chimney (west elevation) needs to be reset. Jon noted that he would put together a cost proposal for Fiscal Year 2024 work. Deanna noted that we have a \$21,900 estimate from Jon, but that it only included the north side of the steeple. She will follow up with Jon. Tom noted that we also have a drone video of the steeple.
- Rite Roof performed their \$102K roofing contract during mid-July thru mid-August. Work included a membrane on all flat roof surfaces on the church, rectory garage and parish center. It also included new shingles on all campus buildings, excepting areas under 2016 church expansion area, the white storage garage, and the new "goat shed". Extra Work to the tune of \$3600 was required for underlayment and repairs where the rectory roof joined the 2016 church expansion roof.
- GLS Construction & Remodeling (contact: Grant Schuldt) began demolition and construction of the rectory exterior stairwell ("goat shed") in late-August. He shingled this structure with material provided by Rite Roof. In mid-September, Tom and Terry will prime the goat shed and un-attached trim, then Grant will install the salvaged exterior door and 1x6 trim pieces. Roman Electric re-wired two electrical runs during construction.
- Terry contacted Parking Lot Maintenance, LLC (PLM, contact: Jeremy Sobotik) for an estimate regarding saw cutting, removal and placement for two layers of asphaltic pavement south and east of the goat shed, for positive drainage. A \$1500 bid proposal was approved

by the PLT on September 12. Deanna will notify them of approval, including a possible September 26 or later start date.

- In June, the wood floor in the upper portion of the steeple was inspected by Tom, Deanna and Terry H. It needs replacement. Work is complicated by its galvanized metal covering for drainage of inswept rain. Terry will contact Grant Schuldt for an inspection and possible bid proposal. This work is now more important since yesterday's 7-inch rain event caused some water intrusion below the west steeple wall, down to the hallway and closet found south of the church gatering space. [On September 15, Tom and Deacon Allen had AD Roofing out to inspect the 2016 flashing installation about the north and east sides of the steeple. No problems; however, the masonry on the north side of the steeple was found to be deteriorated where the scuppers drain out from the upper steeple floor. The parish leadership team will press Jon Caswell for repairing this masonry.]
- It was recognized last year that various fascias and trim boards on the church and parish center required restoration prior to any exterior painting. Tom and Terry produced a 30 page "Proposed Scope of Work" for painting contractors so that all restoration work and painting work was clearly defined. It also provided an apples-to-apples comparison of bid proposals. In mid August we had proposals from three contractors:
 - Two Day Painting (contact: Mike Stumfig) 7/13... \$38K without carpentry
 - Five Star Painting (contact: Greg Graney) 7/19... \$27,969
 - Empire Painting (contact: Dan Brooks) 8/10 \$53K

We entered into a contract with Five Star and selected the specific Sherwin-Williams paint. Work will start late-September. Painting (not priming) of the new "goat shed" is included in the contract as well as all wood and stucco exterior surfaces of all buildings except rectory garage trim, garage doors, downspouts, church doors, parish center window panels, and the white service garage. Some of the church trim is stain and is included in the work.

- Fieldstone Glass of Oconomowoc, with Roman Electric assistance, replaced the SW parish center entrance doors on Friday, June 17 with a new automated service door and side light. This work was paid for by a generous parishioner.
- We are waiting on a proposal from Marty Iverson for the parish center HVAC system, as partnered with a new supplier. Meanwhile, on May 10, we have a \$259.5K HVAC proposal from Doug Schmidt of Aireserv of Oconomowoc. No action was taken - Deacon Allen will continue to take the lead on this major item. He noted in yesterday's homily that our portion of Love One Another campaign funds will go primarily to the HVAC improvement system.
- Marilyn G has volunteers for all nine garden sectors. She identified that several dead plants will need removal and replacement. Minor's is currently having a sale and it was agreed that she should arrange purchase. Terry offered to drive his truck for pickup and delivery. Tom was thanked for staining three outdoor wooden benches.
- In early September, one of the church AC condensers failed. It was only several weeks past warranty. Marty Iverson replaced the unit and is inspecting the remaining system.
- Father Dom is moving into the rectory on September 15. In the past month, carpets were removed from the upper level rooms and the hardwood floors were restored at a cost of \$5130. Roman Electric updated some electrical lines for new light fixtures and a new range. Dale W modified the kitchen for installation of the range and for a niche area to accommodate a wine rack. George installed a new kitchen floor (~\$1000) and the

wainscoting was painted. Staff and volunteers provided much of the labor involved, and it shows.

Time was running short so there was little discussion for updating the STOC Projects List.

These new projects are known at this time:

- Tuckpointing the Monches church chimney
- Tuckpointing the North Lake church steeple, rectory chimney and re-setting the shoulder stone on the parish center chimney.
- Restoration (waterproofing?) of the upper floor within the North Lake church steeple
- Replacement of ~6 sidewalk "stones" at North Lake.
- Cemetery surveys and creation of a GIS maps for both cemeteries.
- Inspection and replacement of Monches church wiring - suggested by Bob C

At the next meeting, we will review a copy of the *Draft* Projects List (Master Plan).

Miscellaneous notes... Bob C suggested that the curb found at the south end of the Hwy Q crosswalk be cut down for better drainage and safer passage. The Boy Scouts are helping George clean up the area inside the white garage. [On September 14, Deacon Allen observed that "at least 6 bats" left the exterior gable peak above the altar during sunset. He called Milwaukee Critter Control so that this problem can be handled professionally and legally.] Terry will forward comments of the proposed draft survey to Teri M - This survey, prepared by the Council, will be sent to all parishioners this Fall to better determine how STOC is meeting their goals.

Marilyn G set the Fall Clean-up Day for Saturday, October 29, 8:30 am. The following Saturday will be the rain date.

The next B&G meeting will be held Monday, October 10 at 5:30 pm. A Cemetery Board meeting will follow.

Meeting notes prepared by Marilyn G and Terry H; distributed on September 17.