

Facilities Board Meeting – 10:00am August 13, 2026

Attendees –Dave Ham, Dana Richardson, Steve Ammons, Bryan Wester, Ross Lively, Karla Platt

Absent –Bill Happer, Fr. Lin

Old Business:

- 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. An onsite evaluation was made by A-Z Builders, after consideration they decided to decline to bid on the work. Subsequently Kelley Construction has been contacted, and they will evaluate the scope of the work and hopefully submit a bid on the work. *Follow-up: A comprehensive bid for Sanctuary repair and painting, narthex window replacement, and stained-glass window restoration has been submitted by Kelley Construction. The bid was reviewed by the Finance Committee and forwarded to the Vestry for their review and approval at their 8/18/26 meeting.*

- 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. 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 that removal of the pews and a scissors jack will be necessary. During the search for alternate, more affordable sources for the lamps, it was discovered that Leviton has purchased Con-Tech, the manufacturer of the current lamps. A referral was given to the local supplier, SESCO Lighting. Their outside sales representative is currently researching a suitable LED replacement given the parameters of the need. *Follow-up: A replacement LED model has been recommended by SESCO, and a loaner lamp is enroute for trial to determine if it will suite the purpose. If correct, others can be ordered through the selected electrician and installation work scheduled.*

- 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. *Follow-up: Benchmarking of other churches in the diocese has not yielded useful results. Invitations for proposal have been issued to three reserve planning firms. The board will consider the responses and select one firm to address the work.*

- A previous pinhole break in the arched window above the Moore Street entrance to the Bell Tower Narthex has expanded and has yielded a crack that crosses the entire window. This will need to be repaired. No current threat of injury to parishioners due to the break has been assessed. A window previously mounted on the west side of the narthex has been located; this

window should be identical to the damaged window. *Follow-up: Kelley Construction has submitted a proposal to include this work in a comprehensive package including Sanctuary repairs and painting, and stained-glass window restoration. This will be considered by the Vestry. See previous comments.*

- The circular stained-glass window on the south side of the sanctuary facing Moore Street is showing signs of degradation of the external seals. Failure of the seals and mounting could yield damage to the window and surrounding structure. *Follow-up: Kelley Construction has submitted a proposal to include this work in a comprehensive package including Sanctuary repairs and painting, and Narthex window replacement. This will be considered by the Vestry. See previous comments.*

New Business:

- Board members submitted a list of needed additions and repairs for the balance of 2026 and 2027. This list was reviewed with Karla Platt to help with anticipating upcoming budget impact. A discussion of these projections is scheduled with the Treasurer.

- Dave Ham has decided to step down as board chair effective 9/1/26 following his term and has elected not to renew for an additional year. He will continue as a member of the board representing Groundskeepers and serve as needed on other projects. A replacement is being sought.

Committees:

- Groundskeepers – A review of the remaining 2026 budget has shown that needed replacement yard tools can be purchased in 2026; these tools are largely power tools including edgers and blowers and smaller hand tools. These will replace aged, well used tools that have a recent history of failure and repair.

- Memorial Garden – Irrigation has been restored to the Memorial Garden as well as the front planter and sidewalk border area in front of the Chapel of the Cross. This will enable further planting and beautification of the grounds.

Meeting was adjourned at 11:30 pm.

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