

**Board of Trustees Meeting 1/8/24**  
**Meeting Notes**

**Present:** Geoff Furman, Paul Kingsley, Patty Weaver, Rob Gruschow,  
Cindy Gray, Roger Haas, Cindy Raymond, Gary Prok

- Patty opened with prayer.
  
- Building Maintenance Concerns/Reports
  - Pastor's office leak. Graves did a warranty repair after finding a single improperly installed shingle. We should inspect for damage to the decking.
  - There may be an issue with keys/locks properly functioning. Every trustee will be given a key allowing access to every part of the building.
  - Lower-level exterior door near wood shop is still being worked on. Handle faceplate has been replaced. Henrietta building supply will help to identify replacement parts. Will also help with another door with a faulty crash bar.
  - Kitchen dish washing sprayer is leaking. It is not very old, but not under warranty. Repair parts are difficult to source. Recommendation is to replace it with a brand other than Regency. Rob made motion to approve having Miller Plumbing. Patty seconded it. Motion passed.
  - Parking lot lights: Need to do more troubleshooting before committing to digging up conduit. New info is second pole is not lighting at all now, but breaker still trips. Roger is investigating a solar option.
  - Broken glass in interior door. Window kit quoted by Henrietta Building Supply for \$475. 2-3 weeks lead time. Chris moved to purchase, Rob seconded and motion passed.
  - Boiler status: Seems to need some tweaking. Recent cold snap showed some issues; eg. dining hall was cooler than expected and other rooms topped out at 72F. President of Holbrook will meet with Geoff to discuss.
  - Stairwell heaters are working better after thermostat adjustment.
  - Bathroom fan: Rob has removed the fan and will attempt to remove the motor. Either motor or fan will be replaced.
  
- Focus Issue Assignments
  - HVAC project: Bill Rivard expects to actually start install of AC systems this week. (He reminded Gary that he has not actually made any money on the job yet). Bill can look at thermostat program on large meeting room when he is here.

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- Lift inspection: Cindy G. has found one company, National Elevation Inspection Svcs., that could do the inspection at a total cost of \$574. Cindy is still investigating other options.
- Water fountain replacement: Rob has been shopping for a cooled unit that can hook up to a water line. Many are out of stock/unavailable. One is \$800. Rob is still looking.
- Capital Stewardship Projects
  - Cindy R is looking for a room to use. Roger and Cindy R. will start working and after Roger returns from vacation in mid-March. Volunteers can help with minimal skills needed.
  - Electronic sign: Cindy G. found the sign company and she has the Town laws regarding signs and variances. The variance is only good for a limited time, so we need to have everything queued up and ready to go before pulling any trigger.
  - Drainage: No news.
- Items from January Meeting
  - Endowment Fund question regarding parsonage sales funds. We still need more information as a meeting had been called and cancelled. The return from the sale of the parsonage is the question to be answered. We will ask the Endowment committee to come to a near-future trustees meeting and set up regular updates.
  - Safety self-inspection: Roger, Paul, and Geoff did the self-inspection and all areas passed. Some areas of concern:
    - Does the alter need a handrail?
    - Do we have a system to report hazards, and do we need one?
    - Are there guidelines for working alone in the building? (If not, we should).
    - Do we have a proxy server to block offensive sites? (If not, we should).
    - (The actions have not been assigned)
  - Church rental policy update: Cindy G. did some research. Henrietta United Church of Christ has a rental list. An example is \$350 for the use of the fellowship hall, with \$100 deposit to be returned upon post-use inspection. Cindy will generate a draft and send it to us to discuss further at our next meeting.
- Barb's computer is being replaced. The hardware is already in hand and Bill Darron will configure it remotely.

- Next Meeting: Monday, Mar. 4, 7:00pm