

## OVUC Property Committee

### MINUTES

May 3, 2017 4:00 PM

**Present:** Norma Mailman, Richard Clattenburg, Bruce Tymchuk, Helen Seymour, Louis Lightfoot

**Absent:** Don Rockwell

Norma called the meeting to order.

**Minutes** were approved with the following corrections. Don Rockwell, #7210 code for printing and storage list in Billtown and on site.

**Correspondence-** Facilities Committee have requested committees submit requests for space and needs in the future.

#### Old Business-

1. **Signage-** Corner of Cornwallis Avenue and Commercial- Deposit was made and design approved with the correction of the address to 130 Cornwallis Ave. ACTION- Helen
2. Theresa has ordered the track and letters for the on-site sign.
3. **Kitchen Rodent Control-**  
Bruce has purchased and placed outdoor traps near doors. Louis put traps in upstairs storage area as signs of mice were detected.
4. **Roof Condition-** 3 spots of concern. See new business for details.
5. **Printers-** they are both gone.

#### New Business-

**1.a. Lawn mower purchase-** Louis doesn't want a new mower but we will keep the option open.

**b .Louis' Vacation-** June 26- July 12<sup>th</sup>- **ACTION-** Bruce will ask the Men's Group to be responsible for opening and locking the church on July 2 and 9<sup>th</sup>. They would also put out the handicap signs and take in following service. **ACTION-** Norma will approach Theresa to ask if she would like to do the washrooms and light vacuuming on Fridays June 30 and July 7<sup>th</sup>.

**2. Inventory for Kitchen-** Storage area inventory has been completed and is on file.

**3. Roof Update-** Bruce inspected and tarred the weak areas of the roof. It should be good for a few years giving time to know our future.

**4. Heat Pumps-** Richard gave an in depth report on Heat Pumps. He will get one further quote from Annapolis Valley Air Management. Then it will go to Council for a final decision. Recommending Kings Refrigeration over Acadia due to BTUs of recommended unit.

**5. Facilities Committee – ACTION-** Helen will report to Jane MacDonald the needs of Property . They are: Outside storage either attached or detached from the main building to house mowers, rakes, snow blower, shovels, gas. Inside desk space and shelving for custodian’s supplies and storage for vacuum and mops, etc. Consideration for central vacuum system if a new structure is built in the future.

**6. Motion Light- ACTION:** Bruce will take a look. It is #22 on the panel and is temporarily turned off.

**7. Back lot of Church- ACTION-** Helen will have volunteer pull gravel back from the north side of the back lot and level. Also level any gravel mounds. All trees are to be left in place. Go no further back than wells. Remove concrete pieces. Ask if he is able to scoop out for cleaning of the septic tank.

**8. Dishwasher- ACTION-** Bruce will check the soap feed lines. Problem may be shortage of hot water. **ACTION-** Norma will post a sign suggesting rinse with cold water. If renovations are done, a second hot tank will be required.

**9. Septic- ACTION-** Bruce will have the tank pumped.

**10. Fire Extinguishers- ACTION-** Richard will perform monthly inversions of the fire extinguishers.

**Next Council Meeting** May 24th, 2017

**Next Property Meeting** –Wednesday June 7, 2017 at 4:00.

Meeting adjourned at 5:30 PM.

Submitted

Helen Seymour

Chair Norma Mailman