

## **Building Renovations Steering Committee Report**

August 23, 2017

Present: Lamar Hicks, Jane Wilson, Tom Pistorius, Bonnie Postlethwaite, Bob Miller, Diann Spencer, Jane Gilbreath, Chuck Downing, Marilyn Carpenter, Ruth Robarge, Lee Ann Bergin – Board Liaison, Amy Eckhoff – Gastinger Walker

### **Follow up Items**

Bright Energy has been contacted about moving the solar panels during the roof replacement. They came out to view the roof and should come back with an estimate this week.

Contracts will be reviewed by Gastinger Walker, by Tom and Bonnie and the rest of the Steering Committee. The Audit Committee advised they will not need to review each contract before being signed. This should speed up the process. Contracts for large amounts will require the Board President's signature.

Zero Pitch returned a detailed estimate for the roof tear down and replacement. There was a 5% material cost increase in June, reflected in the estimate. They are about 6 weeks out from starting work, if they receive signed notice to begin.

Benchmark was contacted regarding roof installation oversight. While a firm proposal was not obtained they estimate a minimum of \$20,000 for full time oversight based on about 3 weeks for the installation. They could also provide on sight oversight for the first week to see things are stated properly and then do a final inspection, which they estimate would be approximately \$7000. They are booked till the end of the year.

Gastinger Walker is able to come and inspect the roof during installation and at completion; this service is already included in their fees.

Cost estimates to compare placing the elevator inside, in the coatroom, and outside, next to Warwick entrance, were received. There was very little difference in cost. The estimate for the Warwick/outside elevator was \$213,493, for inside the estimate was \$211,459. The Warwick side elevator estimate includes replacing the stairs from the door down to the first landing, as they will be demolished during construction.

Removing the external stairs and creating a street level entrance would cost prohibitive at this time, probably doubling the cost of constructing the elevator.

### **Communication**

With the re-commitment to communication in our covenant, the changes in the scope of the work and the increase activity that is coming, the committee wants to be sure we are communicating effectively.

We are committed to more frequent Flicker posts, Facebook usage, articles in the Flame. We want members to know, and view, Committee reports on the church's web site. We want information easily available to all members.

To ensure a consistent message, submissions for publication will be routed through Ruth. An information table will be scheduled for the lobby and committee members will take turn staffing it. Jane W. and Lamar will write a letter reviewing work thus far and outlining future actions. The letter will be mailed to all Capital Campaign donors and appear in the Flame. Committee members will also be available during the September 3<sup>rd</sup> Sunday Plus Lunch and the Labor Day Ice Cream Social to discuss the renovation.

## **Actions Taken**

Unanimously the committee agrees to move forward with the roof project with Zero Pitch. The committee agreed not to pursue any services from Benchmark and use Gastinger Walker to inspect the project.

The committee agreed unanimously to place the elevator outside on the Warwick side of the building, using Straub as the general contractor. Bids will be created.

We will follow up with Bright Energy for an estimate to move the solar panels during the roofing project.

## **Next Steps**

Amy will communicate with Zero Pitch and Straub regarding plans to move forward. Tom has a contact at Bright Energy and will follow up for an estimate to move the solar panels.

Bob will make a copy of the floor plan showing the elevator location that can be displayed on an easel. Chuck will create a chart bulleting recent action, schedule the table for the lobby and arrange for staffing.

Ruth will send an article for the Flicker, and request space in the next Flame for the letter. Jane W. and Lamar will have the letter by Wednesday. Melonie will get it mailed.

The next meeting will be September 7 at 6:30PM.