

Building Renovations Steering Committee Report

September 13, 2017

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

Follow up Items

As we have added Lee Ann Bergin as a new member of the Steering Committee, the covenant was reviewed and unanimously accepted.

Additional parking is still available at the Art Institute. Signs should be placed Sunday mornings by the Building Security team to identify those spots designated for All Souls.

Finance

Tom provided the Contract spread sheet. This report helps keep track of what has been budgeted, invoiced and paid. The only outstanding item at this time is a \$100 charge from Fastsigns. The increase of \$19,600.00 for additional services by Gastinger Walker (to include additional design development and construction documents approved by the committee August 8) will not be invoiced separately but added to their overall budget line.

Bob provided the Meeting the Gap Report and the Capital Campaign Income and Expense report, noting that we received \$16,321 in pledges making our cumulative donations through 8/31 \$800,746.

Updates

Since we have a signed contract with Zero Pitch for the roof and we are in their queue. They should be able to start somewhere between October 1st and 15th.

Brightry will move the solar panels. Staging details are being worked out with Zero Pitch. A representative from Zero Pitch, Brightry, as well as Amy from GW, Chuck and Tom of the Steering Committee and Charles Dickinson Facilities Manager will meet to September 27th at 10 am to discuss details and address concerns regarding access.

As for the Elevator and other parts of the project where we are using Straub as our general contractor, the detailed drawings should be completed by GW early next week. Then Straub will need about two weeks for pricing and have the contract to us about October 20th, which is before the committee's October 26th meeting. That will give the committee time to review them before the meeting so a decision can be made at that time.

There were several questions Amy had for the committee so that GW could complete the drawings.

Due to construction of the elevator, some of the Warwick stairs will be damaged and/or demolished. They will present two options, either replacing the top and second flight only, or replacing all of the stairs. The stairs do not currently meet code for rise and run, they are too steep. Also current code requires that the railing have extensions on the ends.

Upstairs: The opening for the elevator alcove will be four feet, eliminating additional structural changes, saving cost. The high windows in the upstairs women's bathroom will be blocked due to the elevator. Currently these windows do not open and do not provide much light due being frosted. They will be filled in and the wall refinished. One section of the wooden shelves will be removed. Chuck will salvage these shelves for reuse and he will also remove any trees that will need to be removed due to construction. A cost savings over having the contractor do this work.

Downstairs: There will be no change to the placement or size of the Demeter's closet. No additional closet space will be created. There will be room for a table or desk, which may be used for student check-in. The window in the current archive room will be the doorway to the elevator alcove, which is four feet so the header will not be changed, a cost savings. Utilities will be moved to the upstairs janitor's closet and be brought up to code with things like a backflow preventer. Archives is moving to Room A, they start that process next Monday.

For the Lobby, Amy is researching a non-glare film for the windows. The option of using a film would still allow light and keep our view of the patio, as opposed to drapes. Closer to when we start renovating the lobby we will get a large sample of carpeting. In the meantime the same type of carpeting is used in CVS Pharmacy's, if anyone wants to take a "test walk".

Lamar researched Builders Risk Insurance with Church Mutual. For the roof project Church Mutual thought that Builders Risk would be redundant and recommended instead a certificate of insurance. Amy will check with Zero Pitch to be sure that is agreeable. We will need Builders Risk for the rest of the renovations.

As a reminder, contracts are signed by the Board President. Paper copies should be filed in the Renovation Contract binder in the office. Board minutes should reflect that a contract was accepted and signed and an electronic copy attached to the minutes. As we have the Brightrgy contract, Lamar will contact Margret Drinkwine for signature and confirm this process.

Next Steps

The next meeting will be September 27 at 6:30PM. Jane will light the chalice and Tom read the covenant. Information and the contract from Straub will be sent to members prior to the meeting for review.

Both Lamar and Jane will be out of town for the October 11 meeting, Bonnie will chair.