

BUILDING & GROUNDS COMMITTEE REPORT

November 17, 2015

Flat Roof. The flat roof replacements on both the east and west wings of the church are substantially complete. At this time, all that remains are some trim and edging issues that should be finished before the Thanksgiving Holiday. On November 6th, Rick's Main Roofing also completed the repair to the compromised beam in the Senior Minister's Office. This work was performed for the \$7,200 amount of Rick's change proposal.

We have asked Rick's to provide a proposal to add a snow retention system on the low sides of both roofs. It may become necessary to add snow jacks along the low end, on both sides, to prevent large quantities of snow from sliding off the roof and striking someone standing underneath.

The new roof membrane is PVC and becomes extremely slippery when it is wet or covered with frost. We have also asked Rick's to provide a budget proposal for snow removal from the flat roofs. To prevent further structural damage, removing snow from these roofs is necessary when ever there is an accumulation of more than two-feet (2-ft) of snow on either roof.

Platform Lift. In October, we advised you that we replaced our original land use consultant with Mel Barr of Barr Associates and that he met with the Planning & Zoning Director, Larry Bradley, on our behalf to discuss the completion of our outstanding text amendment, and the requirements for seeking a building permit for the platform lift. During this meeting, Bradley agreed that a waiver for a full property survey would be granted, following the completion of the text amendment, since both the lift and parking spaces would be exempt.

Mel Barr had also met with the Conservation Director, Alicia Mozain, who also agreed to accept a partial survey showing the appropriate wetland lines, soils information with the other typical information.

Mel Barr's discussions with Westport ties the lift filings to the completed text amendment and the partial survey. Mel Barr had planned to appear at the November 2015 meeting of the P&S Commission to complete the text amendment. Unfortunately, we missed the application deadline. Our next opportunity is December 2015, assuming there is space on the P&Z agenda.

Since our survey records are incomplete and more than 40-years old, we are currently arranging for a partial survey of the lift area and the nearby wetlands on the west side of the church. Once complete, this information will be incorporated with the architect drawings and other filings to the Town of Westport. On November 13th, LandTech (Civil and Environmental Engineers) mapped our wetlands on the west side of the church. LandTech's fee for this work is \$750. Leonard Surveyors will use this information to complete their survey drawing. We will not have a survey cost estimate until after the wetlands mapping is evaluated by the surveyor.

In September we released our Architect, Kevin Davignon, to begin his work laying out the lift. The B&G Committee had received preliminary drawings intended for filing with the Town of Westport. Once the survey is complete, Kevin will be able to finish his work and provide completed drawings to Mel Barr, who will walk the necessary filings through the Town of Westport.

When estimating the time required for the survey work, soil tests and completion of the the text amendment, the revised schedule provided to the BOT in October was revised to show the installation of the platform lift in April, 2016.

Glass Replacement and Repairs. Over the summer, the B&GC contacted five local glass companies for proposals to replace the broken glass. Three (3) of these companies visited the church and provided proposals. In addition to the \$4,748 proposal from Darien Plate Glass, we received a \$6,800 proposal from Acorn Glass. The proposal from Westport Glass did not include the entire scope of work, and they would not return our calls. Unfortunately, on Thursday, October 15th, when we contacted Darien Plate Glass to make our award, they advised us that they were to busy to perform our work.

This past month we contacted two additional glass companies, and only one agreed to meet us. On November 11th, we walked with the fourth contractor, Connecticut Plate Glass located in Bridgeport. We are currently waiting for their proposal. If the proposal from Connecticut Plate Glass is within line of the two numbers we have received, we intend on making an award immediately, so that we do not loose another contractor, and we can repair as much work as possible before the outdoor temperatures prevent us from working.

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Five-Year Plan. In June 2015 the Building & Grounds Committee provided an existing conditions study of the main Church building and select items of the surrounding grounds. During discussions with Reverend John and the Finance Committee, the B&GC was asked to organize the work outlined in this report into Capital Projects that could be accomplished over the next five years. In response to this request, the B&GC has prepared an outline of capital projects and we are currently waiting for our first meetings with the Finance Committee, Director of Operations and Reverend John.

2016 B&G Annual Report. The existing conditions study completed in June 2015 identified areas of the Church building with structural concerns that need immediate attention. In preparation for the next B&G Annual Report, and our recommendations for a 2016 Capital Project, we met the structural engineer, John Flynn on October 29th for an initial inspection of the exterior cantilevered walkways and the cracked wall in the Lower Level. Flynn's report outlined an engineering strategy for the necessary corrective measures and validates our proposed remediation. No additional investigation is necessary before beginning these repairs.

It should be noted that the work to repair the cantilevered concrete decks requires the skills of a restoration contractor with a highly specialized skill in cement refinishing and knowledge of the materials needed to repair the edge of the decks. Flynn's report provides a recommendation, but it may not be possible to locate three contractors with the necessary skill to properly accomplish these repairs.