

## NEW BRACKETT CHURCH STEWARDSHIP MEETING MINUTES

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**Date, Time:** Wednesday, Nov 10<sup>th</sup>, 4:00pm, Zoom

**Attendees:** Rob Bunton, Rev Will Green, Karin Elofson (scribe), Todd Ramage-Healey, Otis Thompson, Bill Oliver, Jeannie Ashmore, Ralph Ashmore, Barry Shaw

**1) Call to Order** - Rob

**2) Reading of the Covenant** - Karin

**3) Approve Minutes of 10/13/21** – Approved as written

**4) Financial report /discussion**

- a) October Summary continues to look very positive. October had high expenses but were covered by Rummage Sale proceeds.

**5) Unfinished Business**

- a) Boundary Discussion: Mr. Shortlidge reviewing licensing agreement, awaiting response. Final signatures need to be notarized.
- b) Defibrillation and CPR Training: Scheduled through Portland Fire Department, Caroline St, Pierre. Georgette helping with coordination and getting quotation; likely on a Saturday morning.
- c) First Aid Training: \$55 per person, provides 2-year certification. Likely on a Sunday afternoon; 6 people planned. Life-saving training being researched for next summer.
- d) Accessibility/Ramp renovation.
  - i) Budget Sheet attached to these minutes, see Addendum 1. Need firm proposal from Barry.
  - ii) Rev Will has asked for Jen Eccles to review the ramp plan.
  - iii) (Aside) Will asked to be on board of Children's Workshop.
- e) Exhaust hood with fire suppression update.
  - i) Budget Sheet attached to these minutes, see Addendum 2.
  - ii) Installation expected to start in April 2022.
- f) Parsonage Dishwasher: Repaired by Larry Ducharme at no charge. Thank you!
- g) Two tables welded back together by Travis Tuttle. Thank you! (*Although one damaged during window insert week...*).
- h) Parsonage rear door to be installed on Friday, November 12<sup>th</sup>.
  - i) Back shed to also be assessed for replacement options; no permit required, but must follow set-back rules.
  - ii) Rev Will asks that doghouse over outdoor steps to basement take some priority.

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- i) Efficiency Maine rebate for \$750 not yet received.
- j) Donation envelopes received; need to be placed in the pews (Jeannie).

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### 6) New Business

- a) Blinds for kitchen pass-through windows: Todd took the action to create a plan. Some level of sound dampening preferred, rather than just curtains.
- b) Request to replace one rainbow banner with multi-race banner. Team will research costs; must go to the Assembly for approval.
- c) Light in Steeple: Plan to use small windows above front door and on sides to create a special effect.

### 7) Ongoing

- a) Building Use Policy – delayed until Tithe.ly up and running (Karin).
- b) Insurance for Fiscal Sponsors – Rob following up on open questions with Church Mutual.
- c) Bath Closet Shelving – no action to date.

### 8) Next Meeting – Wednesday, November 10<sup>th</sup> at 4:00 pm.

- a) Lulu had asked if meeting could be moved to first Tuesday of month at 4pm, but that does not work for all members of the Stewardship Committee. So, no change in normal scheduling at this time.

### 9) Adjournment - 5:30pm

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### Addendum 1. Budget for the New Handicap Ramp and Related Upgrades

#### Project Scope

##### Rear of building:

Install 20' PT ramp with PT posts and handrails, install ADA aluminum handrails.

Install two steps ground to ramp level with handrail.

Remove existing pantry exterior door, repair wall & vinyl siding, drywall interior.

Install vestibule to pantry 32" interior door. Remove vestry to vestibule door and reframe opening to 36". Install new rear exterior door and hardware.

Grade and asphalt pave two parking spaces and 5' wide walkway beside ramp.

Install new exterior and interior lighting and switches.

##### Front of building:

Rebuild main entrance interior steps to eliminate inconsistent rises and upgrade handrails. Remove old ramp and roof. Remove old handicap door, install stained glass window and trim, repair vinyl siding, drywall interior.

Widen interior doorway passage outside ladies' room to 36"

Vestry/sanctuary – install 4 exit signs w/emergency lights.

Relocate and replace light in hall at the top of basement entrance.

#### Funding

PIF grant received in July	\$14,115
Capital Improvement Fund	8,880
NBC Community Impact Fund	<u>3,000</u>
Total	\$25,995

#### Expenses

Barry Shaw Construction (not finalized)	\$12,000
LPA (grading & asphalt)	\$9,680
Bill Flynn Electrical	2,200
ADA aluminum handrails	1,263
Loranger (prehung rear door w/acces.)	<u>1,183</u>
Total	\$26,326

**Addendum 2. Budget for Exhaust Hood Installation, NBC Kitchen**

**Scope of Work**

Proposed is a 430 stainless steel 72" wide exhaust hood to vent the existing electric stoves (total width 60") straight up through the roof.

The hood will be complete with lights, filters, grease trap, and a roof mounted exhaust fan with variable speed control. Duct work is welded 16-gauge, fire wrapped to meet clearances to combustibles and installed. Included is a roof curb for exhaust fan mounting as well as necessary work to make the ducting and roof water tight. Also provided is a stainless-steel back splash, a wet chemical automatic fire suppression system and an automatic electrical stove disconnect.

The unit will be NFPA Life Safety Code 101 and UL300A compliant and installed under a permit granted by the City of Portland.

Cost per description above	\$14,325
Electrical work	<u>1,120</u>
Total	\$15,445
Less 50% match donation	-7722
Less donation	<u>-750</u>
Net cost to NBC	\$6973