

**Property Committee
Trinity-Clifton Pastoral Charge
6:30 pm, Wednesday, February 8, 2017**

Minutes

Present: Graeme Linkletter (Ch), Dave Essery, Harry Hibbs, Mario Zirone, Bill Irwin, Judy Irwin, John Kampius, Austin Bowman, Don Cudmore

Regrets: John Enman

1.0 Business Meeting: Called to order at 6:30 pm in the Chapel room

2.0 Approval of Agenda: Following an addition regarding kitchen tray replacement and coffee details for March, the agenda was unanimously approved.

3.0 Approval of Minutes: The January 11, 2017 minutes were reviewed. It was moved by Dave Essary. and seconded by Harry Hibbs. that the minutes be approved as written. Motion carried.

4.0 Business Arising from the minutes:

West Window Repair: The storm window over the West stained glass window has not been repaired as yet. O’Conner Glass has a contract to replace the broken exterior glass and has indicated it will be repaired by mid February – depending on weather.

Exit Lights: The exit lights each side of the choir loft have been replaced with a (running person type) combo pack unit. Also, the two exit doors onto Sydney Street now have combo pack exit lights.

Inventory of Equipment: Several Committee members met on Saturday, February 4, at 9:30 to work on the inventory task. Items in the Sanctuary and the CEC were numbered and listed. All tables and chairs were inscribed with “Trinity United Church” and numbered. The data will be processed once the project is completed.

Catwalk in Attic: The existing catwalk in the attic is unsafe and is a potential liability to the church. It needs to be upgraded. Mario agreed to investigate this matter further and provide recommendations for consideration.

Elevator: The local technician for Otis Elevator will be contacted to determine the model of the elevator. Once this has been investigated, it will be determined if it is possible to upgrade the electronic controls.

Fire Safety Plan: Mario Zirone has agreed to be the new Fire Safety Coordinator. The transfer from Gail MacNutt will take place after the next fire safety drill this spring.

Washroom Upgrade: Judy Irwin reported that one quote from a contractor has been received. At least 2 more quotes will be solicited. Upon receipt of the quotes, the information will be circulated to Committee members for a decision. Actual start of the project will be coordinated with the office administrator so as not to conflict with prior room rental commitments.

Budget 2017: The Property Committee 2017 draft budget was submitted to the Chair of Finance.

5.0 New Business:

Front Door Upgrade: Mario Zirone made a presentation on his investigations into upgrading the main Prince Street doors. Fire Code and City Heritage requirements were discussed and are a major consideration. Mario presented five options (see attached sketches) and outlined the positives and negatives with each option.

Option SK-1 – Replace the existing sliding wood doors with two 5' wide offset pivoted out swinging wood doors. Because of outside step clearance requirements, the doors would have to be pivoted such that $\frac{1}{4}$ of the door is inside the Narthex and $\frac{3}{4}$ of the door outside.

Option SK-2 – Retain the existing sliding doors and construct a 4' deep inside (glass) vestibule with 5' pivoted ($\frac{1}{3}$ and $\frac{2}{3}$ pivot point) out swinging glass doors. This keeps the glass doors inside the Narthex, however, the vestibule restricts the space in the Narthex such that it would be very difficult to exit the door way with a casket. Because of the vestibule, half of the existing Narthex steps would be blocked off.

Option SK-3 – Similar to option 2, but with a shallower (3') inside glass vestibule. The 5' pivoted glass doors would be partly inside and partly outside the Narthex when open. Because of the vestibule, one third of the existing Narthex steps would be blocked off.

Option SK-4 – Similar to Option 3 but with 4' hinged glass doors. This avoids the portion of the door that would protrude past the glass vestibule as is the case with option 3. About $\frac{1}{4}$ of the existing Narthex steps would be blocked off.

Option SK-5 – Replace the existing sliding wood doors with two 3'-8" out swinging wood doors (the new doors to match existing wood doors). There would be a fixed matching wood panel on each side of the hinged wood doors.

Further investigations will be carried out to determine if the existing Narthex floor could be lowered by one step. This would put the floor of the Narthex at the same level as the outside step, thereby making some of the above options more feasible.

Parking Lot: There are 12 leased spaces. (see attached sketch). Other spaces are reserved for Clergy and staff. There are 7 open spaces but two of these are reserved for snow accumulation. Following a discussion on the safety concerns associated with the spaces next to the East wall of the Gym, it is recommended that these 4 open spaces be designated as non-parking areas.

CPR/AED Training: The training course has been organized for March 1st. 9:00 to noon. Several of the Committee members indicated they would be attending the course. The course will be advertised in the Sunday bulletin.

Evacuscape Emergency Chair: Further investigation is needed on this item. Judy will follow up.

Other:

Judy stated that the drainage tray next to the kitchen sink is broken and needs to be replaced. Harry Hibbs offered to get a stainless steel tray custom made.

Property Committee is responsible for Coffee and conversation during March. A list of volunteers and supplies was completed

Meeting adjourned at 8:10 pm. Date of next regular meeting – March 8, at 6:30 pm











