

BUILDING & GROUNDS COMMITTEE REPORT

DECEMBER 15, 2015

Flat Roof. The flat roof replacements on both the east and west wings of the church are substantially complete. Rick's Main roofing is completing the necessary paper work for the manufacturer's representative to inspection the completed work prior to their issuing a warrantee for the new roof.

As part of their closeout work, we have asked Rick's to provide a proposal to add a snow retention system on the low sides of both roofs, and to provide a service agreement for snow removal. It is important to note that in order to prevent further structural damage, removing snow from these roofs is necessary whenever there is an accumulation of more than two-feet (2-ft) of snow.

Platform Lift. After missing the P&Z calendar for November 2015, we are tentatively scheduled to meet with the P&Z Commission on January 6th 2016 to complete the final parking text amendment. Unfortunately, delays in the filing and approval process will result in delays to the start of work on the lift. Leonard Surveyors has completed their field work for the survey needed for the Westport agency filings. Completion of the final survey drawing is taking longer than expected due to the workload of their office. Our Architect, Kevin Davignon, remains on hold until the text amendment and the survey are complete.

As previously reported, Mel Barr of Barr Associates 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. Following November, several positions on the P&Z Board changed. Hopefully these changes will not alter their agreements concerning our lift project.

Dan Valentine is a member of our Building and Grounds Committee; is a professional engineer by training with over 30-years experience as a Project Manager on numerous construction projects. Dan has agreed to act as our Project Manager for the platform lift once the building plans have been approved by the Westport Building Department.

Glass Replacement and Repairs. Connecticut Plate Glass declined to submit a proposal for replacing the broken glass, stating the distance from Bridgeport with all the back and forth for making templates before cutting and installing the glass was to much work and beyond their capability.

As we continue to look for a means to replace the broken pieces, John Turmelle has an agreement from one of his suppliers to cut the glass if we supply the templates. We have asked Rick's Main Roofing if their subsidiary, Fairfield County Restoration, will create the templates and install the glass. If this arrangement works, we will repair as many broken pieces as possible before the outdoor temperatures prevent us from working.

To date, the B&GC has contacted seven (7) local glass companies for proposals to replace the broken glass. Three (3) of these companies visited the church and provided proposals before subsequently declining to perform our work.

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 this work into five (5) Capital Projects that could be accomplished over time. The B&GC provided this information in late September 2015. Subsequent to this report, the B&GC was asked to breakdown the first years suggested projects into suggestions of priority. This report was provided in October and our first meeting to discuss this information with the Finance Committee, Director of Operations and Reverend John is scheduled for January 6th 2016.

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 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.

In his report, John Flynn noted that this work requires the skills of a restoration contractor with a highly specialized skill in cement refinishing and knowledge of the specialty materials needed to repair the edge of the decks. Flynn further noted that it may not be possible to locate three contractors with the necessary skill to properly accomplish these repairs.

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Historic Preservation Grants. As you know, in April-May 2015, we submitted a preliminary HPTAG grant application request for \$20,000 to the CT Trust for technical assistance funding for the skylight/roof. We were waiting notification of the final deadline and if funds were available this year. Unfortunately, we failed to meet the December 1, 2015 deadline due to some back and forth miscommunications about deadlines and fund availability.

This week we spoke with the staff at the Trust, and they are not willing to give us an extension as their board meets next week, and there is not time to get all the work done to submit a professional application in time.

The good news is we have a good relationship with the trust, we know the application process better, and they are supportive of us applying for State Historic status as well as 2016 HPTAG funding.