

Property Team Annual Report 2016-2017

The Property Team went through a leadership transition this year. Mike Wilt stepped down after 7 years of devoted service leading the Team. He remains a handy go-to guy when things need fixing. The Team would like to give a BIG thank you to Mike for his many years of dedicated service to this Team and the Church and for his willingness to continue to answer questions and help out whenever he can.

We would also like to thank Penny Guild who served for many years as Kitchen Manager and along with partner Muriel Credle, made up the “Closet Police” doing all those little jobs that crop up every week in a nearly 200 year-old building. Thank you Penny and Muriel! And welcome and kudos to Nona Storer who has ably stepped into Penny’s position in the “Closet Police”.

And while we are in the thanking mode, many thanks to Sherri Woolsey; the Church administrator. She is usually the first responder when things go wrong and is constantly in the front line calling for estimates, working with contractors, and solving the problem at hand. And many thanks to our Sexton, Sandy Martinage, who spends many hours keeping our Church clean and beautiful. A big thank you to Bob Sampson, whose fountain of knowledge about the history of our Church and the building remains invaluable. Lastly, thank you to the all who have contributed to the activities of the Property Team over the course of the year. They are listed at the bottom of this report.

Highlights of Property Team accomplishments this past year include:

- Establishment of a “fix-it” team to tackle small repair issues that can arise.
- Painting of the front of the sanctuary was completed.
- Rooms 6, 7, and 8 on the second floor of White Wing were painted and new whiteboards were purchased and installed.
- Installation of a new hot water circulating pump and associated re-wiring in the basement of White Wing was completed.
- Danish modern furniture that was in Allison’s office is now in consignment at ModHaus.
- Magnetic boards for name tags were mounted in the rear of the sanctuary.
- Windows on the front and side of the Parish House and those on the front of sanctuary were washed.
- A successful Fall Cleanup of the Church grounds and cemetery was held on Saturday, Nov 19, 2016.
- An exterior building walk-around was conducted on November 19, 2016 and an interior building walk-around on January 7, 2017 to identify areas of concern.
- We decided to add the role of kitchen manager to the duties of the Sexton. Sandy will monitor the kitchen and notify Sherri and the Team if any issues arise. Many thanks to Jenn Morton, Michelle Morrison, Karen Leonard, Penny Guild, and others who have served in the past as volunteer Kitchen Managers.
- Arm on the door to the White Wing parking lot was replaced.
- A property budget recommendation was prepared for Allison and the Board that takes both items of immediate concern and long-term maintenance needs into consideration.
- The process of developing a 20-year maintenance plan for the Church buildings was developed.

Moving forward the Property team will in the next year:

- Oversee the stripping and painting of the exterior of the Parish House from the front entrance, around the west side, to the back of the Sanctuary, the windows in the front of White Wing, the front entrance to White Wing, and the glass walk way between White Wing and the Sanctuary.
- Have a major “fix-it” day (June 24, 2017) in which the Team and volunteers will tackle a series of small repairs and renovations of the Parish House, auditorium, Sanctuary, and grounds. Please plan on joining us at 9 am.
- Install a keypad, intercom, and buzzer entry system for the White Wing and parish house doors.
- Upgrade the heating system in the Chapel, repair a heating system valve in the White Wing men’s bathroom, and inspect and clean the furnace flue in White Wing.
- Repaint the parking lot inside the gate and designate these spots as handicapped parking or parking for the mobility impaired, marked with appropriate signage.
- Work with the White Wing staff to replace the pebbles under the playground equipment or move the equipment to the front play area.

As part of the Capital Improvement Plan the Property Team has identified several long-term maintenance and improvement projects to focus on, including:

- Install replacement windows in the first and second floor classrooms of White Wing.
- Inspect and replace, if necessary, the roof over the Parish House and Sanctuary.
- Review, design, and install a new outdoor landscaping plan.
- Review, design, and install a handicapped accessible entrance to the Parish House.
- Review, design, and remodel the Fellowship Room.
- Review, design, and remodel the auditorium, including replacing the stage curtains, installing storage space at the back of the stage, upgrading electrical and lighting systems, refinishing the floor, and installing replacement windows.
- Replace the boiler in the Sanctuary.
- Repaint the ceiling and replace the ceiling lights in the Sanctuary.
- Replace the dishwasher and purchase an additional or replacement freezer in the kitchen.

This is an ambitious list of goals to accomplish in the next few years and the Property Team will need the support of the entire membership. If you have a passion for any of these projects, please come and help us. Remember, many hands makes light work.

Respectfully Submitted,

Steve Pugh, Chair, Barbara Pugh, Secretary, Sherri Woolsey, staff liaison, Maggie Woolsey, Faith Formation Liaison, Bob Sampson, Nona Storer, Muriel Credle, Summer-Carrie Blais, Winter Rylee, Paul Lemaire, Andee Rebeck, Lance Pratt, Diane Eagle, Dick Widhu, Matt Girouard, Karen Leonard, Michelle Morrison, Jenn Morton