

Building Committee Minutes March 30, 2016

Attending: G. Boyd, M. Anspach, S. Byrnes, M. Claverie, M. Withington. Absent: D. Miller, F. Horne, M. Parobeck, Dean Vang,. Guest: S. Brown

Minutes of the March 9 meeting were accepted for the record.

S. Byrnes was welcomed as a new member of the committee. His technical background and employment at Knolls Atomic Power Laboratory will make him a valuable member of the Building Committee.

Brown presented a floor plan and interior elevations for the NPH kitchen space. The plans showed access to the dining hall through double doors, a pass-through window adjacent thereto and entry also through the neighboring pantry. Equipment locations are specified, and the workflow and layout seemed to make sense, meeting with the general approval of the committee. Brown's recommendation is that the General Contractor install all plumbing, energy and electrical connections, with the parish purchasing equipment from Saratoga Restaurant Supply, to save the GC markup. S. Byrnes had a number of questions concerning the condition assessment, which were answered by Brown. She will provide him with technical drawings for his review.

Condition assessment was discussed regarding its visibility and access. The report is now mounted on the parish web site, is in sharable pdf form, and 10 printed copies are available in the parish house. Brown will prepare a power point presentation that can be shown one Sunday after the 10 a.m. service in the church. Boyd will help with that.

Boyd reported that the anticipated Skidmore Restorative Justice Project tenancy in the NPH will not be ready for at least a year or two, as it has internal and external resource challenges to meet. However, Belmont Child Care has contacted us, and a meeting with their leadership is scheduled for April 12.

The activity sequence of seven critical milestones was reviewed and discussed. It is understood that unless special gifts are identified and secured within the next few weeks (Item 2. below), the project timetable will be in jeopardy. The sequence is appended below.

Next meetings, all Wednesdays, 7 p.m. in Parish House: April 13, April 27, May 11, May 25

Activities sequence going forward.

1. Achieve our congregational goal for Capital Campaign, if not surpass \$330K. To demonstrate congregational support.
2. Secure one or two "special gifts." (i.e. on Dean Vang's and my lists). To increase our equity position.
3. Secure a lease commitment from Saratoga EOC/Head Start for the 2nd floor. To show securitized income in our financial plan.
4. Determine level of Skidmore interest in Floor 4+. Not sure a lease with them is feasible until end of semester. Same as 3.
5. List the balance of the building with Roohan at market rate (+/- \$23/sqft). Market income is actually better than "mission rate," so if 4. does not come through, it actually makes the plan look more feasible.
6. Sit down with the bank and agree to terms for a mortgage. They have been following us reasonably closely, so I think if we can prove the numbers, we should be able to come to terms fairly promptly. Also, we have pre-selected the bank, so the discussion is just one-on-one.

7. Go out to bid for a contractor. JGWA has told us that by law, we cannot go out to bid until we have financing in place. It is good that the construction drawings, i.e. bid document, is nearly complete now. So once the above conditions are in place, we can promptly go to bid. The contractors we have interviewed all indicated they could submit bids on about a 3-week turnaround.
8. Once price is secured and deemed in line with budget, application must be filed for building permit and “mylar” version of final site plans. City turnaround is minimum 6 weeks, as long as 3 months.
9. Break ground.

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