

## New York-New Jersey Trail Conference

### Trail Conference Building & Grounds Committee Meeting Minutes – January 13, 2016

**Minutes:**

1. Open action items:

Mtg. Date	Description	Owner	Status
11/17/2015	Talk to locksmith about possible ways to automate handicap ON/OFF switch.	Peter M.	12/2: Peter spoke with locksmith about syncing the handicap lock with the front door lock so the handicap feature is disabled when the front door is locked. This is not possible; however, alternatives were discussed. We can use the alarm system to disable the handicap feature but it is expensive. We agreed that Peter would call the electrician to see if the handicap feature can be put on a timer 12/15: met with locksmith. He will look into remote system for handicap access, will move 1st fl. thermostat, install wireless doorbell with chimes, light fixture for copier <b>1/13/16: Electrician is donating a Lutron Bluetooth controller accessible through pwd protected app. Leave issue open until installed.</b>
12/2/2015	Order First Aid boxes for 1 <sup>st</sup> and 2 <sup>nd</sup> floor; communicate to staff.	John L.	12/15: John sent Mary what to order. <b>1/13/16: Mary will check on order.</b>
12/2/2015	Order Knox box and set up with building access codes.	John L.	<b>1/13/16: Carol cut the check today. John will follow-up on delivery date.</b>
12/2/2015	Peter will speak with the locksmith about creating a separate key for the tool room only	Peter M.	12/15: waiting for quote, also asking geothermal room to not lock completely <b>1/13/16: Rekeying would cost \$120-\$150. We're into service calls @ \$95/hr. We also need to include janitor, geothermal, elevator eqt. room re-keying to minimize service call \$\$.</b> Geo door hw would need to change if we want to keep open. Depends on Fire Marshal requirements.
12/2/2015	Select and order an outdoor mail drop box and have it installed.	John L., Linda R.	12/15: landscape architect will be brought in to help decide. Placement of benches and boot scrapers should be part of the decision on where to place as these will need to be secured. <b>1/13/16: no action, Linda and John will follow-up with Gary to determine box inside dimensions.</b>

## New York-New Jersey Trail Conference

Mtg. Date	Description	Owner	Status
12/2/2015	Training on released FMOP sections should be an ongoing staff practice. Some of the security topics will require mandatory training for all staff.	Ed, Mary P.	12/15: Ed, Mary P., Linda, John, Don, Josh will discuss scheduling periodic training and making staff rotation assignments. <b>1/13/16: All-staff meeting is scheduled for 1/27. Will use as training opportunity</b>
12/2/2015	Create clip-board practice to support the building closing procedure.	Will S.	12/2: we had a great discussion but left open what to do next. <b>1/13/16: Will S. has this.</b>
12/15/2015	Contact HVAC contractor and building engineer to resolve HVAC installation and operation deficiencies.	Will S.	<b>1/13/16: Now working. The repair is really a patch. See below for details.</b>
12/15/2015	How do we respond to requests for special events? Draft policy and practice for special events	Peter M., Suzan G., Jennifer, Ed, Mary P.	<b>1/13/16: New Task Force, see below.</b>
12/15/2015	Owners of building spaces should come up with drafts for signage and provide to Amber for overall design. Bring to staff meeting	Mary P.	<b>1/13/16: Open</b>
1/13/2016	Determine Fire Marshal requirements for Geothermal equipment room access. Should door remain unlocked? Related to tool room re-keying service call above if room must stay open.	John L.	
1/13/2016	Search for a Honeywell Certified HVAC expert to hire as a consultant to determine the right system installation and corrective actions.	Pat M., Will S.	
1/13/2016	Create "master building calendar" for scheduling and visibility into building resource usage.	Mary P.	
1/13/2016	Request 12 photos and approval for their use on our website from April wedding ceremony event clients.	Events Task Force	
1/13/2016	Recruit volunteers for special events	Events Task Force	
1/13/2016	Come up with a plan on how to develop building the content for the FMOP building infrastructure sections.	Peter M., Pat M. and Will S.	

### 2. Operations:

- Heating system update:
  - The HVAC system was patched. The two-stage heat pump requires a four-wire thermostat. We had incorrect two-wire thermostats installed.
  - Controllers for the dampers are not functioning properly. Incoming fresh air is not warmed or cooled.
  - Utility cost/month now is approximately \$1,000 in winter, \$900 in summer. We need one year of operation to have a baseline.

## New York-New Jersey Trail Conference

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- All windows in the historic section need weather stripping to fix leaks.
  - Short term, we need contractor to fix thermostat problems.
  - Long term, we need a Honeywell certified HVAC expert for servicing.
  - Consensus is that some parts of the system may be overloaded to compensate for others that are not installed properly. We need a geothermal consultant to evaluate the entire system to propose installation corrective actions and operation solutions.
  - Special events
    - Task Force established to respond to events as they come up. Members: Mary P., Jennifer E., Peter M.
      - 1/31 – Town event
      - April – Wedding ceremony approved by task force. Event expects about 20 people, will last approximately 1.5 hours. Fee: \$200 including membership for the couple.
      - Will need to
    - Task Force is established to address events as they come in.
      - The Task Force should communicate with the B&G committee on events that are considered to be accepted especially while we do not yet have set guidelines and criteria.
      - The Committee concern is to make sure we do not have undue wear and tear on the building and that Staff are not locked out from access to building resources to support program needs.
3. Implementation of released & outstanding staff-owned FMOP sections:
- Full staff meeting scheduled for 1/27. Plan to address the outstanding issues at this meeting.
  - Topics to address:
    - Mandatory training that will be scheduled throughout the year
    - FMOP sections – make a priority, assign owners, target completion by March
    - Signage implementation
    - Staff to use Building Calendar to ensure resources reserved for program needs
4. Outstanding FMOP document sections:
- Safety section - John L. will email updated draft before
  - Other building sections – Peter M., Pat M. and Will S. will meet to come up with a plan on how to develop building the content for the FMOP building infrastructure sections:
    - sect. 5 - utility providers - review, release
    - sect 6.1 - alarm system
    - sect 6.11 - Keying system - update to reflect tool storage room, other updates?
    - sect 6.19 - special events
    - sect 7 - building systems
    - sect 11 - scheduled maintenance
5. Next meetings:
- 1/27/2016 3pm at HQ
  - 2/17/2016 3pm at HQ

**Meeting adjourned at 4:00 PM**

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### Reference Links:

[Headquarters web page](#)

[FMOP document location](#)

[FMOP document development schedule location](#)