

New York-New Jersey Trail Conference

Trail Conference Building & Grounds Committee Meeting Minutes – January 27, 2016

Agenda:

1. Approve 1/13/2016 minutes
2. Status of 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.	<p>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</p> <p>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</p> <p>1/13/16: Electrician is donating a Lutron Bluetooth controller accessible through pwd protected app. Leave issue open until installed.</p>
12/2/2015	Order First Aid boxes for 1 st and 2 nd floor; communicate to staff.	John L.	<p>12/15: John sent Mary what to order.</p> <p>1/13/16: Mary will check on order.</p> <p>1/27: CLOSED. boxes installed in kitchen and by rear entrance</p>
12/2/2015	Order Knox box and set up with building access codes.	John L.	<p>1/13/16: Carol cut the check today. John will follow-up on delivery date.</p>
12/2/2015	Peter will speak with the locksmith about creating a separate key for the tool room only	Peter M.	<p>12/15: waiting for quote, also asking geothermal room to not lock completely</p> <p>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 \$\$. Geo door hw would need to change if we want to keep open. Depends on Fire Marshal requirements.</p> <p>Leave issue open until installed.</p>
12/2/2015	Select and order an outdoor mail drop box and have it installed.	John L., Linda R.	<p>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.</p> <p>1/13/16: no action, Linda and John will follow-up with Gary to determine box inside dimensions.</p> <p>1/27: surveyed all staff about parcel sizes</p>
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.	<p>12/15: Ed, Mary P., Linda, John, Don, Josh will discuss scheduling periodic training and making staff rotation assignments.</p> <p>1/13/16: All-staff meeting is scheduled for 1/27. Will use as training opportunity</p>

New York-New Jersey Trail Conference

Mtg. Date	Description	Owner	Status
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. 1/13/16: Will S. has this. 1/27 – Will is working with Gary
12/15/2015	Contact HVAC contractor and building engineer to resolve HVAC installation and operation deficiencies.	Will S.	1/13/16: Now working. The repair is really a patch. See below for details. 1/27: Closed. AC3 is working now.
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.	1/13/16: New Task Force, see below.
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.	1/13/16: Open
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.	1/27: Have a potential contractor, will follow-up at end of Feb.
1/13/2016	Create “master building calendar” for scheduling and visibility into building resource usage.	Mary P.	1/27: Sabina and Mary are working on this to see how a room view can be created on the office calendar.
1/13/2016	Request 12 photos and approval for their use on our website from April wedding ceremony event clients.	Events TF	1/27: Closed. Part of the rental contract
1/13/2016	Recruit volunteers for special events	Events TF	1/27: Closed. Peter and Mary will address as event nears.
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.	1/27: Met today, Pat drafted HVAC, fire protection and processes sections. Peter will work on his sections, edit and incorporate into FMOP document.
1/27/2016	Work with building architect and engineer to resolve HVAC faulty installation and fix them.	Ed G.	

3. Operations:

- AC3 is now fixed and working. Economizer and damper are not working. Ed will contact architect and building engineer
- Special Events Task Force – Joyce Kilmore Day event on 1/31

New York-New Jersey Trail Conference

- Butler Sign Co. finished donation of signs to the Trail Conference
 - Stone wall construction in front – entered into a partnership with Vermont Masonry organization to build the wall. Workshops planned for 4/14 and Memorial Day weekend. \$400 for workshop.
 - Master gardening group will install plantings around the building.
 - Electrical for building lighting must be completed before the wall is built.
 - DEP approved the plans for the bridge. Ed will be working with bridge builder to figure out the schedule and construction logistics given the wall and grounds schedule.
4. Outstanding FMOP document sections – will be discussed at 1/19 staff meeting; Pat, Will and Peter are addressing the building systems sections.
 5. Next meetings:
2/17/2016 3pm at HQ

Reference Links:

[Headquarters web page](#) | [FMOP document location](#) | [FMOP document development schedule location](#)