

**Properties Committee Minutes**  
**January 9, 2017**

**Present:** Diane Wells, Bill Alber, Ken Brost, Susan Brodd, Dick Kohl and Vicki Holten

Meeting called to order and the committee recited the Lord's Prayer.

**Budget:** Discussion of November and December. Request SimplexGrinnell (vendor for annual fire system inspection) be added a designated line item (Mandated Inspections).

**Ken's Report:** Signage at Broadhead Street is broken – repair pending second estimate. Basement leak – interior work began week of January 9, 2017. Kitchen upgrade - grease trap removed – work scheduled to be completed week of January 18<sup>th</sup>, 2017. New kitchen flooring – pending. Continued discussion of communication from CLM Administrator to investigate further security modifications (scissor gates - pending) to address the CLM security of children at both hallway locations leading to the classrooms and the bathrooms for the children. Rainbow Center addressed with a combination lock and arrivals can “knock” to gain entrance. Ken has contacted the fire department to ensure if doors/scissor gates can be placed at these locations. Repair to roof – trial use of prefabricated trough (low tech/cost) made of sheet metal to address drainage issue – is working to adjust flow of water. Complete inventory lists, replace ceiling tiles and lighting (“lift tasks” and electrician) - pending. Review and update Delayed Maintenance List (DML). FLC – new “pull” blind installed.

**Other Business:** Defibrillator – annual inspection? - pending investigation.

The next meeting will be February 13, 2017 at 6:30pm in the Gathering Space.

Respectfully submitted,

Susan Brodd, Chairperson