

Property Coordinator Update
December 3, 2013

Fall Clean Up Work Thank you!

A big thanks to everyone for their help with many chores around the property in the past month, especially getting most of the windows in both buildings washed, the storm windows for the Meeting House puttied and put up, and the gutters cleaned out. A special thanks to Owen Vieira for his determination in getting daffodil bulbs planted around the rock next to the new well cap!

Stone Wall Repair

Dave Farias and son did a lovely job repairing the stone wall last month. The family of the man who caused the damage paid Dave directly, in full. I communicated our gratitude for the prompt and gracious response they gave us regarding the cost. I asked Dave for an estimate to repair the entire front wall, as some sections are in great need of work. His initial estimate was between \$6,000 and \$7,000. He thinks we could do it in sections over time if we would prefer to do this. At this point, Property is gathering information on this and other Capital Expenses for 2014 and the subsequent 4 years and will bring recommendations of work and timelines to Monthly Meeting for Business.

Cemetery Repairs

Someone from Rex Monuments is coming by to give an estimate on the cost of repairing several broken headstones. We will have the actual work done in the spring.

Re-Gravel in Parking Lot

I am working on getting quotes. Again, we will have it done in the spring.

Floors in Community House

Inter-City is coming on Friday, December 6, 2013 to strip and refinish the tile floors in the Community House. I am hoping to have another coat of polyurethane put down on the wooden floor between Christmas and New Year's by Belanger's, the company that did the major refinishing last year.

Thermostats

Please let me know if you are finding that the programmed thermostats are not adequately set.

Fire Alarm

When either building loses power for any reason, including weather-related, the radio monitor records this and notifies the monitoring company. If it is simply a momentary loss of electricity, the company should be notifying All Security rather than us, though this is not always consistently followed. If the alarm sounds for any other reasons, the monitoring company immediately notifies the Fire Department and us. The Fire Department is required to respond to our property and turn off the alarm. It is our responsibility to make sure the alarm is then re-set. I have made copies of the simple instructions for re-setting the panel and will be posting them on the inside cover for easy reference. Dealing with the fire alarms seems to be the most inconvenient aspect of being the property coordinator who lives 20 minutes away.

Bulletin Boards in the Community House

These could be an effective way for us to do more outreach to the community. I frequently have conversations with people inquiring about using the buildings around Quakerism and our monthly meeting's spiritual community. Just last week a woman who had booked a birthday party for January called me back

to specifically ask “just who we worship” and how the children are involved in our form of worship. She is very involved in her own church – but she was curious. With so many people regularly using the buildings these days, we could be sharing information on social justice concerns, our FDS, spiritual nurturing, and our meeting family.

Occupancy Limits and Town Inspections

Still working on these....

Use of the Buildings

As Westport Friends continue to consider the querie regarding how the use of our property by community groups and individuals builds up and weighs down the life of the Meeting, I thought it might be helpful for everyone to have some general numbers for 2013.

IN 2013.....

Exercise Classes	approximately 150 (4 per week, beginning in April)
AA Meetings	52 (every Sunday evening)
Brownies Group Meetings	36 (every week January through June and September through December)
Women in Ministry Meetings	12 (one Thursday morning per month)
Women’s Club Meetings	10 (one Wednesday afternoon/evening per most months)
Westport Garden Club	10 once a month Saturday morning workshops plus a 2 day sale in May
Theater Camp	18 full days in July
NEYM Youth Retreats	4 full weekends (Friday afternoon through Sunday afternoon)
Private Parties (birthday, etc)	5
Meditation Group Classes	4 (once a week in August)
Workshops & Organizations	4 (2 Historical Society, 1 Real Estate Training, 1 Housing Organization)
Tables Borrowed	5 times
Chairs Borrowed	2 times
Weddings	1 Friday evening and Saturday in May

Gretchen Baker-Smith