

Property Coordinator Update March 27, 2015

March 8th Workday Thanks

Thanks again to everyone who was able to help! We got a lot of work done, and I loved the support and involvement of Friends. Thus far the re-arrangement of clean chairs and supplies on the shelves in the room off the stage has worked – I'm not moving nearly as much in there on a daily basis! The new shelving in the basement is great. Many people have commented on the spiffed up bulletin boards and clean refrigerator. Thank you!

Potter House Bathroom Renovation

Chet Baron is the contractor renovating the back bathroom. After gutting it and removing the window, a new tub, shower surround, vent fan and light fixture were installed. Chet hopes to be done skim-coating the new sheet rock and recessed shelving early next week. The plan is for Chet to do the primary coat; I will do the wall and trim painting midweek (same colors as the other 2 bathrooms). The current sink and radiator will be reinstalled. A new dropped ceiling, wall mirror, linoleum floor, towel bar and low-flush toilet will complete the job. Jeff Kobza is doing the electrical work. Bodington Co. is doing the plumbing. It's been a pretty straightforward project. Thanks to Kevin Lee who has been the clerk of the works!

Use of the Buildings by Others

March has seen a few more outside groups using the building: a one-time writers' group led by Peter Crysedale and the Westport River Watershed Alliance's annual staff retreat. Mary Derbyshire has temporarily moved a Thursday night class that usually meets at DeeDee Shattuck's Gallery to the Community House for 4 weeks due to a Ceramic Installation. There were 0 private parties in February or March. The next one is scheduled for the end of April.

Community House Furnace

There were 3 more instances of the heat not working. In February, the thermal coupler was replaced – something we apparently should have done annually. Last week the gas valve and relay switch box were replaced. Two of these times the heat in the building was below 40 before it was repaired. We are fortunate that each time this happened, someone discovered it and alerted me to the fact so that I could attend to it (a Meeting member, the exercise class instructor, our bathroom contractor). Though I am in the buildings *at least* 3 days a week year round (and sometimes twice in one day), the heating company has recommended that I, or someone else, stop in every day during the winter months to ensure the heat is working and the pipes aren't freezing.

Annual Inspections

The Building Inspector and Fire Inspector were on site last week ensuring the buildings are up to code. An occupancy permit has not been on file for either building until now. The capacity was set at 100 for each building.

Carpet Cleaning & Tile Floor Refinishing

Cyclone Cleaning did the carpets in the Meeting House and the 2 back classrooms in Potter House, as well as the Community House linoleum floor, 2 weeks ago.

Cleaning Service

We have a new cleaner through Mary Ann Turpin's company who comes on Monday morning after the exercise class is done. This schedule and the new cleaner are working out fabulously.

Snow Removal Costs

.....have been astronomical, but the service from David Palmer's company has been excellent!