

## **1 Executive Summary**



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### Introduction

This Manual includes all information relevant to the development of the West Acton Baptist Church Facilities Master Plan, and its process and results, as it has unfolded with the collaborative bodies, including the West Acton Baptist Church (WABC) Properties Team, the West Acton Baptist Church Congregation, Community Affiliations, the Acton Cooperative Preschool and the Design Team. All analyses, investigations, presentations, and meeting notes are included.

The charge of the WABC Properties Team was to develop a transformative and flexible plan that addresses the existing conditions deficiencies, needed systems upgrades and space requirements to enhance the longevity and usability of the facility for the congregation and the community.

In the spring of 2013, the WABC Properties Team engaged OMR Architects Inc., Architects (OMR) in developing a Master Plan based on the charge given to this group. Since that time, the design team has met with the West Acton Baptist Church (WABC) Properties Team on a regular basis. Also participating in meetings at times were other members of the Congregation and users of the Church facility. In order to gain the feedback necessary to guide their decision making process, throughout the study Property Team members have kept the Congregation informed via their weekly services and bulletins.

On the next page is the Master Plan Work Plan schedule.

## Master Plan Process

### Groundwork

- Prepare Contract
- Obtain all available/pertinent documents & codes

- Prepare draft of schedule and work plan

### Step # 1 Project Start-Up

Meeting #1 – June 3, 2013

#### Objectives

- Review budget, schedule and process
- Discuss goals, values, priorities, & other issues
- Discuss possible community usages

#### Follow-up

- Perform building walkthroughs and prepare analysis narratives
- Meet with selected user groups and congregation prior to mid-June
- Prepare draft program & inventory existing space
- Develop organizational diagram

### Step # 2 Review Program & Existing Conditions

Meeting #2 – July 22, 2013

#### Objectives

- Review goals & values
- Review draft of program and space needs
- Review organizational diagram
- Present building analysis

#### Follow-up

- Finalize program
- Identify and prepare Master Plan options
- Prepare evaluation of options

### Step # 3 Present Master Plan Options

Meeting #3 – Sept 9, 2013

#### Objectives

- Present Master Plan options
- Review, evaluate, and compare options
- Agree on approach/select best option

#### Follow-up

- Develop selected option into final Master Plan
- Prepare phasing and implementation strategies
- Prepare budget estimates
- Oct. 7.B.D. – Meet with Committee to discuss final option decisions

### Step # 4 Present Final Master Plan

Meeting #4 – November 4, 2013

#### Objectives

- Review final Master Plan
- Review phasing, budgets, and implementation strategies
- Discuss final graphics

#### Follow-up

- Prepare final graphics
- Present final Master Plan report
- Discuss next steps
- January 12<sup>th</sup> - Presentation to Congregation

**Building History (Based on West Acton Baptist Church Data)**

In 1844 the railroad came through West Acton resulting in considerable community growth. Responding to this growth a group of lay people and a graduate from Newton Theological School formed a church in 1846. In 1847 a property was purchased and a church building erected. In 1853 the structure was destroyed by fire. The congregation determined to rebuild and in 1854 the current church was dedicated. Placed in the belfry of the church is the current bell cast in Boston in 1854 by a former apprentice of Paul Revere. In 1898 a renovation and redecoration was completed adding 18' to the church, relocating the organ and renewing the stained glass windows and pews. In 1934 the steeple was deemed unsafe and removed. In its place a gold dome was added to complete the belfry, and the bell wheel and fittings replaced. The gold dome is a reference point and landmark for the Historic District of West Acton Village as one crests the hill heading east on Route 111 or enters the village from the east. One of the significant historic elements of the interior is the sanctuary's unusually decorative tin ceiling, unique not only in West Acton but among all the churches in Acton. The sanctuary also features beautiful period woodwork, wooden pews, and stained glass windows.



## **Master Plan Summary**

### **Intent:**

This Master Plan Report was commissioned by the West Acton Baptist Church (WABC) with the help of a grant from the Acton CPC in order to better understand the existing conditions of their historic Church at 592 Massachusetts Ave in West Acton MA. and to help the Church plan for the rehabilitation of historic elements of the Church building while improving its function both for the internal Church Community and for use by the larger community.

### **Existing Conditions:**

The WABC building has been well maintained throughout the years and is in adequate condition for the age of the building. This report outlines the current conditions of the building's interior and exterior, structure, mechanical, electrical, plumbing, and life safety systems. A code review of the building was also performed by the architect and the engineers. Building, systems, and code recommendations are followed in each analysis and within the master plan report.

### **Process:**

Goals and Values for the project were developed with the collaboration of the WABC Properties Team. OMR evaluated the existing space program and developed a proposed program and organizational diagram for the building. After meeting with the member of the Congregation a program priority list was developed to help generate options for the Master Plan. During Meeting #3 options for renovations and building upgrades were presented and discussed with the WABC Properties Team.

### **Pricing:**

A preliminary construction cost estimate listed the restoration and recommendations by trade and related s.f. costs. The estimate looked at base restoration costs and options for possible upgrades. The WABC Properties Team has selected a series of recommended upgrades based on safety, security, general maintenance, program needs and historic preservations. They have also worked with vendors to start to refine some of the pricing numbers for more immediate projects. These options are listed in the final Master Plan.

### **Code Implications:**

The type and amount of work selected to be done by the WABC Properties Team will likely trigger code requirements for accessible access to the building from at least one entry. The WABC Properties Team is proposing to upgrade the west entry adjacent to the handicap parking spaces as the dedicated accessible entry to the building. This entrance is also adjacent to the existing elevator. The triggers for various Code requirements were discussed with the team and should be kept in mind throughout any construction projects.

**Master Plan Summary (continued)**

Phasing:

The WABC has selected a direction for the overall Master Plan work and proposed a phasing plan. These are presented in the final Master Plan presented in this report. (Refer to section 6 for the selected Final Master Plan options.)

Conclusion:

The Final Master Plan is intended to rehabilitate and revitalize the WABC Church building to ensure the safety, health, functionality and historic significance of the Church and its Community.

The proposed upgrades to the building will be phased as presented in this report. Refer to section 6 for selected master plan options

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**The Manual Contents**

Section 2 provides all building analysis reports and code attachments

Section 3 includes presentations made to the WABC Properties Team

Section 4 includes meeting minutes with the Properties Team and the users

Section 5 includes a preliminary cost estimate

Section 6 includes the Final Master Plan Presentation

**This Master Plan was Prepared with Input By:**

West Acton Baptist Church Properties Team and Members of the Congregation:

Alesbury, Debbie	Deacon
Armistead, Sharon	Finance
Bruneau, Lori	Former CE (Christian Education)
Dodge, Nancy	Administrative Assistant also Missions, WABC Women
Emerson-Lombardo, Nancy	Properties Team, Trustee
Eppelsheimer, Ingrid	Music, Organist
Gellar, Kathi	Music Director
Hoover, Nancy	Moderator, Properties Team Chair
Ingram, Bob & Connie	Finance Chair, Properties Team, former Trustee
Long-Middleton, Rev. Jeffrey	Pastor, Properties Team (til Aug. 1)
Maxfield, Wendy	TABCOM (state), Properties Team, former CE (Christian Ed)
O'Neil, Linda	Properties Team
Richards, Joan	Clerk, Properties Team, Missions, WABC Women
Smith, Ira	Deacons Chair (& HGRM)
Starr, Charlotte	Treasurer
Taylor, Doug	Trustee (Ruth Thatcher son-in-law)
Tessier, Pauline ("Tess")	Trustee
Thatcher, Ruth	Pastoral Relations Committee Chair Assistant Treasurer
Williams, Bob	Properties Team, Deacon, Chair of Memorial & Trust Funds, Music
Williams, Zelda:	Chair of Memorial & Trust Funds, Music Christian Education, Missions

**Design Team**

Architect: OMR Architects  
*West Acton, MA*

Structural Engineer: Foley Buhl Roberts & Associates Inc.  
*Newton, MA*

MEP/FP/Tech Engineer: Garcia Galuska DeSousa Consulting Engineers Inc.  
*Dartmouth, MA*

Cost Estimator (OMR): D.G. Jones International, Inc.  
*Woburn, MA*

Code Consultant: Harold Cutler  
*Sudbury, MA*