

4 Meeting Minutes

- A. WABC Meeting #2 Minutes (July 22, 2013)
- B. WABC Meeting #3 Minutes (September 9, 2013)
- C. WABC Meeting #4 Minutes (November 4, 2013)
- D. WABC Community Group Meetings (June 12, 2013)
- E. WABC Music Program (June 13, 2013)
- F. WABC Christian Education (June 30, 2013)

A. WABC Meeting #2 Minutes

Meeting Date: 22 July 2013

Location: WABC

Project Name: West Acton Baptist Church

Subject: WABC Meeting #2

Project Number: 1213.00

Reported by: LPR

Project File:

Attendees: Nancy Hoover - WABC
Jeff Long Middleton – WABC
Linda O’Neil – WABC
Joan Richards – WABC
Nancy Emerson Lombardo - WABC
Bob Williams - WABC
Bob Ingram - WABC
Anne Draudt - OMR
Lisa Pecora-Ryan - OMR

cc: AD

The following was discussed:

WABC Meeting #2:

1. Goals and Values:

- a. After “young children” add “and youths”
- b. On slide 5, add “sharing/creating a relationship with the Town of Acton”
- c. Add Maximize CPC money (need to disclose this with the community)
- d. omr to help identify what items could be CPC funded
- e. WABC committee feels that omr has accurately described WABC’s goals and values

2. Program and spaces:

- a. CE program may want to reclaim a small room on the lower level next to the Nursery from the Coop. Coop did spend some money renovating this space as a capital improvement (may need to negotiate with the Coop,

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use of other shared spaces such as Fellowship Hall). Bob I. indicated that some of the finishes were renovated by WABC.

- b. Jeff had noted that the Education program is critical to the future of the church (worship is the #1 goal, education is #2)
- c. On slide 7 change “upper level” to “grade level 1-6”
- d. WABC feels that there needs to be a total rehab of the kitchen (it is outdated and semi-functional)
- e. WABC had noted that yearly maintenance is now done to the elevator (no problems have occurred since)
- f. On the space diagram slide, add an arrow from Fellowship Hall to the Coop.
- g. Add Library to the space diagram
- h. May want to look at moving the nursery closer to the sanctuary so new families will feel comfortable bringing their children to the nursery. Look at possibilities of using the storage room or choir room for the nursery. Choir will need a space to get ready and storage will be needed for the bells and tables. Bob W. suggested building over the roof of the toilet room/kitchen addition. Preschool and Nursery need to stay together.
- i. Current location of the church office is not accessible. Would be nice to have the church office on the main level so that it can easily be accessed. The custodial storage room below the stairs could be moved to the basement and this space could potential become the church office. (Note: new pastor may not need an office as he may work remotely in another location) – *relocated office could free up space for the nursery or CE*
- j. On the main level floor plan it should be noted that the west entry used by the Coop is also heavily used by the church. The WABC community uses this entry because it directly access the kitchen and the choir space

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- k. The Coop playground is also used by the Christian Education program
 - l. The Coop is currently upgrading the hardware on the west entry door, the door will have a key pad security system with video and intercom.
 - m. omr indicated that one of the entries may need to become accessible, LPR stated that the east entry would be the east entry is the easiest to make accessible if the doors are replaced and a small ramp is added. However a handicap parking space would need to be added. The Annex lot is not an option as this will be sold.
 - n. Bob I. indicated that it may be possible to use the Christian Science parking lot on Central Street for visitor to access the east entry. Jeff questioned the use on Sunday's as the lot may be dedicated to the Christian Science Church at that time (Bob I. to confirm availability)
 - o. LPR indicated that a ramp could also be added to the more heavily used west entry. omr would need to understand the grading to determine the length of the ramp.
 - p. Bob W. suggested adding more signs for "wayfinding" so people know where to go
 - q. Need to add a sound field system in the sanctuary for the hearing impaired
3. Existing Conditions Analysis:
- a. Bob I. indicated that the roof does leak over by the chimney, omr to look at this condition.
 - b. Bob W. suggest having a professional come into to look at the refurbishment of the tin ceiling and provide a price – omr to see if they can contact a person who can potentially do this work
 - c. Nancy E. Suggested having a professional come in to evaluate the stain glass windows and provide a price for repairing them

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- d. omr will help to identify building code triggers
 - e. Jeff had indicated that the need for a variance for the elevator may be a red flag. LPR contacted the code consultant and confirmed that a variance would not be required unless the work performed exceeds 30% of the value of the building.
 - f. LPR recommended repairing the handrails and making them accessible. Nancy H. suggested adding a dual rail like the preschool has to accommodate the young children
4. Summary
- a. WABC requested adding information in the master plan that identifies what the church will pay for and what might be funded by the CPC
 - b. LPR to send engineer's reports and a reduced pdf of the meeting #2 slide show.

The foregoing discussions of this meeting are recorded as understood by the writer, who should be notified of any omission or correction. Unless the writer is notified to the contrary, this report is presumed correct.

B. WABC Meeting #3 Minutes

Meeting Date: September 9, 2013

Location: WABC

Project Name: West Acton Baptist Church

Subject: WABC Meeting #3

Project Number: 1213.00

Reported by: LPR

Project File:

Attendees: Nancy Hoover - WABC
Linda O'Neil - WABC
Nancy Emerson Lombardo - WABC
Bob Williams - WABC
Bob Ingram - WABC
Anne Draudt - OMR
Lisa Pecora-Ryan - OMR

cc: AD

The following was discussed:

WABC Meeting #3:

1. Next Meetings:

- a. September 30th at 10:30 WABC group meeting only
- b. October 16th at 7:00pm WABC/OMR meeting to review final master plan (LPR has a CCHS meeting on this night, AD will attend from OMR)
- c. October 20th at 11:00 OMR presentation to the Church

2. Objective of cost estimate

- a. Cost of required items
- b. Cost of recommended items
- c. Cost of items potentially covered by Grant (CPC)
- d. AD indicated that it may be best to select a master plan approach and submit the master plan to the CPC for review. They will be able to access what is eligible for grant funding

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3. Comments on Options

- a. Provide a description of value in the options; review MEP/FP systems with GGD and Bob Ingram. Discuss recommendations and existing equipment to better understand when and why certain renovations and upgrades are needed.
 - b. Find out from GGD if the natural ventilation and exhaust system share some of the cost of the AC system
 - c. AD recommended that WABC talk to contractors to get comparison pricing for work. May even be possible to do a design build with a contractor instead of hiring an engineer or architect to design the renovation or systems.
 - d. Bob would like verification in understanding if the egress in the building does not meet current code (OMR and Bob to review with GGD)
 - e. LPR will set up a conference call with GGD and Bob for next Wednesday to review MEP recommendations and respond to WABC questions.
 - f. Add new custodial closet to basement in all options for final master plan (adjust cost data)
 - g. Review bell table storage to make sure that each option has enough room for storing the tables
 - h. Nancy H. indicated that the Pastor study needs to be a quiet space and needs room for private conference (should be same size as current pastor's office)
 - i. OMR was asked to work on CPC grouping, however omr indicated that the masterplan should be the starting point with the CPC.
4. LPR to send cost estimate breakdown and a pdf of the meeting #3 presentation to Nancy to distribute

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C. WABC Meeting #4 Minutes

Meeting Date: November 4, 2013

Location: WABC

Project Name: West Acton Baptist Church

Subject: WABC Meeting #4

Project Number: 1213.00

Reported by: LPR

Project File:

Attendees: Nancy Hoover – WABC
Linda O’Neil – WABC
Bob Williams - WABC
Bob Ingram - WABC
Anne Draudt – OMR (AD)
Lisa Pecora-Ryan – OMR (LPR)

cc: AD

The following was discussed:

WABC Meeting #4:

1. Discussion:

- a. AD presented the selected master plan to the executive WABC members. The presentation was also a draft review for the final presentation to be made to the congregation in January.
- b. During the review of the master plan upgrades it was noted that the West Entry will be the preferred accessible entry location.
 - i. AD indicated that it may be possible to fill in the area between the west entry and the parking lot to create an accessible walkway in lieu of adding a ramp in this location.
 - ii. LPR noted that the west entry door is currently the proper accessible width at 36”. However the door does not have the proper accessible clear floor space. There should be 18” of clearance at the latch side of the door. This issue could be addressed in the following ways:

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1. Add an automatic ADA door opener (push button style)
2. Reverse the hinge side of the door so that the door opens up against the elevator shaft and extend width of porch to allow for more floor space on the latch side of the door
3. Reframe door opening to increase clearances on the latch side of the door (this is a more costly approach)

Note: Door must remain swinging out

- c. OMR to follow up to confirm that the “dual” use of the building will not affect the building value used to determine ADA trigger thresholds.
 - d. WABC confirmed that they would like to keep classrooms on the lower level for CE space
 - i. Need dedicated storage closet for CE supplies (lockable)
 - ii. Need a display board in CE space that can be closed or covered up during the week days when Coop Students are using the space
 - e. Chapel and Library could use more display space (needs to display things that will remind people in the congregation of the mission)
 - f. OMR to send Board of Health requirements to WABC
 - g. AD suggest having an electrician walk thru the building and create a list of things that should to be upgraded or fixed when renovating particular spaces
2. Comments on final presentation:
- a. Under Mechanical option 3: grey out all spaces except the Sanctuary (Fellowship Hall, Library, etc. should be shown in grey; AC to be added to Sanctuary only)
 - b. OMR to remove the costs and detailed descriptions from the estimate slides (show recommendations only)
 - c. Change “tin” ceiling to “steel” ceiling
 - d. Add upgrades to electrical panel to 2014 Master plan work; WABC’s

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electrician had indicated that no work can be done until the panel is upgraded.

3. Next Steps:

- a. OMR/LPR to provide a proposal for the Belfry inspection
- b. OMR/AD to send e-mail with scope of work for review of CPC submission
- c. WABC to sign contract for hourly work
- d. December 4th - Final Master Plan Report
- e. January 12th - Master plan presentation to the congregation after the 10:30 worship

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D. WABC Community Group Meetings

Meeting Date: 12 June 2013

Location: OMR's office

Project Name: West Acton Baptist Church

Subject: WABC Community Meeting

Project Number: 1213.00

Reported by: LPR

Project File:

Attendees: Jeff Long-Middleton – WABC
Nancy Hoover – WABC
Nancy Dodge - WABC
Ruth Thatcher – WABC
Ira Smith- WABC
Zelda Williams WABC
Bob Williams – WABC
Anne Draudt - OMR
Lisa Pecora-Ryan - OMR

cc: AD

The following was discussed:

Community comments on what makes WABC special

1. Old and decrepit makes it special
2. Building contains a lot of history
3. It is not the building it is the spirit (less the physical space)
4. Not the best building
5. It is not the appearance of the building that makes WABC special it is the people
6. WABC community has reduced in size due to the change in society
7. Need to evolve for today's worshipers
8. 1st impression is important (ceiling looks like no one cares, floor is falling apart, railings are hanging off of the walls)
9. WABC is full of great people who do wonderful things
10. The landscaping (Community built Memorial garden) is a sacred space. Outside

space is important

11. Dark parking lot, needs better lighting

WABC Needs:

12. Christian education program needs a good space

13. Nursery needs a good space, currently out of the way next to the furnace room

14. Children have no space to call their own

15. Need a space for welcoming children

16. OMR to interview a group of children from the WABC community

17. The balcony could become the crying room (glass walls)

18. Would like the front door to be used, currently no one uses the front door, they enter in on the side door off of the parking lot

19. Need new hardware on doors (let people know where to go, code compliant)

20. Elevator is creepy

21. Need a real church library with a few computer stations, a large screen and skype (web access to sermons)

22. Chapel is a multi-use space for meetings, Christian (Sunday) school, work groups, etc.

23. Christian (Sunday) school classroom should have a sink, could make the library the classroom and connect a sink to the back side of the kitchen wall

24. The fellowship hall has many uses: main gathering space, dinners, funeral services (multi function space)

25. Need more outlets in Fellowship hall and throughout church

26. Possibly add folding partitions to the Fellowship hall

27. Fellowship hall has bad acoustics (hard floors, hard ceilings)

28. The Coop space (educational space) is not on the master plan track at this phase of the process

29. OMR to provide guidelines for the ADA/MAAB regulations

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30. Building needs wayfinding and new signage
31. Music sound system and A/V system
32. Sound field system in sanctuary for hearing impaired
33. Would like to broadcast sermons
34. Need bulletin boards and display cases for historic artifacts or missionary displays
35. OMR to help evaluate what items CPC can fund
36. What does CPC "Rehabilitation Use" cover?
37. Sanctuary needs better lighting (energy efficiency)
38. Need new boilers (energy efficiency)
39. Consider A/C in sanctuary and Fellowship Hall

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E. WABC Music Program

Meeting Date: 13 June 2013

Location: WABC

Project Name: West Acton Baptist Church

Subject: WABC Music Program

Project Number: 1213.00

Reported by: LPR

Project File:

Attendees: Ira Smith - WABC
Kathi Gellar - WABC
Ingrid Eppelsheimer - WABC
Bob Ingram – WABC
Anne Draudt - OMR
Lisa Pecora-Ryan - OMR

cc: AD

The following was discussed:

WABC Music Program:

1. Choirs:

- a. Chancel Choir – currently 6 people
- b. Hand Bell Choir – currently 8 people
- c. Both choirs can be present at the same time
- d. Prefer to have the choir sing from the front (and not from the loft in the back of the sanctuary)
- e. Sanctuary has great acoustics
- f. Hand bells take up a lot of space. Currently use (5) 2x4 tables
- g. Choir has 3 risers, the bottom two risers can retract under the third riser
- h. Hard to put bells in the choir area on the stage, but when they do they move the risers back. It is preferred not to have the bells in back because they should be seen by the audience
- i. When the bells are set up in front of the stage then no one can sit in the

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front pew (tables take up entire area)

- j. Would like to have a space where the bell tables can be permanently set up (it is a lot of work to set these up every week for practice and worship)
 - k. Bell practice is once a week
 - l. Hope to have a children's choir some day (currently there is too much of an age gap)
2. Stage:
- a. Organ is on right side of stage, drums are on left side of stage and piano is on the stage.
 - b. Pulpit is in the center of the stage (use to be set to the side where the drums are)
 - c. Hard for organist to see choir from the side of the stage (low wall also blocks view and direct access)
 - d. Space is confined on the stage
 - e. Rear of stage has the baptismal recessed into the floor (hard to see the people being baptized)
 - f. Would like to have the piano off of the stage to make more room, piano use to be where drums are (would like to have the piano back in this location but need a space for the drums)
 - g. Might be nice to have piano raise so that it is visible or remove the low walls on the side of the stage
 - h. Drums work well behind the low walls but may need a plexi glass box to bounce the sound up if low walls are removed
 - i. Would be nice to have a grand piano
 - j. Not married to the current arrangement of the stage
 - k. Need more flexibility
3. Lighting:
- a. Lighting is poor at stage, hard to read music and play bells

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- b. Lighting use to be dimmable but now they are not, would be nice to have a dimmable lighting system and more energy efficient lights
 - c. Lighting controls would be desired
 - d. Would like to have candle services on Christmas Eve worship. Organist needs to see (area light)
 - e. Would like to have a lighting system similar to Theater 3 but not as elaborate
4. Pews
- a. Appears that most people would like to keep the existing pews
 - b. Pews are not flexible but flexible seat area can be down stairs in the Fellowship Hall
 - c. Wood pews have different curves, custom cushions where made for each pew
 - d. Might be nice to remove 1st row of pews to make more space for the piano, choir, and other events
 - e. Wood pews are in good shape and add character to the space
5. Audio/Visual
- a. Need a new sound system
 - b. Need a good quality projector (recently purchased)
 - c. Need new microphones - battery operated cordless microphones would be best. (recently purchased)
 - d. Would like to have the sound and lighting controls in the back of the church
 - e. Dimmable lighting
 - f. Speakers are recessed into the wall above the choir
 - g. Currently run CD player through organ sound system, would prefer to use a computer to play CD's
 - h. Audio and visual need to work at same time (like to play music and show

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- videos)
 - i. Use PowerPoint at worship (display prayers, announcements, points, music, etc)
 - j. More people are visual (learn and hear more when it can be seen)
 - k. Brazilian church is high tech, control system in rear of sanctuary
 - l. OMR to get A/V suggestions from Dave Pereria at GGD's office
6. Storage
- a. Music and robe storage room is in back room to the right of the stage
 - b. Would like to have open shelves for sheet music (can buy boxes to put music in)
 - c. Closets for robes and costumes
 - d. No heat in this storage room (has exterior window)
 - e. Communion table is stored in here, taken out to sanctuary once a month (would like to have a better home for it)
 - f. Storage to the left of the stage is for instruments: bells, guitars, chimes, bell tables and cushions
 - g. Small closet with audio controls
 - h. Both storage rooms have stairs to access the back of the stage
7. Shades for sanctuary windows (room darkening vs. black out)?
8. Sound system is currently mounted to center of tin ceiling, new sound system could be less obstructive to the aesthetics of the tin ceiling
9. How do you fix cracks in walls without them reappearing?
10. Need to be careful of changes in sanctuary that will affect the acoustics

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F. WABC Christian Education

Meeting Date: 30 June 2013

Location: OMR's office

Project Name: West Acton Baptist Church

Subject: WABC Christian Education

Project Number: 1213.00

Reported by: LPR

Project File:

Attendees: Zelda Williams WABC
Bob Williams – WABC
Lori Bruneau – WABC
Lisa Pecora-Ryan - OMR

cc: AD

The following was discussed:

WABC Christian Education (CE):

1. Currently use the Chapel for older student Christian Education space for grades 1 thru 6.
 - Student's need to use kitchen and toilet rooms, Chapel location makes these functions more difficult
2. Library is a better space for CE but this space has too many other uses
 - Library location is ideal because it is adjacent to the kitchen and toilet rooms
 - Coop School also uses the Library and Fellowship Hall for activities
 - Library is ideal for Multi-function use
 - The Library is used by older women's group, church council, bible studies, and Brazilian church (guitar lessons, Brazilian Christian Education, etc)
3. The current preschool CE uses part of the Coop's General classroom space on the lower level

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4. The Nursery is adjacent to the pre-school on the lower level; there are 2 qualified staff members that run the preschool and nursery. WABC has a “safe building” system where an adult is always with a child.
 - The Nursery and Preschool need to be adjacent to each other so that 1 staff member can watch both spaces in case the other staff member needs to take a child to the bathroom or up to see their parents.
5. WABC and Acton Coop need to work together to provide a better security system at the exterior doors. Bob would like to replace the doors entirely. LPR commented that the current doors are not code compliant and should be replaced but the existing door at the main Church Entry on Mass Ave should be refurbished and remain as a historic feature
6. WABC feels that they should reclaim some space back from the coop:
 - Possibly reclaim the General Spaces on the lower level; maybe add a folding partition to divide the space? Only issue is that this space also has many functions besides Coop school. AA and other groups have group meetings in this space.
 - Possibly reclaim the smaller space within the General Space (east side of room adjacent to Nursery). This space could be dedicated to the WABC preschool CE program. This is an ideal location next to the nursery for shared staff use.
7. Would be nice for CE to have a space of their own (visual learning). The issue with Multifunction spaces is that they cannot leave things pinned up or laid out. It would be better if other groups had to set up and take down chairs after meetings. Although Chair storage is also an issue; it might be possible to store chairs in the alcove of the stairwell if a separate closet was constructed for this purpose. Need to keep the stair ways clear as per fire departments requirements.

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8. Need the ability to lock things up if space has shared use. It is possible to have CE in a multiuse space as long as there is a closet to store things (although it would be nicer to leave things out).
9. LPR indicated that the “orchestra” area at the back of the sanctuary was discussed in prior meetings as a potential “crying room” in lieu of the nursery. Bob thought that this would be an ok idea for infants but keep the nursery for toddlers and the pre-school space for 4-6 year olds (parents can leave kids with qualified attendant to return back to worship).
10. OMR to acquire schedule from Nancy Dodge to understand all of the activities at WABC, many different groups are meeting there throughout the week (LPR indicated that we may have received some of this information)
11. If the preschool reclaims space in the Coop and the Nursery remains then they still need a dedicated space for 1st thru 6th grade CE; library, Fellowship Hall, or chapel are all potential areas
12. LB and ZW suggested moving the nursery to the storage space adjacent to Fellowship Hall but this space is needed for storage of tables and custodial supplies (unless there is another space for this)? If nursery was in the storage room then the exiting nursery could become the preschool and the reclaimed Coop space could become the CE classroom for 1-6 grade
13. The Chapel is currently used for CE but it is also used for Pastor Meetings with staff, Deacon Meetings, and Coop has teacher meeting in this space. Meetings in the Chapel can be flexible if this space needs to be dedicated to CE (although adjacencies are not perfect, it could be a space to call their own).
 - Coop also uses the corridor space on the upper 2 floors for cubbies. They circulate down the stairs and through Fellowship Hall to access the toilet rooms and playground, but they may not have to go this way as they can use the west side stair.

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14. WABC also needs a space for the Teenage group to meet, maybe use the Library or Fellowship Hall
15. Fellowship Hall would be a great flexible space for many uses but need to fix acoustics. LPR suggested: Linoleum flooring, acoustical wall panels and ACT ceiling. (Note, floor needs to be durable to address winter weather and food). Important to separate noise from Fellowship Hall and Sanctuary. There is piano in Fellowship hall and acoustical separation is needed so two major noisy functions can occur at the same time.
16. A folding partition was discussed in the Fellowship Hall. This could be a good idea if the folding partition had good acoustical separation. If a folding partition was added then LPR suggest using an “L” shaped unit so that a hallway to the main parking lot entry and HC toilet room could be maintained.
 - Would be nice for other events to occur in Fellowship Hall: plays, banquets, Black Box Theater, etc.?
17. Library also needs better acoustics; Women’s AA group has been meeting in this space for years and needs complete silence. Currently no one can use Fellowship Hall while they are meeting because the noise upsets them. Bob suggest rebuilding the wall between the Library and Fellowship Hall and deleting the door between the Library and Fellowship Hall so the acoustics are better (sound proof) and the hall can be used at the same time creating a more flexible use.
18. ACT ceilings should also be added to the Library space
19. The small closet in the Library is used to store many things, especially cloths donations, which also occurs in the bins of the west entry
20. Need to make Church and education program more inviting
21. In summary WABC wants the CE program to have a space to call their own and be inviting so that people want to bring their families up in the WABC community.

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