

March 8, 2015

Meeting of the Congregation

At the end of the Sunday service, the clerk, Marianne Laffitte, called the meeting of the congregation to order. It was stated that the meeting was called by the Standing Committee to consider undertaking a capital campaign.

A count of the members in good standing was taken to determine there was a quorum. John Pattillo and Dough Poutasse counted the members and it was reported that there was a quorum of members in good standing present.

The clerk called for nominations for moderator. Frank McGrath was nominated and all voted in favor. Frank called John Pattillo to read the motion. The motion was presented as follows:

The members of the Unitarian Universalist Society of Wellesley Hills vote to conduct a Capital Campaign with a goal of raising \$1,350,000.

In addition, we will work to achieve 100% participation and to use the campaign as a vehicle to build our faith community.

The moderator called for discussion and questions.

There was a question regarding the combining of the pledge and capital campaign. An explanation was provided.

The moderator called for a vote. All voted in favor of conducting a Capital Campaign with the goal of raising \$1,350,000.

There was a motion to close the meeting. All voted in favor.



CAPITAL CAMPAIGN COMMUNICATIONS

March Meeting Summary

PREPARATION FOR CONGREGATIONAL VOTE ON CAPITAL CAMPAIGN---MARCH 8TH

On Sunday, March 8th, after the church service, our congregation will vote on whether or not to proceed with our Capital Campaign to raise funds to repair and improve our buildings and grounds. Specifically, we are asking the Congregation to approve the three goals and allow us to proceed now with the fund raising. In preparation for that vote, we will have an information meeting this Sunday---March 1---at 11:45 in the Parish Hall to answer any questions you might have. To facilitate the discussions on both days, we have prepared below a summary of the goals of the Campaign, what is in and what is out of the budget, and the process we will use to make future adjustments to the construction list.

HOW DID WE GET HERE? WHY DO WE NEED A CAPITAL CAMPAIGN?

Our main building suffered from two major floods during 2013. Although the floods were the initial catalyst for the Capital Campaign and preventing future floods remains one of the major goals, our buildings and grounds also suffered from deferred maintenance. In addition to the needed repairs, we also saw several opportunities to upgrade our infrastructure. Addressing all of these issues led to our decision to launch this Capital Campaign.

THREE GOALS APPROVED BY THE STANDING COMMITTEE

Our Standing Committee recently approved three goals for the Capital Campaign:

1. Build our Faith Community
2. Achieve 100% Participation
3. Raise a minimum of \$1.35 million

Conducting this Capital Campaign is one of the most important things our congregation will do in the near future. Raising the needed funds is critical, but so is the process by which we do this. In order for us to “Build our Faith Community” the process must be inclusive, transparent, and respectful.

Second, the Capital Campaign is every member’s responsibility. Just as everyone gives to the Annual Appeal, each member should donate to the Campaign.

Finally, our consultant, Barry Finkelstein, helped us determine our fund raising goal. Based on his recommendation regarding our congregation’s fund raising capacity as well the Building Assessment Committee’s (BAC) evaluation of the costs for the needed repairs and upgrades, we chose the challenging but realistic goal of \$1.35 million.

WHAT IS IN AND WHAT IS OUT---AS OF NOW ?

Last fall, the BAC asked our architect to provide rough cost estimates for the projects we were considering. The "Base Project" totaled \$1.27M and this is what is "in" our firm plans currently. The grand total would reach \$1.65M if we decided to expand the scope and include all the "Additional Options". We presented these estimates to the congregation on December 14th.

BASE PROJECT (\$1,270,000 early estimates)

- Project 1 Drainage/Driveway/Landscaping, Basement under Parish Hall, and Deferred Maintenance
- Project 2 Rice House, and Upgrades to the Sanctuary, Parish Hall, and RE Wing (minus non-structural "wants")
- Costs already expended
- Professional Fees moving forward

ADDITIONAL OPTIONS (\$380,000 early estimates)

- Project 2 "Wants" Cushions, carpets, A/V systems, etc.
- Project 3a Fire Escape Removal/New Internal Stairway, and Back Entrance Re-grade and Remodel
- Project 3b Kitchen Remodel
- Contingency \$100,000 (in addition to the 5% included in the architect's estimates)

Within "Additional Options" there is one that merits further explanation---Project 3a. Although it is not included in the Base Project, the BAC believes this project would reduce our water mitigation issues, address a key safety concern and provide significant cost synergies from doing this work in conjunction with the Base Project. To understand better how large these cost synergies might be, we are asking the contractors to bid Project 3a as a separate project as well as part of the Base Project.

In order to refine our cost estimates, our architect currently is preparing construction documents for all the projects, except the kitchen remodel, and will submit them soon to various contractors for their firm bids. We are also seeking more refined cost projections for the non-construction (furnishings, electronics) items. Finally, we are close to a resolution for the flooding issues and are preparing plans and costs for that remediation (included in Project 1). It appears that the BAC's initial "guestimate" for that remediation of \$350,000 was a good one.

For more detailed cost information on the various projects, please see the attached appendix: "Projects in Renewal Campaign".

WHAT IS THE PROCESS TO DETERMINE WHAT ELSE TO ADD?

What happens if, as expected, we reach or exceed our fund raising goal of \$1.35M? How will we spend the additional money? Who will decide? What will the process be? What if we face cost over-runs?

If As Planned: If we are able to raise at least \$1.27M and if the "Base Project" is on budget as a whole at \$1.27M, we will rely upon the BAC and the Capital Campaign Treasurer (Joe Senecal) to manage the expenses.

If Not as Planned: If there are material deviations from the original plan regarding construction costs or funds raised, the Capital Campaign Leadership Committee (Loie Williams, John Pattillo, Marlene Allen, Lynn Larsen, Steve Fogg, Joe Senecal, Singu Srinivas, Sara Ascher, Vin Trubiani and David Barnard) will have the authority to decide how to proceed with final approval from the Standing Committee.

When making its decisions, the Capital Campaign Leadership Committee will give priority to the following characteristics:

1. Addresses a Safety Issue
2. Prevents future damage to our infrastructure
3. Contains synergies with other work being done.
4. Maintains fiscal responsibility and prudence

WHEN WILL CONSTRUCTION BEGIN AND END?

After receiving firm bids and determining the final scope of the work, we hope to begin construction sometime this summer. We expect the construction to last at least two years.

CAMPAIGN LOGO FINALIZED!

As you noticed at the top of this update, we now have an official logo for the Campaign. David Jarratt, working with members of the Capital Campaign Communication Committee, did an excellent job creating a logo that captures well what we hope to accomplish. Thank you!

HOW WILL THE PLEDGING WORK?

The donation solicitation this year will be a joint effort between the Capital Campaign and the Annual Appeal. You will be asked to make by May 1 two pledges---one to each. The Annual Appeal pledge payment, as usual, is due during the fiscal year (7/2015-6/2016), but for the Capital Campaign donation, you can pay it during this fiscal year or, at your option, take up to three years to fulfill your pledge.

THE RENEWAL CELEBRATION DINNER ON APRIL 11TH; PLAN TO ATTEND!

We will have a "ReNEWal Celebration Dinner" on Saturday, April 11th at the Italian American Club in Wellesley. This will be a chance for our congregation to celebrate the improvements that we together will be making to our church. We hope you and your family will be able to attend. Please mark your calendar.

We look forward to seeing you this Sunday (3/1) for the information session and next Sunday (3/8) for the formal vote to approval the Capital Campaign.

PROJECTS IN RENEWAL CAMPAIGN

PROJECT 1

SITE

Drainage
Paving
Landscaping/Hardscaping/Curbing/Window Wells

PARISH HALL BASEMENT

Sharp Rm finishes & furnishings
New windows in hall
Reconfigured multi-purpose room w/storage, sink
New walls, ceiling, fixtures, flooring
Two new half baths, jan. closet, hall w/sink near Sharp Rm
Third new handicap accessible & gender neutral half bath

DEFERRED MAINTENANCE

Steeple refurbished
Improved signage everywhere
Masonry repairs
Roof repairs
Gutters, downspouts, snow guards repaired/installed
Restored doors
Parish Hall window replacement
Loft redo
Misc. regulators/alarms/controls

PROJECT 2

RICE HOUSE

Structural repairs
Demo, insulation, GWB & Plaster, flooring, electrical
New half baths (2 on 1st floor, 1 on 2nd floor)
Electrical, Heating and Cooling
Windows and French Door
Roof insulation
Landscape for handicapped acc., side door
Electronics updated

SANCTUARY

Broken windows replaced
Main bathroom repaired (heat, fixtures)
New sound system/video system
New carpeting, new cushions
Internet connection throughout
Improved lighting
Switch consolidation
New cover over Rose Window

PROJECT 2 - continued

PARISH HALL MAIN LEVEL

New ventilation fan
New window treatments (windows replaced in Project 1)
New furnishings w/storage
New sound and video system

RELIGIOUS EDUCATION BUILDING

Two toilet rooms refurbished
Second floor window replacement
Chapel heating and cooling
New carpet at Chapel and RE corridor

PROJECT 3A

INTERNAL STAIR

Demo Fire Escape
Heat, electrical, and fire alarm modifications
Rubber flooring
Insulation, framing, masonry, millwork, doors, etc.

BACK ENTRY

Excavation
Construction
Masonry and stucco patch
Roofing and gutters
Door and hardware
Electrical
Landscaping

DESIGN

Civil Engineers (study, test hole, drainage, site plan)
Structural Engineer (incl. Rice House)
Mechanical, Electrical, Plumbing Engineers
Architect

MISCELLANEOUS

Management/Supervision
Permits
Temporary facilities
Construction Cleaning
Incidentals/Contingency
Overhead & Profit
Initial cleanup

Possible solar panels financed outside RENEWAL Campaign.