

1. Clarify the Church's top 3-5 priorities in accordance with the Vision Statement. The amount of space needed and the most effective use of our spaces cannot be determined without clarification of these priorities.
2. Space and financial needs to achieve these top priorities can then be determined by evaluating our existing assets and resources.

For example:

- How does the Holman Parish House enable us to live into these vision/mission priorities?
 - How does our current financial reality enable us to live into these vision/mission priorities?
3. The Congregation's S.W.O.T. analysis revealed "Handicapped Accessibility" as the top priority needing to happen as soon as possible. This would include the Newman Wing lift, automatic door openers, accessible offices and chapel, and paving outside the Newman Wing entrance.
 4. The Holman Parish house will likely need \$50,000 in repairs and upgrades in the next 5 years.
 5. Our analysis was clear that our historic church building and the Newman Wing will need over \$350,000 of upcoming repairs in the next 5 years above budgeted annual maintenance. This will require either a capital campaign, alternate funding streams, increased financial stewardship, or selling assets if we want to faithfully continue our presence in this community.

Committee:

Gil Riley, Carole Trickett, Ryan Westbrook-Vigue, Shirley Waddell, Donna Wheeler

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Space Feasibility Study Committee



Report from the Space Feasibility Study Committee

The Space Feasibility Study Committee has been working hard since last fall to look at the Old South Campus in its entirety, evaluate how our spaces are being used, how they might be better used, and how the use of our spaces does or does not fulfill our vision for our church as written in our detailed Vision Statement.

To update the Old South community on our work, the following is a list of the things we have looked at, studied, collected, and considered.

Sarai Rice – Consultant – We had a phone session with Sarai Rice, the consultant that helped us with the visioning process to give us some advice and direction on how to proceed with such a study.

UCC State Office - We contacted the UCC state office to see if they had anyone experienced or available to discuss the kind of feasibility study we were undertaking. They did not provide any particular help.

Floor Plans - The group collected floor plans as available of the Sanctuary and underneath the Sanctuary, the Newman Wing and the Holman Parish house. We went on several walking tours of these spaces at different times.

Use of Space – We looked at extensive lists of Old South groups, community groups, and other groups that use our spaces on a regular or intermittent basis.

Building Inspector – We paid a building inspector to walk through the church and Holman Parish House and give us a report of findings. Many of these were code violations and areas that were in serious need of upgrading, particularly in the basements of the church and HPH.

Holman Parish House history – Rich Robinson provided us with a concise and interesting written history of the HPH and Old South's involvement with the building.

Church's Vision – We spent a session comparing where our Vision Statement intersected with our many usable and less usable spaces, and where the Vision is enhanced or frustrated by our use of space.

Real Estate Estimate – We received an informal real estate estimate from Gloria McGraw at County Seat Realty giving us a baseline for similar properties in the area (there are few).

Financial Considerations – Dale Bardo provided us with an extensive financial analysis of the church's financial picture at present and projected into the future. He also provided some examples of what could happen if we took one course of action or another.

Trustees List – We received a prioritized list of projects from the Trustees with financial estimates of things that absolutely need to be done and those that are less urgent.

Christian Education - We walked through the Newman Wing and the church basement with members of the Christian Education committee and Jody and listened to their present use of space, and their hoped for use of space.

Church Offices – We discussed with Alexis and Phyllis their pros and cons of having the church offices in the Holman House versus in the Newman Wing.

S.W.O.T. Analysis – The committee did a Strengths, Weaknesses, Opportunities, and Threats analysis for the Sanctuary, the church basement, the Newman Wing and the Holman Parish House. The Old South community was asked to share their thoughts on these areas and we got valuable input from many people over four Sundays in May.

The committee is currently working on presenting recommendations to the church, based on all the above work.

SOME MISCONCEPTIONS DISCOVERED IN THE S.W.O.T ANALYSIS....AND REALITIES

Church Building

- **Misconception:** We can host more activities without additional cost

Reality: We currently only heat the building for the Warming Center, Community Lunch, and on Sundays. The main part of the church is not heated 24/7. If we use it more for large functions, we would have to increase the heat budget and the custodial budget. It can be done but we must recognize it will require a shift in the budget.



Space Feasibility Study Committee

- **Misconception:** Our buildings' needs are met by our annual operating budget and the Holman Parish House Trust.
Reality: People may not realize the number of things needing repair plus the cost of maintaining an old building. This is not cost neutral. The Trustees have a long list of projects that are needed in the next few years listed by priority with associated costs. Currently the list of items that need to be addressed between the church and the HPH runs in excess of \$250,000.
- **Misconception:** The basement of the church is usable for programming and other groups.
Reality: The basement space is only marginally useful because of air quality issues (mold and no air exchange) and code issues (ceiling height, electrical, others). Basement renovation costs are prohibitive, approximately \$250 per square foot.

Newman Wing

- **Misconception:** We've maxed out use of the Newman Wing.
Reality: The Matthew Room and Chapel are more heavily used. Other rooms are not used as much except during the Warming Center in the winter. There is potential for outside use but the carpet needs to be replaced because of tripping hazards.
- **Misconception:** Rental income would make a good revenue stream.
Reality: We can only rent to non-profits who are able to pay for use and maintenance.

Holman Parish House

- **Misconception:** There is abundant space to rent.
Reality: There are no fully vacant spaces. A couple rooms could be rented sporadically (the Peace Room and Dining Room) unless we vacate. If we vacate and none of the rooms are used by the church, the tax status changes to being commercial space, NOT non-profit.
- **Misconception:** If we sold the Holman House, we would lose the parking/driveway.
Reality: This is not necessarily true. If it were sold, we could create an easement as part of the sale agreement, and the driveway is actually on the church property as far as we know (currently being researched).
- **Misconception:** If sold and the Holman Trust reverted, it would go against Joe Holman's wishes.
Reality: Joe Holman put the reverting mechanism in the trust knowing we may not always be able to keep the house.
- **Misconception:** The trust will cover any improvements.
Reality: If large capital improvements are needed, there is not enough money to cover them. The current rent and the trust money DO cover annual expenses.

OCTOBER 4TH, RIGHT AFTER CHURCH
SAVE THE DATE FOR A VERY SPECIAL OLD SOUTH CELEBRATION!
 more to come.....



Donna Wheeler <donna.wheeler71@gmail.com>

Reference info...

Gil Riley <griley@beeline-online.net>

Sat, Aug 15, 2015 at 11:14 AM

To: Donna Wheeler <donna.wheeler71@gmail.com>

Cc: Shirley Waddell <shriwad@gwi.net>, Carol Trickett <cwtrickett@gmail.com>, Ryan Westbrook-Vigue <westbrookvigue@gmail.com>

Hi Donna,

I don't know why I didn't think of getting this info before now, but here it is anyway.

1. HPH deed: located in book 2155, pg 322 @ Franklin County Courthouse. I have a copy.

The deed says nothing about owning the driveway or having an easement from the Church

to use the driveway. Phyllis P. thinks the driveway has always been owned by the Church and that there has never been an easement for the HPH to use it.

2. OS Church deed: located in book 102, pg 251 @ Kennebec County Courthouse. I have not been able to get a copy from the internet yet but will pursue.

3. HPH Property tax: I have a copy of the assessment sheet from the Town Office. While the building is in the Non-Profit Tax Exempt category they have the land assessed at \$30,800 and the building at \$332,600 for a total assessed value of \$363,400. This seems to be in agreement with Gloria Magraw's valuation. As a point of interest if we lost our tax exempt status we would have to pay \$6,294 (this year's rate).

4. Tax Exempt status: I learned that there are several different categories of "Tax Exempt" status and I am pursuing the various categories and criteria.

Not to open a can of worms but there just may be a couple of other options on retaining ownership of the HPH?

PAX, Gil

PS: I may be late to church tomorrow (9 am appointment at home) but do plan to be at our meeting at 11 am



Donna Wheeler <donna.wheeler71@gmail.com>

church driveway

Phyllis Pederson <Phyllis@farmingtonucc.org>

Tue, Aug 11, 2015 at 1:34 PM

To: Gil Riley <griley@beeline-online.net>, Donna Wheeler <donna.wheeler71@gmail.com>

Hi Gil and Donna,

I will look for a copy of the deed but in the meantime, Dale confirmed what I believed about the driveway. A few years back, Dale asked Dick Morton some questions about HPH. Dick researched and confirmed:

The driveway belongs to the church property. The Holmans used it but there was no easement to the house property. They used it without an easement and that worked out fine at the time.

He also informed Dale of a few other things:

The HPH property cannot be subdivided. We cannot sell the house and keep the parking lot. So if we were to want to keep the access to the parking lot, we would need an easement to the area.

Dale says that Dick may still remember looking this up for him if you want to confirm the information.

--Phyllis

Phyllis Pederson
Church Office
Old South Church (UCC)
Farmington, ME 04938
207-778-0424
www.farmingtonucc.org

From: Gil Riley [mailto:griley@beeline-online.net]
Sent: Tuesday, August 11, 2015 12:18 PM
To: Donna Wheeler <donna.wheeler71@gmail.com>
Cc: Phyllis Pederson <Phyllis@FarmingtonUCC.org>
Subject: Re: Fwd: For September Telstar

Donna,

Good question.....I have no idea on legal ownership vs easement for use. This is a piece of info we (me, Property Trustees, et al) should have. I will attempt to get a copy of our deed which is the proper source for this info.

Phyllis,

Do you know if there is a copy of the HPH deed anywhere in your office? Otherwise, I shall have to go to the Court House.....

Gil

From: Donna Wheeler
Sent: Tuesday, August 11, 2015 11:51 AM
To: Gil Riley
Subject: Fwd: For September Telstar

Gil,

Please see Phyllis' remark about our "Misconception" list. Can you confirm or deny any of this??

Donna

----- Forwarded message -----

From: **Phyllis Pederson** <Phyllis@farmingtonucc.org>
Date: Tue, Aug 11, 2015 at 8:15 AM
Subject: RE: For September Telstar
To: Donna Wheeler <donna.wheeler71@gmail.com>

Thank you, Donna. One thing I had heard when we purchased the HPH was that the driveway actually belonged to the church and the easement was to HPH. That must have been a misconception!

--Phyllis

Phyllis Pederson
Church Office
Old South Church (UCC)
Farmington, ME 04938

CHURCH BLDG MAIN FLOOR

STRENGTHS

Sanctuary = Big, Beautiful, Historic, Inspirational, Stained glass, Organ, in town location.

Kitchen = Modern, Certified,

Vestry = Large dining area, Multi-functional, flexible usage,

OPPORTUNITIES

Sanctuary = More varied music during worship, multi-use with other Faith Communities.

Kitchen = Fund raising, more Community use

Vestry = More public events, Coffee House + entertainment, Fund raising events, Ping-Pong Club,

WEAKNESSES

Sanctuary = Poor sound system, uncomfortable pews, Non-flexible seating, Needs major sprucing up, Energy inefficient, Carpeting,

Kitchen =

Vestry = Lack of storage (tables & chairs), Carpeting, Energy inefficiency, Needs major sprucing up, Exterior maintenance,

THREATS

Sanctuary = Major capital expenses for: Organ replacement, Stained glass window restoration, Exterior brickwork, Foundation repairs

Kitchen =

Vestry = Carpet replacement, Major sprucing up,

NEWMAN WING-2 FLOORS

STRENGTHS

Flexible space used for church groups, youth, activities, Sunday school, community groups, clergy meetings.

Handicap accessible bathrooms-first floor.

Large rooms can be divided.

Modern.

OPPORTUNITIES

Install chairlift-better use of all rooms.

Church office space

Create worshipful chapel space

WEAKNESSES

Lack of handicap accessibility

Not enough storage space: closets, cupboards, shelves.

Maintenance Issues: first floor carpeting, flooring, painting.

Worshipful chapel space missing

THREATS

Needed upkeep

Space not fully useable

HOLMAN HOUSE S.W.O.T.

Strengths

The congregation had many comments in this category. There are many shared thoughts in this category between the Space Cadets and congregants. The shared commentary include: accessibility to the community, establishing an architecturally as well as "socially" an important presence in the community, provides space for community activities as well as space for O.S. activities such as pie on the porch, yard sale, an important witness to outreach by O.S. in all it's uses, importance of SAPARS being in the building -"providing a safe nurturing space for children to be interviewed by law enforcement, safe "neutral" place for those who need sexual assault services," debt free. IN this category there was strong support for the Holman House.

Opportunities

Again a strong measure of response to this category. Shared is the opportunity to host other faith groups, provides a gathering place in the community, a spiritual center. SAPARS was mentioned in this category too. A few comments focused on the financial opportunity of the Holman House, such as making it into condos, an asset which could be sold.

Weaknesses

Both groups identified concerns for future maintenance needs. The most strong category for folks (congregants) to express their doubts about the value of the Holman House, seeing it as a drain on resources and irrelevant.

Threats

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Strong statements are found here by the congregants, ranging from seeing it as a drain and irrelevant to others who are committed to the presence of the House in the community. "Once we sell it, it's gone."

Actually on the whole the comments here perceived the sale of Holman House as a threat to the mission of Old South. "The risk of seeing it as a source of funds to support the rest of the church." On the opposite side, (one) "That the congregation will not recognize that continued ownership will threaten our ability to maintain our church and its activities and outreach."

June 25, 2015 CWT

Church Building-Basement:

Strengths

Many suggestions regarding unutilized space
Lots of Storage
Cool during the summer
Old Chapel stage area is terrific for the Old South Movie Studio
Two Bathrooms

Weaknesses

Air quality
Dank, Dark, Damp, Musty moldy and dreary.
Sounds carries
Considerable and constant renovations needed
Accessibility for everyone's use
Building Code issues
Lack of insulation
Heating
Lighting
Low ceilings
Lack of natural light
Disintegrating Bell Tower stairway between basement and main floor

Opportunities

Total Renovation of unused space
Reallocate space for outreach services
Storage
Space

Threats

Foundation deterioration
Air quality
Expensive upkeep and expensive renovations
Mold
Possible flooding
Foundation issues

CHURCH OFFICE LOCATION

I met with Alexis & Phyllis today, 5/12/15, to discuss the ramifications of OS Church office locations. The discussion revealed the following salient points.

- Regardless of location (HPH or Newman Wing) reasonable adjacency is very important.
- There are net pluses for the offices to be located in the Newman Wing, particularly for Alexis. She would be closer to material stored in her office on Sundays and ceremonial times.
- They both like being visible on Main St. and the view of Main St., but a minor point.
- If located in the Newman Wing it would be important to provide more signage to direct people to the office area.
- If the offices were to be located in the Newman Wing it appears most likely they would be on the upper level and at the far west end of the wing.
- Handicap access (elevator lift) would be an absolute necessity.
- For Alexis, her current HPH office, which provides a very comfortable atmosphere, may express a little too much air of "wealth" for some visitors. But she is confident that an appropriate atmosphere could be provided in the Newman Wing.
- It is understood that moving the offices to the Newman Wing would require adequate additional communications services be installed such as phone lines and internet service but there reason this could not be done.

SUMMARY:

There is no current compelling reason to consider moving the church offices to the Newman Wing and conversely there seems to be no reason to think that the church offices could not be accommodated in the Newman Wing other than it would put a bit of a strain on the flexibility of available space to carry out our various church activities.

Christian Education Use of Newman Wing and Wishlist

Matthew Room : heavily used by: BBC and /or post confirmation forum (every other year), Thanksgiving baskets, getting ready for pageant, God's kitchen crew, other events.

- Having the ability to divide the room in two would be a benefit. Vestry could be used for larger functions if it were warmer in the winter.

Nursery: 0-8 children – varies constantly. It is important that the nursery be on the first floor although it could be smaller than the space it currently occupies.

Luke Room: Used for Sunday school class. The number of classrooms varies from year to year. Classrooms do not need to be on the first floor.

Chapel: Sunday School meets here for first 10-15 minutes most Sundays. The space is flexible and functional. Chair set-up varies and back end is sometimes used for crafts.

Former Nursery: ½ is currently being used for Sunday School class. The whole room is great for games, retreats, Thanksgiving baskets, crafts, etc.

Graffiti / Youth Room: BBC group meets here 3 of 4 Sundays.

One office and one supply storage room.

The original church basement is mostly used for storage: Easter party, movie sets, Christmas pageant. The stage is used 1/month for a movie set.

Also in the basement are storage rooms for many non-Sunday school related items and projects.

Sunday School Needs:

- Nursery on main floor
- 2-3 classrooms
- A chapel
- A youth group room
- An office
- Lots of storage space
- One large space for retreats, games, large projects and gatherings.

Spaces that the Sunday School does not regularly actively use are the far end of the Matthew room, the far end of the former nursery downstairs, and the Fireplace room in the old basement. Filling or reusing all these spaces would eliminate a needed large space for retreats, games, and large projects.

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Donna Wheeler <donna.wheeler71@gmail.com>

Fw: From Old South Church

Gil Riley <griley@beeline-online.net>
To: Donna Wheeler <donna.wheeler71@gmail.com>

Tue, Sep 8, 2015 at 1:32 PM

Hi Donna,
Here is the latest info I could get on the Handicap Access fund.

Hi Gil,

Handicap Accessibility Fund balance (being held in church funds): \$7,950.82
Brenda confirms there is more available but she isn't certain of amount.

P.

2 attachments

 **HPH Maintenance.pdf**
87K

 **Church Maintenance GL.pdf**
98K

| | | 9/4/2015 | PROPERTY TRUSTEES | TO-DO LIST | | |
|--|------|--|-------------------|-------------|--------------------|-----------|
| CHURCH COMPLEX | | | | | | |
| S=Sanct, V=Vestry, K=Kit, NW=Neman, B=Basemnt, G=Grnds | | | | | | |
| NO. | LOC. | ITEM | PRIORITY | COST | STATUS | |
| 1 | Gnd | Message sign - new | Special | \$ 2,000 | Signwork est. | (Gil) |
| 2 | NW | Handicap Access project | Special | \$ 75,000 | guesstimate | (Gil) |
| 3 | Sanc | Brickwork - entire exterior | 1 | \$ 121,005 | H&H quote | (Gil) |
| 4 | Sanc | " (Masonry Preservation) " | ? | ? | awaiting est. | (Dale) |
| 5 | Sanc | Foundation repair - oil tank room | 1 | \$ 2,319 | Grimaldi quote | (Gil) |
| 6 | Sanc | Floor capping - oil tank room | 1 | \$ 1,970 | " | (Gil) |
| 7 | Base | Paint closet - clean out | 1 | \$ 500 | volunteer project | (Gil) |
| 8 | Sanc | Fire alarm stations | 1 | \$2,400 | code +insurance | (Dale) |
| 9 | S&B | Energy conservation audit | 1 | \$ 5,000 | seeking estimate | (Barb) |
| | | | | \$ 210,194 | | |
| 10 | NW | Newman upper level - refurb. Floor | 2 | \$ 13,600 | estimate | (Dale) |
| 11 | Gnd | Driveway - resurface | 2 | \$ 1,780 | ELVining quote | (Gil) |
| 12 | Vest | Lavatory floor - refloor | 2 | \$ 1,000 | estimate | (Dale) |
| 13 | Base | Front cellar - concrete floor | 2 | \$ 5,000 | await energy audit | |
| 14 | Base | Front cellar - spray foam walls | 2 | \$ 5,000 | await energy audit | |
| 15 | S&B | Additional energy saving items | 2 | \$ 10,000.0 | await energy audit | |
| 16 | Gnd | Portable direction signs (2) | 2 | \$ 600 | estimate | (Gil) |
| | | | | \$ 36,980 | | |
| 17 | Vest | Vestry dormer - repair | 3 | \$ 5,000 | estimate | (Dale) ** |
| 18 | San | Sanctuary cupalo repair | 3 | \$ 5,000 | estimate | (Dale) ** |
| 19 | San | Sanctuary exterior trim - repaint | 3 | \$ 1,000 | estimate | (Dale) ** |
| 20 | Gnd | Front bushes - remove & replant | 3 | \$ 750 | guess | (Gil) |
| 21 | NW | Chapel - total refurbish | 3 | \$ 6,000 | guess | (Gil) |
| 22 | NW | Old nursery - install room divider | 3 | \$ 4,000 | guess | (Dale) |
| 23 | NW | Matthew Room - install room divider | 3 | \$ 4,000 | guess | (Dale) |
| 24 | San | Bell tower interior wall repair | 3 | \$ 5,000 | guess | (Dale) |
| 25 | Base | Basement clean out | 3 | \$ 500 | estimate | (Gil) |
| 26 | Base | Additional energy saving items | 3 | \$ 10,000 | guess | (Gil) |
| | | | | \$ 41,250 | | |
| 27 | San | Sanctuary sound system - upgrade | 4 | \$ 6,000 | guess include PHD | |
| 28 | San | Narthex carpet - replacement | 4 | \$ 4,000 | guess | |
| 29 | Vest | Vestry carpet - replacement | 4 | \$ 10,000 | guess | |
| 30 | San | Stained glass window - restoration (2) | 4 | \$ 60,000 | guess | |
| 31 | Grnd | Generator house | 4 | \$ 1,500 | guess | (Dale) |
| 32 | San | Internal service broadcast - install | 4 | \$ 2,000 | guess | (Gil) |
| 33 | Grnd | Blacktop paving - driveway | 4 | \$ 10,600 | Manzer | (Gil) |
| | | | | \$ 94,100 | | |
| 34 | San | Sanctuary - reshingle roof | 5 | very large | | |
| 35 | San | Sanctuary carpet - replacement | 5 | very large | | |
| 36 | San | Organ rebuild | 5 | very large | | |
| 37 | Base | Basement dehumidifier - install | 5 | medium | | |

| 9/4/2015 | | PROPERTY TRUSTEES TO-DO LIST | | | |
|---------------------|--|------------------------------|-----------|-------------------------------|--------|
| HOLMAN PARISH HOUSE | | | | | |
| ITEM | PRIORITY | COST | STATUS | | |
| 1 | Furnace - replace circulator pump | 1 | \$ 500 | planned for next service call | |
| 2 | Emergency lighting - install | 1 | \$ 1,000 | seeking estimate | (Gil) |
| 3 | Barn firewall - install | 1 | \$ 2,000 | seeking estimate | (Dale) |
| 4 | Furnace & oil tank - install sprinkler | 1 | \$ 1,000 | seeking estimate | (Dale) |
| 5 | Fire detection system - install | 1 | \$ 7,500 | guess | (Dale) |
| | | | \$ 12,000 | | |
| 6 | Cupola - repair | 2 | \$ 3,000 | seeking estimate | (Dale) |
| 7 | Window repair | 2 | \$ 5,000 | | |
| 8 | Exterior trim - repair + paint | 2 | \$ 5,000 | | |
| 9 | Energy saving items | 2 | \$ 15,000 | | |
| | | | \$ 28,000 | | |
| 10 | Foundation - repair & repoint | 3 | \$ 10,000 | | |
| 11 | Heating system - replace | 4 | \$ 15,000 | | |
| 12 | Window replacement | 4 | \$ 20,000 | | |
| | | | \$ 35,000 | | |

| | | | | | |
|------------------------|----------------|---|------------------|---------------------|--|
| 13 | Carpet replace | 5 | \$ 12,000 | | |
| 5 YEAR FORECAST | | | \$ 85,000 | Priority 1-4 | |

| 8/25/2015 | | PROPERTY TRUSTEES TO-DO LIST | | |
|-----------------|--------------------------------|------------------------------|----------|--|
| COMPLETED ITEMS | | | | |
| ITEM | | COST | STATUS | |
| Ch | Brickwork - rear corner repair | \$ 150 | complete | |
| Ch | Brickwork - front door arches | \$ 350 | complete | |
| Ch | Brickwork - bell tower corner | \$ 1,300 | complete | |
| Ch+NW | Emergency lighting | \$ 2,039 | complete | |
| Ch | Electrical panel - open slots | \$ - | complete | |