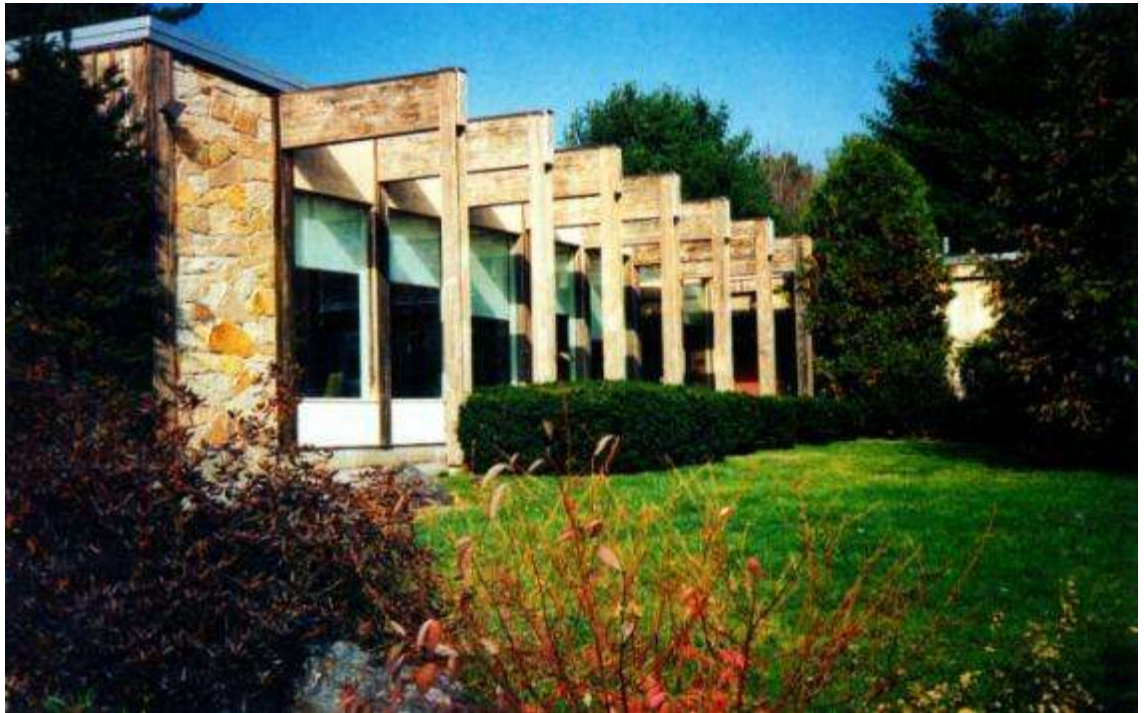


ALLEN AVENUE UNITARIAN UNIVERSALIST CHURCH



Spring
2008

Request for Qualifications from Architects

An invitation to indicate interest and submit qualifications for the expansion and renovation of the Allen Avenue Unitarian Universalist Church in Portland, Maine.



The Project: EXPANSION AND RENOVATION OF THE ALLEN AVENUE UNITARIAN UNIVERSALIST CHURCH, 524 ALLEN AVE., PORTLAND, MAINE 04103

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Allen Avenue Unitarian Universalist Church

REQUEST FOR QUALIFICATIONS FROM ARCHITECTS

THE PROJECT: EXPANSION AND RENOVATION OF THE ALLEN AVENUE UNITARIAN UNIVERSALIST CHURCH, 524 ALLEN AVE., PORTLAND, MAINE 04103

The project will include the addition of a sanctuary seating 250, entrance and foyer, additional administrative and program space, updating of the existing facility and renovation of the parking area.

ANTICIPATED BUDGET: \$1.3- \$1.6 MILLION

Tentative Proposed Schedule

August 15, 2008	Letters of interest and qualifications should be received at the church by 5:00 p.m. (<i>note: please provide 7 copies</i>)
September 12, 2008	Notification of firms selected for interviews
November 1, 2008	Selection of firm
May 1, 2009	Completion of conceptual plans
TBD	Completion of final plans
TBD	Construction begins
TBD	Moving in!

Contact

Ann Packard, Architect Liaison
Facilities Planning Committee
207 541-4950
annie@domainegallery.com

Send proposals to:

Allen Avenue Unitarian Universalist Church
ATTN: Facilities Planning Committee
524 Allen Avenue
Portland, ME 04103

ARCHITECT PROPOSAL PROCESS

The Facilities Planning Committee of the Allen Avenue UU Church is sending this invitation to architects and firms that we believe may be qualified and interested in taking on this project.

We ask that firms, who are interested in meeting with us and making a presentation to the committee, convey that interest to the committee member listed on page 5 of this packet. The Letter of Interest and Qualifications should include:

- References
- Values (architectural philosophy, etc.)
- History of the firm and experience with similar projects
- A description of the process the firm likes to follow in its relationships with clients

Once we have received Letters of Interest and Qualifications, the Committee will select three to five architects to meet and interview. When the initial meetings and interviews are complete, the Committee will select its top choice and meet to discuss the next steps for presenting ideas to the Allen Avenue Board of Trustees for its consideration and approval.

Work on the preliminary plans will begin in late fall of 2008 and should be completed by spring of 2009. We understand that our wishes are many, and might exceed our fundraising capabilities. We are open to the possibility of a phased project if necessary, but feel that having plans for the complete project (and preparations built in for completion) would be prudent. Obviously, we would like to be able to have as much of our project built as possible within our budget.

AESTHETIC VISION FOR OUR PROJECT



We at Allen Avenue dream of spaces that speak to the spirit and sing to the soul, that express our mission and advance our cause, that call to the eye and comfort our senses.

We know our church as spiritual center, and we understand spirituality as connection with deepest self, with each other, with nature, with world and universe beyond, with mystery of all.

We are pleased and relieved to entrust others with expressing our dream in brick and beam. We look forward to hearing how architects we approach will respond to the challenge and translate our ideas into mortar and brick.

A walk through the present facility will suggest what once appealed, and still does on good days. Remove the years, the clutter, the crowds, and you are left with an essence of wood and whites and windows, a mix of plain and practical, a joining of simple and special, the latter expressed in the wood chalice on the

sanctuary wall, the warmth of the burgundy chair, the splash of flowers.

A number of terms and concepts surfaced in a recent discussion of aesthetics enjoyed by members of the Facilities Planning Committee. They included: *wow factor, warm wood and white, simplicity (but eye catching), Green (LEEDS), indoor/outdoor blur, beautiful, welcoming, light & airy*. Some of these are predictable, perhaps, but they are still on people's minds.

Working with pairs of opposites may be helpful:

- On a line from plain to ornate we would stand closer to plain.
- On a line from dark to light, we would stand closer to light.
- On a line from practical to pretty we would stand closer to practical.
- On a line from outward-connected to inward-focused we would stand closer to outward-connected.
- On a line from coldly impressive to warm and cozy, we would stand closer to warm.
- On a line from green to inefficient we would stand wholly on green.
- On a line from vast and inefficient to contained and efficient, we would stand at contained and efficient.
- On a line from home to cathedral, we would stand with home.

Unitarian Universalist congregations and buildings are not rich in traditional symbolism. In fact we feel that part of our wealth is being without it. Meaningful touches found in some UU churches include chalices (such as the wood chalice now on our sanctuary wall), decorative windows (sometimes in stained glass but without traditional Biblical imagery), and symbols of the world's great religions.



PROJECT BACKGROUND

The Congregation of the Allen Avenue Unitarian Universalist Church wishes to expand and renovate its physical facility.

As presently conceived the project team envisions an approximate doubling of the current plant and requires balanced growth of worship, program, community, office, and parking spaces. We are open to a reconfiguration of current space as well as additional, new space.

Responding to a Congregational directive made by vote in January, 2007, the Church Board of Trustees the following March appointed a Facilities Planning Committee to begin early work toward the project. On November 18, 2007, 103 Church members met and, with only a few abstentions, took these actions:

- Approved the general concepts of expanding and or/renovation our physical plant and keeping the church at its current location. *(In the course of discussion the Facilities Planning Committee agreed to remain alert to the possibility of good off-site alternatives and inform the Congregation of any strong possibilities.)*
- Agreed to work toward creating a facility to meet the needs of about 400 members, including a sanctuary that can accommodate up to about 250 attendees seated at any one time and be expanded to accommodate up to 400 people on special occasions. Current Church membership is approximately 270. The present sanctuary has seating for about 150 people; fitting in 165 chairs is doable, and possibly will be necessary very soon, but not comfortable.
- Empowered the Facilities Planning Committee to work with an architect to prepare preliminary conceptual plans for Congregational review and approval.
- Asked the Board to establish a Financial Planning Committee to work with consultants to develop a financial plan for eventual congregational approval.
- Authorized the use of endowment funds to accomplish the initial goals it had set.

It is understood that preliminary architectural plans must go to the full Congregation for consideration and approval before final plans are drawn, and that plans for a capital campaign must go to the full Congregation for approval before new capital funds are raised or further current resources are committed.

It is also understood that the steps outlined above may reveal a gap between the building dream and the resources available, and that any such gap must be addressed before plans can be completed. It is possible that revised goals or a phased building plan will be required.

The Committee has based specific recommendations, such as square footage and number of parking spaces, on "Facility Guidelines," which appear on pages 151-153 of */Beyond Fundraising: A Complete Guide to Congregational Stewardship,* written by Wayne B. Clark and published by the Unitarian Universalist Association, 25 Beacon Street Boston, MA 02108, in 2007.

PROJECT BUDGET

As directed by the Congregation in November, 2007, the Church Board of Trustees in January, 2008 appointed a Financial Planning Committee.

The Financial Planning Committee set as its first goal the hiring of a financial consultant to assist in estimating a reasonable capital funding goal for the expansion and renovation project.

In March 2008, the Financial Planning Committee contracted for the consulting services of a specialist recommended by the Unitarian Universalist Association. Tamsin Kemos is a UUA consultant and is partially funded by them. She spent a working weekend with the congregation at the end of April, 2008, meeting with all leadership members as well as the full congregation. She has indicated in her report that the congregation is ready to plan for a capital campaign and recommends that the campaign be conducted in spring 2010 along with the regular annual stewardship campaign. She has also recommended several sound financial steps to take in preparation for the capital campaign, including recruiting a leadership team, and creating a comprehensive five-year financial projection.

On April 27, 2008, committee members and the consultant agreed that a reasonable project budget goal is \$1.25 - \$1.5 million. If necessary, we would be open to plans that include phases beyond that figure to be completed at a later date. As previously stated, the congregation authorized endowment funds to be used for conceptual architectural plans before the capital campaign is completed.

HISTORY OF THE PROPERTY

Allen Avenue UU Church has a long and complex history. Our church started out as the **First Universalist Society of Portland**, back in 1821. Over the years and through several reorganizations and mergers

between congregations--and even between denominations--several more buildings became home to the forebears of our congregation. In 1969, the Rev. Robert Wolf became minister of the **Portland Universalist Church** meeting on the present campus of the University of New England on Stevens Avenue and took on the responsibility of harmonizing a still-divided congregation and leading the work of developing a new church site. The move was accomplished in April 1970, three years short of their original goal. They bought land on Allen Avenue, and built our current church building, which was dedicated on April 21, 1971.



The original piece of property consisted of 4.15 acres in the North Deering section of Portland. Designed by Michael Boudler the building included an 1800 square foot sanctuary, offices, classroom/program spaces, kitchen, foyer, and rest rooms. The space was large enough for the small congregation of the time to feel visionary. Thirty to fifty people typically sat in the sanctuary on Sunday mornings, and church children had more than enough room in the east wing for their activities. Even the parking lot at the time seemed commodious.

But through the next two decades the congregation grew. By the late 1980's, the crunch had become quite painful and space needs crucial. New committees were formed, and a new architect—John Whipple—was chosen. In the fall of 1991, the minister moved into a new office, the director of religious education into the former minister's office, the music director into a new closet-sized office and the religious education program into four new classrooms, all at the east end of the building. Under the classrooms was a new basement built in soil so soggy (it turned out) that flooding became a recurrent problem.

The religious education program soon outgrew even the new space, so church volunteers grabbed their hammers and constructed a "temporary" outdoor classroom that continues to house our senior youth program today, despite some infirmities.

In 2002, a developer proposed a new housing development for the land bordering the church's southern boundary. Seeing the potential for future growth (and wanting to avoid a backyard 50 feet from the sanctuary windows), key members and friends reacted quickly, bargained intensely, and came away with 2.55 acres of additional land with handsome woods and fascinating outcroppings. Our total property, therefore, is 6.7 acres. That acquisition today has helped convince the congregation to try and stay and expand at its current location.





ABOUT UNITARIAN UNIVERSALISM

THE NATIONAL UNITARIAN UNIVERSALIST ASSOCIATION

was created in 1961 by the merger of Unitarianism and Universalism, both strong Christian movements through the nineteenth and early twentieth centuries. Today the denomination honors its past, yet lives a new present as a liberal faith of widely diverse membership and belief.

UNITARIAN UNIVERSALISTS adhere to no creed but do agree to a set of seven Principles voicing shared belief in such concepts as the dignity of all, justice, free search for truth and meaning, democracy, world community, and respect for “the interdependent web of all existence of which we are a part.” Unitarian Universalist congregations are communities of individuals who are like-minded in many ways but also engage in individual spiritual search.

“SPIRITUALITY” is a term frequently heard in the one thousand or so Unitarian Universalist communities of the United States. It invokes thoughts of connection to deepest self, to human other, to world and universe, and to the mystery that some accept as God and that others understand through science and analytic thought.

SOME UNITARIAN UNIVERSALIST GROUPS AND INDIVIDUALS identify as Christian, Jew, Buddhist, humanist, or pagan; many others identify only as self and UU. However they identify, all honor the truth and beauty of many religious and secular sources. Hence the presence of symbols honoring a variety of faiths in many Unitarian Universalist buildings.

“SERVICE IS OUR PRAYER,” says a popular Unitarian Universalist reading, and social action calls many, perhaps most, Unitarian Universalist to its many causes.

AMERICAN UNITARIAN UNIVERSALIST CONGREGATIONS belong to the national Unitarian Universalist Association, which has its headquarters in Boston, but they are not directed by it. Individual churches write their own mission statements, buy or construct their own buildings, hire their own ministers (from those approved by the UUA), create their own by-laws, collect and spend their own money, and elect their own officers.

UNITARIAN UNIVERSALISM IMPOSES NO ARCHITECTURAL IMPERATIVES OR CONSTRAINTS. UU buildings are as diverse as its members, ranging from the major structure designed by Frank Lloyd Wright for the church in Madison, Wisconsin, to modest homes used by small fellowships (a term that usually refers to small Unitarian Universalist groups led by lay members without the assistance of professional ministers). Some buildings are traditional churches, like the First Parish in Portland Unitarian Universalist, on Congress Street, and others are contemporary, like the concrete edifice overlooking the Golden Gate Bridge from the hills of Berkeley, California.

IF UNITARIAN UNIVERSALIST BUILDINGS HAVE ONE THING IN COMMON, IT IS THE PRESENCE OF THE FLAMING CHALICE, first the symbol of the Unitarian Service Committee, now the symbol of the full denomination. Allen Avenue has on its front sanctuary wall a wooden chalice carved by a member. Other churches have pottery or metal chalices, some with live flames, and some without.

Anybody interested in viewing a variety of Unitarian Universalist buildings can visit the Unitarian Universalist Association's web site at www.uua.com, clicking on *congregations*, and then searching by state or zip code for congregational web sites to visit. Many have photographs of their homes, though some do not.

ABOUT THE CONGREGATION

The congregation of the Allen Avenue Unitarian Universalist Church describes itself by this mission statement:

At Allen Avenue Unitarian Universalist Church, we are growing a community that transforms lives through the power of love. We celebrate diversity, encourage spiritual growth, and foster social responsibility as we walk with care on this earth. We empower our members to share their gifts to build a world of compassion, equality and freedom.

The church now has about 270 adult members. The exact figure changes daily but the trend is up, ever up. Approximately one third of our members have joined in the last 30 months.

Current child and youth enrollment in our religious education program is 160. Not all attend on any given Sunday, but the trend, again, is up, ever up.

Our members – and friends, too – are a diverse lot. *We are a gentle, angry people, says a popular hymn, a justice seeking people—young and old together, gay and straight together, a land of many colors – a gentle, angry people, singing for our lives.*

Common threads include a liberal social and political bent, commitment to social action and justice, carefully balanced involvement in both individual and community search and cause, and a thirst for understanding the quotidian and the cosmic.



We gather on Sunday mornings in number sufficient to require two worship services. The average attendance in the first half of this year stands at 167. At least five Sundays this year have exceeded 190 in attendance.

Other church events draw crowds as well – a holiday fair and special evening services in December, weekend potlucks throughout the year, occasional concerts

parties scattered around the calendar. Some of these events more than fill the sanctuary in its dual role as both worship and all-purpose space.

Our “church year” extends from September through mid-June, but lay leaders offer worship each Sunday morning through the summer, and various church and community groups make occasional summer use of the church space. Looking forward it seems likely that Allen Avenue will become more of a year-round church than it now is. The pace and extend of summer expansion may depend on how comfortable the church becomes for hot-weather use. (At present, when the days are hot and muggy, so is the church, to the point that potential users attempt to avoid it.)

On several weekday evenings through the church year the building and the parking lot are packed as two community groups and various church committees stuff themselves into all the spaces and even the corners that they can find. This sardine effect repeats itself at occasional other times as well. Our moments of crowding and overuse have grown more frequent in recent years.

While it remains true that Allen Avenue is not at all evenly spread through the calendar, the week, or the day, the days when all the space remains empty are few.

Anybody wanting a better understanding of the Allen Avenue congregation should spend some time with us on a Sunday morning. Sit in the back of the sanctuary and strain to see the front. Play sardine in the foyer as the extroverts stand happily waiting for coffee and the introverts worm through on their way to the more peaceful outdoors. Watch the kids coming from their programs, usually with smiles on their faces. Edge your way to the bulletin boards and consider the huge amount of group and personal enthusiasm hanging there. Allen Avenue is a good, high-energy, caring place to be.

COMMUNITY BUILDING USE

On Monday evenings, Portland’s Choral Arts Society rehearses in the sanctuary, bringing its own carpets with them to deaden the sound. At the same time, in the largest room of the program wing, there’s a meeting of Alcoholics Anonymous.

On Tuesdays and Thursdays, local bridge groups often use the sanctuary – except on election days, when voters and voting booths fill the space.

On the first Wednesday of each month, the Maine Outdoor Adventure Club packs the sanctuary, the foyer, and the parking lot – the overflow of people sometimes standing outside the sanctuary and listening to what is happening inside, the overflow of vehicles stretching well down Allen Avenue.

On monthly Wednesdays a food cooperative distributes its packages to members in the sanctuary, or in the program wing if the sanctuary is otherwise used.

Weekends can draw a variety of renters, from the Japanese-American Society to couples needing space for a wedding.

Every weekday through most of the year Art Play, a preschool program, uses up to four of our program rooms through the morning.

Various groups in need of meeting space with adequate parking plus the use of a large kitchen sometimes rent one or more rooms for conferences.

We know that a better facility would attract more rental users. Years ago a law review course for budding lawyers used our space every summer. But organizers found the heat so oppressive they eventually departed for an air conditioned building. Losing that renter cost us tens of thousands of dollars over the ensuing years.

We wonder whether through expansion and renovation we could draw more renters, perhaps small conferences attracted to Maine in the summer. Whether we accomplish that or not, increasing our appeal to renters would also increase both our income and our value to the many communities we seek to serve.

PRESENT PROPERTY AND PLANT

On the next three pages, you will find:

- A SITE MAP OF 524 ALLEN AVENUE, WITH THE 2002 ACQUISITION INCLUDED
- A DIAGRAM OF INTERIOR SPACES AT 524 ALLEN AVENUE (NOT INCLUDING THE EXTERNAL “TEMPORARY” CLASSROOM
- A LIST OF INTERIOR SPACES AND THEIR SQUARE FOOTAGE

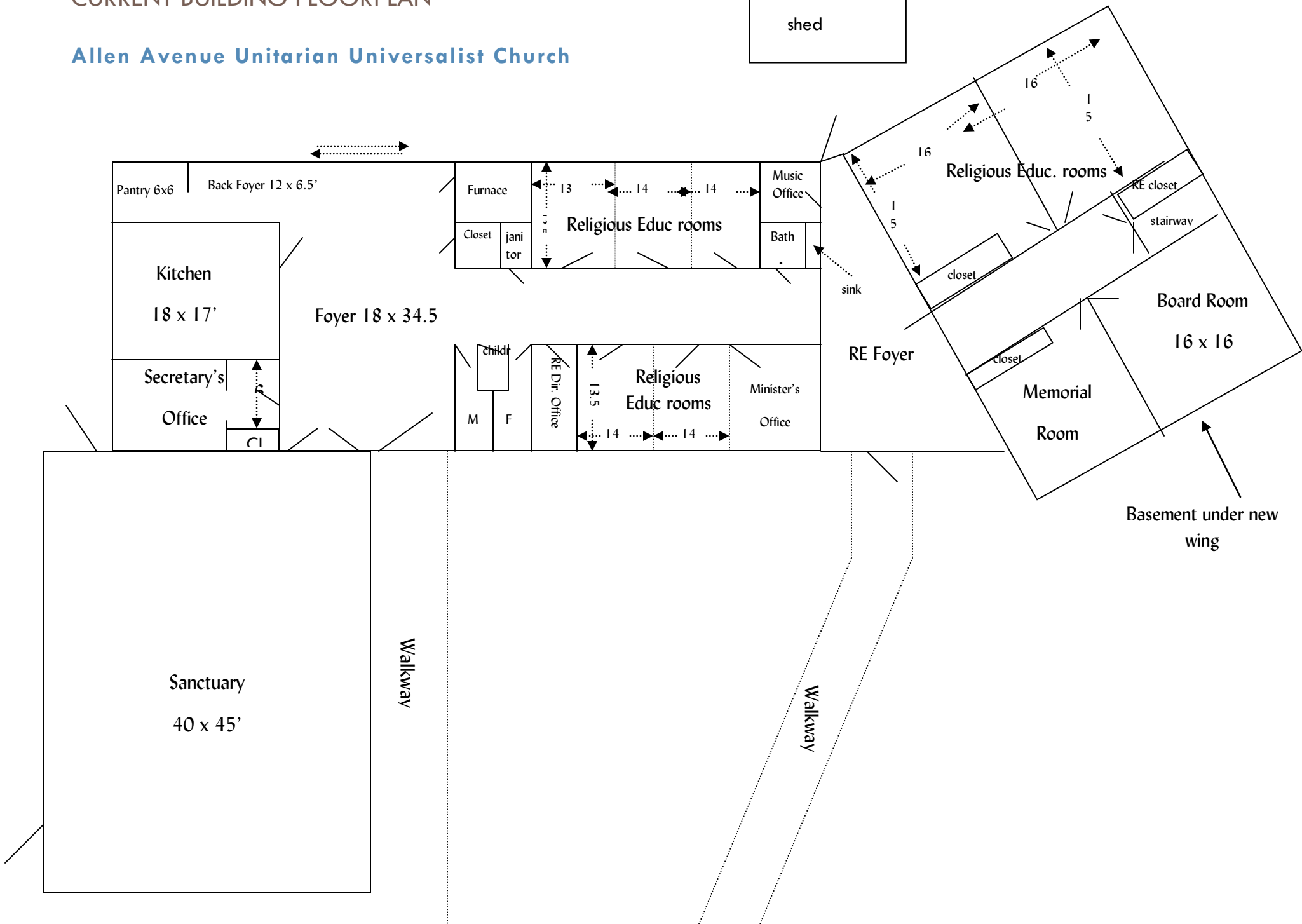


SITE MAP OF 524 ALLEN AVENUE, PORTLAND, MAINE



CURRENT BUILDING FLOORPLAN

Allen Avenue Unitarian Universalist Church



INTERIOR SPACE AT A2U2

These are measurements to about the nearest ½ to ¼ foot. The three lengths for the sanctuary are left, center and right side. All the dimensions are inside wall surface measurements.

Space	width	length	Sub area	area
Sanctuary	42.5	45l, 45c, 39r	1849	1849
Church Office	10.5	9.5	99.5	171
	7	8.5	59.5	
	3.5	3.5	12.25	
Kitchen	18	18	324	324
Pantry	7	7.5	52.5	52.5
Front Foyer	34.5	14	483	483
Back foyer	7	12	84	84
Furnace room	9	10	90	90
Foyer closet	3.5	9	31.5	31.5
Hallway to Myke	8	56.5	448	448
Front bathrooms	7	11.5 plus entry	88	196
	7	11.5 plus entry	88	
	2.5	8	20	
Handicapped bath	7	5.5	39	39
RE closet	12	3.25	39	39
2 Closets RE foyer	6	2	24	24
Rear hall	6	21	126	158
	2	8	16	
	2	8	16	
RE office	14	9	126	126
Right RE room, 2	14	28	392	392
Left RE room, 3	14	42	588	588
Memorial room	16.5	16	264	276
	2	6	12	
Board room	16.5	17.5	289	289
Double RE room	18	16.5	297	569
	16	16.25	260	
	2	6	12	
RE Foyer	27.5	27 (triangle)	371	395
	2	12	24	
Minister's office	11.75	16	188	188
Custodian's closet	2.5	4.5	11	11
Music Dir. office	6.25	7	44	44
Total				6867
basement	42.25	32.25	1363	1363
Grand total with basement				8230

Total space without basement	6867
Sanctuary space	1849
Office space	529
RE classroom	1549 (not including Board and Memorial room)
Hallways and Foyers	1608
Storage closets	105

STRENGTHS OF PROPERTY AND PLANT

Despite our frequent grumblings about conditions and shortcomings, our property and plant have many strengths. There are reasons that we wish to stay here beyond the sense that “this is home.”

Our location is excellent, given the placement of other Unitarian Universalist churches in the area and given the demographics of the people we serve and hope to serve.

Our land has beauty. While a walk through the parking lot on a damp spring day may land you in ankle-deep mud, a walk behind the church, out toward the Lyman Moore School, or off to our own big rock outcropping, will bring the word “potential” to mind. Some local teens will decry the loss of drinking and smoking space if we extend back there, but the rest of us will enjoy the view.

Our building has served us well. Despite its many shortcomings, it has through 37 years kept us safe and helped us grow even beyond its own limits.

CHALLENGES OF PROPERTY AND PLANT

The Allen Avenue Unitarian Universalist Church is a positive place and its members are a positive people. That said, one of the best and easiest ways to explore our expansion and renovation needs is to consider our frequent and common complaints about our present building and ground. Here’s a list:

- We are overcrowded. On Sunday mornings, despite the fact that we added a second service in the fall of 2005, our sanctuary, parking lot, religious education spaces, and foyer are all overflowing.
- Our crowding is almost certainly slowing our growth. Prospective newcomers may drive on by when they find they must park far away down the street. Others may flee from the jammed coffee hour before having time to meet others and feel at home.
- On our busiest days we lack the flexibility that having a separate sanctuary and fellowship hall could provide.

- Our building is sometimes uncomfortable, especially on hot, humid days.
- Our sanctuary sound is problematic. When a problem of mold recently forced us to replace carpets with tile, the acoustics brightened beyond what some musicians and some of our congregants want.
- Spiritual space is extremely limited. It is difficult to find any place in the building that is conducive to quiet reflection and meditation. *It is impossible to find a space that conveys a sense of wonder, awe, and inspiration.*
- The facilities are old and tired. A casual inspection will show problems with windows, ceiling tiles, paint, and more. See the Building Evaluation for more detail.
- Repeated flooding has made our basement unusable for many purposes. We once used it for storage and for youth groups. Now we use it only to store materials that will not be harmed by the mold that will threaten again if flooding recurs.
- Our rest rooms are inadequate.
- We are out of office space. Our program has grown to the point where we could use the service of additional staff members, but we have no good place to put them.
- Some of the office space we do have falls short of the need. The secretary's office near the front door can barely contain the equipment that it needs, let alone all the people who attempt to crowd in for various purposes on Sunday mornings. The music director's office is only a little larger than a joke.
- The parking lot is a mess. The asphalt portion is crumbling and the gravel portion turns to a mud bath each April.
- We have no place for informal meetings, casual lounging, and comfortable conversation apart from the gathering crowd – the area called “the parlor” or “lounge” in some other churches, a place with couches and chairs and sometimes subdued lighting.
- We lack the specialty comfort areas of some larger churches – the place where the bride can prepare without watching for kids peering in the windows, the nook where babies can burble without destroying meditative silences.
- We need more storage spaces, for both general and specific purposes.
- We have only one all-purpose room which we use for worship and everything else with more than 20 people involved.

- As for aesthetics: we have made some valiant attempts, but nobody has ever been overwhelmed by the beauty of the place. Our facility does not nurture the soul or advance the cause of spiritual growth.
- Our land is soggy. We have struggled through the years with water in our basement, with mud in the parking lot, and with spongy soil where our sewer pumps and pipes struggle to send our community discharges to the larger pipes beyond our borders. There is sometimes standing water on the land behind our building. (A wetlands consultant has contracted to check for significant vernal pools in the spring of 2008.)

More specific information about the challenges and condition of our property follows.

ALLEN AVENUE EXISTING PROPERTY EVALUATION, 2008

The major part of the building was constructed in 1970, including the sanctuary, foyer, church office, kitchen, RE director's office and the front RE classrooms. An addition was built in 1991 at the rear of the building adding a partial basement, RE/meeting rooms, a second foyer, minister's office and a handicapped bathroom. In 1992 the front foyer was expanded several feet to the rear.

Windows

The windows in the 1970 portion of the building need replacement, because they are in poor shape (broken mechanisms, rotting frames, don't close well), and because they are obsolete from an energy efficiency standpoint. Those in the rear meeting rooms are made by Marvin and are better, but they are still out of date by today's energy efficiency guidelines. They at least shut completely and the seals are still functional, but the air space between the panes is minimal and they are not made with low-e glass.

Insulation

The insulation throughout the building is far below today's standards. Wherever a wall or ceiling has been opened up there has been no vapor barrier, even in the portion of the building built in 1991. Building codes now call for at least 2x6 studs for exterior walls to allow at least R-19 insulation. It is possible the insulation in the building could be significantly improved even with the 2x4 walls by using spray-in foam insulation. There are reasonably environmentally friendly spray-in insulation materials however we don't know what the EPA



says about potential out gassing if some of the foams are used. This is clearly an issue for professionals.

Foundation

Probably most of the basic structure is OK, but there are several areas where the concrete has broken down and the rebar is exposed. This would take the expertise of a professional to evaluate. There are also areas in the main foyer that froze and cracked years ago, but now seem to have settled down. The building plans might indicate whether or not the foundation can support a second floor. It is unlikely, without providing more support structure. The basement foundation is poured concrete with a few minor cracks where water seepage occurs, but they do not appear to be a structural issue.

Basement

Over the years it has flooded many times, three times so far in this last year alone. Generally the flooding is less than a foot of water, but this last spring there was 4 feet of water in the basement. It cannot be used for storing any “soft” goods which might support mildew/mold growth. Anything that is stored needs to be on shelving several feet in the air. A back up sump pump system is needed to prevent flooding during power outages. (B&G is evaluating different systems now, and will be following through soon.) We could also connect a high water sensor to our alarm system. A dehumidifier is a requirement due to the high water table of the property and dampness in the area, but it is expensive to run continuously. This year the basement was professionally tested for air quality issues and found to be satisfactory after much expense and effort to empty it out and have it professionally de-mildewcided and cleaned. Any future effort to eliminate the basement would require relocating both oil tanks and the boiler for heating that end of the building, and rewiring the electrical sub panel for that end of the building. We are not aware of any flood reaching the electrical sub panel (yet!).

Roof

We believe the entire roof was redone when the addition in 1991 was added. It is a flat rubber membrane roof over the original portion of the building which, in general, is a high quality roofing material. The roof has a shallow pitch over the 1991 portion which does as fine a job of collecting snow as a flat roof, however depending on the amount of snow and weather conditions the snow slides off in rather impressive thick sheets of ice and snow to the ground. This used to tear off the boiler chimney regularly until the chimney was moved to the side of the roof pitch several years ago. The roof was professionally re-seamed in the summer of 2007 and any other weak spots repaired.

Flooring

In the spring of 2007, the basement had a severe flood resulting in extensive mold. The basement was professionally cleaned but in the meantime much of the rest of the building became contaminated. This required the carpeting to be removed and new tile flooring

installed during the fall in over half of the building. The carpeting that is left badly needs replacement.

Kitchen

All of the appliances receive heavy use and show it. The kitchen is equipped with a commercial ten burner gas stove with two ovens. Opposite the stove is a stainless counter with a double sink with a smaller vegetable sink. At the end of the counter is a commercial dishwasher with a cycle rate of three minutes per tray of dishes. The kitchen is well lit with fluorescent lighting and has plenty of counter space. There are two refrigerators and one upright freezer. The cabinets are barely functional --- try opening a drawer. It could also use more electrical circuits.

Bathrooms

The handicapped bath is okay, but its toilet should be replaced with a low flow unit. The other two bathrooms need major remodeling. More and larger toilet stalls are needed. The rooms are dingy and need to be lightened up. At least they have high quality, low flow toilets, which could be reused.

Alarm system

We replaced the master control panel 2 years ago. It is expandable to cover new additions to the building, however most all of the existing smoke and heat sensors throughout the building are quite old and need replacement. Building and Grounds has made decisions over the past couple years to do the minimal maintenance to remain legal and safe, with the idea there will be major remodeling occurring in a few years.

Sewer System

We are not aware of any problems with our sewage system from the building to the holding tank at the rear of the building, (under that big cover next to the kids sand box). There is a pump in the holding tank that pumps the sewage out to the street through a 2 inch line. A 2 inch line is the recommended code size for this application. The control panel for the pump system is located in the rear of the foyer boiler room. We have had numerous problems with the line freezing between the holding tank and the street over the last several years. They were primarily due to a cleanout located in the middle of the parking lot. It was a conduit for cold down to the sewer line consequently freezing and breaking the line. We removed this cleanout the last time the line broke two winters ago, and hopefully resolved this problem.

Storage shed

A few years ago the bottom 4 feet of sheathing were replaced due to rot. We bought a new piece of plywood to replace the present door. Ideally, we would have a larger shed to store landscaping equipment and other items.

Rear outdoor classroom

Built in 1987. Needs to be demolished, it is moldy and expensive to heat.

Exterior Siding

Vertical cedar siding exists on the original portion of the building and is in average shape, but needs repair in several areas. The siding on the newer portion of the building built in '91 is T1-11 (a plywood imitation), and is suffering in several areas. There was the beginning of an effort to redo the T1-11 portions with real cedar where the original chimney was located. Vertical cedar siding is not necessarily an ideal material, since it provides a pathway at every joint at the top and bottom of each board for insects to infiltrate the building. We have an ongoing issue with carpenter ants in several locations, and with Steve's diligence have been able to hold them at bay.

Boilers

There are two oil-burning boilers, fed from the same dual oil tanks located in the basement, each tank rated at 330 gallons. The boilers produce hot water for baseboard heating; however the one at the front of the building (replaced in 1996) also produces potable hot water for the kitchen and front baths using a heating coil in the boiler. This means the boiler must be on year round to provide potable hot water on demand. This is not very efficient, particularly since it is the larger of our two boilers rated at just under 3 gallons/ hour. Hot water is supplied for the handicapped bathroom and RE foyer sink by a small electric hot water heater under the foyer sink. The boiler in the basement is a smaller unit installed in 1991 and is only used for heating the space added in 1991. It has been flooded several times and required repair each time. (Remount the boiler 3 or 4 feet off the floor??) The chimney for this boiler was moved to a side wall (see the "roof" section above). The chimney was destroyed at least twice before it was moved. The average amount of oil used each year is approximately 2100 gallons. Set-back thermostats were installed throughout the building two years ago.

Storage Closets

This topic is worth separate mention. The building is woefully in need of more dry accessible storage space. Our needs include space for renters, sexton's supplies, tables and chairs, committee supplies, Art Play, seasonal decorations, etc,etc.

Drainage

There are several areas along the rear of the building where the drainage away from the building needs to be significantly improved. One of the worst areas is the corner between the office window and the rear window in the sanctuary. Water splashes down from the gutter, keeping the siding of the building wet and dirty. All along the rear paved area, water has trouble getting away from the building. The parking lot would be improved if it were raised up and sloped properly.

General building issues

We need to be able to wire our building easily for future needs such as new phone and computer requirements. The ceiling tile in the original part of the building is looking very tired, with several areas needing repair.

Parking Lot and Driveway

Our parking lot was originally built on wetlands, with no base. It has therefore been problematic for years. When there is no snow we can park about 90 cars in the parking lot. During the winter the parking area shrinks to about 60 cars, so at some point during the winter we often need to hire a front end loader to move the snow back to reclaim those lost spaces. Half the lot is paved but is in need of repair. The rest is bank run gravel which at the end of winter usually has a number of low wet spots and pot holes. It needs fresh gravel and grading every two years. It would be drain much better if it were raised up and sloped properly. It is undersized for the use the church gets, rentals and Sunday services, and periodically large numbers of people need to park out on the street.



PLANNING TO DATE

The fact of growth and the need to respond are not new to us. We have answered with action several times in the past, when we made an unsuccessful attempt to switch from one to two Sunday services in the late 1980s, when we built the addition that opened in 1991, when we purchased additional land in 2002, and when we successfully switched from one to two Sunday services in 2005.

Our experience with expansion has taught us the great value of having full and open congregational involvement in each and every substantial move and change in support of growth. Accordingly, as we have moved toward the moment of engaging an architect to draw up preliminary plans for expansion and renovation, we have engaged the full congregation frequently. (Read “we” in this context as a variety of committed officers, committees, and energetic individuals moved through the years by the vision of a larger Allen Avenue future.)

In the past few years the interest in growth has focused more on more on the expansion and renovation program now proposed. The process has involved the full church in many ways.

Members have at least three times voted specifically for growth, most recently at the meeting of November 18, 2007, the meeting (mentioned above) that directed the Facilities Planning Committee to engage an architect for preliminary planning.

In the fall of 2002, the consulting firm AMCi of Bath and Brunswick led 63 members of the church in creating a long-term vision that supported growth and became the core of the formal long-range plan that now underlies all church programs and actions.

In April of 2006, Lyndon Keck, local architect and Allen Avenue member, led a weekend charette asking members and friends to speak of their hopes for physical church growth.

In March of 2007, as stated above, the church Board of Trustees created the Facilities Planning Committee and charged it with moving beyond the dream to a real building plan. Through the past year the Committee has made a three-part effort to meet its challenge:

- It engaged the full congregation in many ways with envisioning the physical future. It asked individuals, committees, staff members, and friends with building expertise – anybody who would listen and speak – for their ideas on how the church should grow. It held several workshops at different times, workshops that attracted about 75 members and friends.
- Together with the Board of Trustees it led the congregation toward the significant decisions of November 18, 2007.
- It began combining all the opinions it had heard and all the research it had done with all its own ideas into a plan of what should be done. This invitation to architects is the result of that effort.



GENERAL PROJECT GOALS

Stating our goals in general terms is simple enough: Build on the strengths and overcome the challenges to create a plant large and solid enough to meet all our present and future needs.

Conceiving an overall plan to get us there is just as simple. Here's what we would do if we had all the money in the world: Hold a ceremony of loving farewell, then tear down the old and build the new. But we don't have all the money in the world.

The purpose of this project will be to expand the church to accommodate a membership of 400 adults (including support areas such as staff offices that are adequate to meet the needs of 600 members with an additional worship service), keeping in mind the need to balance worship, social, religious education/adult programming, entrance and parking spaces.

This section offers a list of specific goals the Allen Avenue congregation has identified for our expansion and renovating project. The following pages provide more details for different parts of the project.

1. Have a warm, open entrance with clearly delineated space for a welcoming table, nametags, bulletin boards and pamphlets.
2. Build a new sanctuary that can seat about 250 people at any one time and be expanded to accommodate up to 400 people on special occasions.
3. Establish a separate Social Hall. The present sanctuary might be used for this purpose, and it might also serve as the occasional extension space for the sanctuary.
4. Include as many program spaces or meeting/classrooms of different sizes as our budget will allow. These spaces should be appealing and varied enough to serve a range of congregational and community needs outside the high-intensity Sunday morning period.
5. Include one or two spiritually rich areas in addition to the sanctuary, places that may be used by spiritual enrichment groups and others needing quiet, meditative space.
6. Have a dedicated, informal, senior youth space inside the main building (no longer in the present shed).
7. Maintain a commercially equipped kitchen. If possible, a low counter area for someone in a wheelchair or children.
8. Provide adequate parking, street signage, rest rooms, and other support areas sufficient for times when the sanctuary, social hall, and program spaces are all in use. Eliminate current problems such as the muddy parking area.
9. Make the entire facility accessible to people with varying abilities and disabilities. This must include: handicap parking; ramps; accessible bathrooms; flat thresholds; 36" wide doorways throughout the building; lowered water fountains;

glare-free lighting throughout; accessible bulletin boards; reachable, easy to find light switches; lever door handles throughout; movable chairs with straight backs; visual impairment accessible signage and pathways throughout; flooring and walls that prevent off-gassing and mildew growth

10. Complete renovations as necessary to ensure the entire building is in first class condition.
11. Make both the sanctuary and the all-purpose room suitable for musical and simple theatrical performances.
12. Consider and meet the needs of adults and youth using the facility for weekend retreats. This suggests that a shower would be good.
13. Be as environmentally conscious and as “green” as possible at every step of the process.
14. Control the climate as completely as possible, but always with reference to environmental consequences.
15. Make all spaces, especially the sanctuary, aesthetically pleasing in ways that encourage spiritual search and reflect Allen Avenue’s values and mission.



CONGREGATIONAL PRIORITIES:

Introductory and Building-Wide Concepts

The following items are not listed in order of priority, but are numbered for reference purposes. They are, however, divided into sections based on importance of items (i.e., essentials, possibilities and additional thoughts).

Highest Priorities

1. A beautiful sanctuary that inspires worship and performance
2. A repurposing, if appropriate, of existing spaces
3. A new, comfortable space for meditation, spiritual groups, reading and/or a library (see below)
4. Plenty of bathrooms in each section of the building, with one near the sanctuary including a larger area that could be used as a bridal or dressing area
5. Electric renovations to allow for more outlets, especially in areas accommodating computers
6. Plenty of storage throughout, accessible to where it is needed
7. Public space for displaying historical items, notices, bulletins and signup posters
8. An attractive area(s) of wall space to display portraits, awards, photographs, certificates and other items
9. Storage for cleaning supplies with slop sink
10. Controlled natural light
11. High quality, energy efficient, and attractive, glare-free specialty lighting
12. Well-marked signage
13. We are open to innovative, artistic and creative design for our spaces and the building as a whole
14. Make a statement
15. Be designed with curves and an organic feel
16. Convey a sense of joy, uplifting and unlimited possibilities and positive energy

The building should be:

17. Attractive and aesthetically pleasing, with a consistent style throughout
18. Green in construction and energy efficient
19. High performance and low maintenance
20. Of lasting quality
21. Highly accessible
22. Warm and welcoming
23. Beautiful and simple
24. Comfortable for all ages and abilities
25. Strongly influenced by nature inside and out
26. Climate controlled for comfort, but in a green and efficient manner
27. Equipped for full, integrated wireless computer networking; wireless environment for those working with wireless computers in all areas of the building
28. Prepared for full technology usage, including telephone systems and a smart board

Possibilities

The building *could* incorporate:

29. A separate place with comfortable chairs allowing people to hear the service via piped in sound and images; this might serve parents with babies or the elderly, for example
30. A place to sell UU books and other items

Grounds and Exterior

Highest Priorities

1. There should be protection from weather as people approach the building and/or wait for rides; perhaps a drive up for handicapped passengers
2. Allow for intelligent flow of traffic to avoid the need to “back up” in the parking lot; perhaps islands to control flow
3. Be beautiful from inside and outside the building
4. Marry beauty and utility

5. Include paving solutions for walkways and patios that are even and stable (no brick)
6. Have parking spaces for 160 vehicles and adequate handicap spaces
7. Handicap parking - flat, close to major entrance, wide enough for van/s, stripes on pavement, signage that cannot be covered in snow
8. Control traffic safely, with clear signage and parking delineation
9. Professionally designed ramp - flat access to major entrance
10. Be as green as possible, perhaps with absorbent paving
11. Respect our wetlands
12. Incorporate a welcoming entrance and a welcoming garden (landscaping)
13. Have appealing street signage
14. Preserve our redwood tree!
15. Increase our visibility from the street
16. Celebrate such natural features as boulders
17. Include a children's playground

Possibilities

The grounds and exterior *could* include:

18. An outdoor patio or courtyard off the social hall, a place suitable for cookouts
19. An outdoor sanctuary
20. An outdoor wedding site
21. A meditation labyrinth

Additional Thoughts

The grounds and exterior just *might* incorporate:

22. A small, lockable building for public sales of books and flowers, etc.

Lobby/Entrance Area

Highest Priorities

1. Be a large, open, inviting space; the term “atrium” comes to mind
2. Be a place for greeting and meeting
3. Have a separate space for coats, with low coat rack as well as high; preferably hidden from view
4. Be handicap accessible throughout: consider automatic door or, at minimum <5 lbs. of force to open; consider double door that opens wide; flat threshold; accessible bathrooms, all rooms accessible to wheelchairs; lowered water fountains with buttons on side and front; adequate, glare-free lighting in all hallways all doorways must be a minimum of 36” wide; accessible bulletin boards; easily accessible location for “buttons” and badges; reachable, easy to find light switches; lever door handles throughout
5. Have space for tables, displays, and kiosks (vs. bulletin boards); to allow for communicating about programs and events that various committees can use as sign-up stations. These need to be movable and flexible for all sizes of materials and literature
6. Be designed so traffic will flow easily yet still allow for gatherings before, between and after services
7. Work well for members, visitors, children, elderly, and handicapped persons
8. Be acoustically appropriate for one-on-one conversations

Possibilities

The entrance area *could* have:

9. Open easily and fully to the social hall, separated, perhaps, with a sliding wall
10. Be located near a small meeting room that can be used for small meals, talks, discussions and might be combined with a library (see *Small Group/Library/Meditation Room*)

Administrative space

Highest Priorities

1. Central administrative office that is attractive and easy to find for the public: when people walk into the building, they should see the office directly and find it welcoming; they should not have to be observed by everyone as they come into the building

2. Administrative office should have work space for a *Secretary, Administrator* and part-time *Membership Development Director* or other staff member. This should include open, “public” space plus 2-3 private office spaces. There should be workspace for about 6-7 staff members, including:
3. *Minister’s study* adjacent to the Administrator’s office: this would provide privacy for the minister, a “buffer” for her/him, ability to work closely with Administrator, private waiting room for those with appointments with Minister
4. *Director of Religious Education* office that is easily accessible to the administrative and ministers’ offices and large enough to work comfortably
5. *Director of Music* office that is easily accessible to the administrative and ministers’ offices and large enough to accommodate a musical keyboard as well as regular computer equipment
6. Plenty of storage space for supplies, including secure storage for IT items (software, projector, etc.)
7. Desk space or general office work space for intermittent (volunteer) use. This could be a separate room (see #12) or part of the “public” secretary/office space
8. Conduit channels that easily accommodate networking wires for computer equipment as well as various cables. We also would like to install a new telephone system and cable connection if possible
9. All rooms must be accessible to wheelchairs and all doorways must be a minimum of 36" wide
10. Include accessible bulletin boards
11. Include reachable, easy to find light switches and lever door handles

Possibilities

The administrative/office space *could* include:

12. A space for a future *Associate Minister*, which can be a smaller office but in the same area as the minister’s office
13. A volunteer office that could be used for groups that need extra space to lay out projects, use computers and copiers, or hold meetings; it should be lockable and include plenty of storage space
14. A small space that could eventually accommodate a network server

Sanctuary

Highest Priorities

The sanctuary should:

1. Accommodate 250 seated adults during normal use
2. Accommodate an additional 150 adults on special occasions by opening to an adjacent space, perhaps the social hall
3. Have flexible, comfortable and movable seating. The chairs should have straight backs to accommodate all ability people. If possible, it should be able to be comfortably arranged in a variety of shapes, such as a circle or U-shaped configuration
4. Have storage space for seats that are not in use that is easily accessible but invisible, and for other equipment, such as risers or a conductor's podium
5. Be comfortable for both full and partial houses
6. Allow discreet entry for late comers
7. Climate controlled for comfort, but in a green and efficient manner
8. Have an area near the exit for the minister to greet members of the congregation without blocking traffic flow
9. Have a space for children to sit up front during "lessons for all ages" without causing the worship leader(s) to trip over them. This could be a well, wide stairs, a sloped area or other configuration. It would be in addition to the regular seating area of the sanctuary
10. Have both general and specific lighting that can be controlled from appropriate areas (i.e., the podium and the back of the room); be dimmable if appropriate; and be energy efficient
11. Have a slightly raised stage area that is handicapped accessible. It should be raised for optimal sight lines, but not so high as to be intimidating. The stage area might be large enough to accommodate a small group of performers, and to accommodate risers for a choral or instrumental group for concerts
12. Have good visual focus and sightlines from all audience areas
13. Have convenient and visible music area, for piano, soloists, choir, and other musicians
14. Be able to accommodate various types of presentations
15. Include a pulpit/podium that is height-adjustable, does not require a step to use, and has multi-media capability with controls built into the podium and a screen with a remote control operation

16. Area for video/audio recording of services and storage of equipment. Possibly could be projected to another room for nursing moms or others
17. Have acoustics optimized for acoustic music and spoken word
18. Have listening devices for the hearing impaired
19. Be aesthetically pleasing, conveying sense of the spiritual, with feelings of light and airiness

Possibilities

The sanctuary *could*:

20. Feature some sort of permanent chalice or chalice design, possibly depicting the Unitarian Universalist principles. Or, make reference to the seven Unitarian Universalist principles – possibly with stained glass, mosaics or other art forms
21. Have a backstage area – perhaps in an adjacent fellowship hall or other space
22. Be close to wedding friendly areas, such as dressing and waiting rooms
23. Be adjacent to a musical rehearsal space
24. Have chairs with book and memo holders

Additional Thoughts:

The sanctuary just *might*:

25. Have a labyrinth pattern incorporated in the floor
26. Have space where an organ could be added

Social Hall

Highest Priorities

1. Be adjacent to the sanctuary so that it can be used for overflow seating when necessary. Have a soundproof movable wall dividing it from the sanctuary. This can be made of panels, allowing door-sized openings, rather than a single wall
2. Accommodate 180 standing, 165 when seated without tables, and 125 when seated at tables
3. Have comfortable, movable seating and tables, perhaps including smaller, more informal tables for casual food service
4. Include a convenient storage area for items (all tables, chairs, etc.) that are not in use that is hidden when closed. It should accommodate both round and rectangular tables so we have the option to add round tables in the future

5. Have easy, preferably direct access to the kitchen
6. Have an area, close to the kitchen, for serving coffee and food and for collecting dishes and trash; this area should also be handicap accessible
7. Have the ability to set up comfortable seating areas for casual conversation and snacks
8. Be highly flexible and useful for a variety of purposes such as weekly coffee hour, talent shows, community meals, Christmas sales, bridge club meetings, musical rehearsals and presentations, and more
9. Include movable chairs with straight backs
10. Have a non-carpeted flooring surface
11. Have a movable stage and podium
12. Have acoustics optimized for music and the spoken word
13. Have lighting that is flexible in effect and intensity

Possibilities

The social hall *could*:

14. Have multi-media capabilities
15. Have access to an outdoor patio or courtyard
16. Wall spaces for bulletin boards and art
17. Be suitable for very energetic child and youth activities

Additional Thoughts:

The social hall just *might*:

18. Serve as or contain a comfortable café with coffee before services and lunches after services
19. Have temporary dividers to create smaller spaces for religious education and other uses

Religious Education and Program Space

Highest Priorities

The religious education and program space should:

1. Include a minimum of 10 rooms suited for children and youth to use on Sunday mornings and for adults to use at other times. The total square footage should be 2500-3000, or about fifty percent more than the current building.
2. Have some rooms that can be divided and/or combined with the use of soundproof dividers only if very high quality; otherwise, spacious rooms for all. Have acoustics optimized to dampen noise
3. Lighting should be soft but clean, with plenty of natural lighting
4. Nursery space that is safe, with high outlets, no sharp corners, crib(s), open and closed storage; should be clean, comfortable, welcoming to parents and babies; rocking/nursing space OUTSIDE (perhaps off) of the nursery, perhaps including a place to watch the service on video
5. A central entrance area where parents can clearly see information about what is happening as soon as they walk in; at main entrance, an explanation of staff (who is in charge of what) and our organization
6. Plenty of storage in each room that can be easily accessed but hidden enough so that there is no clutter in the open; dedicated, or organized storage for particular types of supplies so they are always put back correctly
7. A calm, sacred-feeling space that could be used as a library, small chapel, small group discussion, meditation; quiet, comfortable seating.
8. If counters are in rooms, they should have space for stools or chairs—otherwise, tables are preferable; easily adapted space depending on activities
9. A large utility tub with a water sprayer for cleanup of messy projects
10. Be well-equipped with tables and storage for arts and crafts projects
11. Include a separate, dedicated room for senior high school youth
12. Comfortable chairs for long workshops; soft lighting but conducive to seeing work; perhaps adult and child-sized chairs both available
13. Be easily cleanable
14. Have plentiful storage areas for chairs, tables; and supply storage in each classroom
15. Separate storage space that closes (locks?) for rental preschool purposes and all other renters that pay for it as well

16. Area for rows of coat hooks with double hooks (for coats and backpacks) for younger children and higher ones for older kids above
17. Screens on all windows for air flow and safety. Running water in each room and a bathroom in small children's' rooms (or at least in one room)

Possibilities

The religious education and program space *could* include:

18. An area where videos and audio presentations can take place, where music can be used for programming for large groups. Possibly storage area for a cart holding audio/visual equipment to be rolled into individual rooms. This room could also be used for larger interest-group meetings and/or workshops. Must include secure storage for audio/visual equipment
19. White boards or other wall displays that can appear and disappear so that rooms can be used for multiple functions
20. A large room that allows very lively and physical activities (could possibly be in the social hall if necessary); a multi-use room with floor chairs, where workshops with no shoes can be conducted; pillows, etc.
21. Kitchenette in RE wing including a small fridge, microwave, sink, etc.; space for cooking and washing activities, including storage that is clear to everyone
22. Showers, especially for youth and young adult sleepovers; sleeping mats and a place to store them

Additional Thoughts

The religious education and program space just *might* incorporate:

23. Social space for parents to talk apart from the sanctuary
24. A small washer and dryer
25. Youth library space

Small Group/Library/Meditation Room for Adults

Highest Priorities

This new space should:

1. Be located away from the "front end" traffic, but in a special place
2. Be larger than our present program/classrooms, but smaller than the social hall
3. Feel comfortable for holding small group meetings such as Spiritual Enrichment Groups, discussions, meditation sessions or talks
4. Feel comfortable for individual quiet time or reading

5. Be softly lit and conducive to living room-like chairs with cove lighting or lamps
6. Have bookcases to house the church library for adults and/or children
7. Storage areas for supplies (candles, chalice, history and archive items, file cabinet)
8. Area to display church “treasures,” such as silver set and historical pictures. Built-in wall shelves with glass doors

Possibilities

The Small Group/Library/Meditation Room *could* have:

9. A sound system for quiet listening, and/or the worship service piped in
10. A connection to a small room with a computer/printer/work space

Kitchen

Highest Priorities

The kitchen should:

1. Be configured to allow for “smart” traffic patterns for storage, refrigerators/freezer, food preparation and cleanup
2. Include clearly marked storage for all utensils, dishes, cookware, and paper and plastic products as well as food staples. A mixture of open and closed (cabinet) storage
3. Re-use the current appliances wherever possible (probably the stove and dishwasher), and allow space for new appliances where necessary (possibly a larger, commercial refrigerator and a larger freezer)
4. Eliminate the current pantry and make storage and refrigerator and freezer more easily accessible and open
5. Include cabinets and drawers that are attractive and fully functional
6. Be reconfigured to be directly accessible to the social hall, with a serving area that opens to that room for coffee and other food service
7. Include electric and gas service adequate for kitchen appliances
8. Include an attractive and easily cleanable hard flooring surface
9. Bright lighting that allows for easy working conditions
10. Plenty of counter space for food preparation and “staging” prepared food
11. Safe storage for cleaning items used in the kitchen (i.e., brooms or other floor cleaners)

Possibilities

The Kitchen *could* have:

12. A lower counter area with space underneath that would accommodate chairs and wheelchairs for use by children and those with special needs for food preparation
13. An area for first aid supplies (or these could be kept in the administrative or RE section)



DEMOGRAPHIC INFORMATION

The chart below illustrates the demographic information about our target area, which we have determined indicates great potential for growth in our congregation.

CONTACT INFORMATION

Architects interested in offering proposals for the Allen Avenue project will work primarily with the Facilities Planning Committee. Members are:

Rick Kimball, Chair – 926-3146, rkimbal4@maine.rr.com

Dan Chase – 799-9087, dp.chase@verizon.net

Jerry Freeman – 799-6625, freeman@maine.rr.com

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Shane Smith – 761-5805, shane23smith@yahoo.com

The Committee member with primary responsibility for initial contact with architects interested in making proposals is:

Ann Packard, Architect Liaison

Allen Avenue's minister is:

Rev. Mykel Johnson

797-7240

remyke@a2u2.org

Allen Avenue's President of the Board of Trustees is:

Barbara Freeman

799-6625

freeman@maine.rr.com

A FINAL WORD

We can hear the architect reading through the booklet, looking up at us and saying, *you don't want much, do you?*

Yes, we do want much.

And our resources are limited. But we have good spirit.

The project is a challenge.

If you wish to consider taking it on, let's meet and see what we can do together.

The Facilities Planning Committee

Allen Avenue Unitarian Universalist Church

