

CTF Meeting Minutes

Meeting attended by:	Tom Pistorius, Keely Schneider, Jane Gilbreath, Alan Barlow, Bonnie Postlethwaite, Diane Cassity, Don Wakefield, Chuck Downing, Marilyn Carpenter; Amy Eckhoff (GW); Steve McGuire (GW)
Absent from meeting:	Kendyl Gibbons, Tom Everitt, Lamar Hicks
Date:	December 20, 2016
Time:	6:30PM
<p>Topic #1 Notes: Updates were provided by Alan and Chuck on budget/financial items. According to Chuck, there is approximately \$300,000 in capital pledges on hand to support the project. It was confirmed that a check had been issued to GW in the amount of \$12,752 for their most recent billing.</p> <p>Action Items:</p> <ul style="list-style-type: none"> • Don to provide Alan information concerning the budget estimate for Builders Risk Insurance for inclusion in the budget tracking spreadsheet. 	
<p>Topic #2 Notes: Amy and Steve of GW presented and displayed product and finish samples for review. An extensive discussion followed. Responses and clarifications were provided by Amy and Steve (See GW meeting notes attached). Amy indicated we are on track with design development. She will soon have a date for the new cost estimate for the project.</p> <p>Action Items:</p> <ul style="list-style-type: none"> • It was mentioned that, if desired, blown-up samples could be provided for display to the congregation. • Amy and Diane will coordinate a meeting with staff to review the finishes and furniture for the week of January 9th. • Amy and Diane will coordinate a meeting between the mechanical designer and the facilities/maintenance staff to discuss the mechanical and electrical systems for the week of January 9th. • GW to have Construction Documents complete on January 20th for bidding and permit submittal on January 23rd. 	
<p>Topic #3 Notes: Amy addressed the Hazardous Materials Survey. The survey has been completed and made available. A shorthand version of explanations of certain items in the report has been sent via email by Amy (See attached). Certain levels of asbestos and lead-based paint have been identified in the building. We are continuing to gather information. Amy is assisting with our understanding of the results contained in the report.</p> <p>Action Items:</p> <ul style="list-style-type: none"> • The CTF will continue to gather information. • Amy will assist and guide the CTF in understanding and addressing the report. 	
<p>Topic #4 Notes: Don reported that he contacted the insurer, Church Mutual, to obtain clarification of their email indicating an increase of about \$4,100 to add the Builders risk coverage for the project to the existing basic coverage (See attached email). Upon issuance of a standard occupancy permit at the conclusion of the renovation, a representative of the insurer will inspect the renovation and, taking into account replacement value for the building and other factors, will recalculate coverage and premium costs for regular coverage going forward. The estimate of an additional \$4,100 will suffice for project budget purposes until we obtain a firm quote from them.</p>	

Action Items:

- Don will continue to work with the insurer to provide the questionnaire elements required.
- When construction commences, Don will furnish the information required by the insurer to obtain a firm quote for the actual additional cost for the Builder's Risk coverage (e.g. names of the general contractor and the sub-contractors, and their certificates of insurance).

Topic #5 Notes:

There was a brief discussion to update the status of the Steering Committee "side-project" policy. Preliminary approval via email from the Board has been obtained, and it will go before the Board for final approval at this month's Board meeting. It is generally agreed that the policy is well-written and meets the CTF's needs.

Action Items:

- Pending Board approval, the CTF will abide by the intended structure of the proposed policy.
- The Renovation Steering Committee will advise the CTF of the status and final terms of the policy.

Topic #6 Notes:

No known responses to the letters which were sent out to potential parking partners have been received thus far. Jane reports that we have not been able to schedule a meeting with Laura Snow of KCAI. Owing to the holidays, it has been determined to wait until early January 2017 to reach out to Ms. Snow in this regard.

Action Items:

- On January 3rd or shortly thereafter, Tom Pistorius will attempt to contact Ms. Snow to arrange a meeting with task force members.

Topic #7 Notes:

Diane Cassity updated the task force regarding transition of the Communications Center (See attached summary). Carrie Bader has advised that the matter will go before the Board for discussion and, presumably, their approval at the December Board meeting. Jane mentioned that it would be good to reach out to Phyllis Westover on this, as she furnished the "seed money" for the shelving space that would be most directly impacted by relocation.

Action Items:

- It was agreed that contact with Phyllis be made.

Topic #8 Notes:

CTF meetings are scheduled for 6:30PM on the following dates:

January 11th
January 25th
February 8th
February 22nd
March 8th
March 22nd

Another church chat will be conducted on January 29th.

Action Items:

- Diane will coordinate the reservation of space(s) for all the above activities.

Topic #9 Notes:

A report of the CTF meeting of December 7, 2016 was circulated by email and no comment(s) received. All present indicated approval.

Action Items:

- None

Next Meeting: Wednesday, January 11, 2017 at 6:30PM in Conover.

Notes

DATE	20 December 2016
PROJECT	All Souls Unitarian Universalist Church 2016.563
SUBJECT	Design Development – Construction Task Force
BY	Amy Eckhoff, AIA, NCARB
PEOPLE INVOLVED	Tom Pistorius, Keely Schneider, Jane Gilbreath, Alan Barlow, Bonnie Postlethwaite, Diane Cassity, Don Wakefield, Chuck Downing, Marilyn Carpenter; Steve McGuire

Amy and Steve presented these proposed building materials and finishes to the Task Force for review. The palette and materials were generally well-received. Comments follow the list of materials.

MATERIALS

Lobby / Entrance

- Flooring
 - Carpet Tile at entrance vestibule: Interface FLOR, Style 6003002504, Color 603188 Black-Brown
 - Carpet Tile at Lobby: Interface FLOR, Style 6003002504, Blend of three colors: 603192 Berber Beige, 609023 Mid Brown and 609009 Mouse Grey. Colors shall be blended grouped by color in a linear fashion to give the illusion of long planks of color.
- Walls
 - Entrance and Vestibule: Stucco coating on walls in fine sand finish
 - Lobby Fabric Wrapped Tack Panels: Maharam Mode 466337 Color 011 “Spindle”
- Aluminum Framing at Entrances and Glass Walls
 - Kynar 500 Factory Baked-On Finish, Color “Slate Gray”

Admin Offices

- Flooring
 - Carpet Tile: Interface Composure 50cm x 50 cm; Style 3034502505; Color 303009 “Content”
 - Sealed concrete with heavy grind to expose aggregate, standard grey cement
- Walls
 - Paint on general walls: Sherwin Williams 7671 “On the Rocks” (light grey)
 - Paint on accent walls: Sherwin Williams 7705 “Wheat Penny” (copper/rust)
 - Wall base on general walls: Roppe 193 “Black-Brown” 4” tall base
 - Wall base on accent walls: to match accent color, Roppe 133 “Golden Honey”

- Ceiling
 - Ceiling Tile: Armstrong Ultima 24"x24"
- Cabinets
 - Cabinet fronts, sides and doors: plastic laminate Wilsonart 8201K-12 "Grey Elm" (grey wood grain) or Formica 902-58 (smooth solid grey)
 - Counter tops are solid surface: Corian Pearl Gray or Corian Glacier White
- Doors
 - White birch veneer with a clear finish
 - Metal door frames will paint to match adjacent wall finishes.

Music Room

- Flooring
 - Sealed concrete with heavy grind to expose aggregate, standard grey cement
- Walls
 - Wood slat system, narrow slats in clear finish maple with black acoustical backing

Comments

- Stucco – the fine sand finish was preferred over the freestyle. It offered a warmer texture to the walls. A lighter color in this area is preferred to make sure the entrance is first welcoming and inviting.
- Flooring at entry – the Black-Brown FLOR tile might be too dark for the entrance. However, the color is attractive and might be appropriate to sprinkle into the lobby to add more contrast. A mockup of this will be needed to make final decision.
- Flooring at lobby – the blend of colors was well received and described as warm. There was some question about whether the linear plank effect would be distracting in the lobby/gallery space. A mockup of this will be needed to make final decision.
- Flooring at offices – the monolithic look to match the concrete is attractive
- Fabric for Tack Panels in Lobby: Jane expressed concern about the durability of the fabric for tacking. The fabric is recommended for upholstered tack panel walls. In addition, Jane tested the fabric by running a large nail through it and it healed itself after the nail was removed.
- There was debate about the accent color. An accent color is appealing, but not certain the color selected offers enough warmth for the space.
- The preferences on the plastic laminate selection were mixed.
- Chuck expressed concern about the base material, particularly in high traffic areas and making sure it is durable.
- Alan expressed concern about the clear finish on the wood doors and whether that would experience yellowing over time. Steve commented that we used to see yellowing with older varnishes but have not experienced that with the products in the last 10 years.
- The wood slat acoustic system for the music room was well received.



- Discussed the storage system for the music room. Bonnie and Diane agreed it would be better to have a fully integrated system with fewer moving parts. They preferred a wood drawer front on built-in lateral files rather than a wood door hiding a standard lateral file system.
- Stair Railing – much discussion about the material for the guard rail around the open stair in the lobby. The general consensus is the rail should be as open as possible, with the wall / curb extending up approximately 12” to allow usable wall space for display at the landing. If glass panels are an option, that is preferred.

SCHEDULE / MEETINGS

- Amy and Diane will coordinate a meeting with staff to review the finishes and furniture for the week of Jan 9.
- Amy and Diane will coordinate a meeting between the mechanical designer and the facilities and maintenance staff to discuss the mechanical and electrical systems for the week of Jan 9.
- Next CTF meetings will be on Jan 11 and Jan 25.
- A church chat will be held on Jan 29.
- GW intends to have Construction Documents complete on Jan 20 for bidding and permit submittal on Jan 23.

ATTACHMENTS

- Photos of proposed materials

The preceding is our interpretation of the occurrences and conversations. Please contact us if any details appear to be in error or if you have questions or comments.





Lobby / Entry



Admin Offices



Music Room

From: Tom Everitt
To: Everitt.Thomas
Subject: Fwd: All Souls-Hazardous Materials Survey Report
Date: Tuesday, December 27, 2016 1:47:44 PM

Sent from my iPhone

Begin forwarded message:

From: Amy Eckhoff <aeckhoff@gastingerwalker.com>
Date: December 23, 2016 at 9:36:09 AM CST
To: Kendyl Gibbons <uukendyl@gmail.com>, Tom Everitt <tom.everitt@gmail.com>
Cc: Jpistorius <jpistorius@aol.com>, Keely Schneider <keelyschneider1@gmail.com>, Jane Gilbreath <abkwitch@gmail.com>, Alan Barlow <adbarlow59@gmail.com>, Dixie and Lamar Hicks <dixieandlamar@yahoo.com>, Charles Downing <downingpix@gmail.com>, diane cassity <decassity@gmail.com>, Marilyn Carpenter <marilyn.carpenter49@yahoo.com>, "Postlethwaite, Bonnie" <postlethwaiteb@gmail.com>, Donald Wakefield <donaldwakefield@hotmail.com>
Subject: RE: All Souls-Hazardous Materials Survey Report

Don't worry, Kendyl! There are few people who are used to processing this kind of information. Here is a Cliffs Notes version for everyone:

Asbestos Containing Materials (ACM):

ASUUC completed major abatement during the renovation in the mid-90s. However, small amounts of ACM remain. Jump to page 23 of the pdf and you will see, in the list of all materials tested, the items that were found to contain asbestos. When items are in "good" condition, they can remain in place as long as you do not disturb the material. This was found in the tape and mud on a few drywall ceilings in the basement and in caulking outside. It was also found in some old floor tile (tucked under the existing cabinetry in a variety of locations) and in the insulation in the door to the vault.

All the items that are highlighted and within the demolition area for this project will have to be taken out prior to the main demolition by a separate abatement contractor. We will include the specifications for this work in our documents.

Lead Based Paint (LBP):

The equipment used allows testing of walls and detects LBP even in deeper layers of paint that have been covered up. Go to page 58 of the report and you will see the areas where LBP was detected. The positive locations are highlighted in red. Where the condition is intact, you can leave it since it is encapsulated in other layers of paint. Where it becomes dangerous is when paint ages and begins to flake or peel, exposing the layer of LBP.

Hazardous Waste Survey:

This is a list of all the items observed, from fluorescent light bulbs to floor wax, that is identified by the EPA as a "hazardous waste." These are items you can't just throw in the

trash. If you need to dispose of them, they must be taken to the haz mat disposal facility.

Next Steps:

Family Environmental will next provide design and specifications for us to use to obtain bids from abatement contractors to deal with the areas that are within our area of work for this project.

Plus, they will provide a owner's manual to give you an understanding of the materials you have in your facility and what you should do if you have to disturb any of the ACM or LBP areas in the future. Also, it identifies things like light fixtures that will need proper disposal, if you decide to change fixtures, for example. It will give you a map of where these items are located, so you can check before you do work in those areas.

I hope this helps give you a better understanding of the findings. If you have any questions, please feel free to ask!

Amy Eckhoff

AIA, NCARB

GastingerWalker & | Partner

817 Wyandotte Kansas City, MO 64105

816.569.0843 | gastingerwalker.com

From: Kendyl Gibbons [<mailto:uukendyl@gmail.com>]

Sent: Friday, December 23, 2016 8:53 AM

To: Tom Everitt <tom.everitt@gmail.com>

Cc: Jpistorius <jpistorius@aol.com>; Keely Schneider <keelyschneider1@gmail.com>; Jane Gilbreath <abkwitch@gmail.com>; Alan Barlow <adbarlow59@gmail.com>; Dixie and Lamar Hicks <dixieandlamar@yahoo.com>; Charles Downing <downingpix@gmail.com>; Diane Cassity <decassity@gmail.com>; Marilyn Carpenter <marilyn.carpenter49@yahoo.com>; Postlethwaite, Bonnie <postlethwaiteb@gmail.com>; Donald Wakefield <donaldwakefield@hotmail.com>; Amy Eckhoff <aeckhoff@gastingerwalker.com>

Subject: Re: All Souls-Hazardous Materials Survey Report

Dear Tom and Others Who May Be Better At This,

I'm overwhelmed, and can't get a sense of the bottom line here. Is there a quick summary for those who aren't used to processing this kind of information? I would be grateful!

Happy holidays, everybody.

Kendyl

On Fri, Dec 23, 2016 at 8:30 AM, Tom Everitt <tom.everitt@gmail.com> wrote:

All,

FYI.

Sent from my iPhone

Begin forwarded message:

From: Tom Everitt <tom.everitt@gmail.com>
Date: December 22, 2016 at 6:11:30 AM CST
To: thomas.everitt@sedgwicklaw.com
Subject: Fwd: All Souls-Hazardous Materials Survey Report

Sent from my iPad

Begin forwarded message:

From: Michael Dustman
<mdustman@familyenvironmental.com>
Date: December 21, 2016 at 1:51:29 PM CST
To: "donaldwakefield@hotmail.com"
<donaldwakefield@hotmail.com>, "tom.everitt@gmail.com" <tom.everitt@gmail.com>
Cc: "Amy Eckhoff (aekhoff@gastingerwalker.com)" <aekhoff@gastingerwalker.com>
Subject: All Souls-Hazardous Materials Survey Report

Don and Tom,

Attached to this email is our Hazardous Materials Survey Report for the All Souls Unitarian Universalist Church. The findings of the survey did identify asbestos, lead-based paint and other hazardous materials at the Property. Please let me know if you have any questions.

Respectfully,

Michael E. Dustman
Kansas City Office Manager

Family Environmental Compliance Services, Inc.
600 East 8th Street, Suite B
Kansas City, Missouri 64106
Cell: [\(816\) 935-2929](tel:(816)935-2929)
Office: [\(816\) 527-0101](tel:(816)527-0101)
Fax: [\(816\) 255-2427](tel:(816)255-2427)
Email: mdustman@familyenvironmental.com

All Souls Renovation Project: Communications Center

The renovation project will require the relocation of the existing Communication Center. The center is currently located in the west wing of the church. The west wing will be demolished, possibly fairly early in the project. The functions served by the Communication Center are important and we need to assure they continue during and after the renovation.

In our meetings with the architect we identified a place that could be an ideal home for the new Communication Center. The defunct Fredrick Westover Bookstore in the hallway between Bragg and Conover Auditoriums has very attractive custom build oak cabinetry that should be very adaptable to serve in this capacity. Consideration should be given to relocating the Communications Center before the construction begins so people can adjust to the new site and to assure we have continuity in communications. Rev Kendyl Gibbons and Rev. Diana Hughes have been consulted regarding this site as the new location of the Communication Center and have agreed it would be an appropriate location.

If this location is approved, then after the New Year, signage could be placed in the Book Store cabinetry that stated: “Future Home of the Communications Center.” This would provide an opportunity to familiarize the congregation with the idea and allow an opportunity for people to raise questions or concerns.

Design details regarding how the space could be adapted will need to be developed by the Construction Task Force.