



**The Congregational Church of West Medford, United Church of Christ
dba Sanctuary UCC**

**CALL TO SPECIAL CONGREGATIONAL MEETING
Sunday, 03/17/19 at 11:30 am (immediately following worship)
Location: Sanctuary UCC**

Dear Sanctuary UCC Members and Partners,

You are called, and your presence and participation are faithfully requested at a Special Congregational Meeting scheduled for Sunday, March 17 at 11:30 am at Sanctuary UCC, 458 High Street, Medford.

The Agenda is as follows:

1. Vote to hire Santana Construction to implement their proposal for a one-time expense, not to exceed \$26,000.00, to repair walks and replace the retaining wall, stairs, and hardscape in the front of the parsonage property at 105 Brooks Street, Medford.

We appreciate your attention and ask that you join us in this brief but important meeting.

With blessings,

The Leadership Circle

Joanna Begin, Moderator; Liz Douglass, Vice Moderator

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*Please Note: As per the congregation's bylaws: "Voting is available to those who are present either in person or via electronic means whereby the member is able to listen and participate in discussion."*

This meeting will be streamed via: Zoom Meeting <https://zoom.us/j/464565602> ;  
or Dial in 646.876.9923 – Meeting ID: 464 565 602

Meeting Notes

Attendees: Jeffrey Smith, Lisa Parker, Kathy Williams, Gini, Branwen Cook, Liz Douglass, Marie Canavan, Joanna Ostrander, Joanna Begin, Aaron, Paul, Charlene Carle, Julie Robert, Paul Robert, Joy Harris, Bruce Roberts, Erin Sennott, Wendy Miller Olapade, Fraelene Curtis, Aaron Olapade, and Kim Grubb on phone

Joanna called the meeting to order. She read the call, “you are called, and your presence and participation are faithfully requested at a Special Congregational Meeting scheduled for Sunday, March 17 at 11:30 am at Sanctuary UCC, 458 High Street, Medford.

The Agenda is as follows:

Vote to hire Santana Construction to implement their proposal for a one-time expense, not to exceed \$26,000.00, to repair walks and replace the retaining wall, stairs, and hardscape in the front of the parsonage property at 105 Brooks Street, Medford.”

Paul moved to put the vote on the floor. Wendy seconded.

Discussion.

Joanna explained that Bruce Roberts has gathered bids for work on the outside of the parsonage. The work on the inside of the parsonage is completely finished. The second part we discussed at the annual meeting in 2018 was to work on the outside of the house once the inside was finished.

Bruce talked to 3 landscaping companies, and 2 came back with bids. We’d like to move forward with Santana, who offered us a lower bid (\$4,000 less). Bruce volunteered to oversee the work. If we wait until after our annual meeting in March, we’ll have to start the bidding process over, and we run the risk of Bruce not having the availability to continue to oversee the process at a later date.

Branwen said the bid is coming in a time when a contractor can start immediately with the weather getting warmer. It’s happening at a good time and be finished more quickly.

Joanna said the work won’t begin until we put 40% down.

Lisa asked how long the work will take. Bruce said it’s weather dependent. He guesses 3 weeks at the most.

Kathy asked about the labor and materials being included – are the materials already there, or will more be brought in like, steps and iron rails?

Charmaine asked if will look differently than now. Bruce said the part that edges the driveway will look the same, and there will be a brick area where the trash receptacles go. They'll resurface the sidewalk so the water moves away from the house. There are amendments to the steps to left of the driveway as well. The steps will be reworked so they're not as steep. The stairs are disintegrated from underneath due to lack of damage. They are also rebuilding the retaining wall.

Bruce said when he last talked to Santana, he indicated he'd still keep the 10% discount, so our quote would be lower if we might need to add some plantings. We might lose some of the plants the church has invested in over the last 5 years. If the project cost is less, we could replace some of what will be lost. Bruce said we could ask if they'd dig up the plants and not destroy them. Bruce said Santana has done 5-6 yards on his street, and he never left anything looking like it needs landscaping.

Paul moves the question. Joanna seconds.

All in favor of moving the question forward. None opposed.

Vote to hire Santana construction to implement their proposal for a one-time expense, not to exceed \$26,000.00, to repair walks and replace the retaining wall, stairs, and hardscape in the front of the parsonage property at 105 Brooks Street, Medford.

All in favor. None opposed.

Paul voted to end the meeting. All in favor. None opposed.