

**COLCHESTER FEDERATED CHURCH
PARKING LOT COMMITTEE**

MEETING MINUTES

DATE: October 24, 2007
TIME: 6:30pm
LOCATION: Sunday School Room

ATTENDEES: John Hirsch Mark Tierney
Pat Culhane Tom Culhane
Jim Caronna Linda Barnes
Harry Hendriks

1. We reviewed the meeting minute from the last meeting and made corrections.
2. We discussed many issues and set some guidelines
 - a) We will assume 1.5 people per car in lot. Our sanctuary has a capacity of 260 people. When our sanctuary reaches 85% capacity, growth stops. $.85 \times 260 / 1.5 = 147$ (PRELIMINARY)
 - b) Information on average attendance:
 - i. 8:30am Service 25 adults
 - ii. 10:00am Service 80-110 adults
 - c) Harry and Gordon have developed a 12 question survey to ask other churches about parking.
 - d) The addresses of the 2 houses are: 63 & 67 Linwood Ave Extension
 - e) Mark handed out a draft Request for Quote and a list of potential candidates for all to review and comment on. We all provided our thoughts.
 - f) We discussed the selection process and decided that 20 years experience is not as important as someone familiar with our parking lot issues (state roads, right of ways, drainage requirements, etc.). We probably should use the words "preferred" or "highly desirable".
3. We determined some initial tasks that needed to be accomplished.
 - a) We will perform a car count for the 10:00 services till the end of the year. This count will include cars parked in front of Day Hall.
 - b) Tom, Pat and Harry will meet with Sal Tissione, Town Engineer on Friday at 3:30pm to discuss the our issues from the last time we proposed a parking lot and to review the Draft RFQ.
 - c) Get someone in to advise us on RFQ (hopefully on 11/14/07).
 - d) We will bring our recommendations for number of parking spaces to the Congregation for approval. The earliest we can get fit into the church's schedule is sometime after the first of the year.
5. We sent around an E-Mail/Phone List: (attached)

6. Action Items:

- | | | |
|----|--|-----------------------------|
| a) | Car count for the 10:00 service till the end of the year | Harry and John H. |
| b) | Count the number of seats and chairs in Sanctuary | Harry |
| c) | Get Service attendances for every Sunday from office | Mark |
| d) | Count parking spaces at St. Andrews | Tom & Pat |
| e) | Count parking spaces at Assembly of God | Jim |
| f) | Count parking spaces at the Synagogue | Tom & Pat |
| g) | Count parking spaces at St. Mary's and Westchester Cong. | Jim |
| h) | Count parking spaces at Salem Cong. | John H. |
| e) | Visit with Town Engineer | Tom, Pat & Harry |
| f) | Write crier monthly release with review by Mark. | John H. |

7. Our next meeting will be on Wednesday, November 14, 2007 at 6:30pm in the Jerusalem room

**COLCHESTER FEDERATED CHURCH
PARKING LOT COMMITTEE
CONTACT INFORMATION**

<u>Name</u>	<u>E-Mail</u>	<u>Phone</u>
Gordon Archambault	gaajr55@comcast.net	
Linda Barnes	lubarnes6@sbcglobal.net	
Jim Caronna	jimcaronna@comcast.net	(860) 207-2030
Tom & Pat Culhane	trculhane@yahoo.com	(860) 537-1202
Harry Hendriks	bollwe@aol.com	(860) 537-0267
John Hirsch (home)	johnjhirsch@sbcglobal.net	(860) 537-5131
John Hirsch (work)	jhirsch@ebmail.gdeb.com	(860) 705-8916
Mark Tierney	mark.tierney@pw.utc.com	(860) 537-0089