



The TOWN OF NORWOOD

Commonwealth of Massachusetts

FINANCE COMMISSION

JOHN W. HAYES
JOSEPH P. GREELEY

JUDITH A. LANGONE
CHAIR

ANNE MARIE HALEY
ALAN D. SLATER

FINANCE COMMISSION MEETING

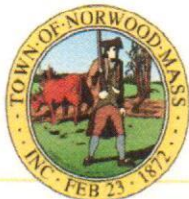
Meeting, Thursday, April 13, 2017 at 5:30 pm in the Robert M. Thornton Room, Town Hall, 566 Washington Street, Norwood, MA 02062

A G E N D A

- 5:30 pm Acceptance of minutes from Thursday, March 23, 2017
- 5:30 pm Final Review of Capital Outlay Requests and related motions
- 6:00 pm Special Town Meeting Articles
- 6:30 pm Other business

RESERVE FUND

Reserve Fund ATM Appropriation:	\$125,000
Treasurer Departmental Salaries	(15,340)
Wiring Inspector Salaries	(2,000)
Wiring Inspector Salaries	<u>(20,500)</u>
Current balance	<u>\$87,660</u>



The TOWN OF NORWOOD

Commonwealth of Massachusetts

FINANCE COMMISSION

JOHN W. HAYES
JOSEPH P. GREELEY

JUDITH A. LANGONE
CHAIR

ANNE MARIE HALEY
ALAN D. SLATER

FINANCE COMMISSION MEETING

Thursday, March 23, 2017

MINUTES OF MEETING

A meeting of the Finance Commission was held at 5:30 pm, Thursday, March 23, 2017 in the Robert M. Thornton Room, Town Hall. Attending the meeting were members Judith Langone, Chair, Alan Slater, Vice-Chair, Joseph Greeley and Anne Haley supported by Tom McQuaid, Clerk to the Finance Commission. The main purpose of the meeting was to give a final review to the Fiscal 2018 operating and capital budgets.

Chair Langone opened the meeting and asked for a vote on the minutes of Thursday, March 16, 2017. On a motion by Mr. Slater, seconded by Mr. Greeley the minutes of March 16, 2017 were

approved 3-0. Mrs. Haley abstained as she was unable to attend the meeting on the 16th.

Mrs. Langone asked Mr. McQuaid to present the budget in some detail. He showed the progression of work the Budget Balancing Committee and the FINCOM put in that led to a balanced budget. Exhibits are attached outlining the detail. All agreed a tremendously effective group effort was needed and delivered.

Mrs. Langone and Mr. Slater asked that the public be patient during the annual process as information must be gathered as it becomes available yet bodies such as the School Committee must discuss what options they will consider if funding is not adequate.

On a motion by Mr. Slater, seconded by Mrs. Haley the Fiscal 2018 budget proposal was

Voted Unanimously 4-0.

Mrs. Langone asked Mr. Thomas Maloney, Chairman of the Capital Outlay Committee to summarize its findings. After much discussion, on a motion by Mr. Slater, seconded by Mrs.

Haley it was **Voted Unanimously 4-0** to approve in principal capital items for Town Meeting consideration with the understanding that the Finance Commission would like to gain a better understanding of cost and options for St. Gabriel's Chapel. There was some discussion of the possibility of financing the truck 22 and 51 water trucks from rates but that was left to further review at a later date. The Commission will take formal positions at its next meeting.

Mrs. Langone asked General Manager Carroll about the details of the Reserve fund transfer request of \$20,500 for a substitute Wiring Inspector. The incumbent is out of work on a non-work related illness and may not be back prior to the end of the fiscal year.

On a motion by Mr. Slater, seconded by Mr. Greeley it was **Voted Unanimously 4-0** to approve a \$20,500 transfer to the Wiring Inspector Salary account.

Mr. McQuaid gave a snow and ice update. Our budget has been overspent in excess of \$400,000. Such deficit will need to be appropriated at the upcoming Spring Special Town Meeting. Details of the expenditures are attached.

Mr. Slater pointed out that the snow budget within the School Department was \$40,000 in Fiscal 2016, reduced by the School Committee in FY2017 to \$20,000 and restored it to \$40,000 in the FY2018 Budget Request. Each year we need to reach into Free Cash to make up the deficit. Although the Fiscal 2018 School Snow budget has been increased to \$40,000 the Commission believes it will still be inadequate.

On Other Business Mr. Greeley presented an extensive analysis about the bottom line of the Recreation Department. He urged the Commission to use continued vigilance to minimize the negative impact to the overall budget. He suggested some services should be considered core services which should receive preference of funding within a limited revenue ceiling.

Mrs. Langone thanked Mr. Hayes and Mr. Greeley for their years of valuable service.

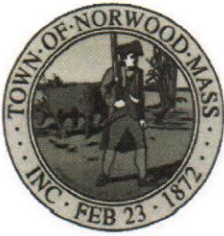
There being no other business, on a motion by Mr. Greeley, seconded by Mrs. Haley it was **Voted Unanimously 3-0** to adjourn at 7:55 pm.

A True Copy

Attest: _____
Thomas J. McQuaid, CPA, Clerk-Finance Commission

TOWN OF NORWOOD
FISCAL 2018 CAPITAL OUTLAY REQUESTS
INCLUDES AN ANALYSIS OF CURRENT DEBT SERVICE AND EFFECT OF BORROWING
ASSUMES BONDS BORROWED AT 4.5%

	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
General Government (including landfill):							
Principal	\$ 1,432,517	\$ 2,197,484	\$ 2,032,748	\$ 1,930,011	\$ 1,693,391	\$ 1,431,784	
Interest	806,368	671,835	476,907	404,395	339,144	278,973	
General Government Obligations	2,238,885	2,869,319	2,509,655	2,334,406	2,032,535	1,710,757	
	75.9%	75.4%	74.4%	73.8%	74.3%	73.5%	
Schools:							
Principal	539,000	770,000	720,000	705,000	599,000	531,000	
Interest	172,471	165,815	143,370	122,241	103,660	87,235	
School Obligations	711,471	935,815	863,370	827,241	702,660	618,235	
	24.1%	24.6%	25.6%	26.2%	25.7%	26.5%	
Non-Utility Debt Service - NO BORROWING	\$ 2,950,356	\$ 3,805,134	\$ 3,373,025	\$ 3,161,647	\$ 2,735,195	\$ 2,328,992	
	Project Amount	From Free Cash					
GENERAL GOVERNMENTS REQUESTS							
Town Hall Elevator Principal-20 Years	\$ 185,000		9,250	9,250	9,250	9,250	
Town Hall Elevator Interest			8,325	7,909	7,493	7,076	
Town Hall Renovation Principal	900,000		45,000	45,000	45,000	45,000	
Town Hall Renovation Interest			40,500	38,475	36,450	34,425	
Recreation Center Principal-20 Years	138,000		6,900	6,900	6,900	6,900	
Recreation Center Interest			6,210	5,900	5,589	5,279	
Ambulance Principal-10 Years	295,000		29,500	29,500	29,500	29,500	
Ambulance Interest			13,275	11,948	10,620	9,293	
Basketball Court Principal-20 Years	80,000	80,000					
Basketball Court Interest	-						
From Borrowing	1,598,000		158,960	154,882	150,802	146,723	
4 Marked Cruisers	195,000	195,000					
Pick-up Truck - Animal Control	34,000	34,000					
DPW Equipment	332,000	332,000					
From Free Cash	561,000						
General Government Total	2,159,000						
SCHOOL REQUESTS							
Elementary School Ovens Principal-20 Years	145,400		7,270	7,270	7,270	7,270	
Elementary School Ovens Interest	-		6,543	6,216	5,889	5,562	
From borrowing	145,400		13,813	13,486	13,159	12,832	
Replace 2008 Pickup truck	49,000	49,000					
Buses	310,000	310,000					
Technology	437,300	437,300					
From Free Cash	796,300						
School Total	941,700						
PBCC:							
St. Gabriel's Chapel Principal	1,200,000		60,000	60,000	60,000	60,000	
St. Gabriel's Chapel Interest	-		54,000	51,300	48,600	45,900	
	1,200,000		114,000	111,300	108,600	105,900	
TOTAL PROJECTED DEBT SERVICE	\$ 2,950,356	\$ 3,805,134	\$ 3,645,985	\$ 3,427,829	\$ 2,994,597	\$ 2,581,615	
Total Departmental Requests	\$ 4,300,700	\$ 1,437,300					
PAID FROM RATES							
Chlorine Circulator for Water Tank (From Rates)	120,000						
Water Main Rehab Program	380,000						
EPA Sewer Rehab	2,360,000						
SAVED IN FUTURE BUDGETS BY USING FREE CASH							
Principal	\$ 1,437,300		287,460	287,460	287,460	287,460	287,460
Interest	\$ 206,971		64,679	51,743	38,807	25,871	25,871
			\$ 352,139	\$ 339,203	\$ 326,267	\$ 313,331	\$ 313,331



TOWN OF NORWOOD
DEPARTMENT OF PUBLIC WORKS

One Lyman Place, Norwood, MA 02062
Phone 781-762-1413 Fax 781-762-9378
Email mryan@norwoodma.gov

Mark P. Ryan
Director of Public
Works and
Town Engineer

April 3, 2017

Ms. Judith Langone – Chairman
Mr. Alan Slater – Vice Chairman
Norwood Finance Commission

Dear Chairman Langone and Vice Chairman Slater:

As the department head responsible for the care of the Norwood cemeteries, I respectfully request that the Finance Commission support funding the restoration of The Chapel of St. Gabriel the Archangel in the upcoming Fiscal 2018 budget for capital projects.

When appointed in 2009 to the position of the Director of Public Works, I inspected the Chapel and experienced very mixed emotions. While I was awestruck by the structures beauty and architecture, I was equally disappointed by its level of decay and disrepair. It was at that point, we hired Gienapp Design Associates to perform a building assessment of the Chapel.

In their November, 2009 report, Gienapp Design Associates estimated the restoration costs to be \$526,000 which includes 15% in contingencies (the report had a total cost of \$675,000 which included design fees and soft costs). Fast forward to 2017, the restoration costs have now more than doubled to \$1.2 million!

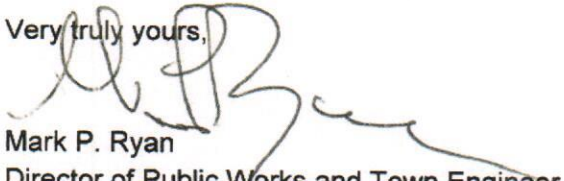
Since the November, 2009 report, the restoration costs have increased an average of 12.5% per year. While the concept of waiting to use Community Preservation Act (CPA) funds seems logical because it minimizes the amount of debt the town assumes, the delay will actually cost the town significantly.

According to the Town Planner, the first year's allotment of CPA funds will not be known until November of 2018 with Town Meeting approval probably no sooner than the spring of 2019. At that time, the project costs will have increased by \$319,000±! To complicate this even further, the proposed method of distribution of CPA funds will be that recreational, affordable housing and, historic preservation projects will each receive 10% of the available funds. The remaining 70% can be distributed between the 3 groups in any manner the yet to be established CPA Committee decides. This means that 20% of the CPA funds would not be available to the Chapel and, there is absolutely no way of knowing if the future CPA Committee would even consider the Chapel more worthy over other "sexier" projects.

I understand the Finance Commission has an obligation to be fiscally sound and there are difficult decisions to make in order to fulfill that obligation. However, the town most certainly has an obligation to maintain the Chapel that was gifted by the Day family in 1903. By funding this project now, the town will have met that obligation. The funding will not only ensure that the Chapel is restored to its original function, it will protect the town from incurring the additional costs associated with delaying the work and, it will mean that more CPA funds will be available to an ever growing list of projects.

Again, it is with the utmost respect that I request that the Finance Commission support funding the restoration of The Chapel of St. Gabriel the Archangel in the upcoming Fiscal 2018 budget for capital projects.

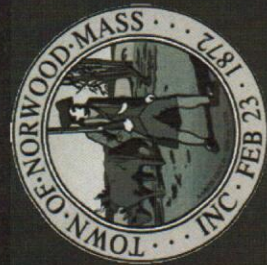
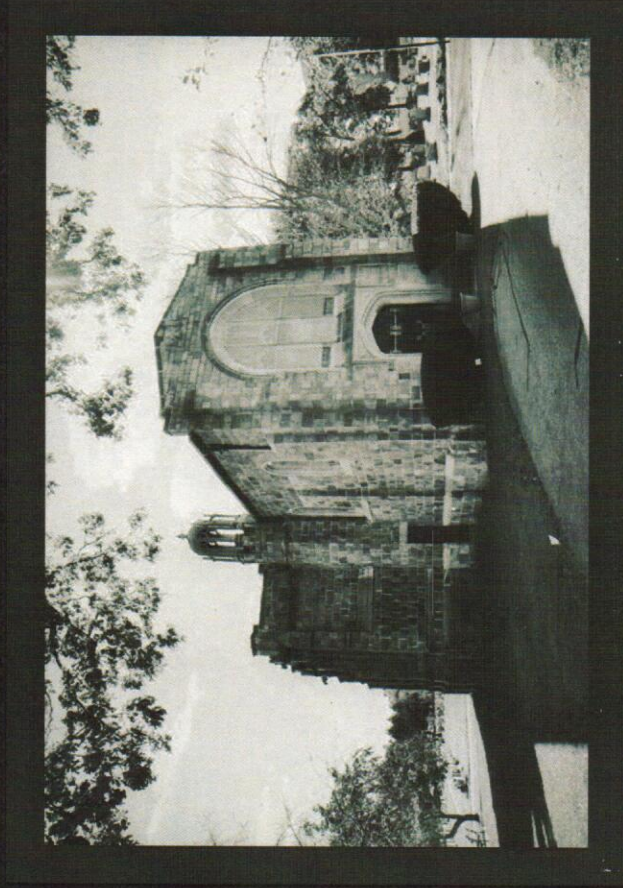
Very truly yours,



Mark P. Ryan
Director of Public Works and Town Engineer

Cc:
John J. Carroll
Permanent Building Construction Committee
Historical Commission

Town of Norwood Chapel of St. Gabriel the Archangel Highland Cemetery



January 19, 2016

GIENAPP
DESIGN
ARCHITECTURE



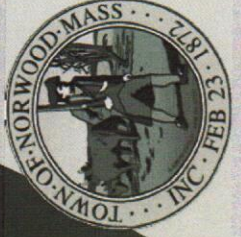
Project Goals

- Assess & review Chapel condition
- Identify project scope & cost of 3 Scenarios for repair & restoration:
 - A) Repair Major Deficiencies
 - B) Continue Current Use
 - C) Active Use Improvements



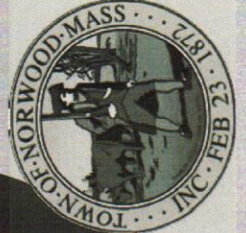
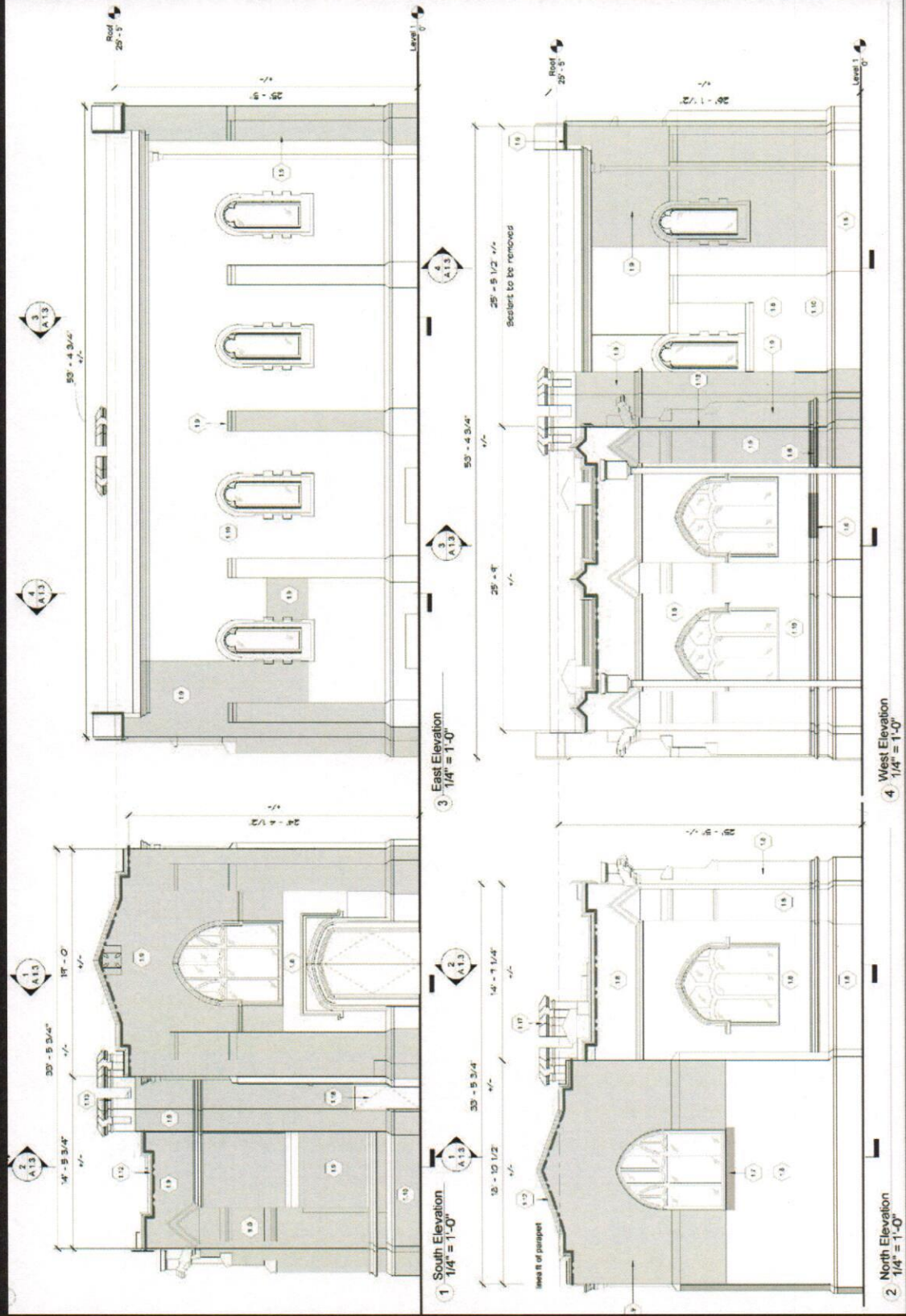
Presentation Summary

- Review Conditions
- Identify Scope & Scenarios:
 - A) Repair Major Deficiencies
 - B) Continue Current Use
 - C) Accommodate Additional Use
- Review Cost Estimate
- Assumed Occupancy < 49

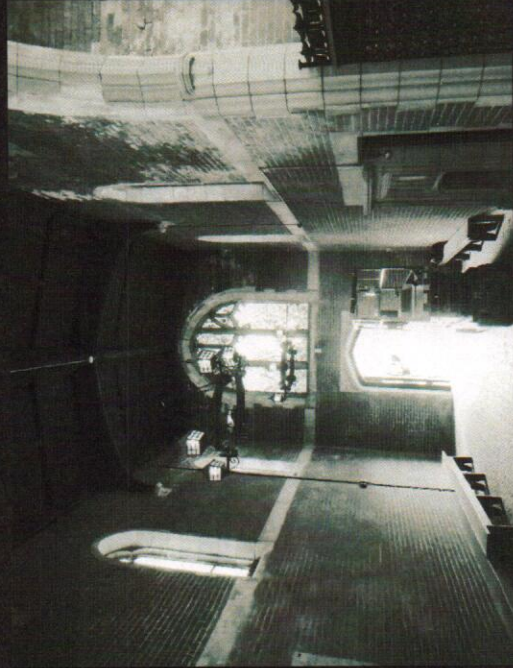




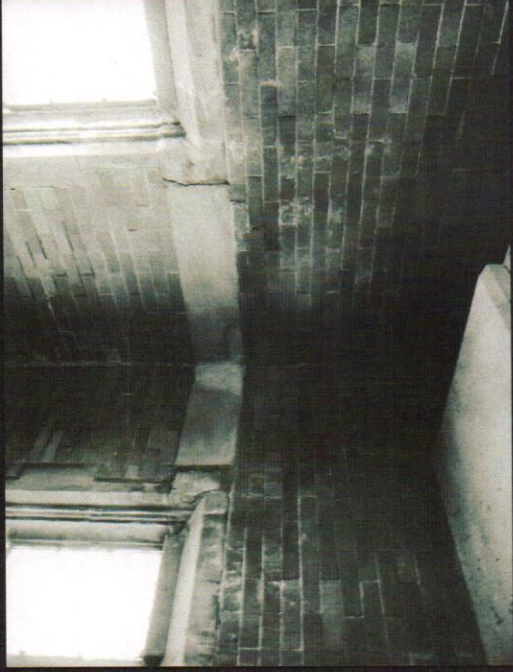
Scope of Veneer Reconstruction



Interior Photos



Interior of Chapel



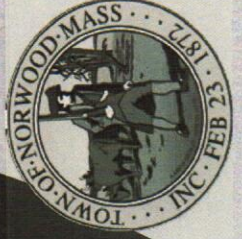
Step cracks in brick masonry



Interior of Chapel at Chantry



Roof rafter & sheathing failure

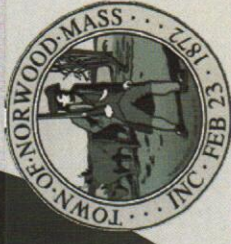


Scenario A – Stabilize & Preserve (T)

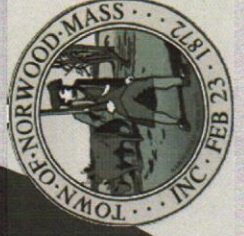
Address safety concerns &

Stop deterioration of the chapel

- Replace rotted roof Joist
- Remove & reinstall portions of the masonry veneer
- Repoint remaining areas of the exterior masonry
- Provide limited window repairs



Exterior Photos



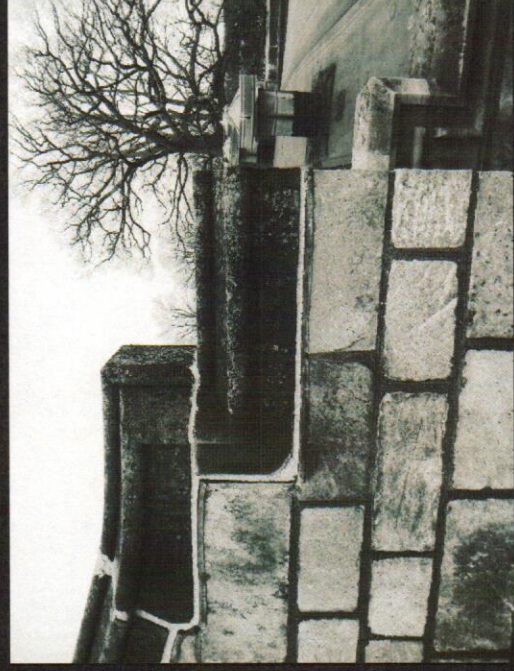
Main Entrance to Chapel



Rear View of Chapel



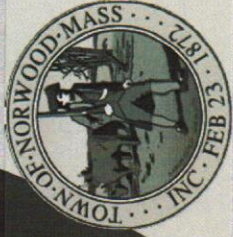
View of Turret to be Repointed



View of Coping Stones at Parapet

Scenario B – Continue Current Use (T)

- Include All Work from Scenario A
- Address Issues of Accessibility
- Mechanical & electrical improvements
- Repair and reinstall the copper lantern on the Chapel turret



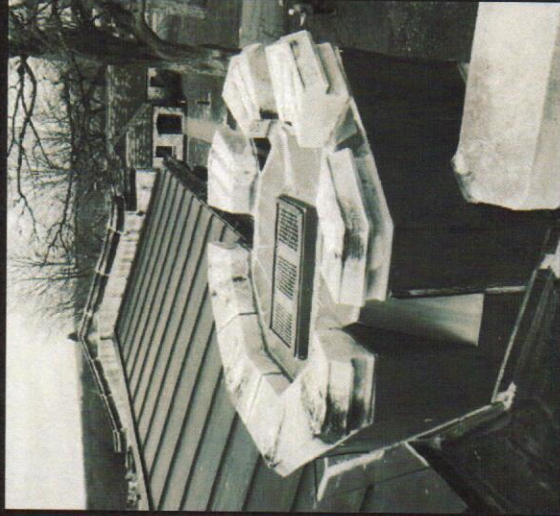
Copper Lantern Photos



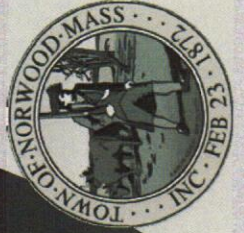
Original Lantern
(2009 Photo)

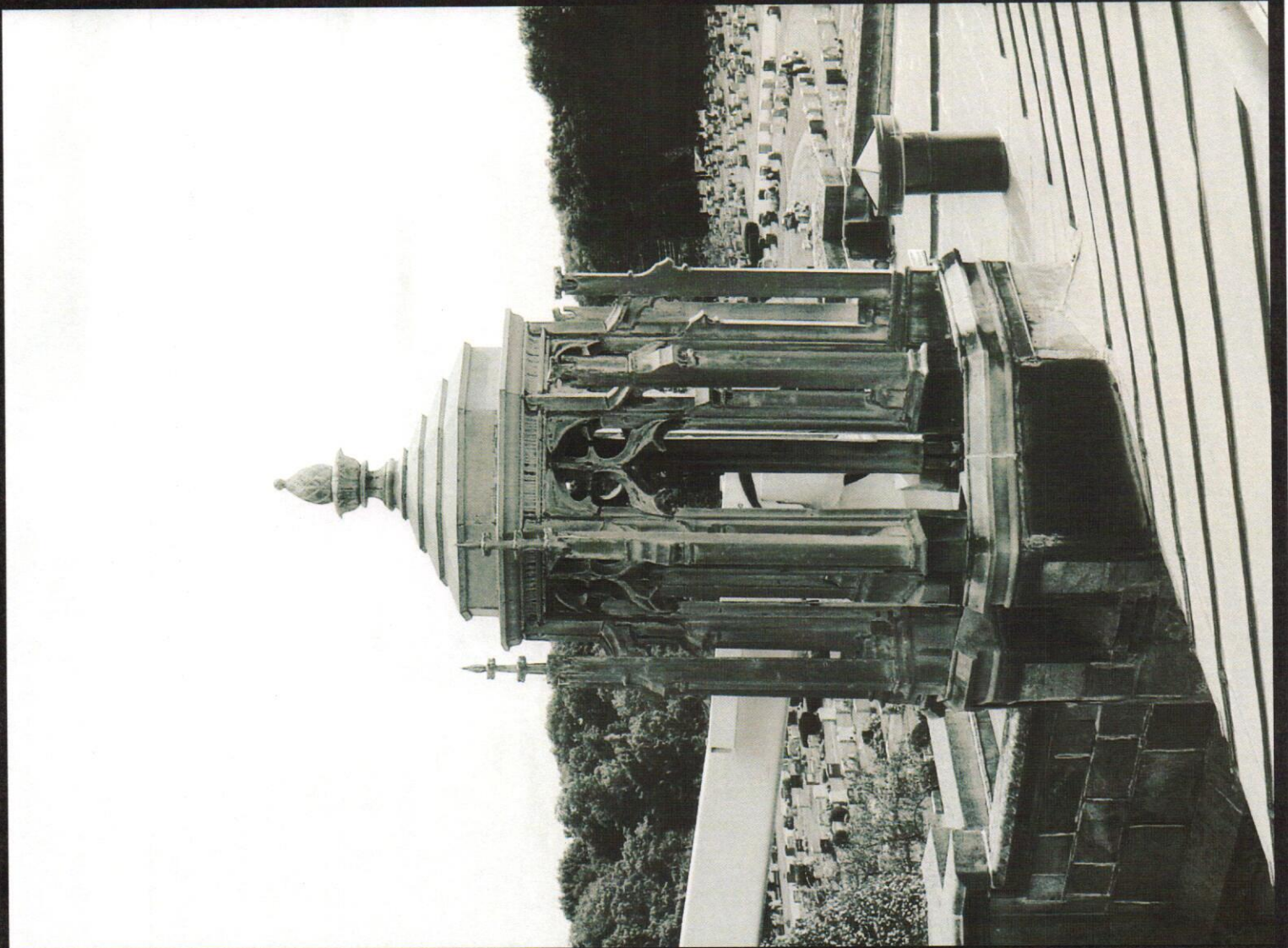


Lantern Storm Damage
(2012 Photo)



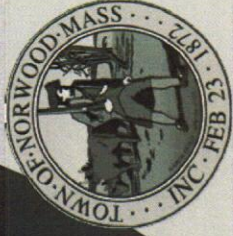
Lantern Removed
(2017 Photo)



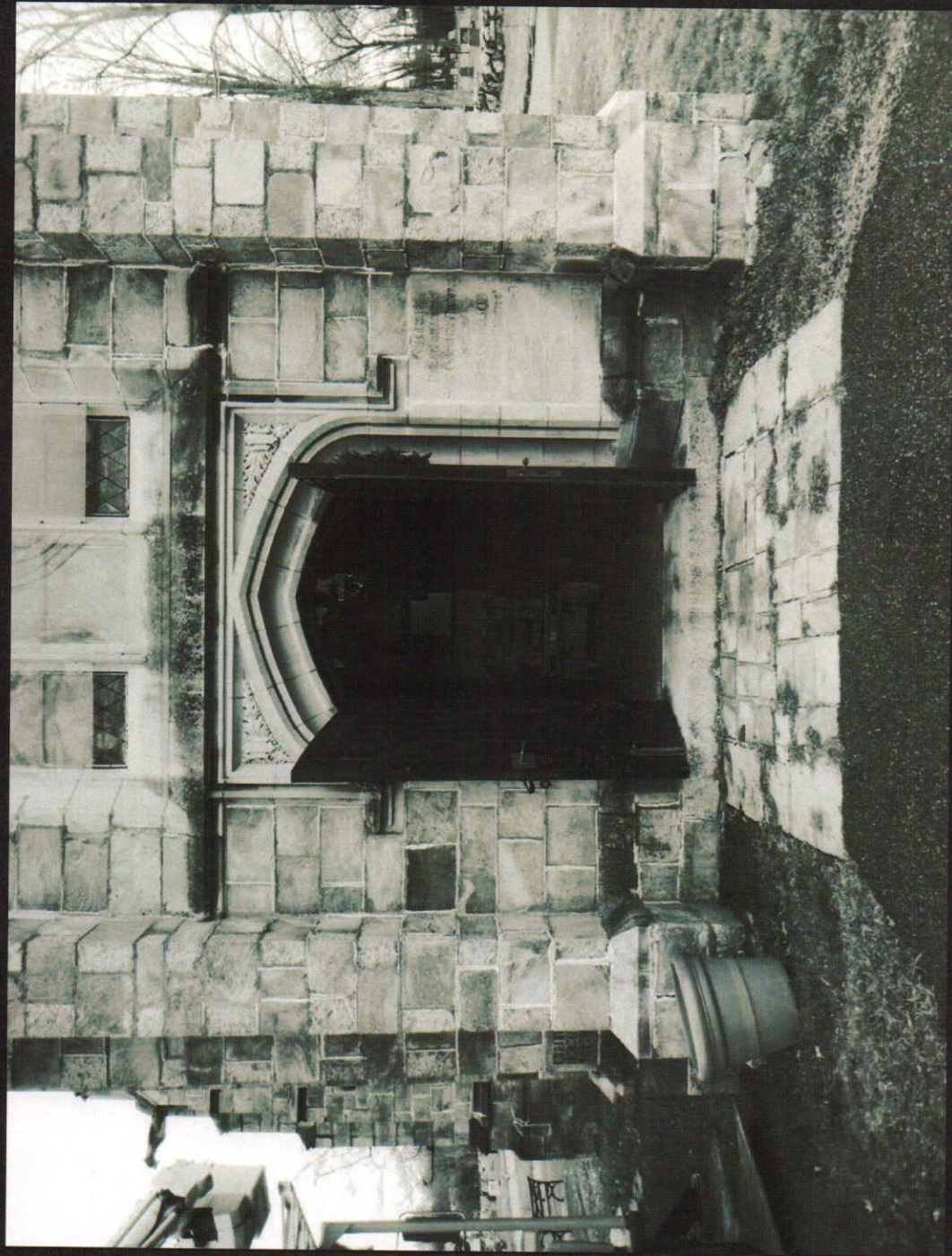
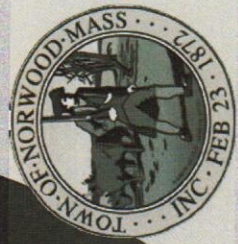


Scenario C – Additional Uses (Recitals and Social Events)

- Include Work from Scenario A & B
- Additional mechanical, electrical, & fire protection improvements
- Sound system & acoustic treatments
- Additional parking improvements
- Improve site drainage
- Provide a glazed entry
- Provide accessible toilet rooms

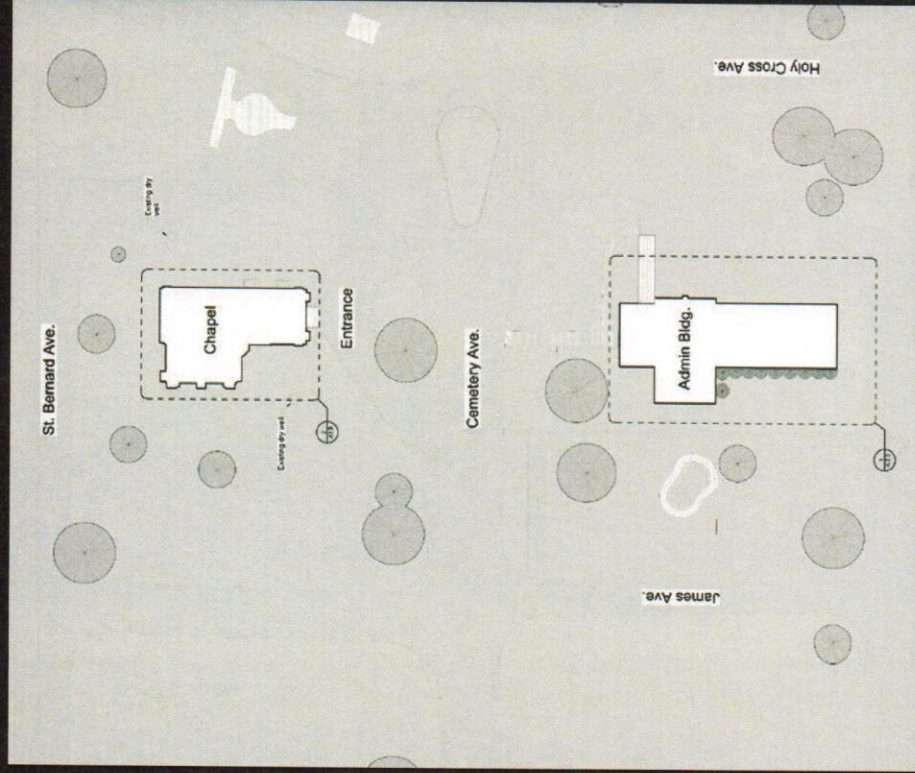


Entrance Threshold

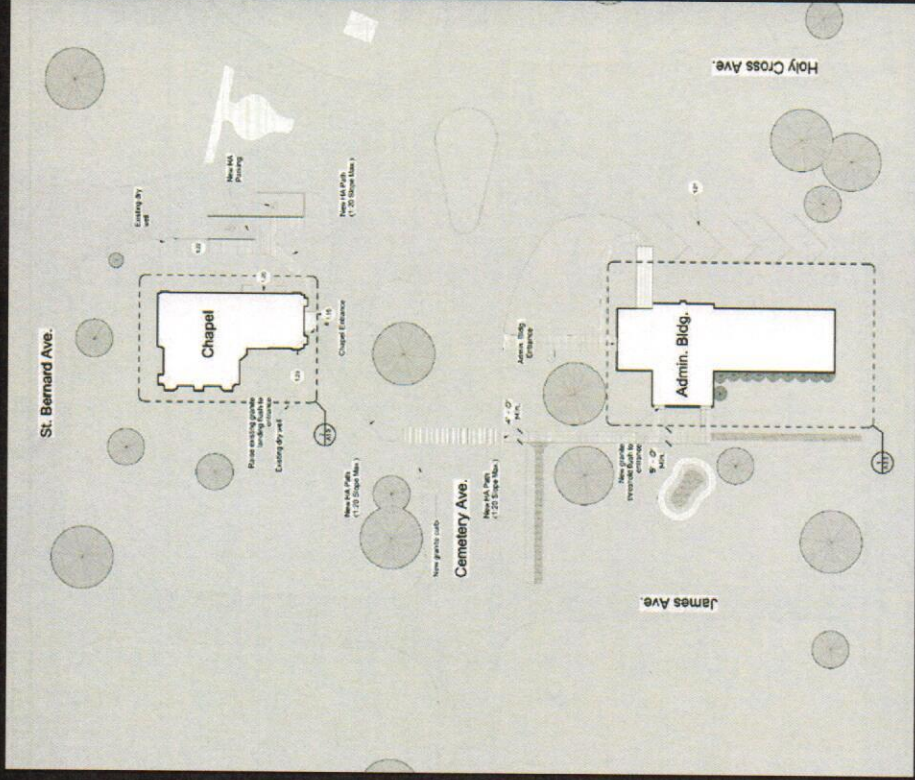


Entrance at Chapel

Site Improvement Study

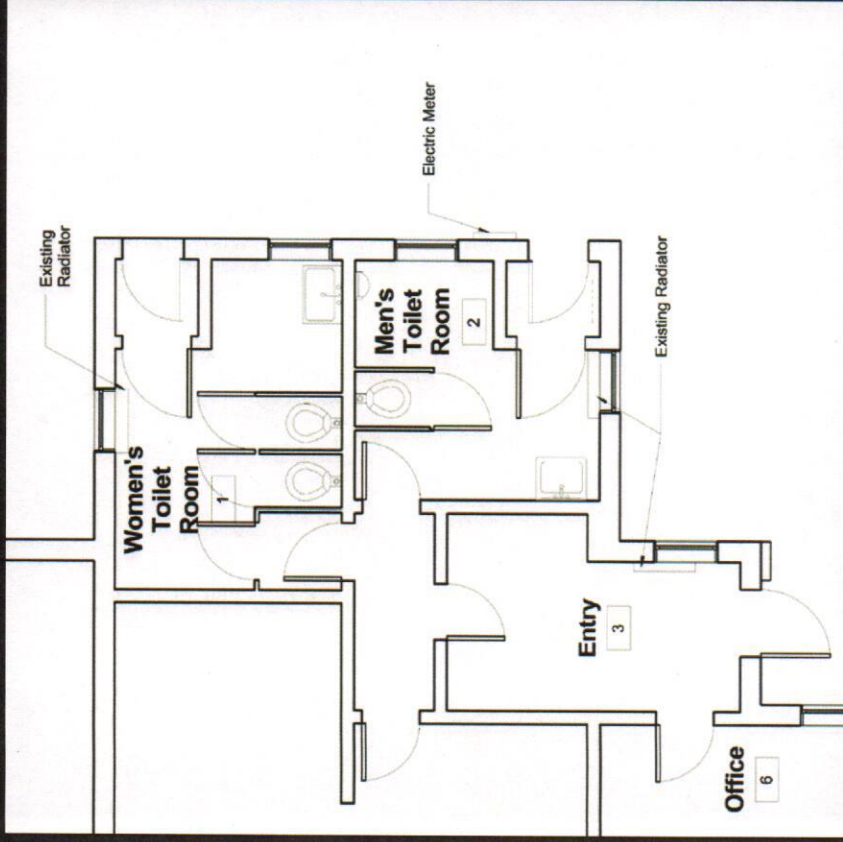
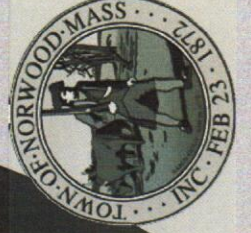


Existing Site Plan

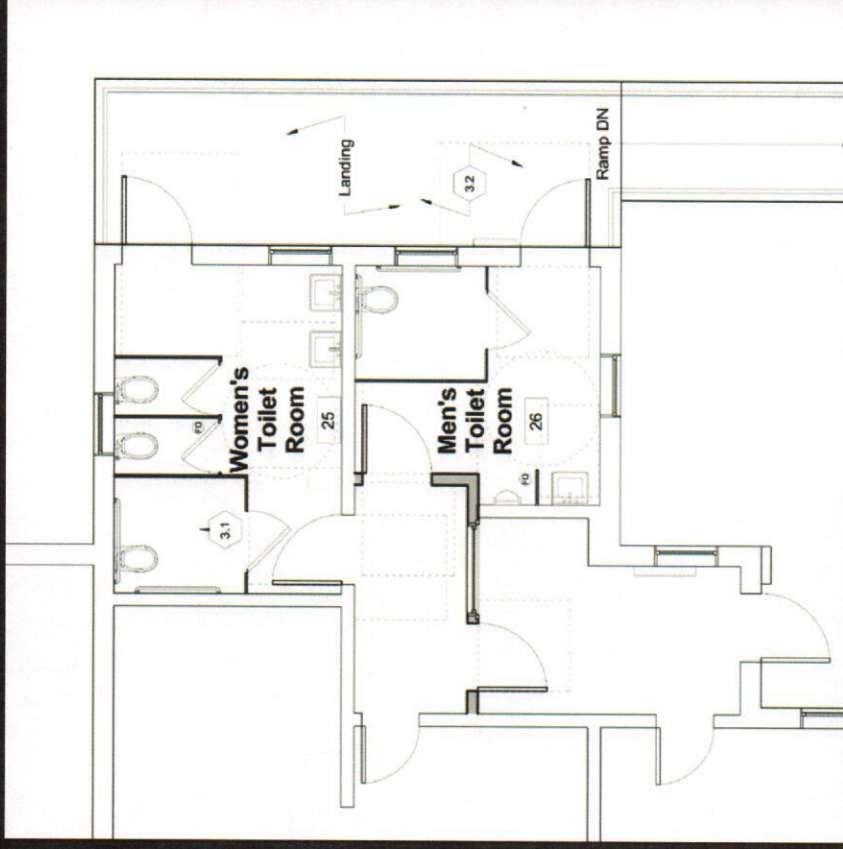


Proposed Site Plan for Scenario C

Accessible Toilet Rooms Study



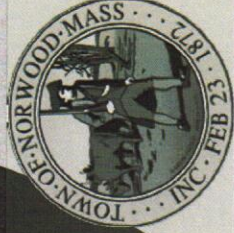
Existing Partial Floor Plan of Cemetery Admin. Building

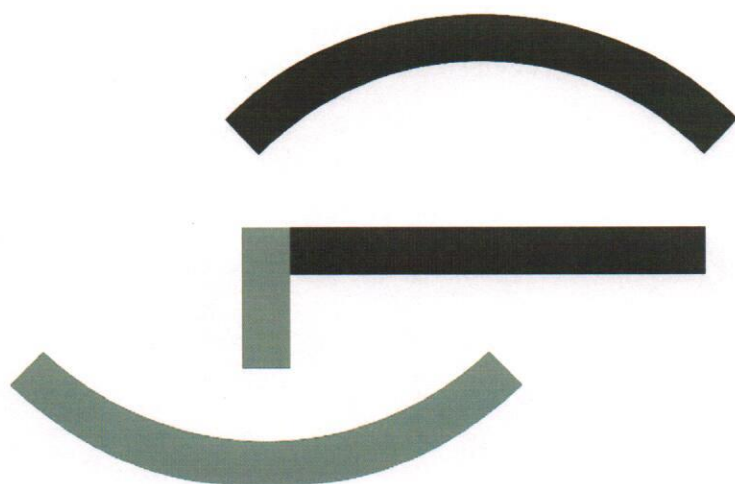


Proposed Partial Floor Plan of Cemetery Admin. Building

Summary

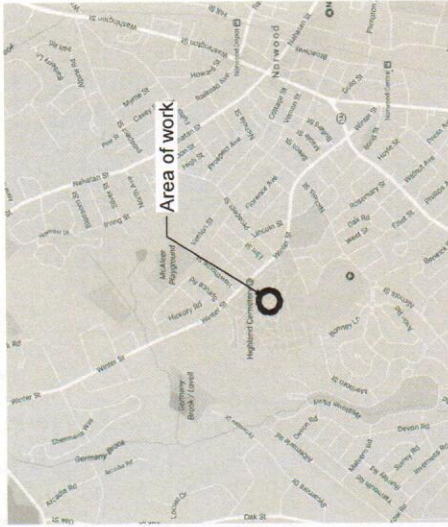
Scenarios	Scenario Cost	Cumulative Const. Cost	Project Cost
Sc. A	\$575K-\$670K	\$575K-670K	\$645K-750K
Sc. B	\$175K-\$200K	\$750K-870K	\$915K-1M
Sc. C	\$390K-\$450K	\$1.1M-1.3M	\$1.3M-1.5M



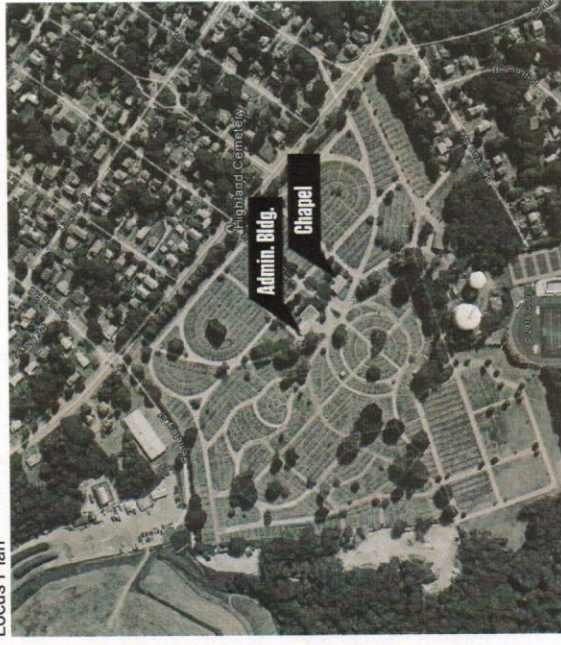


Project Summary

The drawings provide documentation of the existing conditions for the purposed of performing a planning study.



Locus Plan



Cemetery Aerial Photo

Chapel of St. Gabriel

Highland Cemetery 320 Winter St. Norwood MA

Project # 623.1

01/19/17

Planning Study

DRAWING LIST

T-1	Title Sheet
T-2	Code Analysis
T-3	Scope Summary
C-1	Existing Site Plan
C-2	Proposed Site Plan
A1.0	Chapel - First Floor & Basement Plan
A1.1	Chapel - Roof Plan
A1.2	Chapel - Elevations
A1.3	Chapel - Sections
A1.4	Interior Elevations
A1.5	Chapel - Photos
A2.0	Admin. Bldg. - Floor Plan
A3.6	Typical Details



Panoramic Photo from Chapel's Roof Towards Admin. Bldg.

OWNER/CLIENT

Norwood Permanent
Building Construction
Committee
566 Washington St.
PO Box 40
Norwood, MA 02062

ARCHITECT



GIENAPP
DESIGN
ARCHITECTURE

20 Concord Street
Norwood, MA 02062
978.750.9602
gienappdesign.com

STRUCTURAL

Structures North

60 Washington St. Suite 401
Norwood, MA 02062
978.750.9617

IF THIS SHEET IS NOT 24 X 36 IT IS A REDUCED SCALE PRINT - SCALE ACCORDINGLY

CODE ANALYSIS :

The following is a Code Analysis, based on the Massachusetts Existing Building Code, (IEBC 2009 with Massachusetts Amendments).

Chapter 1 Scope and Administration:

§701.1 Scope. The provisions of the International Existing Building Code apply to the repair and alteration of existing buildings.

§701.2 Work area compliance method. Repair, alterations, additions, changes in occupancy and relocated buildings, complying with the applicable requirements of Chapters 4 through 12 of this code shall be considered in compliance with the provisions of this code.

§702.1.1 Major Alterations. When existing buildings or portions thereof undergo additions or alterations, M.G.L. c. 14B, §30G may apply with respect to automatic sprinkler requirements. The requirements of this statute are enforced by the fire official.

Based on the above review of M.G.L. c. 14B, §30G and the Commonwealth of Massachusetts' Fire Safety Commission and Automatic Sprinkler Approval Board's advisory guidance document, sprinklers are not required to be installed in the West Chelmsford United Methodist Church.

§404.1 Scope. Level 2 alterations include the reconfiguration of space, the addition of any new or existing window, the reconfiguration of extension of any system, or the installation of any additional equipment.

§402.2 Application. Level 2 alterations shall comply with the provisions.

Chapter 7 Alterations Level 2:

§701.2 Alteration Level 1 Compliance. All work shall also comply with the provisions of Chapter 6.

Chapter 6 Alterations Level 1:

Section 602 Building Elements and Materials

§602.1 Interior finishes. All new finishes shall comply with the IBC 2009.

§602.2 Materials and methods. All new work shall comply with the International Mechanical Code, and the International Plumbing Code.

Section 607 Energy Conservation

§607.1 Minimum requirements. Level 1 alterations to existing buildings or structures are permitted without requiring the entire building or structure to comply with the energy requirements of the International Energy Conservation Code. The alterations shall conform to the International Energy Conservation Code as they relate to new construction only.

§701.3 Compliance. All new construction elements, components, systems and spaces shall comply with the requirements of the IBC. All four exceptions to this section either do not apply or the proposed design is in compliance.

§703.2 Existing vertical openings. All existing interior vertical openings connecting two or more floors shall be enclosed with a fire resistance rating of not less than 1HR, except where not required by the IBC (Exception 1).

§703.2.2 There are no vertical shafts or floor openings other than stairways, and unenclosed vertical lift shaft ways therefore, this section does not apply.

§703.2.2 This section requires enclosure of stairs for all means of egress stairways when the work area exceeds 50%, except where not required by the IBC (Exception 1). The work area does not exceed 50%.

§703.3 is not applicable.

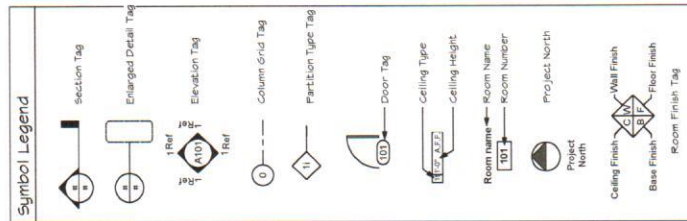
§703.4 Interior finishes. All wall and ceiling finishes in the work area shall comply with Chapter 8 of the IBC 2009.

§703.5 Guards. All portions of the floor 30" above the floor are required to have guards. New floor areas that require guards shall have 42" high IBC compliant guard rails.

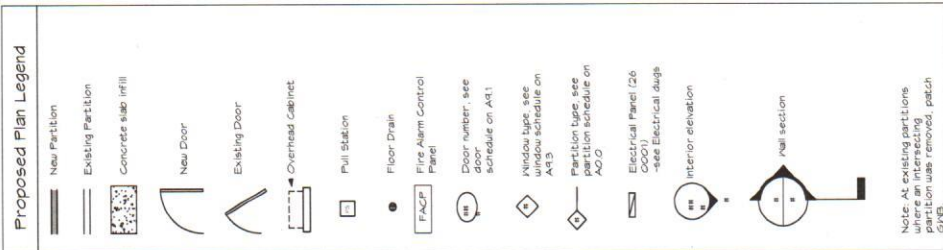
§704.2 Automatic Sprinkler System. Are not required in the West Chelmsford United Methodist Church. See review of M.G.L. c. 14B, §30G below.

§704.2.2 Buildings with occupancies in Groups A, B, E, F, I, M, R-1, R-2, R-3, R-4, R-5, R-6, R-7, R-8, R-9, R-10, R-11, R-12, R-13, R-14, R-15, R-16, R-17, R-18, R-19, R-20, R-21, R-22, R-23, R-24, R-25, R-26, R-27, R-28, R-29, R-30, R-31, R-32, R-33, R-34, R-35, R-36, R-37, R-38, R-39, R-40, R-41, R-42, R-43, R-44, R-45, R-46, R-47, R-48, R-49, R-50, R-51, R-52, R-53, R-54, R-55, R-56, R-57, R-58, R-59, R-60, R-61, R-62, R-63, R-64, R-65, R-66, R-67, R-68, R-69, R-70, R-71, R-72, R-73, R-74, R-75, R-76, R-77, R-78, R-79, R-80, R-81, R-82, R-83, R-84, R-85, R-86, R-87, R-88, R-89, R-90, R-91, R-92, R-93, R-94, R-95, R-96, R-97, R-98, R-99, R-100, R-101, R-102, R-103, R-104, R-105, R-106, R-107, R-108, R-109, R-110, R-111, R-112, R-113, R-114, R-115, R-116, R-117, R-118, R-119, R-120, R-121, R-122, R-123, R-124, R-125, R-126, R-127, R-128, R-129, R-130, R-131, R-132, R-133, R-134, R-135, R-136, R-137, R-138, R-139, R-140, R-141, R-142, R-143, R-144, R-145, R-146, R-147, R-148, R-149, R-150, R-151, R-152, R-153, R-154, R-155, R-156, R-157, R-158, R-159, R-160, R-161, R-162, R-163, R-164, R-165, R-166, R-167, R-168, R-169, R-170, R-171, R-172, R-173, R-174, R-175, R-176, R-177, R-178, R-179, R-180, R-181, R-182, R-183, R-184, R-185, R-186, R-187, R-188, R-189, R-190, R-191, R-192, R-193, R-194, R-195, R-196, R-197, R-198, R-199, R-200, R-201, R-202, R-203, R-204, R-205, R-206, R-207, R-208, R-209, R-210, R-211, R-212, R-213, R-214, R-215, R-216, R-217, R-218, R-219, R-220, R-221, R-222, R-223, R-224, R-225, R-226, R-227, R-228, R-229, R-230, R-231, R-232, R-233, R-234, R-235, R-236, R-237, R-238, R-239, R-240, R-241, R-242, R-243, R-244, R-245, R-246, R-247, R-248, R-249, R-250, R-251, R-252, R-253, R-254, R-255, R-256, R-257, R-258, R-259, R-260, R-261, R-262, R-263, R-264, R-265, R-266, R-267, R-268, R-269, R-270, R-271, R-272, R-273, R-274, R-275, R-276, R-277, R-278, R-279, R-280, R-281, R-282, R-283, R-284, R-285, R-286, R-287, R-288, R-289, R-290, R-291, R-292, R-293, R-294, R-295, R-296, R-297, R-298, R-299, R-300, R-301, R-302, R-303, R-304, R-305, R-306, R-307, R-308, R-309, R-310, R-311, R-312, R-313, R-314, R-315, R-316, R-317, R-318, R-319, R-320, R-321, R-322, R-323, R-324, R-325, R-326, R-327, R-328, R-329, R-330, R-331, R-332, R-333, R-334, R-335, R-336, R-337, R-338, R-339, R-340, R-341, R-342, R-343, R-344, R-345, R-346, R-347, R-348, R-349, R-350, R-351, R-352, R-353, R-354, R-355, R-356, R-357, R-358, R-359, R-360, R-361, R-362, R-363, R-364, R-365, R-366, R-367, R-368, R-369, R-370, R-371, R-372, R-373, R-374, R-375, R-376, R-377, R-378, R-379, R-380, R-381, R-382, R-383, R-384, R-385, R-386, R-387, R-388, R-389, R-390, R-391, R-392, R-393, R-394, R-395, R-396, R-397, R-398, R-399, R-400, R-401, R-402, R-403, R-404, R-405, R-406, R-407, R-408, R-409, R-410, R-411, R-412, R-413, R-414, R-415, R-416, R-417, R-418, R-419, R-420, R-421, R-422, R-423, R-424, R-425, R-426, R-427, R-428, R-429, R-430, R-431, R-432, R-433, R-434, R-435, R-436, R-437, R-438, R-439, R-440, R-441, R-442, R-443, R-444, R-445, R-446, R-447, R-448, R-449, R-450, R-451, R-452, R-453, R-454, R-455, R-456, R-457, R-458, R-459, R-460, R-461, R-462, R-463, R-464, R-465, R-466, R-467, R-468, R-469, R-470, R-471, R-472, R-473, R-474, R-475, R-476, R-477, R-478, R-479, R-480, R-481, R-482, R-483, R-484, R-485, R-486, R-487, R-488, R-489, R-490, R-491, R-492, R-493, R-494, R-495, R-496, R-497, R-498, R-499, R-500, R-501, R-502, R-503, R-504, R-505, R-506, R-507, R-508, R-509, R-510, R-511, R-512, R-513, R-514, R-515, R-516, R-517, R-518, R-519, R-520, R-521, R-522, R-523, R-524, R-525, R-526, R-527, R-528, R-529, R-530, R-531, R-532, R-533, R-534, R-535, R-536, R-537, R-538, R-539, R-540, R-541, R-542, R-543, R-544, R-545, R-546, R-547, R-548, R-549, R-550, R-551, R-552, R-553, R-554, R-555, R-556, R-557, R-558, R-559, R-560, R-561, R-562, R-563, R-564, R-565, R-566, R-567, R-568, R-569, R-570, R-571, R-572, R-573, R-574, R-575, R-576, R-577, R-578, R-579, R-580, R-581, R-582, R-583, R-584, R-585, R-586, R-587, R-588, R-589, R-590, R-591, R-592, R-593, R-594, R-595, R-596, R-597, R-598, R-599, R-600, R-601, R-602, R-603, R-604, R-605, R-606, R-607, R-608, R-609, R-610, R-611, R-612, R-613, R-614, R-615, R-616, R-617, R-618, R-619, R-620, R-621, R-622, R-623, R-624, R-625, R-626, R-627, R-628, R-629, R-630, R-631, R-632, R-633, R-634, R-635, R-636, R-637, R-638, R-639, R-640, R-641, R-642, R-643, R-644, R-645, R-646, R-647, R-648, R-649, R-650, R-651, R-652, R-653, R-654, R-655, R-656, R-657, R-658, R-659, R-660, R-661, R-662, R-663, R-664, R-665, R-666, R-667, R-668, R-669, R-670, R-671, R-672, R-673, R-674, R-675, R-676, R-677, R-678, R-679, R-680, R-681, R-682, R-683, R-684, R-685, R-686, R-687, R-688, R-689, R-690, R-691, R-692, R-693, R-694, R-695, R-696, R-697, R-698, R-699, R-700, R-701, R-702, R-703, R-704, R-705, R-706, R-707, R-708, R-709, R-710, R-711, R-712, R-713, R-714, R-715, R-716, R-717, R-718, R-719, R-720, R-721, R-722, R-723, R-724, R-725, R-726, R-727, R-728, R-729, R-730, R-731, R-732, R-733, R-734, R-735, R-736, R-737, R-738, R-739, R-740, R-741, R-742, R-743, R-744, R-745, R-746, R-747, R-748, R-749, R-750, R-751, R-752, R-753, R-754, R-755, R-756, R-757, R-758, R-759, R-760, R-761, R-762, R-763, R-764, R-765, R-766, R-767, R-768, R-769, R-770, R-771, R-772, R-773, R-774, R-775, R-776, R-777, R-778, R-779, R-780, R-781, R-782, R-783, R-784, R-785, R-786, R-787, R-788, R-789, R-790, R-791, R-792, R-793, R-794, R-795, R-796, R-797, R-798, R-799, R-800, R-801, R-802, R-803, R-804, R-805, R-806, R-807, R-808, R-809, R-810, R-811, R-812, R-813, R-814, R-815, R-816, R-817, R-818, R-819, R-820, R-821, R-822, R-823, R-824, R-825, R-826, R-827, R-828, R-829, R-830, R-831, R-832, R-833, R-834, R-835, R-836, R-837, R-838, R-839, R-840, R-841, R-842, R-843, R-844, R-845, R-846, R-847, R-848, R-849, R-850, R-851, R-852, R-853, R-854, R-855, R-856, R-857, R-858, R-859, R-860, R-861, R-862, R-863, R-864, R-865, R-866, R-867, R-868, R-869, R-870, R-871, R-872, R-873, R-874, R-875, R-876, R-877, R-878, R-879, R-880, R-881, R-882, R-883, R-884, R-885, R-886, R-887, R-888, R-889, R-890, R-891, R-892, R-893, R-894, R-895, R-896, R-897, R-898, R-899, R-900, R-901, R-902, R-903, R-904, R-905, R-906, R-907, R-908, R-909, R-910, R-911, R-912, R-913, R-914, R-915, R-916, R-917, R-918, R-919, R-920, R-921, R-922, R-923, R-924, R-925, R-926, R-927, R-928, R-929, R-930, R-931, R-932, R-933, R-934, R-935, R-936, R-937, R-938, R-939, R-940, R-941, R-942, R-943, R-944, R-945, R-946, R-947, R-948, R-949, R-950, R-951, R-952, R-953, R-954, R-955, R-956, R-957, R-958, R-959, R-960, R-961, R-962, R-963, R-964, R-965, R-966, R-967, R-968, R-969, R-970, R-971, R-972, R-973, R-974, R-975, R-976, R-977, R-978, R-979, R-980, R-981, R-982, R-983, R-984, R-985, R-986, R-987, R-988, R-989, R-990, R-991, R-992, R-993, R-994, R-995, R-996, R-997, R-998, R-999, R-1000, R-1001, R-1002, R-1003, R-1004, R-1005, R-1006, R-1007, R-1008, R-1009, R-1010, R-1011, R-1012, R-1013, R-1014, R-1015, R-1016, R-1017, R-1018, R-1019, R-1020, R-1021, R-1022, R-1023, R-1024, R-1025, R-1026, R-1027, R-1028, R-1029, R-1030, R-1031, R-1032, R-1033, R-1034, R-1035, R-1036, R-1037, R-1038, R-1039, R-1040, R-1041, R-1042, R-1043, R-1044, R-1045, R-1046, R-1047, R-1048, R-1049, R-1050, R-1051, R-1052, R-1053, R-1054, R-1055, R-1056, R-1057, R-1058, R-1059, R-1060, R-1061, R-1062, R-1063, R-1064, R-1065, R-1066, R-1067, R-1068, R-1069, R-1070, R-1071, R-1072, R-1073, R-1074, R-1075, R-1076, R-1077, R-1078, R-1079, R-1080, R-1081, R-1082, R-1083, R-1084, R-1085, R-1086, R-1087, R-1088, R-1089, R-1090, R-1091, R-1092, R-1093, R-1094, R-1095, R-1096, R-1097, R-1098, R-1099, R-1100, R-1101, R-1102, R-1103, R-1104, R-1105, R-1106, R-1107, R-1108, R-1109, R-1110, R-1111, R-1112, R-1113, R-1114, R-1115, R-1116, R-1117, R-1118, R-1119, R-1120, R-1121, R-1122, R-1123, R-1124, R-1125, R-1126, R-1127, R-1128, R-1129, R-1130, R-1131, R-1132, R-1133, R-1134, R-1135, R-1136, R-1137, R-1138, R-1139, R-1140, R-1141, R-1142, R-1143, R-1144, R-1145, R-1146, R-1147, R-1148, R-1149, R-1150, R-1151, R-1152, R-1153, R-1154, R-1155, R-1156, R-1157, R-1158, R-1159, R-1160, R-1161, R-1162, R-1163, R-1164, R-1165, R-1166, R-1167, R-1168, R-1169, R-1170, R-1171, R-1172, R-1173, R-1174, R-1175, R-1176, R-1177, R-1178, R-1179, R-1180, R-1181, R-1182, R-1183, R-1184, R-1185, R-1186, R-1187, R-1188, R-1189, R-1190, R-1191, R-1192, R-1193, R-1194, R-1195, R-1196, R-1197, R-1198, R-1199, R-1200, R-1201, R-1202, R-1203, R-1204, R-1205, R-1206, R-1207, R-1208, R-1209, R-1210, R-1211, R-1212, R-1213, R-1214, R-1215, R-1216, R-1217, R-1218, R-1219, R-1220, R-1221, R-1222, R-1223, R-1224, R-1225, R-1226, R-1227, R-1228, R-1229, R-1230, R-1231, R-1232, R-1233, R-1234, R-1235, R-1236, R-1237, R-1238, R-1239, R-1240, R-1241, R-1242, R-1243, R-1244, R-1245, R-1246, R-1247, R-1248, R-1249, R-1250, R-1251, R-1252, R-1253, R-1254, R-1255, R-1256, R-1257, R-1258, R-1259, R-1260, R-1261, R-1262, R-1263, R-1264, R-1265, R-1266, R-1267, R-1268, R-1269, R-1270, R-1271, R-1272, R-1273, R-1274, R-1275, R-1276, R-1277, R-1278, R-1279, R-1280, R-1281, R-1282, R-1283, R-1284, R-1285, R-1286, R-1287, R-1288, R-1289, R-1290, R-1291, R-1292, R-1293, R-1294, R-1295, R-1296, R-1297, R-1298, R-1299, R-1300, R-1301, R-1302, R-1303, R-1304, R-1305, R-1306, R-1307, R-1308, R-1309, R-1310, R-1311, R-1312, R-1313, R-1314, R-1315, R-1316, R-1317, R-1318, R-1319, R-1320, R-1321, R-1322, R-1323, R-1324, R-1325, R-1326, R-1327, R-1328, R-1329, R-1330, R-1331, R-1332, R-1333, R-1334, R-1335, R-1336, R-1337, R-1338, R-1339, R-1340, R-1341, R-1342, R-1343, R-1344, R-1345, R-1346, R-1347, R-1348, R-1349, R-1350, R-1351, R-1352, R-1353, R-1354, R-1355, R-1356, R-1357, R-1358, R-1359, R-1360, R-1361, R-1362, R-1363, R-1364, R-1365, R-1366, R-1367, R-1368, R-1369, R-1370, R-1371, R-1372, R-1373, R-1374, R-1375, R-1376, R-1377, R-1378, R-1379, R-1380, R-1381, R-1382, R-1383, R-1384, R-1385, R-1386, R-1387, R-1388, R-1389, R-1390, R-1391, R-1392, R-1393, R-1394, R-1395, R-1396, R-1397, R-1398, R-1399, R-1400, R-1401, R-1402, R-1403, R-1404, R-1405, R-1406, R-1407, R-1408, R-1409, R-1410, R-1411, R-1412, R-1413, R-1414, R-1415, R-1416, R-1417, R-1418, R-1419, R-1420, R-1421, R-1422, R-1423, R-1424, R-1425, R-1426, R-1427, R-1428, R-1429, R-1430, R-1431, R-1432, R-1433, R-1434, R-1435, R-1436, R-1437, R-1438, R-1439, R-1440, R-1441, R-1442, R-1443, R-1444, R-1445, R-1446, R-1447, R-1448, R-1449, R-1450, R-1451, R-1452, R-1453, R-1454, R-1455, R-1456, R-1457, R-1458, R-1459, R-1460, R-1461, R-1462, R-1463, R-1464, R-1465, R-1466, R-1467, R-1468, R-1469, R-1470, R-1471, R-1472, R-1473, R-1474, R-1475, R-1476, R-1477, R-1478, R-1479, R-1480, R-1481, R-1482, R-1483, R-1484, R-1485, R-1486, R-1487, R-1488, R-1489, R-1490, R-1491, R-1492, R-1493, R-1494, R-1495, R-1496, R-1497, R-1498, R-1499, R-1500, R-1501, R-1502, R-1503, R-1504, R-1505, R-1506, R-1507, R-1508, R-1509, R-1510, R-1511, R-1512, R-1513, R-1514, R-1515, R-1516, R-1517, R-1518, R-1519, R-1520, R-1521, R-1522, R-1523, R-1524, R-1525, R-1526, R-1527, R-1528, R-1529, R-1530, R-1531, R-1532, R-1533, R-1534, R-1535, R-1536, R-1537, R-1538, R-1539, R-1540, R-1541, R-1542, R-1543, R-1544, R-1545, R-1546, R-1547, R-1548, R-1549, R-1550, R-1551, R-1552, R-1553, R-1554, R-1555, R-1556, R-1557, R-1558, R-1559, R-1560, R-1561, R-1562, R-1563, R-1564, R-1565, R-1566, R-1567, R-1568, R-1569, R-1570, R-1571, R-1572, R-1573, R-1574, R-1575, R-1576, R-1577, R-1578, R-1579, R-1580, R-1581, R-1582, R-1583, R-1584, R-1585, R-1586, R-1587, R-1588, R-1589, R-1590, R-1591, R-1592, R-1593, R-1594, R-1595, R-1596, R-1597, R-1598, R-1599, R-1600, R-1601, R-1602, R-1603, R-1604, R-1605, R-1606, R-1607, R-1608, R-1609, R-1610, R-1611, R-1612, R-1613, R-1614, R-1615, R-1616, R-1617, R-1618, R-1619, R-1620, R-1621, R-1622, R-1623, R-1624, R-1625, R-1626, R-1627, R-1628, R-1629, R-1630, R-1631, R-1632, R-1633, R-1634, R-1635, R-1636, R-1637, R-1638, R-1639, R-1640, R-1641, R-1642, R-1643, R-1644, R-1645, R-1646, R-1647, R-1648, R-1649, R-1650, R-1651, R-1652, R-1653, R-1654, R-1655, R-1656, R-1657, R-1658, R-1659, R-1660, R-1661, R-1662, R-1663, R-1664, R-1665, R-1666, R-1667, R-1668, R-1669, R-1670, R-1671, R-1672, R-1673, R-1674, R-1675, R-1676, R-1677, R-1678, R-1679, R-1680, R-16

- A1. Exterior Basic Scope A**
- 1.1.1 Replace damaged roof rafters
 - 1.2 Replace limited areas of rotten roof sheathing boards
 - 1.3 Replace flashing
 - 1.4 Replace rotted sections of eaves – cornice moldings/fascia/soffit
 - 1.5 Replace rotted section of rakes
 - 1.6 Replace damaged limestone & associated flashing & sealant
 - 1.7 Repair spalled limestone
 - 1.8 Repoint granite and limestone masonry
 - 1.9 Remove and reset portion of granite facing and restore backup masonry
 - 1.10 Wash exterior granite masonry foundation & stone steps with biocide
 - 1.11 Repair leaded stained glass window
 - 1.12 Remove Sealant & repoint
 - 1.13 Remove sealant and replace with new
 - 1.14 Strip, sand and refinish doors with transparent finish
- A2. Interior Basic Scope A**
- 2.1 Basement**
- 2.2.1.1 Repoint granite and limestone masonry
 - 2.2.1.2 Strip and repaint metal spiral stair
 - 2.2.1.3 Replace corroded electrical conduit fasteners
 - 2.2.1.4 Replace corroded oil tank
- 2.2 First Floor**
- 2.2.2.1 Repair spalled limestone
 - 2.2.2.2 Replace damaged limestone
 - 2.2.2.3 Repoint brick and limestone masonry
 - 2.2.2.4 Clean brick & limestone masonry walls to remove mortar efflorescent
 - 2.2.2.5 Clean tile & stone floor
 - 2.2.2.6 Replace damaged wood ceiling areas
 - 2.2.2.7 At repaired ceiling areas provide transparent finish to match existing
- B1. Exterior Additional Scope - Option B**
- 1.15 Provide exterior handicap accessible ramp
 - 1.16 Provide Handicapped accessible parking spaces
 - 1.17 Repair & replace copper lantern at inside corner turret
 - 1.18 Replace wood door and frame into turret
- B2. Interior Additional Scope - Option B**
- 2.1 Basement**
- 2.1.5 Replace electric panel
 - 2.1.6 Improve HVAC system
- 2.2 First Floor**
- 2.2.2.8 Refurbish existing lighting (4 Chandeliers with 5 lights each, 1 floodlight)
- C1. Exterior Additional Scope - Option C**
- 1.19 Provide glazed entry (6-0 x 7-0) inside existing wooden front doors
 - 1.20 Site lighting (ambient & building illumination)
- C2. Interior Additional Scope - Option C**
- 2.1 Basement - N/A**
- 2.2 First Floor**
- 2.2.9 Provide additional lighting
 - 2.2.10 Add sound system
 - 2.2.11 Acoustical treatment
- C3. Admin. Bldg. - Option C.**
- 3.2.1 Provide Handicapped Accessible toilet rooms (in Admin. Bldg.)
 - 3.2.2 Provide exterior handicap accessible ramp (into Admin. Bldg.)



Symbol Legend
3/16" = 1'-0"



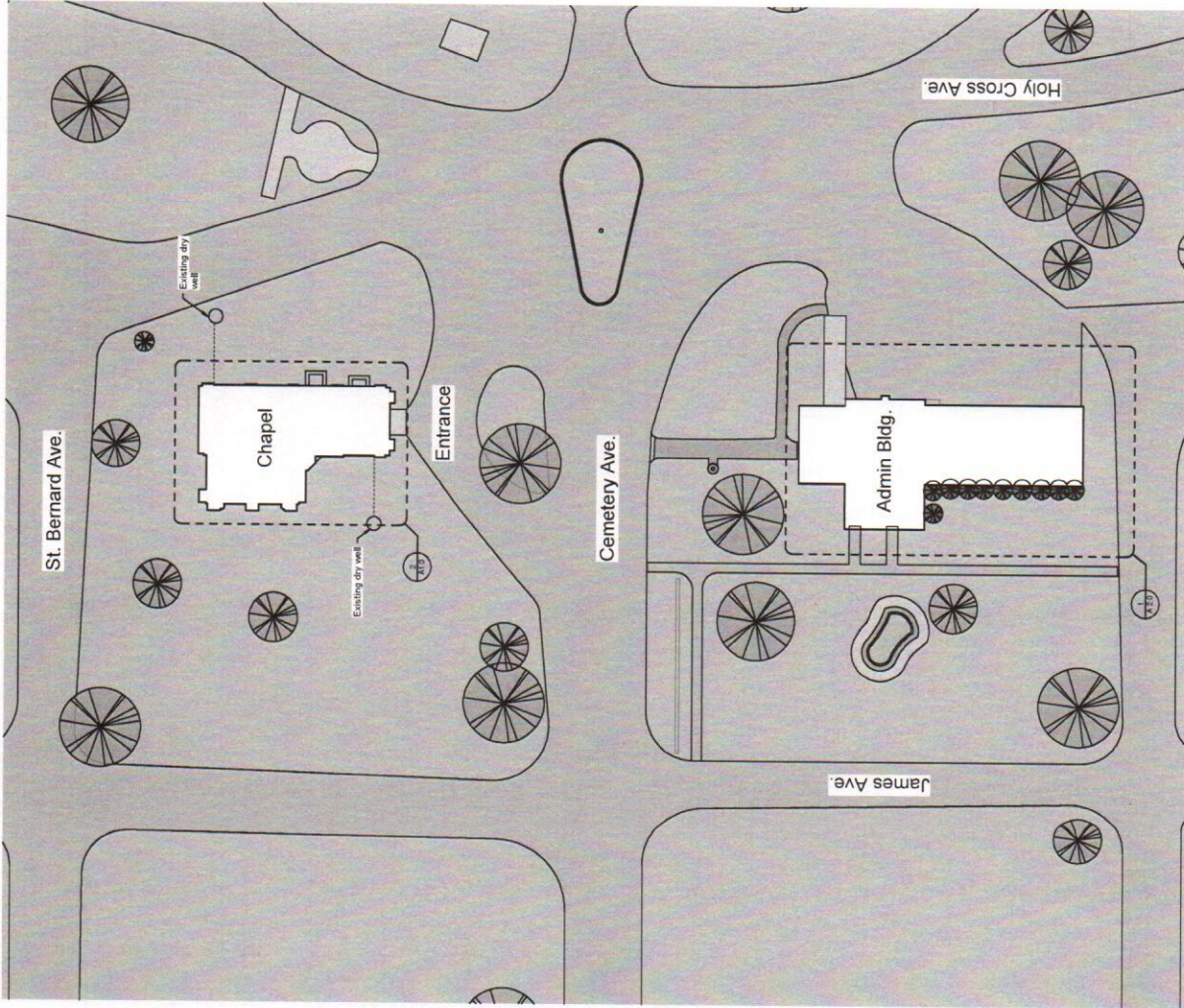
○ Floor Plan Legend
1/4" = 1'-0"

Revisions	Date

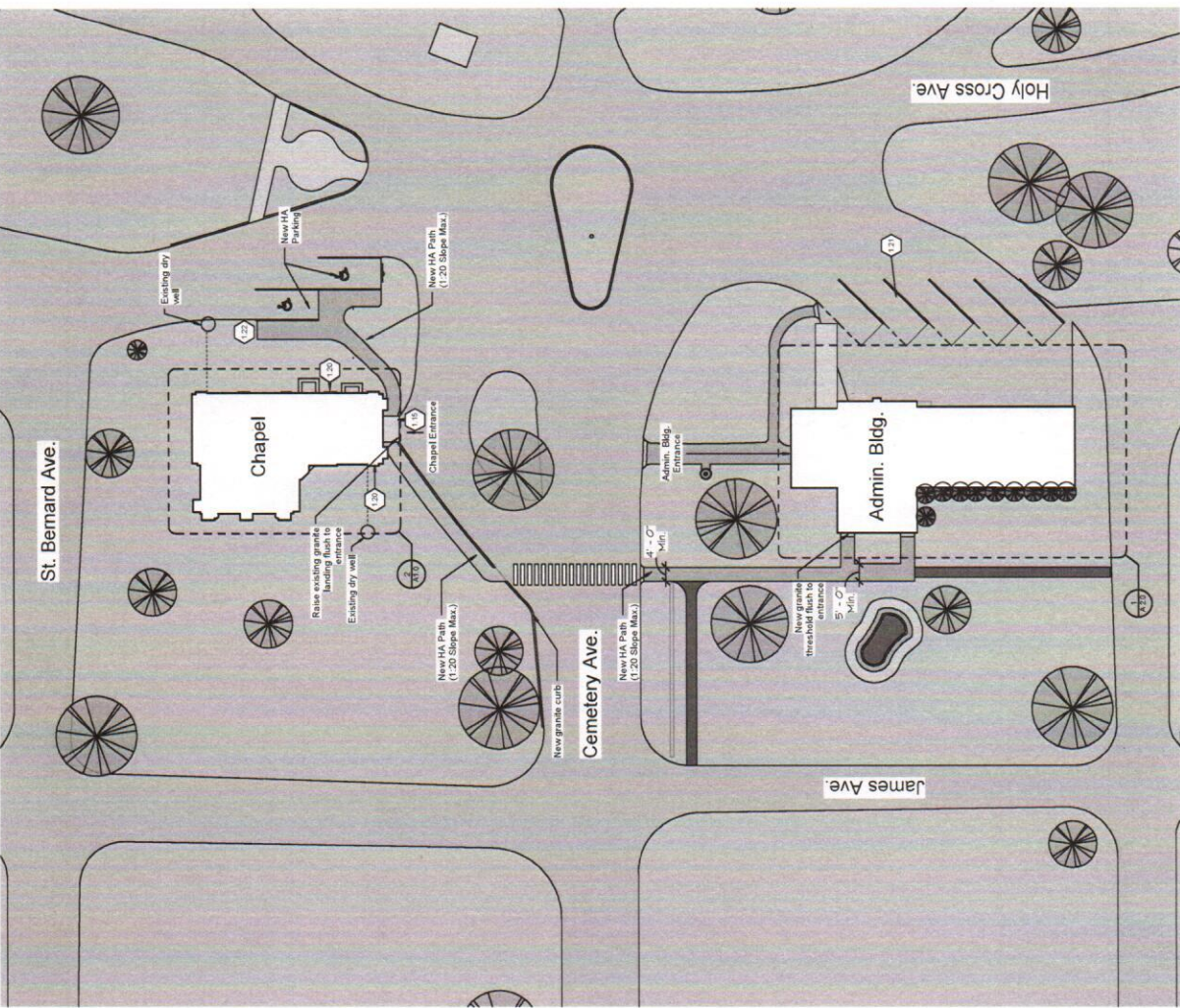
Project: 623.1
 Drawn by: DF
 Check by: GCDG
 Date: 07/19/17
 Scale: 1/8" = 1'-0"

Existing Site Plan

C.1



General Scope Keynote	
1.1	Replace 16 damaged 2 x 10 roof rafters (14 long) 4 x 6 plate
1.2	Remove & replace all EPDM underlayment & roof sheathing
1.3	Replace flashing
1.4	Not used
1.5	Remove existing mortar/sealant at roof parapet coping stones & provide sealant & lead underdrains
1.6	Remove & replace damaged limestone & associated flashing & sealant
1.7	Not used
1.8	Repair granite and limestone masonry
1.9	Remove and reset portion of granite facing and restore backup masonry
1.10	Clean granite & limestone masonry & stone steps with biocide
1.11	Not used
1.12	Not used
1.13	Remove sealant and replace with new
1.14	Strip sand and refinish doors with transparent finish
1.15	Provide handicapped accessible main entrance (regrade & repair to remove step)
1.16	Provide handicapped accessible parking spaces
1.17	Repair & replace copper lantern at inside corner turret
1.18	Remove & replace existing granite & limestone masonry
1.19	Provide glass entry (6'-0" x 1'-0") inside existing wooden front doors
1.20	Site lighting (ambient & building illumination)
1.21	Additional parking (not handicapped accessible)
1.22	Improve Site Drainage
2.1.1	Report brick and limestone masonry
2.1.2	Strip and repair existing brick & limestone masonry (4' x 8' dia.)
2.1.3	Remove & replace existing brick & limestone masonry
2.1.4	Remove & replace corroded oil tank
2.1.5	Replace electric panel
2.1.6	Improve HVAC system
2.1.7	Fire alarm system improvements
2.2.1	Replace damaged limestone
2.2.2	Report brick and limestone masonry
2.2.3	Remove & replace existing brick & limestone masonry
2.2.4	Remove & replace existing brick & limestone masonry walls to remove mortar
2.2.5	Clean tile & stone floor
2.2.6	Reinstall wood ceiling panels & moldings that have been removed
2.2.7	AI repaired ceiling areas provide transparent finish to match existing
2.2.8	Reurbish existing lighting (4 Chandeliers with 5 lights each, 1 existing)
2.2.9	Provide additional lighting
2.2.10	Add sound system
2.2.11	Acoustical treatment
2.2.12	Provide a storage closet
2.2.13	Provide additional electrical receptacles
2.2.14	Repair & refinish wrought iron choir screen
3.1	Provide handicapped accessible toilet rooms (in Admin Bldg.)
3.2	Provide exterior handicap accessible ramp (into Admin Bldg.)



IF THIS SHEET IS NOT 24 X 36 IT IS A REDUCED SCALE PRINT - SCALE ACCORDINGLY

SCALE 1/8" = 1'-0"

SCALE 1/4" = 1'-0"

SCALE 1/2" = 1'-0"

SCALE 3/4" = 1'-0"

SCALE 1" = 1'-0"

SCALE 1 1/2" = 1'-0"

SCALE 2" = 1'-0"

SCALE 3" = 1'-0"

SCALE 4" = 1'-0"

SCALE 6" = 1'-0"

SCALE 8" = 1'-0"

SCALE 12" = 1'-0"

SCALE 18" = 1'-0"

SCALE 24" = 1'-0"

GRAPHIC SCALE 1/8" = 1'-0"

GRAPHIC SCALE 1/4" = 1'-0"

GRAPHIC SCALE 1/2" = 1'-0"

GRAPHIC SCALE 3/4" = 1'-0"

GRAPHIC SCALE 1" = 1'-0"

GRAPHIC SCALE 1 1/2" = 1'-0"

GRAPHIC SCALE 2" = 1'-0"

GRAPHIC SCALE 3" = 1'-0"

GRAPHIC SCALE 4" = 1'-0"

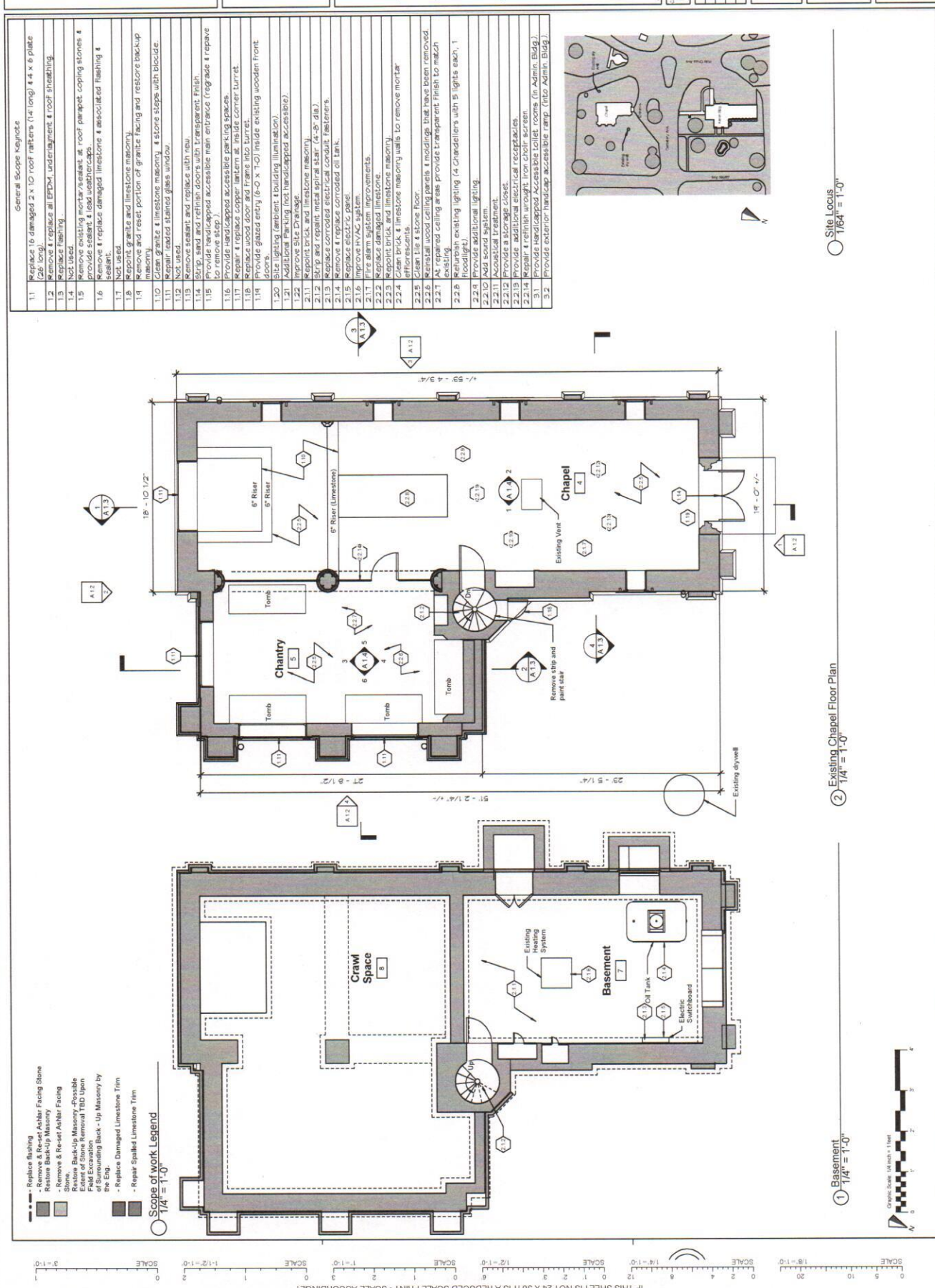
GRAPHIC SCALE 6" = 1'-0"

GRAPHIC SCALE 8" = 1'-0"

GRAPHIC SCALE 12" = 1'-0"

GRAPHIC SCALE 18" = 1'-0"

GRAPHIC SCALE 24" = 1'-0"





20 Conant Street
Danvers, MA 01923
978.750.9062
gienappdesign.com

Chapel of St. Gabriel
Preliminary Assessment
Highland Cemetery 320 Winter St. Norwood MA

ANALYST: *John A. DeGuzman*

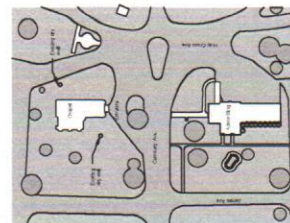
Revisión	Fecha

Project:	623.1
Drawn by:	DF
Check by:	GC
Date:	01/19/77
Scale:	As indicated

Chapel - Roof
Plan

A11

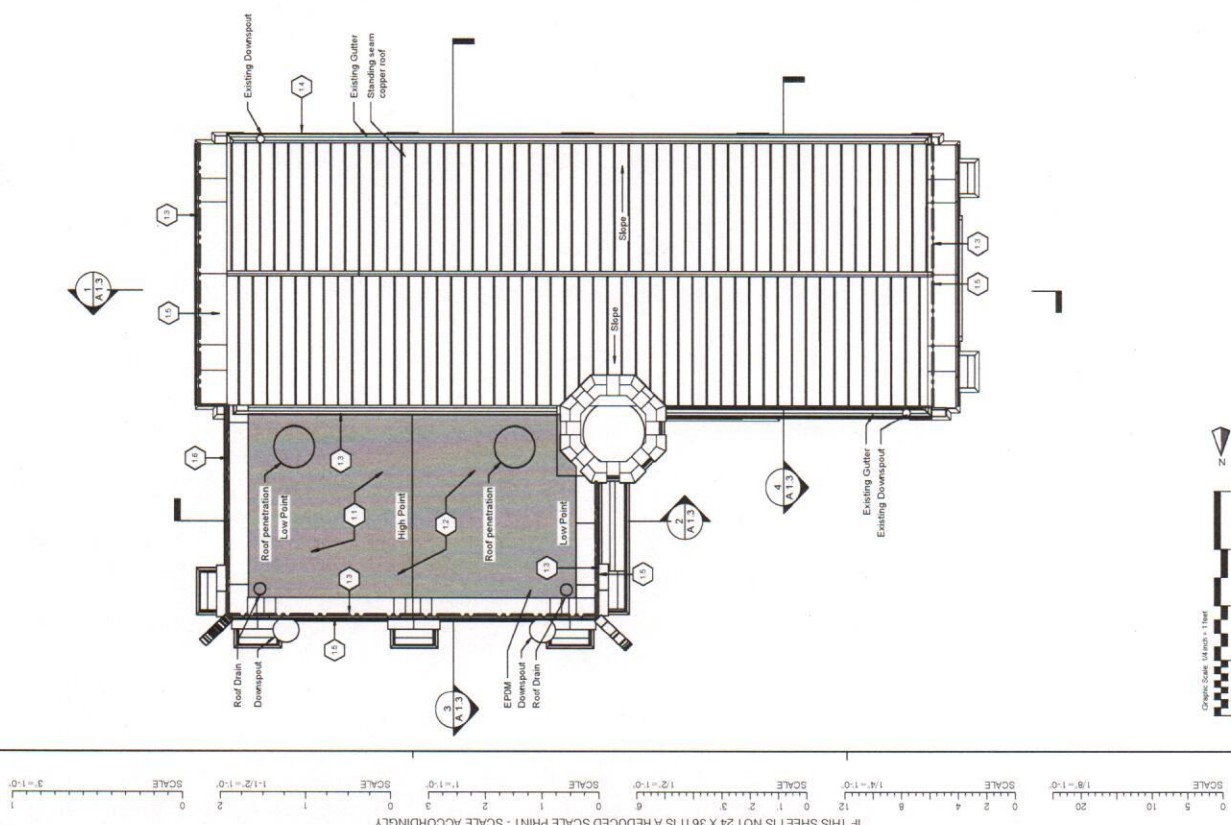
General Scope Keynote	
1.1	Replace to damaged 2 x 10 roof rafters (14' long) 4 x 6 plate (2x8 long).
1.2	Remove existing EPDM underlayment & roof sheathing.
1.3	Remove existing flashing.
1.4	Not used.
1.5	Remove existing mortar/sealant at roof parapet coping stones & provide sealant. Install waterproofing membrane.
1.6	Remove & replace damaged limestone & associated flashing & sealant.
1.7	Remove & replace limestone masonry.
1.8	Remove and reset portion of granite railing and restore backstop masonry.
1.9	Remove and reset portion of granite railing and restore backstop masonry.
1.10	Clean granite & limestone masonry. & stone steps with biocide.
1.11	Repair sealed stained glass window.
1.12	Not used.
1.13	Remove sealant and replace with new.
1.14	Strip sand and refinish doors with transparent finish.
1.15	Remove & replace accessible main entrance (regado & repair to remove step).
1.16	Provide Handicapped accessible parking spaces.
1.17	Repair & replace copper lantern at inside corner turret.
1.18	Replace wood door and frame into turret.
1.19	Provide glazed entry (6'-0" x 7'-0") inside existing wooden front doors.
1.20	Provide lighting (ambient & building illumination).
1.21	Additional lighting (foot-candor accessible).
1.22	Improve site drainage.
2.1	Repair brick and limestone masonry.
2.1.1	Strip and repaint metal spiral stair (4'-8" dia).
2.1.2	Replace corroded electrical conduit fasteners.
2.1.3	Remove & replace corroded oil tank.
2.1.4	Remove & replace electrical panel.
2.1.5	Replace electric system.
2.1.6	Improve HVAC system.
2.1.7	Fire alarm system improvements.
2.1.8	Replace damaged limestone masonry.
2.1.9	Remove & replace limestone masonry.
2.2	Remove & replace limestone masonry.
2.2.1	Clean brick & limestone masonry walls to remove mortar efflorescences.
2.2.2	Grout fill & stone floor.
2.2.3	Reinstall wood ceiling panels & moldings that have been removed.
2.2.4	At repaired ceiling areas provide transparent finish to match existing.
2.2.5	Repair existing lighting (4 Chandeliers with 5 lights each, 1 floodlight).
2.2.6	Provide additional lighting.
2.2.7	Add sound system.
2.2.8	Acoustical treatment.
2.2.9	Provide a storage closet.
2.2.10	Provide additional electrical receptacles.
2.2.11	Repair & refinish wrought iron chair screen.
2.2.12	Provide handicapped accessible rest rooms (in Admin Bldg).
2.2.13	Provide handicapped accessible rest rooms (in Admin Bldg).
2.2.14	Provide handicapped accessible rest rooms (in Admin Bldg).
2.2.15	Provide handicapped accessible rest rooms (in Admin Bldg).



○ Site Locus
 $1/64'' = 1'-0''$

○ Site Locus
 $1/64'' = 1'-0''$

- Replace flashing
- Remove & Re-set Ashlar Facing Stone
Restore Back-Up Masonry
- Remove & Re-set Ashlar Facing
Stone
- Restore Back-Up Masonry - Possible
Extent of Stone Removal TBD Upon
Field Excavation
- Surrounding Back - Up Masonry by
the Eng.
- Replace Damaged Limestone Trim
- Repair Sealed Limestone Trim



Chapel of St. Gabriel

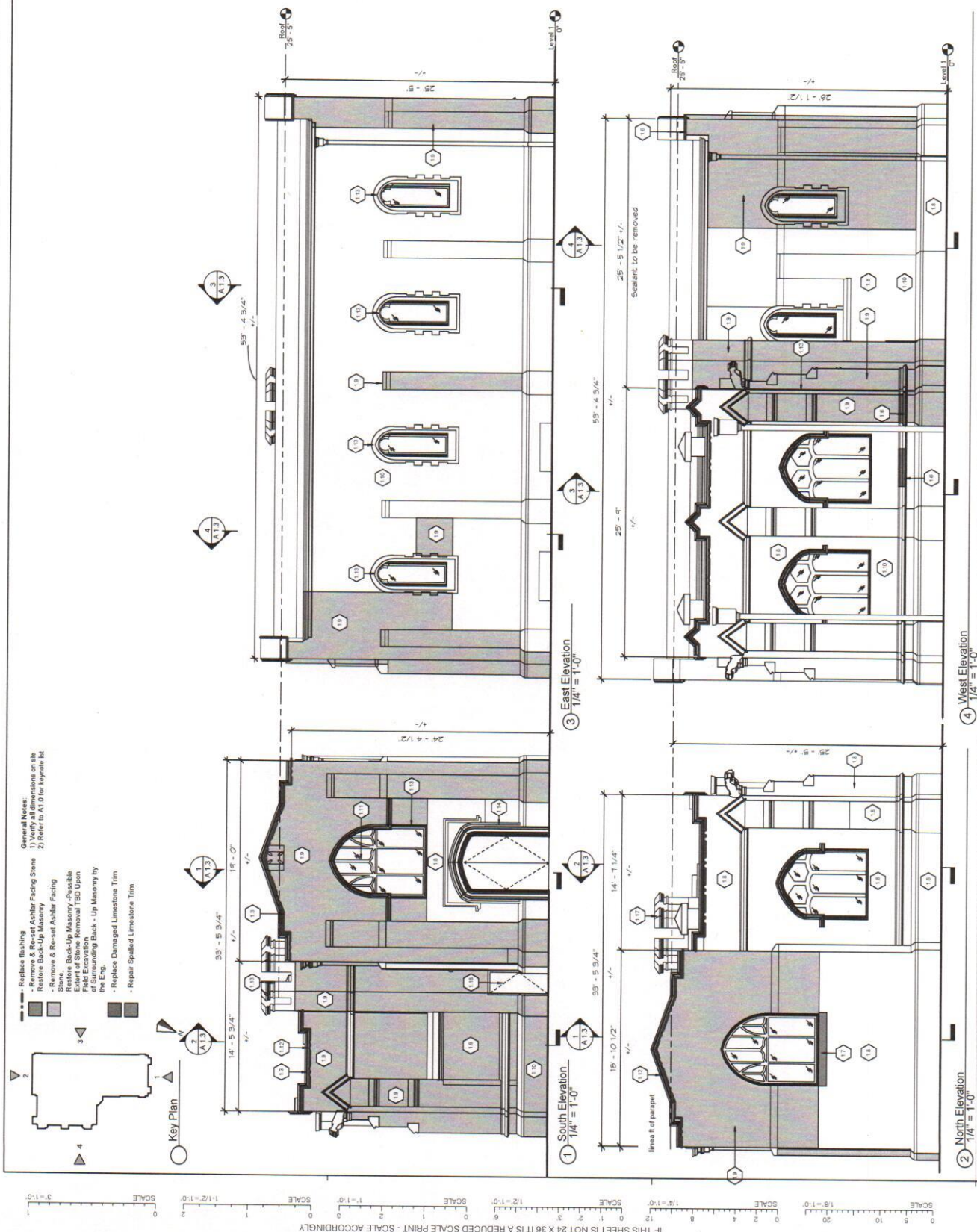
Preliminary Assessment

Highland Cemetery 320 Winter St. Norwood MA

© 2016 Gilman Design Associates, LLC

Chapel -
Elevations

A1.2



IF THIS SHEET IS NOT 24 X 36 IT IS A REDUCED SCALE PRINT - SCALE ACCORDINGLY

SCALE 3"=1'-0"

SCALE 1 1/2"=1'-0"

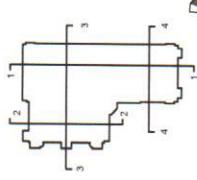
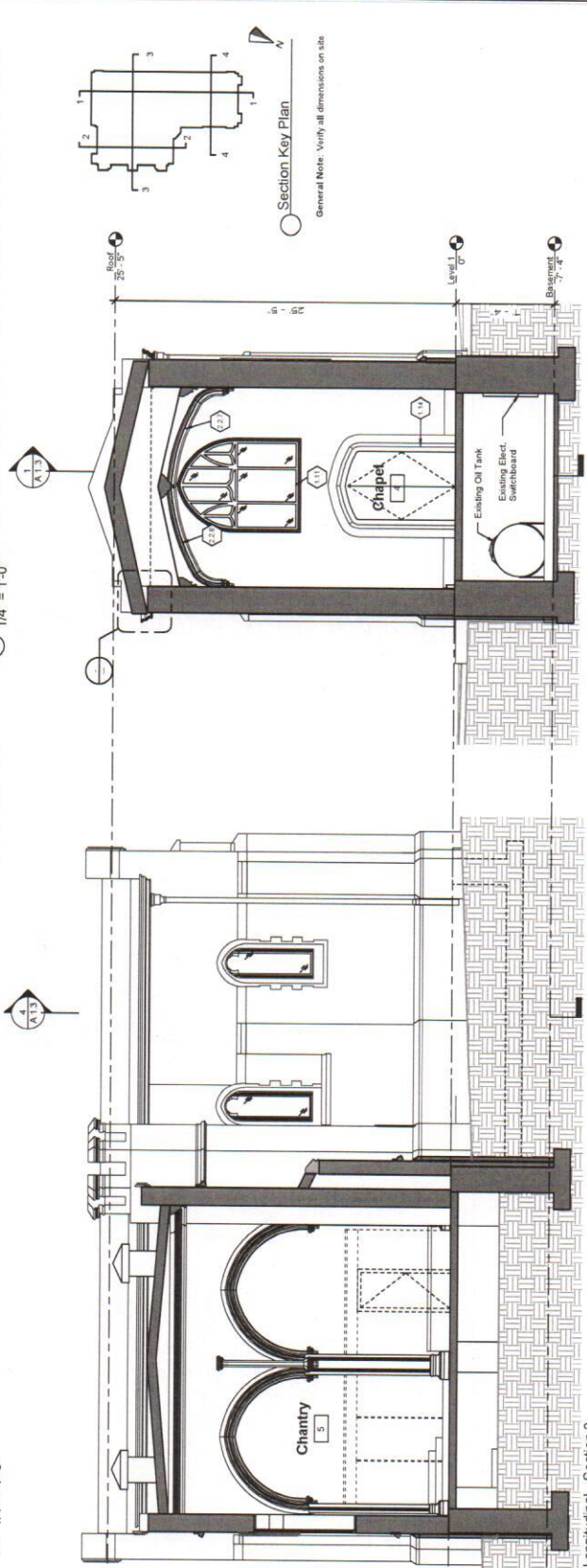
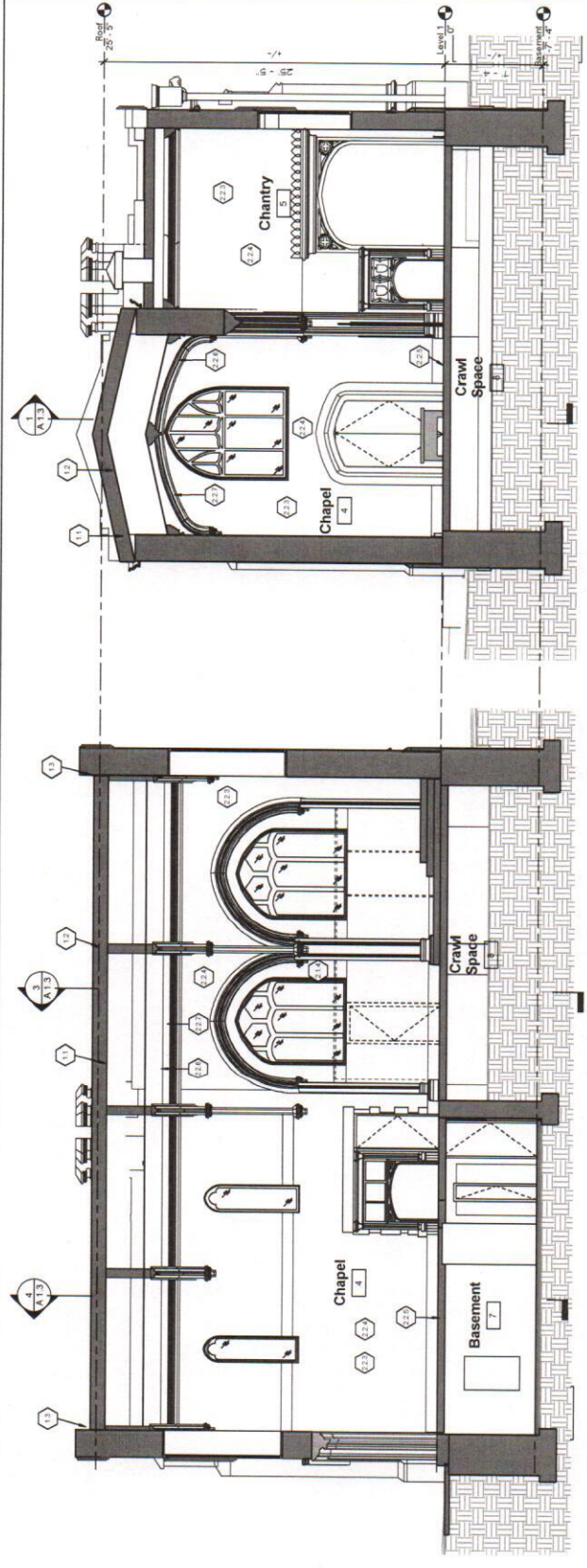
SCALE 1"=1'-0"

SCALE 1/2"=1'-0"

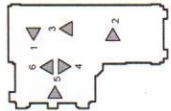
SCALE 1/4"=1'-0"

SCALE 1/8"=1'-0"

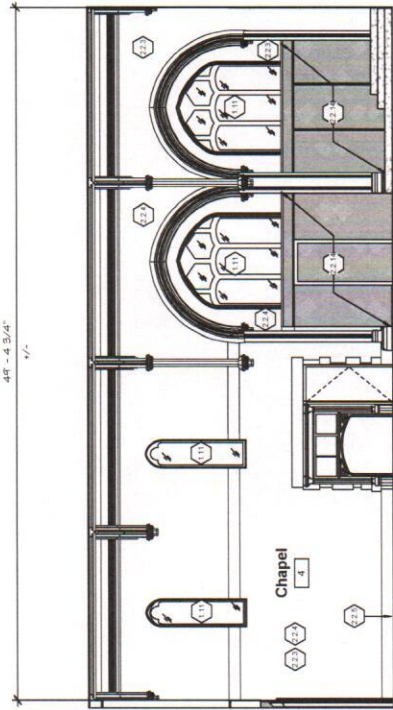
SCALE 1/16"=1'-0"



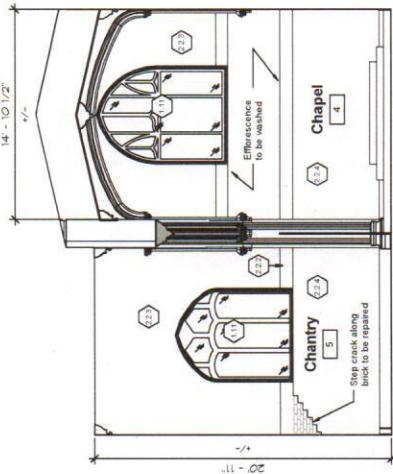
- Replace Missing
- Replace & Re-set Ashlar Facing Stone
- Restore Back-Up Masonry
- Remove & Re-set Ashlar Facing Stone
- Back-Up Masonry - Possible Extent of Stone Removal TBD Upon Field Excavation
- Reconstructing Back-Up Masonry by the End
- Replace Damaged Limestone Trim
- Repair Spalled Limestone Trim



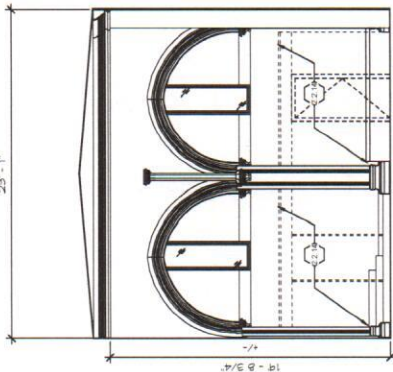
Interior Elevation Key Plan



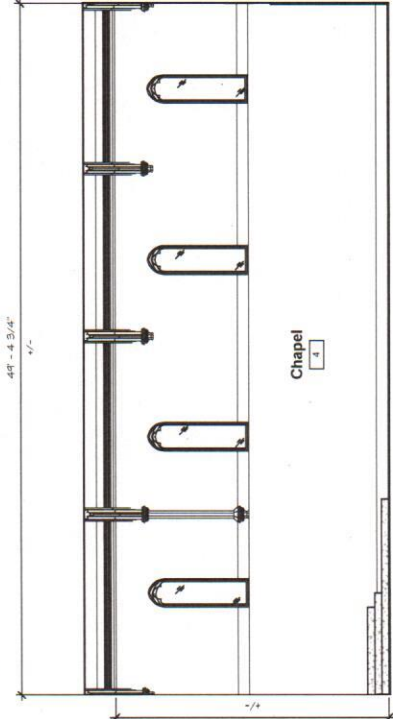
1 North Int. Elevation - 2
1/4" = 1'-0"



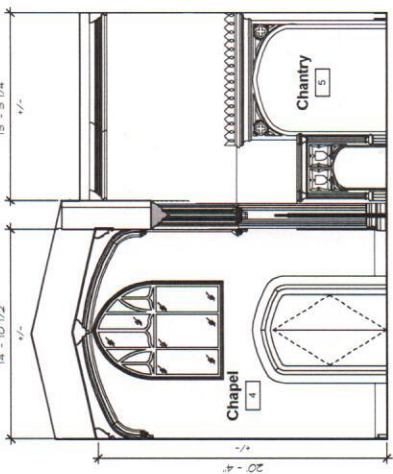
3 East - Interior Elevation
1/4" = 1'-0"



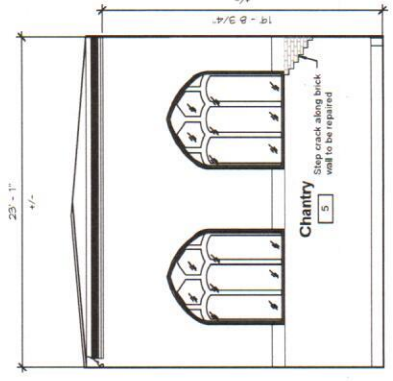
5 South Int. Elevation - 2
1/4" = 1'-0"



2 South Interior Elevation - 1
1/4" = 1'-0"



4 West Interior Elevations
1/4" = 1'-0"



6 North Interior Elevation
1/4" = 1'-0"



**GIENAPP
DESIGN**
ARCHITECTURE
28 Conant Street
Dorchester, MA 01923
978.750.9062
gienappdesign.com

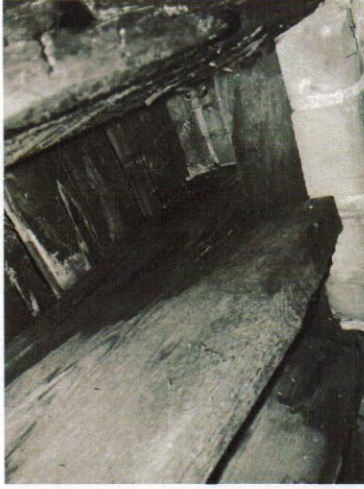
Chapel of St. Gabriel
Preliminary Assessment
Highland Cemetery 320 Winter St. Norwood MA

Project:	603.1
Drawn by:	DF
Check by:	GC
Date:	01/10/17
Scale:	
Revisions:	
Date:	

Project:	603.1
Drawn by:	DF
Check by:	GC
Date:	01/10/17
Scale:	
Revisions:	
Date:	

Chapel - Photos

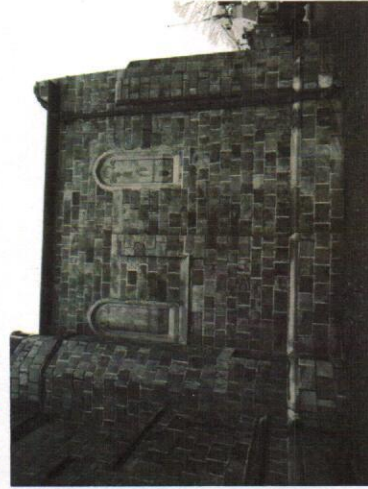
A 1.5



Damaged Rafters



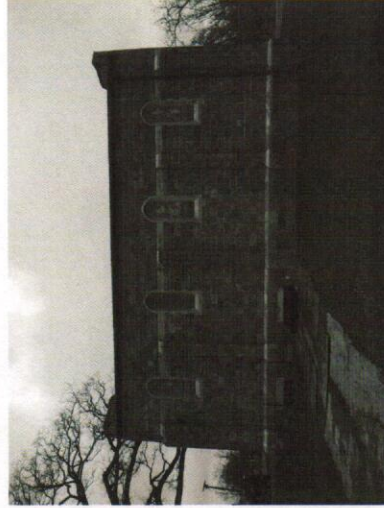
Roof Lantern



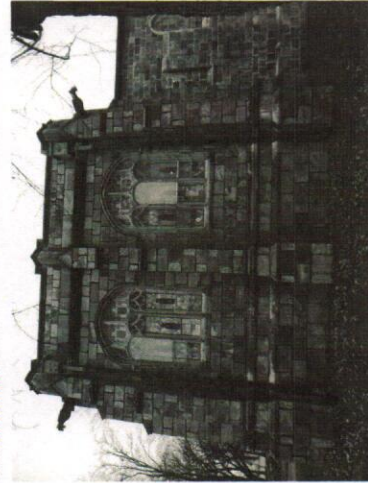
West Facade - Right



Damaged Roof Lantern



East Facade



West Facade - Left



Interior - Towards Entrance



North Facade



South Facade

IF THIS SHEET IS NOT 24 X 36 IT IS A REDUCED SCALE PRINT - SCALE ACCORDINGLY

SCALE 3'-1-0" 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

SCALE 1'-2"-1-0" 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

SCALE 1'-1-0" 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

SCALE 1'-2"-1-0" 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

SCALE 1'-1-0" 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

SCALE 1'-8"-1-0" 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

1) Downspout Attachment Detail
2" - 1' 0"

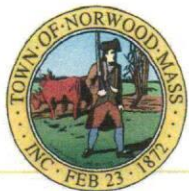
List of Articles
Special Town Meeting
May 8, 2017

Rev. as of 4-12-2017

Rev. as of 4-12-2017

#	DESCRIPTION	AMOUNT		SOURCE OF FUNDS			COMMENT	Board	Who Drafts?
		Free Cash	Internal	Borrowing	Other				
	A	B	C	D	E	F	G	H	J
1	Town Charter Amendment - separate Town Clerk & Accountant's position	NA					petition the Legislature to separate as of 7-01-18		
2	Adopt a Revolving Funds by-law	NA							
3	Veterans Incidentals (estimate)	\$ 50,000	\$ 50,000				to conform w/ the Municipal Modernization Act		
4	School Department	\$ 703,158	\$ 300,000	\$ 403,158			Direct Relief, etc.	Sel	Counsel
5	OPEB	\$ 100,000		\$ 100,000			Free Cash (\$300,000) + FY '17 Group Health Insurance - proj. balance (\$295,000) + Medicare Part D subsidy (\$108,158)	F/C	TomMcQ
6	Interest & Debt	\$ 395,000	\$ 395,000				FY '17 Group Health Insurance - Medicare Part D subsidy	F/C	TomMcQ
7	Treasurer's Salaries, Incidentals & Ambulance Collection Agent	(unk.)						F/C	TomMcQ
8	Legal Services - PBCC	\$ 18,000	\$ 18,000				DPW project		
9	Legal Services - Town Counsel	\$ 7,000	\$ 7,000				Outside Counsel (cable negotiations)	F/C	TomMcQ
10	Collective Bargaining Expense	\$ 25,000	\$ 25,000						
11	Snow & Ice - (preliminary as of April 4, 2017)	\$ 450,000	\$ 450,000				DPW	\$ 250,000	TomMcQ
							Airport	\$ 11,500	
							Schools	\$ 185,265	
							Total:	\$ 446,765	
12	Ivatts Tennis Courts - repairs	\$ 50,000	\$ 50,000				cleaning & lining + water tank circulation equip. - MWRA: 100% Loan (10 years)		?
13	Unpaid Bills - (estimate)	\$ 1,000	\$ 1,000						F/C
14	MWRA - Water Loan	\$ 500,000			\$ 500,000			F/C	BCooper
15	MWRA - Sewer Grant/Loan	\$ 2,360,000	\$ -	\$ -	\$ -	\$ 1,770,000	EPA I/I work - MWRA: 75% Grant - 25% Loan (10 Yrs.)	F/C	BCooper
16	Adopt Community Preservation Act by-law	NA			\$ 590,000		required to implement CPA	Sel/Pl Bd	Counsel
17	Marijuana - Zoning - temp. moratorium	NA						Sel	Counsel
18	Marijuana - amend Zoning by-law	NA						Pl Bd	Counsel
19	Marijuana - amend General by-law	NA						Sel	Counsel
20	Zoning Petition - 347 Everett St.	NA					by petition	Pl Bd	petitioner
21	Billboard Petition	NA					by petition	Pl Bd	petitioner
22	Sign By-law amendment - Planning Board	NA						Pl Bd	PaulH
23	School Department	?					to be withdrawn?	Pl Bd	Tom Mc
24	COA Garage?	NA					donated funds	F/C	Counsel
Totals:		\$ 4,659,158	\$ 1,296,000	\$ 503,158	\$ 1,090,000	\$ 1,770,000		Sel.	

\$ 4,659,158



The TOWN OF NORWOOD

Commonwealth of Massachusetts

THE SELECTMEN

William J. Plasko, *Chairman*
Helen Abdallah Donohue
Paul A. Bishop
Allan D. Howard
Thomas F. Maloney
Frances L. Jessoe, *Clerk*

April 12, 2017

Chairman Judith A. Langone
Finance Commission
Norwood, MA

RE: Reserve Fund Transfer – Veterans Services

Dear Ms. Langone:

The Board of Selectmen in meeting of Tuesday, April 11, 2017, voted to approve the request of the Manager for a Reserve Fund Transfer of \$10,000 to meet the April obligations of the Veterans Services Department as per the attached.

Very truly yours,

BOARD OF SELECTMEN

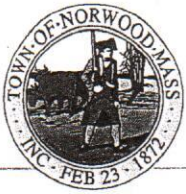
By


Administrative Assistant

Fj

Enclosures

Cc: John J. Carroll, General Manager
Edmund W. Mulvehill, Veterans Service Director
Thomas J. McQuaid, Town Clerk & Accountant
Linda Laridis, Asst. Town Accountant



TOWN OF NORWOOD

Commonwealth of Massachusetts

GENERAL MANAGER

JOHN J. CARROLL
(781) 762-1240

April 11, 2017

Board of Selectmen
Norwood, Massachusetts

Re: Veterans Services – Direct Relief

Dear Members of the Board:

Enclosed is a letter from Veterans Services Director Ted Mulvehill concerning the status of the Veterans Services Incidentals account and in particular the Direct Relief line item, which will require additional funding in order to complete the fiscal year. Less than \$9,000 remains in the line item; and with Direct Relief this fiscal year averaging just under \$20,000 per month, a Reserve Fund transfer will be required to meet this and other April expenses.

The Incidentals account still has an overall balance of about \$17,000, but much of this will be obligated before the end of this month (much of it for Memorial Day expenses).

Therefore, I request that the Board take two actions: first, to request a Reserve Fund transfer of \$10,000 to meet April obligations; and second, to add an article to the upcoming Special Town Meeting warrant to provide additional funding for the remainder of the fiscal year. A second Reserve Fund transfer may be required in May, depending on the length and completion date of the Special Town Meeting.

A summary of expenditures to date for the Direct Relief and two related accounts is attached. I have also attached a history of expenditures over the last two years.

It is important to remember that 75% of our expenditures for Direct Relief and its companion accounts (Medical Services and Drugs) are reimbursed by the Commonwealth.

Very truly yours,

John J. Carroll
General Manager

cc: Edmund W. Mulvehill, Veterans Services Director
Thomas J. McQuaid, Town Clerk & Accountant
Judith A. Langone, Finance Commission Chairman

April 10, 2017

Mr. John J. Carroll
General Manager
Municipal Memorial Building
Norwood, MA 02062

Dear Mr. Carroll,

Reserve Fund Transfer/Inter-Departmental Transfer

I respectfully request a Reserve Fund Transfer/Inter-Departmental Transfer in the amount of \$65,300.00, to cover the Incidentals Accounts, Direct Relief, P-1986 for the balance of FY19. 17

As you know, this office administers Veterans' Benefits under Chapter 115 Mass General Law, including direct financial relief to the veterans, widows and orphans of Norwood who are eligible for assistance under the law.

Ours is an emergency needs-based program, and as such it is extremely difficult to project actual budget needs. We cannot know in advance who will come to us for aid, or when.

Several eligible families have moved to Norwood from surrounding towns, and several recent emergency cases, many more so than in the past, have presented themselves to this office for assistance, and we have been extremely effective in providing the relief needed to our citizens.

But the high number of elderly and senior veterans/dependents seeking our help is unprecedented. Couple with the rising costs of healthcare associated with our elderly veterans, the strain on our budget has reached crisis status.

This number continues to grow at an alarming rate.

Without breaching confidentiality, case descriptions of our assistance to Norwood veterans and their dependents are listed as attached. We are averaging \$25,557.00 per month, and a \$65,300.00 Reserve Transfer/Inter-Departmental Transfer will carry us to the month of June 2011, barring additional requests for aid.

Several Afghan Operation Enduring Freedom veterans have returned from duty in the Middle East and Afghanistan, and have sought assistance from this office, both in direct relief and in securing healthcare and employment benefits. Almost all have been granted VA compensation for wounds and injuries received in battle.

Several Norwood families have members currently deployed, and we anticipate future requests for assistance. Given the wartime status of our nation, these requests are not unexpected to this office.

Sadly, I must also report that we have had several emergency cases of homeless veterans over the winter months, including an 73 year old widow in Norwood, as well.

These recent emergency cases have had a dramatic and major impact on our Incidentals budget, thus necessitating this request for a Reserve Fund/Interdepartmental Transfer.

Every attempt is made by this office to find employment or alternative sources of income (i.e. Social Security Disability, VA Compensation, etc.) for our veterans. The current problem facing this department is that when a veteran is removed from the rolls, another veteran (or in some cases, two veterans) applies for assistance, and we simply have run out of our allotted funding.

As always, I would stress that the Town of Norwood is **reimbursed 75% of funds** spent on direct relief by the Commonwealth of Massachusetts Department of Veterans' Services.

I have attached supporting documentation for your review.

This office is available at any time for questions or clarification, and your continued support of our mission is greatly appreciated.

Respectfully,

A handwritten signature in dark ink, appearing to read 'Edmund W. Mulvehill Jr.', written over a horizontal line.

Edmund W. Mulvehill Jr.
Director, Veterans' Services
The Town of Norwood

Cc: Board of Selectmen

Veterans Services

Account	Title	Approp.	Exp. as of 3/31/2017	Balance	Average Monthly Exp.	Add'l. \$ Required (3 Months)
P1986-17	Direct Relief	\$ 187,000	\$ 177,226	\$ 9,774	\$ 19,692	\$ 60,000
P1988-17	Drugs	\$ 12,000	\$ 11,611	\$ 389	\$ 1,290	\$ 3,000
P1993-17	Medical Services	<u>\$ 35,000</u>	<u>\$ 34,632</u>	<u>\$ 368</u>	<u>\$ 3,848</u>	<u>\$ 12,000</u>
		\$ 234,000	\$ 223,469	\$ 10,531	\$ 24,830	\$ 75,000
					less Balance:	<u>\$ (10,000)</u>
					Required:	\$ 65,000

Budget Summary by Function

Town of Norwood

Fiscal Year: 2017 Release Date Closed: 04/10/2017 End Cycle: 12 Fund Range: 01 Function Range: 1242
 Detail: Y Collapse SLYear: N

Func	Description	Revised Budget	Total Activity	Encumbered	Balance
198317	VET SERV INCID - MISC	2,000.00	395.00	0.00	1,605.00
198617	VET SERV INCID DIR RELIEF	187,000.00	177,725.61	0.00	9,274.39
198717	VET SERV INCID OFC SUPPL	500.00	194.60	0.00	305.40
198817	VET SERV INCID DRUGS	12,000.00	12,146.31	0.00	-146.31
198917	VET SERV INCID HOSPITAL	100.00	0.00	0.00	100.00
199017	VET SERV INCID POSTAGE	600.00	366.30	0.00	233.70
199117	VET SERV INCID MED SUPPL	100.00	0.00	0.00	100.00
199217	VET SERV INCID VEH REIMB	1,900.00	1,597.61	0.00	302.39
199317	VET SERV INCID MED SERV	35,000.00	34,755.95	0.00	244.05
199417	VET SERV INCID EQUIP REP	100.00	0.00	0.00	100.00
199517	VET SERV INCID MEMORIAL DAY	4,000.00	0.00	0.00	4,000.00
199617	VETERANS - DUES & SUBSCRIPTION	200.00	85.00	0.00	115.00
328517	VET SERV INCID-EYEWEAR	250.00	0.00	0.00	250.00
509517	VET SERV INCID - CONT ED/CONF	1,500.00	648.38	0.00	851.62
1242	VETERANS INCIDENTALS	245,250.00	227,914.76	0.00	17,335.24
01	General Fund	245,250.00	227,914.76	0.00	17,335.24
17	2017	245,250.00	227,914.76	0.00	17,335.24
		248,921.30	230,324.45	0.00	18,596.85

VETERANS SERVICES

Proposed Budget
FY 2018
Department #124

Account Key and Description		FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Requested
P0130	VET SERV SAL-PART TIME CLERK	1,328	2,160	7,000	7,000
P1980	VET SERV SAL-DIRECTOR	74,768	76,638	78,553	78,553
P1981	VET SERV SAL-CLERK	52,720	54,039	55,389	55,388
P1982	VET SERV SAL-LONGEVITY	2,600	2,750	2,750	2,750
P3023	VETERANS SALARIES - EYEWEAR	250	0	0	
1 1241 VETERANS SALARIES		131,666	135,587	143,692	143,691
P1983	VET SERV INCID - MISC	454	1,822	2,000	2,000
P1986	VET SERV INCID DIR RELIEF	168,999	175,193	187,000	198,000
P1987	VET SERV INCID OFC SUPPL	249	175	500	500
P1988	VET SERV INCID DRUGS	12,261	18,176	12,000	18,500
P1989	VET SERV INCID HOSPITAL	0	0	100	100
P1990	VET SERV INCID POSTAGE	75	0	600	600
P1991	VET SERV INCID MED SUPPL	0	0	100	100
P1992	VET SERV INCID VEH REIMB	1,807	1,732	1,900	1,900
P1993	VET SERV INCID MED SERV	29,173	32,938	35,000	42,000
P1994	VET SERV INCID EQUIP REP	0	0	100	100
P1995	VET SERV INCID MEMORIAL DAY	4,525	4,597	4,000	4,500
P1996	VETERANS - DUES & SUBSCRIPTION	0	70	200	200
P3285	VET SERV INCID-EYEWEAR	0	0	250	250
P5095	VET SERV INCID - CONT ED/CONF	1,425	946	1,500	1,500
2 1242 VETERANS INCIDENTALS		218,968	235,649	245,250	270,250
P7412	VETERANS-FUEL ASSIST POSTAGE	0	0	100	100
3 1244 VETERANS - FUEL ASSISTANCE		0	0	100	100
124 VETERANS SERVICES		350,634	371,236	389,042	414,041

2017 Caseload Department of Veterans' Services

As of 04/10/2017

- 1) Anne D. – 84 y.o. widow
- 2) Kenneth G. – 86 y.o Korea veteran
- 3) Allen H. - 85 y.o. Korea veteran
- 4) Joseph L. – 81 y.o. veteran
- 5) Charles L. – 68 y.o. Vietnam Veteran
- 6) Kevin M. – 40 y.o. Desert Storm veteran
- 7) Guy R. – 68 y.o. Vietnam veteran
- 8) Robert R. – 72 y.o. Vietnam veteran
- 9) Wilbert M. – 74 y.o. Vietnam veteran
- 10) Ann K. – 79 y.o. widow
- 11) Daniel C. – 50 y.o. Desert Storm veteran
- 12) Albert D. – 78 y.o. veteran
- 13) Joanne F. – 64 y.o. widow
- 14) Lonnie H. – 58 y.o. veteran
- 15) Michael M. – 50 y.o. veteran
- 16) Peter W. – 75 y.o. veteran
- 17) Florence W. – 92 y.o. widow
- 18) Germaine R. – 86 y.o. female veteran
- 19) Antonio L. – 69 y.o. Vietnam veteran
- 20) Sarah S. – 35 y.o. female Iraq veteran
- 21) Dennis G. – 36 y.o. Afghanistan veteran
- 22) Vaughn G. – 49 y.o. veteran
- 23) Walter S. – 68 y.o. veteran
- 24) Carol W. – 84 y.o. widow
- 25) Daniel S. – 38 y.o. veteran
- 26) Fabiola B. – 41 y.o. female veteran
- 27) Manuel N. – 34 y.o. Iraq veteran
- 28) Gertrude D. – 88 y.o. widow
- 29) Linda H. – 36 y.o. veteran
- 30) Naseeb K. – 92 y.o. WW II veteran
- 31) Cornelius C. – 67 y.o. veteran
- 32) Anthony M. – 33 y.o. Afghanistan veteran
- 33) Judith M. – 73 y.o. homeless widow