

Board of Selectmen Special Meeting  
May 23, 2016 at 7:30pm  
Town Hall Meeting Room

**Present:** First Selectman Nina Daniel, Selectman Dennis Tracey, Selectman Chris Spaulding, Town Administrator Tom Landry, Administrative Assistant Randi Derene, Weston Residents

**This meeting was recorded and videotaped. The tapes are available in the Selectmen's office. The meetings are available for viewing online via the Town's website.**

**Ms. Daniel called the meeting to order at: 7:30pm**

**Pledge of Allegiance:** Led by Bill Brady

**Discussion/decision regarding architectural suitability of 48 Norfield Road for Town purposes - Phil Cerrone, Architect.** Mr. Cerrone presents a report and study of 48 Norfield and walks us through the possible use of the building as well as its repair and maintenance needs. He also presented cost estimates. See report attached.

-Mr. Spaulding commented on parking possibilities, garage plans, windows and structure of 2<sup>nd</sup> floor

-Mr. Tracey commented on septic system/possible risks, risk of possible hazardous substances (lead or asbestos) and the HVAC system, insulation

**Discussion/decision regarding addition to Police Station - Brian Humes, Architect, Jacunski and Humes.** Mr. Humes presented two possible expansion/renovation plans to the current Police Department (both options keep town offices in current building). See report attached. Two different dispatch options were presented – one would be at same location of entrance to the police department and the other location would be where the current dispatch is located but enlarged to house a possible regional dispatch center. Both options would cost approximately \$3.85 million

-Sgt. Pat Daubert expressed concern about adding to Mary Gunshor's responsibilities if dispatch was located next to her office – she would be interrupted by people walking in door looking for dispatch.

-Ms. Daniel has had conversations with Easton, Wilton and Westport's First Selectmen to have preliminary conversations about the possibility of dispatch regionalization.

-Police Commission Chairman Bill Brady felt most of the patrol cars would be kept on the west side of the building, except for the on duty patrol cars.

-FD Pres. Craig Cohen asked about the proposed regionalized comm. Center – wanted to know if it could be used for something else first, and then if needed change the space to be utilized for the regionalized comm center. Mr. Humes said that is correct.

-EMS Pres. Jon Weingarten stated that he feels strongly about the concept of regionalizing dispatch operations and we will see it become more and more prevalent.

-Sgt. Pat Daubert stated that he wants everyone to consider the negatives of having a dark police station. Human contact vs. technology.

Board of Selectmen Special Meeting

May 23, 2016 at 7:30pm

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-Ms. Sara Schlechter asked about the efficiency and maintenance costs. Mr. Humes stated that air quality and efficiency will be improved with these plans. Operating costs would be reduced.

-Ms. Daniel stated that restoring the inner office area to Town Hall returns approximately 2000 sq. ft. to Town Hall.

-Allen Grauberd felt the purchase of 48 Norfield Rd is only a good option if it is part of the Public Safety Complex. He felt the process of not having the solution for the PD complex before considering the purchase of 48 Norfield is a problem.

-Steve Ezzes felt this meeting was premature- the Building Committee needs time to review.

-Mr. Tracey feels we are not ready to call a Town Meeting – need the Building Committee to make a recommendation to the BOS

-Allen Swerdlowe announced that the Building Committee will be meeting on Wednesday to make a more unified presentation.

**Discussion/decision regarding calling a public hearing to consider the purchase of 48 Norfield Road property for June 2, 2016 at 6:30pm in the Town Hall Meeting Room.**

To be discussed at a later date

**Discussion/decision regarding call of special town meeting for June 8, 2016 at 8pm to seek authorization to purchase property at 48 Norfield Road.**

To be discussed at a later date.

**Adjourn:** 9:40pm

Respectfully Submitted,  
Randi Derene, Administrative Assistant

**Approved:** July 7, 2016

# Renovations to Weston Police Department Weston, CT

## Proposed Interior Renovations / New Construction

May 23, 2016

### PROJECT COST ESTIMATE

#### Hard Costs:

Interior Renovations to Existing Building	\$1,450,000	
New Construction	\$1,234,000	
Demolition / Removals	30,000	
Carport Structure	50,000	
Sitework	100,000	
	<b>Subtotal</b>	<b>\$2,864,000</b>

#### Soft Costs:

Furniture, Fixtures, Equipment	\$80,000	
Architectural/Engineering Fees	285,000	
Construction Management	150,000	
Independent Materials Testing	35,000	
Commissioning Agent (HVAC)	not anticipated	
Land Survey	10,000	
Geotechnical Engineering	10,000	
Land Acquisition	not required	
Traffic Study	not required	
Dispatch System Relocation / Moving	50,000	
Communications Tower	not required	
Telephone / Data Systems / AV Equip.	30,000	
Printing, Advertising	15,000	
Relocation / Moving Expenses	30,000	
	<b>Subtotal</b>	<b>\$695,000</b>

<b>Project Contingency</b>	\$300,000	<b>\$300,000</b>
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<b>Project Total</b>		<b>\$3,859,000</b>
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#### Additional Anticipated Expenses:

Interest Expense on Borrowing	To be determined by Owner
Financing and Legal Fees	To be determined by Owner
Builder's Risk Insurance	To be determined by Owner
Owner's Related Expenses	To be determined by Owner
Dispatch Equipment / Console Furniture	To be determined by Owner

**Costs are projected for Spring 2017 construction start, 12 month construction duration.**

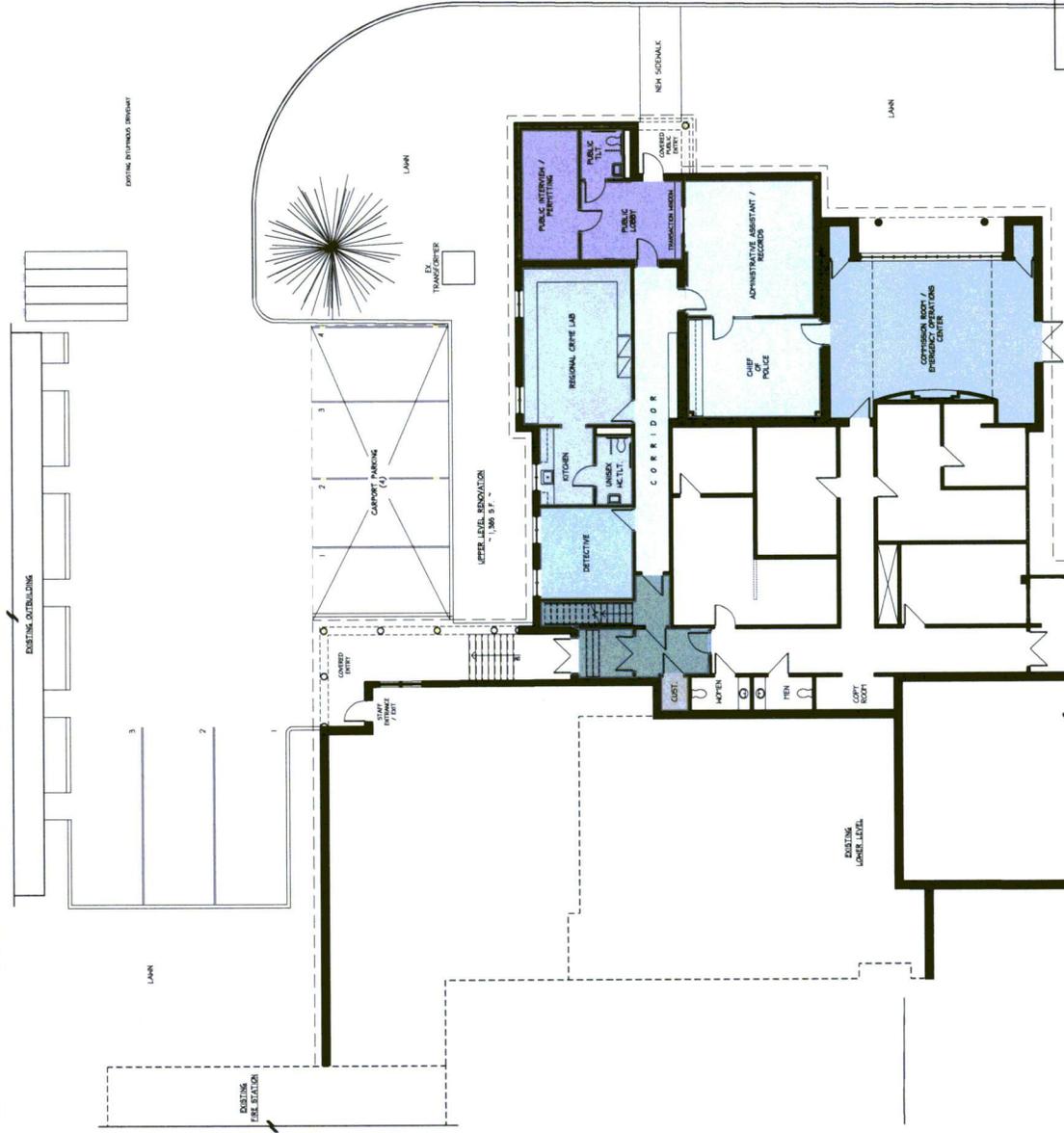
**Owner to add 3-4%/yr. cost escalation due to inflation if start of construction extends beyond projected date.**

**PROPOSED  
FIRST FLOOR & SITE  
REGIONAL DISPATCH LAYOUT  
MAY 23, 2016**



**SPACE FUNCTION LEGEND**

[Light Blue Box]	PUBLIC CIRCULATION / PUBLIC ACCESS	[Light Blue Box]	MAIL ROOM / MAIL ROOMS
[Light Blue Box]	POLICE LOBBY / PUBLIC LOBBY	[Light Blue Box]	RECEPTION / FRONT DESK
[Light Blue Box]	COMMUNICATIONS CENTER	[Light Blue Box]	TRAINING ROOM
[Light Blue Box]	OPERATIONS CENTER	[Light Blue Box]	CONFERENCE ROOM
[Light Blue Box]	NETWORK COMPUTER EQUIPMENT ROOM	[Light Blue Box]	RESTROOM
[Light Blue Box]	ADMINISTRATION	[Light Blue Box]	STORAGE
[Light Blue Box]	DETECTIVES	[Light Blue Box]	OFFICE
[Light Blue Box]	PATROL FUNCTIONS	[Light Blue Box]	MEETING / CONFERENCE
[Light Blue Box]	REGIONAL CORE LAB	[Light Blue Box]	RECEPTION / ELECTRICAL / A.T.S.
[Light Blue Box]	PUBLIC INTERVIEW / PUBLIC INTERVIEW	[Light Blue Box]	LABORATORY
[Light Blue Box]	REGIONAL CRIME LAB	[Light Blue Box]	PHOTOGRAPHY
[Light Blue Box]	DEFLECTIVE	[Light Blue Box]	FORENSIC
[Light Blue Box]	CHIEF OF POLICE	[Light Blue Box]	TRAINING ROOM
[Light Blue Box]	ADMINISTRATIVE ASSISTANT / RECORDS	[Light Blue Box]	OFFICE
[Light Blue Box]	COMMUNICATIONS CENTER	[Light Blue Box]	OFFICE



**RENOVATIONS AND ADDITIONS  
TO THE  
WESTON POLICE DEPARTMENT  
WESTON, CONNECTICUT**

**JHAI**  
**JACUNSKI HUMES**  
**ARCHITECTS, LLC**  
 15 MASSURIO DRIVE  
 SUITE 101  
 BERLIN, CT 06037  
 TEL 860-898-9921  
 FAX 860-898-9928



PROPOSED  
 BASEMENT FLOOR PLAN  
 REGIONAL DISPATCH LAYOUT  
 MAY 23, 2016

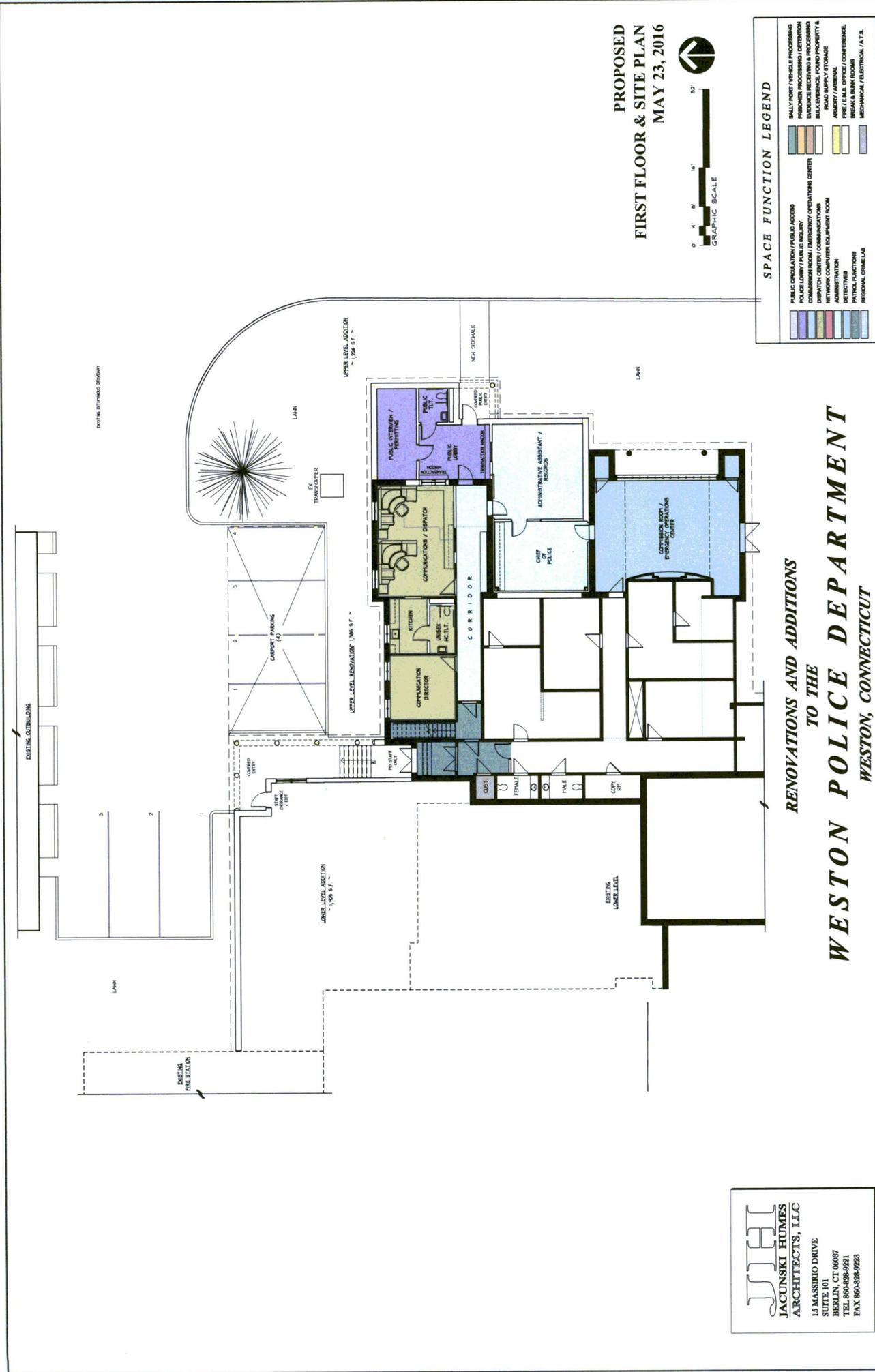


**SPACE FUNCTION LEGEND**

Public Circulation / Public Access	Sally Port / Vehicle Processing
Police Lobby / Public Inquiry	Prisoner Processing / Detention
Commission Room / Emergency Operations Center	Evidence Processing & Processing
Network Computer Equipment Room	Computer Room / Server Room
Administration	Network Computer Equipment Room
Detectives	Armory / Arsenal
Patrol Functions	Fire / E.S. Office / Conference
Regional / Electrical / A.T.S.	Break & Bank Room
	Regional / Electrical / A.T.S.

*RENOVATIONS AND ADDITIONS  
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 ARCHITECTS, LLC  
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 TEL 860-898-9921  
 FAX 860-898-9925



**PROPOSED  
FIRST FLOOR & SITE PLAN  
MAY 23, 2016**



**SPACE FUNCTION LEGEND**

[Blue Box]	PUBLIC CIRCULATION / PUBLIC ACCESS	[Light Blue Box]	RECEIVE RECEIVING / DETENTION
[Light Blue Box]	COMMISSION ROOM / EMERGENCY OPERATIONS CENTER	[Light Blue Box]	RECEIVE RECEIVING & PROCESSING
[Light Blue Box]	DISPATCH CENTER / COMMUNICATIONS	[Light Blue Box]	EVIDENCE RECEIVING / FOUND PROPERTY & ROAD DEPLOY / STORAGE
[Light Blue Box]	NETWORK COMPUTER EQUIPMENT ROOM	[Light Blue Box]	RECEIVE RECEIVING / CONFERENCE
[Light Blue Box]	ADMINISTRATION	[Light Blue Box]	RECEIVE RECEIVING / CONFERENCE
[Light Blue Box]	PATROL FUNCTIONS	[Light Blue Box]	MECHANICAL / ELECTRICAL / A.T.E.
[Light Blue Box]	REGIONAL COME LAB	[Light Blue Box]	

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TO THE  
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WESTON, CONNECTICUT**

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 TEL: 860-628-9251  
 FAX: 860-628-9228



**PROPOSED  
BASEMENT FLOOR PLAN  
MAY 23, 2016**



**SPACE FUNCTION LEGEND**

[Blue Box]	PUBLIC CIRCULATION / PUBLIC ACCESS	[Green Box]	SALLY PORT / VEHICLE PROCESSING
[Light Blue Box]	POLICE LOBBY / PUBLIC INQUIRY	[Light Green Box]	PREPARED PROCESSING / IDENTIFICATION
[Light Blue Box]	TRAINING CENTER / OPERATIONS CENTER	[Light Green Box]	RECORDS / COMMUNICATIONS
[Light Blue Box]	DISPATCH CENTER / COMMUNICATIONS	[Light Green Box]	BULK EVIDENCE / FOOD PROPERTY & ROAD SUPPLY STORAGE
[Light Blue Box]	NETWORK COMPUTER EQUIPMENT ROOM	[Light Green Box]	ARMORY / ARSENAL
[Light Blue Box]	ADMINISTRATION	[Light Green Box]	FIRE / EMBL OFFICE / CONFERENCE
[Light Blue Box]	DETECTIVES	[Light Green Box]	MEALS & BREAK ROOM
[Light Blue Box]	PATROL FUNCTIONS	[Light Green Box]	RESTROOMS / ELECTRICAL / A.T.S.
[Light Blue Box]	RECEPTION / CONC. LAB	[Light Green Box]	

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Philip H. Cerrone III, AIA, NCARB  
Architect

421 Meadow Street, Fairfield, CT 06824

May 21, 2016

Nina Daniel  
First Selectman  
Town of Weston  
Weston, CT

RE: 48 Norfield Road  
Weston, CT

As requested, I visited the above referenced building to review the existing conditions and do feasibility study to help determine if the building can be used for Town Administration Offices or Land Use offices.

We have not performed an environmental or hazardous material review, but at the owners option the buildings can be checked for this.

**General:** The project is located in a Historic District and thus must meet the requirements of the Historic District Commission. Any work on the exterior must be approved by the Commission.

In 2013, an application was submitted to the Weston P & Z Commission for approval of CT General Statutes Section 8-24 to allow for the Town Acquisition of 48 Norfield Road. The Commission approved this request on May 6, 2013.

In 1982, the Weston Zoning Board of Appeals (ZBA) approved a variance to the Zoning Regulations to allow three (3) non-residents of the dwelling to work at 48 Norfield Road. In 1984, ZBA approved a variance to allow five (5) non-residents on premises to work in a home occupation with conditions that 1) No more than three (3) of the total number of workers on the premises shall be practicing attorneys 2) None of the three (3) practicing attorneys or principals working in the home occupation on the premises shall maintain or work in a home occupation in any other location in Weston.

In 1985, the Weston P & Z Commission approved two additional parking spaces for a total of eight parking spaces. Currently there are not any lined parking spaces on the site and there are not any designated handicap accessible spaces.

**Site:** The site is mostly lawn on the East and South sides and between the building and street on the West side. There is a little parking area near Weston Road at the northwest corner of the site with a driveway to the existing garage.

The brick patio on the Weston road side of the building is in serviceable condition but will need some repair work in the next several years. We have not included money in the budget for any work on the masonry wall or patio at the Weston Road side of the building. The steps on the Weston Road side are in need of some repair and we have included a budget for that work. The patio and walk at the rear of the building is in need of repair. The proposed handicap accessible walk will replace the existing walk which will address that issue. We have included some money in the budget to repair the existing patio.

The asphalt parking is in poor condition and needs to be replaced. Overall the site needs a general clean-up, repair or replacement of the masonry patio, walks and walls. Our plan is to expand the parking area to create a total of 7 parking spaces including one HC Accessible parking space with the correct signage and an accessible walk to a new entrance into the building.

**Building Exterior:** The exterior walls of the building are mostly wood siding with brick chimneys, wood shingle roof, copper gutters, wood shutters and trim. The chimneys are in need of repair, and there are some minor exterior repairs required, but generally the exterior is in good condition. All three chimneys will need to be rebuilt from the roof up and the two in the main house need to be rebuilt from the attic floor up. We have included this work in our budget.

Some of the exterior stairs have handrails but they do not meet the current code requirements. Several of the stairs do not have railings so they will need to be added for code and safety reasons. The design of these will need to be approved by the Historic Commission.

Overall the exterior of the building is in good condition.

**Garage:** The detached garage is not in very good condition, and I would consider removing it if we can get Historic Commission approval to do so. If it is to remain, the broken and missing windows need to be replaced, the interior cleaned out, new lighting installed, the exterior painted and new garage doors installed. Our budget includes minimal repair work on the garage and I believe would cover the cost of demolition if that is the decision that is made.

**HVAC:** The existing HVAC system is older and if the town is going to occupy the building, the equipment should be replaced. The proposed new system includes three hydro-air variable speed air handlers, three exterior ground mounted, SEER 18 condensing units with new refrigerant lines, new condensation lines, three programmable thermostats and a new oil fired boiler. The fuel source will remain the two existing oil tanks in the basement.

**Electrical:** Overall the electrical is in good condition but some work is required. The panels in the basement should be replaced because many of the breakers are doubled up which is potentially a safety issue. We have also included money in the budget for lighting along the new walk to the Town Hall parking area.

48 Norfield Road, Weston CT

**Roof:** The roof is a wood shingle roof with a small flat roof section that is a single ply membrane roof. All roofs have recently been replaced and are in good condition. Wood roofs do require maintenance and should be cleaned and sealed every 5 years.

**Interior:** The interior of the building is generally in good condition. The left (north) wing was renovated in the 1980's for law offices and is more up-do-date. The floors are wood except for in the bathrooms and back entry areas. The walls are a combination of wood, gypsum board and plaster. There are two very small toilet rooms on the first floor and two full bathrooms on the second floor that are newer and in good condition. There is one central stair with a railing on one side that does not meet code and will need to be replaced. Code requires handrails on both sides of the stair so this will need to be added. Our budget includes new handrails on the stair and guards/railings on the second floor landing.

**Windows:** The windows in the law office wing that was renovated in the 1980's are newer and can remain as is. The windows in the main part of the house are older so the Town may want to replace these for energy conservation reasons, but this does not have to be done. If they are to be replaced I recommend that they be replaced with new double hung, double glazed divided lite windows and keep the storm windows so as not to change the look on the exterior.

**Structural:**

The structure was looked at by Kevin Chamberlian, P.E. of Destefano & Chamberlain structural engineers. His report is as follows:

One hole was cut in the ceiling of the proposed conference room and we identified 2 ½" x 7 ½" wood joists spaced 16 inches on center. The span is estimated at 15.5 feet. Based on this information, the floor has a live load capacity of 50 pounds per square foot (psf).

The code requires that office space support the following floor live loads:

- Lobbies and first floor corridors: 100 pounds per foot (psf)
- Corridors above first floor: 80 psf
- File, computer, and storage rooms: based on weight of what is going in them. File rooms can often approach or exceed 100 psf. I assume a central computer server room with raised floor would not be needed in this building.
- Other areas: 50 psf
- In addition to floor live loads, a 20 psf allowance for moveable partitions is required for open office environments (probably not applicable here).

Based on these code requirements, if the framing observed in the Conference Room is representative of the entire building, we can infer that general office use without file storage is permissible, but in order to meet the current code, reinforcement of the floor structure would be required under file, storage, and computer rooms, and corridors/lobbies. Reinforcement of a wood framed floor structure would typically take the form of sistering existing floor joists, and adding posts under existing beams to reduce spans. These posts would need to be carried down to the foundation. Such work would require gutting much of the existing building.

**Local Approvals:** The project would require an approval from the Planning & Zoning Commission (8-24 approval) and also from the Historic Commission, although the Weston zoning regulations exempt Town owned property from abiding by their regulations.

48 Norfield Road, Weston CT

Based on conversations with Dave Pattee in the Conservation Department, the project will not require Conservation Commission approval.

Fire Marshal and Building Inspector approvals will be required as part of the permit process. I have met with both officials and incorporated their comments into my report and budget.

**Summary:** Overall the building is in good condition, but as noted would require some work to bring it into code conformance for commercial use. For the use that is proposed by the Town we would need to add parking and access from the site to the parking at the Town Hall site. As discussed with the Town administration most employees would park in the existing parking lot and walk to the building at 48 Norfield Road.

The HVAC system is older and should be replaced with a new energy efficient system as recommended in this report.

The garage is in fair condition and will require some work to fix it up, or at the Town's option demolition should be considered.

An ongoing maintenance program should be established and needs to include:

- HVAC systems
- Water treatment system
- Alarm system
- Painting
- Roof shingles
- Landscaping

**PROGRAM FOR FEASIBILITY REPORT**

May 21, 2016

Alternate A – Administrative Offices

The schematic that has been prepared is based on the following program:

- First Selectman office
- Selectman’s Assistant office
- Town Administrator office
- Finance offices (3 people)
- Employee Breakroom
- Conference room
- Reception area
- Social Services offices (5-6 people)
- Handicap Accessible Toilet
- Five (5) parking spaces

Alternate B – Land Use Offices

We studied the feasibility of the Land Use offices going into 48 Norfield Road, but in my opinion the building does not work as configured for Land Use. Land Use requires more space for files and also requires larger spaces. In addition there are many more members of the public visiting Land Use so we would need additional parking. Lastly Land Use currently has a space for public meetings and this building does not have that space in it. The program that we used for Land Use is as follows:

- Building Department (2 people and visitor counter)
- Planning & Zoning Department (3 people and conference area)
- Fire Marshal office
- Conservation office
- Town Engineer office
- Social Services offices (5-6 people)
- Public Hearing room
- HC Accessible Toilet room

Comparison of ex office size to proposed size

	<u>Existing</u>	<u>Proposed sf</u>
First Selectman	160	225
Selectman’s Assistant office	160	180
Town Administrator	200	195
Finance	200	156
Finance	135	144
Finance	135	144
Breakroom		184
Conference Room		225
Reception		370
Social Services		615

## **BUILDING & FIRE CODE REVIEW**

May 21, 2016

Use Group: The building is currently and most recently used as business on the first floor, residential on the second floor and storage in the basement and attic. Proposed use is for business (office) on the first and second floors with storage in the basement, so it will be a change of use for the second floor. This will require certain code updates.

Building Type: The building is a wood frame building (type 5B in building code). This building type and use group (Business) permits a two-story, 9000 sf building, so the existing building conforms to these code requirements.

Occupant Load: Based on the 3970 sf of finished space, the code allowed occupant load is  $3970/100 = 40$  people for business use.

Site:

Currently the site does not have any accessible parking spaces or an accessible entrance into the building. We have proposed creating both as part of this project.

The railing on the exterior stairs does not meet code so we have budgeted to replace those with new code conforming handrails

Employee Breakroom: The cabinets and sink in the existing kitchen do not meet the code requirements for accessibility so we have budgeted to modify and replace the sink and associated cabinet to meet the code and ADA requirements.

Exit Capacity: The building has 5 exit doors which exceeds the number of doors required. By code, a 32" door has a capacity of 145 people and a 36" door has a capacity of 165 people. The code requires all doors have a minimum clearance of 32" when open. To have 32" clear requires a minimum 34" wide door. All of the existing exit doors, except the one that exits from the kitchen area meet this requirement. Since we exceed the number and capacity of the exits we can leave that one exterior door as is. In addition we are proposing to add an additional exit door for the accessibility entrance.

Interior Stair: The railing on the interior stair does not meet code and needs to be replaced with a code conforming railing system. The code requires a 42" high guard/railing on the stair and second floor landing. The existing railings do not meet this requirement so they will need to be replaced to accommodate this. Code also requires a handrail on each side of the stair, so these needs to be installed.

Egress: Because the only exit from the second floor is an open stair, the local Fire Marshal has requested that an egress window be installed on the second floor. We can meet the egress window requirement by replacing one window in an existing opening. The building code allows one exit for two-story buildings with business use and a maximum travel distance of 75 feet. The building meets these requirements.

Accessibility: The building does not have handicap (HC) accessibility or any accessible toilet rooms. As part of any renovation work, an accessible ramp will need to be added to the exterior along with a HC accessible parking space. One of the toilet rooms will need to be renovated and enlarged.

The cabinets in the kitchen area do not meet the accessibility requirement, mostly due to the height of the sink and countertop. I propose that we remove the existing sink cabinet and install a new code conforming sink and cabinet in its place to meet the accessibility requirement. In addition the building code requires a water cooler be installed in a business occupancy so one will need to be added.

Interior Doors: The existing doors into the previous law offices on the first floor do not meet the clear opening requirement of 32". The doors into the proposed offices in the original section of the building do meet the 32" clear requirement. Based on the scope of work proposed, it is my opinion that the non-conforming doors do not need to be changed, but that decision will ultimately be made by the local building official or my applying to the State for a Code Modification. Most of the hardware on the doors is cylindrical knobs, so I have budgeted to change these to code conforming lever type hardware as required by the building code.

Fire Alarm System: A complete smoke detection and fire alarm system needs to be installed throughout the building, including the basement and attic.

Site:

Currently the site does not have any accessible parking spaces or an accessible entrance into the building. We have proposed creating both as part of this project.

The railings on the exterior stairs do not meet code so we have budgeted to replace those with new code conforming handrails

Code Summary: The significant code related work that would need to be done is:

- Build handicap accessible entry and ramp
- Build handicap accessible toilet room & install water cooler
- Modify the kitchen cabinets
- Replace the stair and landing railings
- Install a fire alarm system
- Change the door hardware

48 Norfield Road, Weston CT



A handrail is required at the steps from the porch to grade



Chimney over the Law Office/ North side wing needs to be re-built from the roof up

48 Norfield Road, Weston CT



Asphalt is in poor condition and needs to be replaced. Garage is on the left in the photo



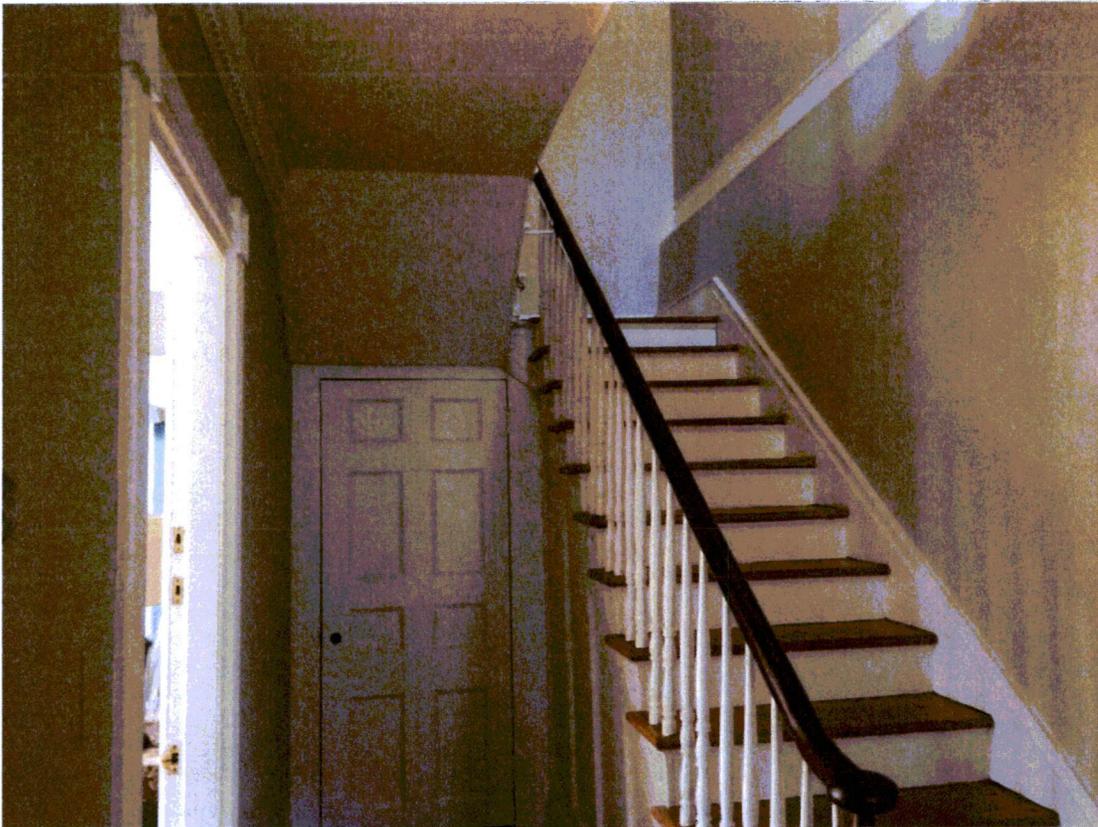
Railings do not meet code and the steps need repair on the Weston Road side of the building



Area to be modified for handicap accessibility with new door and walk



Kitchen cabinet & Sink do not meet the accessibility section of the code



The handrail is too low and a handrail is required on both sides of the stair



48 Norfield Road, Weston CT

Typical first floor space in the original section of the house. These are in good condition



One of the second floor bathrooms. No work required



Electrical panel boxes have many circuits that are doubled up and should be replaced.



Existing boiler

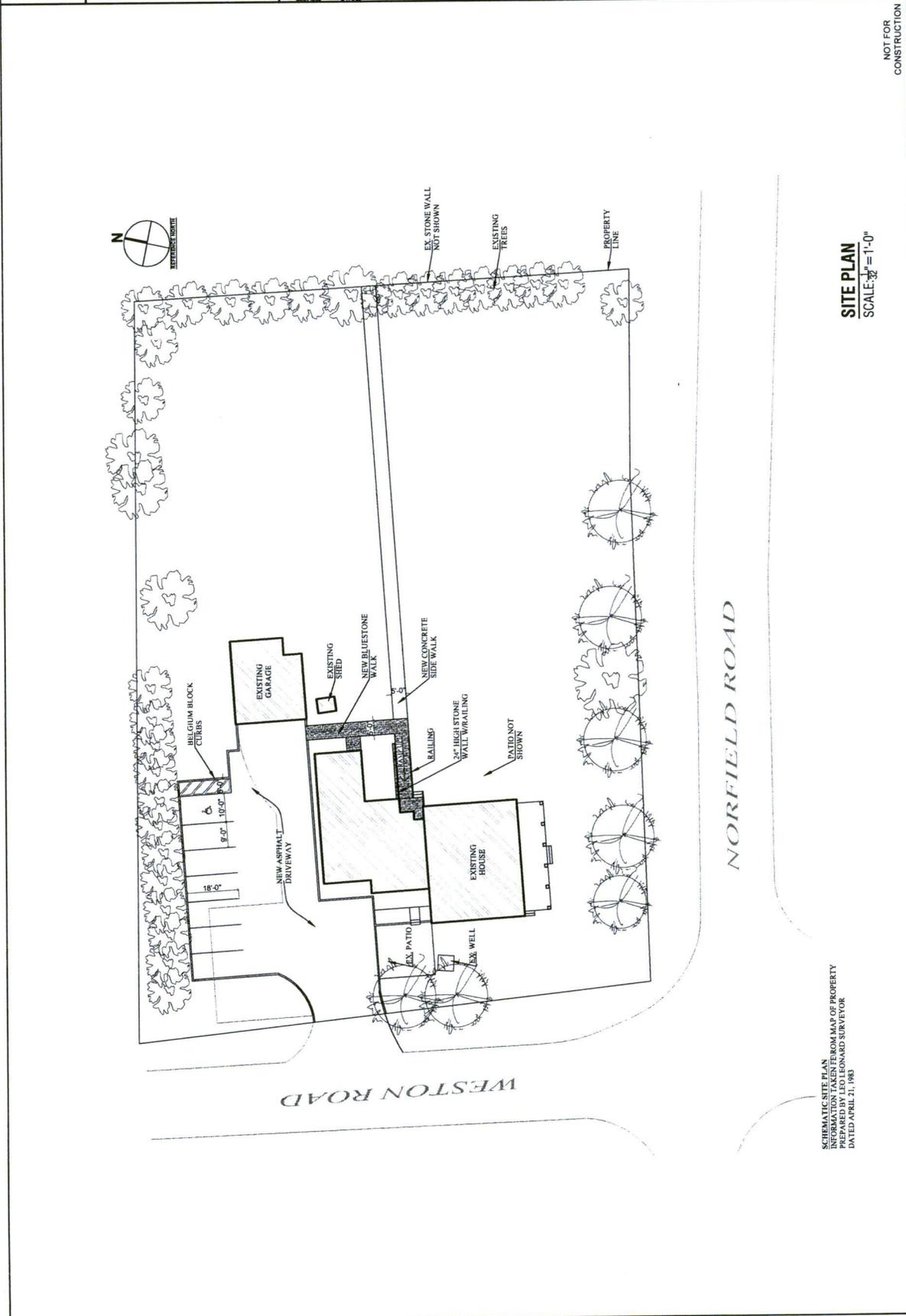


Chimney in the attic needs to be rebuilt. Typical of 2 chimney's



Garage windows need to be replaced

16-# 48 NORFIELD ROAD Weston, Connecticut 06883	S-1.0 NOT FOR CONSTRUCTION	 PHILIP H. CERONE III, AIA, NCARB ARCHITECT 411 Madison Street Fairfield, CT 06424 203.333.2066	DATE: 05/21/16 SCALE: 1/32" = 1'-0"
			DRAWN: [blank] CHECKED: [blank]



**SITE PLAN**  
 SCALE: 1/32" = 1'-0"

SCHEMATIC SITE PLAN  
 INFORMATION TAKEN FROM TAX MAPS OF PROPERTY  
 AND RECORD SURVEY FOR  
 DATED APRIL 21, 1983

