



Annual Maintenance Report: 2007

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Monday, September 17, 2007

Introduction. Knowing that an important part of stewardship is the preservation and conservation of the gifts that have been placed in our care, the Buildings & Grounds Committee is proud to report on its first year of operation in 2007. Our report which follows, presents the maintenance activities for the year and the actions that we have taken to preserve and conserve our resources and property.

We would like to acknowledge all of the men and women of St-Theresa's parish who 'put their shoulder to the task' of the B&G Committee as members or contributors:

Biron, Kyle; contributor	Maxwell, Jim; member
Biron, Emile; contributor	Miller, Larry; member
DeZutter, James; member	Noga, Mike; member
Gaffney, Joe; member	Paxson, Anne; member
Johnson, John; member	Prifty, Fred; contributor
Johnston, PJ; member	Specht, Alan; member
Kinnee, Scott; contributor	Therault, Joe; Chair
Lynch, Diana; member	White, Ed; member
Martin, George; member	

Executive Summary. Following is a summary of the key activities of the operational year.

DATE	ACTIVITY
12 August 2006	Located and serviced septic system. Condition: good.
23 August 2006	Kicked-off the Property Condition Assessments (PCA) for the church and rectory
28 August 2006	Serviced heating systems. Church system requires further maintenance or replacement.
11 December 2006	Presented Property Condition Report to our Pastor and the Finance Cmte.
12 December 2006	PCA Corrective action work begun.
15 December 2006	Site Engineering survey by Ross Associates conducted.
3 January 2007	Invited bids on heating system replacement.
11 April 2007	B&G Cmte selects Wilson Brothers for heating system.
28 April 2007	B&G Spring Clean-Up Weekend.
17 May 2007	AC systems serviced by Advanced Mechanical Systems.
31 May 2007	Wilson Brothers installed new heating system in church.
1 June 2007	Invitation to bid on parking area striping contract.
11 June 2007	Contracted with Bob Kilpatrick to touch-up interior of church and exterior trim.
15 June 2007	Selected Lakeside Line Painting of Westminster to paint the parking lot stripes.
27 July – 3 Aug 2007	Church interior, exterior window trim and cupola painted
30 July 2007	Heating oil vendors invited to bid on pre-buy, price-cap contract with down-side protection for 5500 gallons.
31 July 2007	Contractors invited to bid on contract to clean floors for church, hall and RE Center.
1 Aug 2007	Prepared B&G budget for FY2008
15 August 2007	Juniper Farms was selected to provide heating oil for FY2008.
16 August 2007	Parking area re-striped by Lakeside Line Painting
22 August 2007	Quality Cleaning was selected as Janitorial Services contractor.

Chronology. Following are some of the details of the operational year's key activities. In its plan to manage the parish facilities and property, the B&G Committee first set out to determine the condition of the infrastructure.

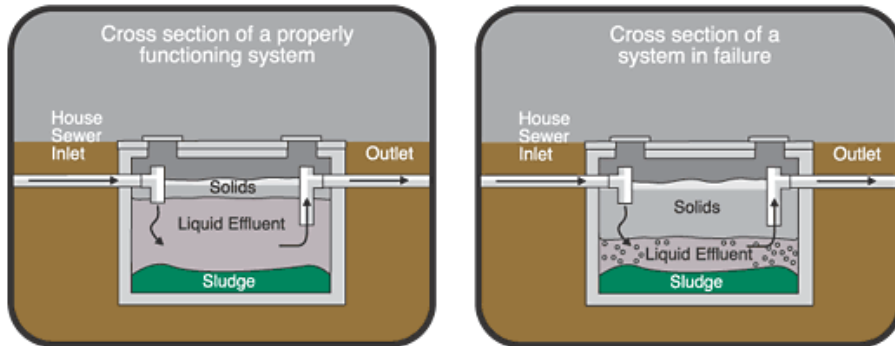


Re-discovered septic system showing outlet, center, inlet access ports (foreground to background) .

August 2006: Septic System. Inquiries were made with the staff and the parish records as to the last time that the septic system had been pumped and cleaned. Neither the records nor the date of the last servicing were known. Moreover, records as to the location of the septic system could not be found. The architect who designed the rectory in 1967 (Lindsay Shives, Still River) was contacted to see if the records of the installation of the septic system still existed. Fortunately, he was able to retrieve the plans from his records. (See attachment 1.) The access ports to the tank were dug out but the distribution box (D-box) was too deep and was not opened for inspection.

12 August 2006: Septic System. Wind River Environmental¹ pumped out and serviced the septic tank. There was about 12-13 inches of crust on top of the effluent and about 12" of sludge at the bottom of the tank. (See illustrations below.) There was no indication that any solids were flowing out of the tank to the leach field. The serviceman attributed the good condition of the septic system (in spite of the length of time since the last servicing) to the fact that church usage of septic systems is largely liquid.

The outlet access port cover was sealed onto the tank and had to be broken to remove it. The service company provided a replacement cover for the broken cover. On recommendation of the service company, some B&G Committee members donated extenders that were installed over each of the tank



© Wind River Environmental

ports to avoid having to dig deep to uncover the access ports the next time that the tank is serviced. The septic system was deemed to be serviceable by the technician. The cost for service was about \$250.

23 August 2006: Property Condition Assessments. The B&G Cmte decided to initiate Property Condition Assessments (PCA) on St-Theresa's church and rectory, first conducting the church PCA. The purpose of the PCA is to assess the condition of the buildings and its infrastructure for the purpose of identifying any discrepancy. Due date for the Church PCA is 31 December 2006.

28 August 2006: Heating Systems. In preparation for the coming heating season, servicing was scheduled with West Plumbing and Heating² for the heating systems in both the church and the rectory. Being relatively new, the system for the rectory was fine but the system for the church had several deficiencies. The church heating system was installed in 1988 and was approaching the end of its Expected Useful Life (EUL). The servicemen found the chimney to be completely blocked with about 10-15 gallons of soot. Also, the heat exchanger was leaking, creating a carbon monoxide hazard. The heavy soot in the chimney and leaking out on the walls, was an indication that the furnace combustion was

very inefficient. A new nozzle and ignition set was installed to improve cleaner combustion. The cost for service was \$130 for the rectory system and \$145 for the church system.

Ruchala Chimney was scheduled to clean both the church and rectory chimneys. Records of the last chimney sweep could not be found.

8 Sep 2006: Heating Systems. Ruchala Chimney cleaned both chimneys (Rectory and Church) and found no problem with Rectory chimney. The church chimney had additional soot accumulated in the 90 degree elbow at the bottom of the chimney. The technician found that the clean-out door was ajar and had been painted over such that the latching mechanism was no longer functional. The door was repaired and closed securely. With the door ajar, the technician noted that the chimney draft was interrupted and caused the build-up of soot at the bottom of the chimney. The chimneys will be scheduled for cleaning every five (5) years. The cost for service was \$270.



Church heating system installed in 1987. Note the soot buildup around burner.

11 December 2006: Property Condition Assessments. The B&G Cmte briefed our Pastor and the Finance Cmte on the results of the Church PCA and recommended a set of remedial actions to take which included the following (see St-Theresa PCR 11.2, 11.3 for a complete listing):

- a. Cupola creates perennial leak and structure may be unsafe (safety)
- b. Parking area requires repair and lines are very faded (safety)
- c. Carpeting in Nave is loose and bubbling (safety)
- d. Exterior needs paint (architectural trim around stained glass windows, cupola)
- e. Heating system may leak CO and is very inefficient (safety)
- f. Electrical and lighting discrepancies (safety)
- g. Entry (front) door does not close tightly

In addition, the B&G had conducted the PCA on the rectory but only had preliminary findings to report on including:

- a. Garage floor critically requires repair (safety)
- b. Front/rear entrances flood
- c. Attic walkway is unsafe (safety)
- d. Window ACs (five) operate on 110 VAC (expensive to operate)
- e. Insufficient number of outlets in rectory (safety)

Our Pastor and the Finance Cmte approved the expenditures for safety-related discrepancies.

12 December 2006: PCA Corrective Actions. B&G Cmte started work on remedial electrical repairs and structural repairs. One of the B&G Cmte members, Alan Specht, a licensed electrician, generously offered to make the repairs for the cost of materials. The west parking flood light which was broken was repaired and replaced. The side entrance emergency power light was replaced and several switches were replaced.



Honeywell RTH7400 7-Day Programmable Thermostat

Our Maintenance contractor, Henry Plumb was given the tasks to assess the structural integrity of the cupola given the internal exposure to water and the elements. He was also asked to adjust and/or repair the front entrance door to correct the large gaps in the door to conserve our utilities. The contractor determined that the cupola is structurally sound and fixed the door to reduce the size of the gap to about 1/8".

Also, our 'pro bono' electrician, Alan Specht replaced the two (different) AC thermostats and the heat thermostat in the church

with a single thermostat that controls all three units over a 7-day program. The other heat thermostats (hall, library and side entrance) were replaced with the same programmable thermostat. If the thermostats are manually set and later not returned to their previous (unattended) settings, the thermostat will automatically return to its programmed settings at four preset points during the 24-hour period, typically 6AM, 12AM, 6PM, and 12PM. The setpoints for heating/cooling have been set to 55/85 for unattended periods and 68/74 for attended periods.

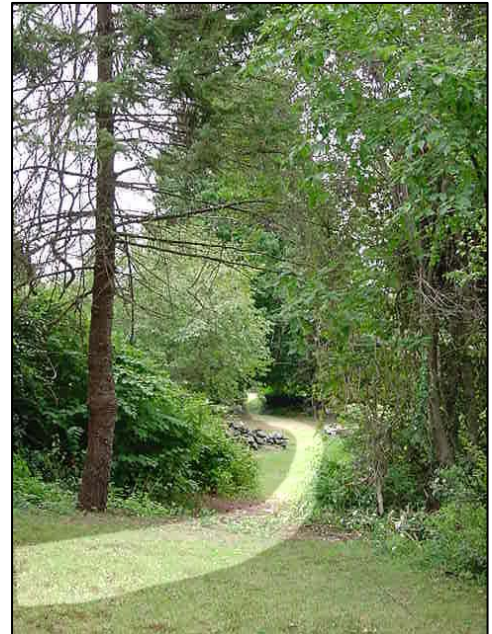
The total cost of all electrical parts including the thermostats was less than \$200.

15 December 2006: Site Engineering. As approved by our Pastor and the Finance Cmte, the B&G Cmte contracted with Ross Associates (Dan Wolfe) to evaluate the southern half of St-Theresa's lots for wetlands. Ross determined that wetlands exist based on the composition of the soil and the type of vegetation. They also said that even if the source of water (town storm water pipe) were removed, the wetland would continue flowing. However, the flow of water through the storm water drain pipe stopped in June and did not flow for the entire summer even in times of rain. As a result, the area went completely dry. Further work was stopped and the remaining site engineering work was deferred until a decision is made regarding the site. Cost of the engineering work was about \$600.

3 January 2007: Heating System. Four (4) heating system contractors were invited to bid on a contract to replace the church heating system. The contractors included West Oil, Ayer Oil, Advanced Mechanical Systems and Wilson Brothers.

11 April 2007: Heating System. B&G Cmte met to review heating system contract bids and to select the winning vendor. Wilson Brothers was selected as the low-bidder for a very efficient Buderus system at about \$8,000. The highest bid was about \$13,000 for a Buderus system configured with additional outside temperature monitoring equipment for better efficiency.

28 April 2007: B&G Spring Clean-Up Week-End. The call for the work detail was sent out and many parishioners and members of the B&G Cmte responded. The tasks included (1) clearing a path from the school parking lot to St-Theresa's grounds for the school children coming to Religious Education classes, (2) pruning the bushes around the church and the



Children's Path to St-Theresa... a convenient walking path between the Bromfield school campus and the parish grounds.



Buderus 'Logano' G215 Heating System with Becket Burner

rectory that are too close to the buildings, and (3) inventorying all of the storage areas as a first step to begin the process of cleaning out our storage areas and converting junk to cash. The work detail accomplished all objectives.

17 May 2007: AC Servicing. In preparation for the cooling season, the two church AC units were serviced by Advanced Mechanical Systems. Several return appointments had to be scheduled to finish the servicing either because of scheduling errors or the serviceman did not perform the required checks. The cost for servicing was about \$350.

31 May 2007: Heating System. Wilson Brothers installed the new Buderus heating system in the church. The effort took two days. Although all lines were extensively purged, some lines (particularly the Zone 1 line) may require additional purging

because of the multiple paths in the zone and because of the large size of the pipe which makes elimination of air in the line difficult. The inspection by the Fire Department was completed in July.

1 June 2007: Parking Area. Parking area line painting contractors were contacted and invited to bid on the re-stripping of the church parking lot. Three bids were received.



One of the few architectural details that survived the vinyl covering of the church are the stained glass window frames which were peeling and cracked with exposed wood. These are now freshly painted.

11 June 2007: Church Interior and Exterior Touch-Up Paint

We contracted with Bob Kilpatrick as sole source to paint and touch-up the interior of the church and the exterior trim around the windows and the cupola. Kilpatrick was selected because of the parish's prior experience with the fine painter and his competitive labor rate.

15 June 2007: Parking Area. Selected the contractor to repaint the striping in the parking lot.

All bids were in the \$600-700 range. Lakeside Line Painting of Westminster was selected and scheduled for some time in August before the Religious Education program begins for the new school year.

27 July – 3 August 2007: Church Interior and Exterior Touch-Up Paint

The job to paint the interior of church and some of the exterior was begun. The interior woodwork was not all done, only touched-up but all wall and ceiling surfaces were completely repainted. The B&G Cmte had not made any arrangements to move all of the furniture out of the sanctuary and so, the painters were delayed in starting their work after everything was moved out. An important

part of this task was painting the exterior architectural trim around the stained-glass windows and the cupola. In both of those areas, the paint had completely peeled off and a lot of wood was exposed. We do not believe that any rotting had begun. The cost of the contract was about \$8690.

30 July: Heating Oil. The B&G Cmte invited bids from twelve (12) local heating oil vendors for a pre-buy, price-cap contract with down-side protection for 5500 gallons.

31 July 2007: Janitorial Services Contract. Three contractors were briefed on the Janitorial Services contract for floor cleaning and were invited to submit their bids for this contract.



Cupola, like new!

1 August 2007: FY2008 Budget for Operations and Maintenance. As requested by our Pastor, the B&G Cmte will be responsible for managing and setting the budgets for the accounts listed in the following table:

1601	Capital Expenses: Church
1602	Capital Expenses: Rectory
1603	Capital Expenses: Hall
1604	Capital Expenses: RE Center
1605	Capital Expenses: Parish Office
7107	Church Expenses: Custodian Services
7114	Church Expenses: Repairs & Maintenance
7123	Church Expenses: Property Maintenance
7207	Rectory Expenses: Custodian Services
7214	Rectory Expenses: Repairs & Maintenance
7307	Parish Hall Expenses: Custodian Services
7314	Parish Hall Expenses: Repairs & Maintenance
7407	RE Center Expenses: Custodian Services
7414	RE Center Expenses: Repairs & Maintenance



Relics of an active parish... inventoried by the B&G Cmte during the Spring Cleanup Weekend. The committee consensus was to select Quality Cleaning and Building Maintenance because their rates are significantly less than the others and, aside from being bonded and insured, their staff is CORI'ed. If our Pastor and the B&G Chair determine that their work is acceptable, the decision should be made to select that vendor for FY2008.

16 Aug 2007: Parking Area. Lakeside Line Painting painted the stripes on the parking lot. The job took about four hours. Additional lines were added to some designated 'No Parking' areas and a few arrows were added to highlight the one-way clockwise direction through the parking area. The cost of the contract was around \$700 for about four hours of work.



Landing strip? or St- Theresa's parking area? The ONE-WAY arrows leave no doubt as to the correct clockwise direction of the parking area traffic.

22 Aug 2007: Janitorial Services Contracts. Quality Cleaning was selected as the Janitorial Services contractor and will start immediately to clean the carpet and linoleum floors in the church, hall and RE facilities. The annual cost of the service will be under \$5000. Also, a set of janitorial tasks (facilities and grounds) were contracted with Henry Plumb for FY2008.