

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, OCTOBER 20, 2014  
7:00 P.M.**

**APPROVED**

**SELECTMEN PRESENT:** Ballantine, Cebula, Hughes, LaMantia, McManus

**OTHERS PRESENT:** Town Administrator Christopher Clark, Chief Mason, Deputy Chief Farrenkopf, David Spitz, Carolyn Carey, Amy Usowski, Kathy Green, Jane Fleming, and others.

**MEETING CALLED TO ORDER** at 7:00 p.m. by Chairman Ballantine.

Chairman Ballantine stated that the Board had just come out of Executive Session where they discussed collective bargaining strategy with regard to the Police Superior Officers contract.

**WEEKLY BRIEFING**

Carolyn Carey outlined upcoming events at the Community Center. Deputy Chief Farrenkopf noted that it is Fire Prevention Week and described educational activities conducted associated with this.

**PUBLIC COMMENT/ANNOUNCEMENTS**

Peggy Rose announced that the Milton Welt mural was not saved. She thanked the committee members and Mr. Welt's children and all those who helped. John Bangert, Laura Kelley, Carol Bergh and Roberta McDonnell all expressed concerns about Nstar chemical spraying. Chairman Ballantine said he would place the item on an upcoming agenda.

**CONSENT AGENDA**

A. Minutes – October 6, 2014 Executive Session

Mr. Hughes moved approval of the Consent Agenda and the recommended action thereon. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

**PUBLIC HEARINGS/PRESENTATIONS** *(Not earlier than 7:00 P.M.)*

A. Annual Meetings:

1. Conservation Commission

Jane Fleming provided the annual report of the Conservation Commission.

2. Real Estate and Open Space Committee

Kathy Green provided the annual report of the Real Estate and Open Space Committee.

**OLD BUSINESS**

A. Inter-Municipal Agreement with Chatham – *discussion and possible vote*

The Board had a general discussion regarding the draft Inter-Municipal Agreement with Chatham including timing of payments, capacity, permitting, operation and net costs. No action was taken.

B. Albro House Re-use Plans – *discussion and possible vote*

David Spitz outlined the attached plan. Chairman Ballantine requested the expenses for the Albro House for the past 4-5 years. Mr. Hughes stressed the need to check into whether there is insulation in the building. He noted that we will be limited on how much we can rent as he expects that the Youth Counselor will be staying and the Veteran's Agent will likely move in when it is ready. Ms. Cebula noted that the report doesn't address the foundation, the status of the electrical wiring, the plumbing and pipes, or the bathrooms and she questioned if anyone has assessed these. Mr. Hughes questioned the status of the septic system. Mr. Spitz said he would check back with Mr. Libby on these questions. Mr. Gunderson commented that depreciation should be taken into account and he noted that the 2<sup>nd</sup> floor isn't ADA accessible. Mr. Clark said we can make reasonable accommodations available on the first floor or rent to people who don't have public visitors. He noted that this wasn't designed to be a private sector venture. Ms. Cebula remarked that this isn't any more information that they had last year. Mr. Hughes responded that he thinks they did a good job putting this together as we had nothing last year and this wasn't meant to be the end result tonight but rather it should be built on. He added that some thought should go into the garage and he questioned if we should knock it down or make parking. Mr. Hughes said he applauded what they have done so far. Mr. McManus discussed the life expectancies of items and suggested using hardwood instead of carpeting. Mr. LaMantia stated that it is going to cost \$50,000 to \$100,000 every year to maintain the building and we have to decide if the project is worth doing. Mr. McManus argued that it would not cost that much to maintain after the repairs are made. Chairman Ballantine said we aren't going to make money on it but we should know our costs so we can make a rational decision. It was agreed to bring this item back with some clarification.

## **TOWN ADMINISTRATOR'S REPORT**

Mr. Clark stated that the Monomoy Regional School Committee has voted to turn the Middle School building over to the Town effective September 1, 2014. He reported that we have received a Notice to Proceed from state on the \$400,000 grant for Muddy Creek. Mr. Clark stated that there will be an internal posting per the collective bargaining agreement for the Lieutenant's vacancy at the Police Department and he will bring forward a plan for filling the Chief's position in the next few weeks.

## **ADJOURNMENT**

Mr. McManus moved to adjourn at 8:58 p.m. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel  
Recording Secretary

## ALBRO HOUSE BUSINESS PLAN

October 16, 2014

### Building Renovations

Sean Libby has done a preliminary cost estimate of interior building renovations:

Item Description	Estimate source	FY - 15
Remove cracked plaster and replace with sheetrock. @ \$4.00 Per square foot.	Local contractor	\$19,000.00
Remove and replace carpet with industrial medium grade carpet with pad.	RS Means	\$12,000.00
Remove peeling wallpaper, prepare walls for paint with one primer and two finish coats.	RS Means & local contractor	\$13,500.00
Upgrade panel to 200amp service and add outlets to each office	Homewyse & local contractor	\$13,500.00
Replace gas fired boiler with new energy efficient model	local contractor	\$12,000.00
Replace Water heater		\$1,000.00
		\$71,000.00
	x20% est prevall wage	\$85,200.00

This cost may be broken down into two components for financing purposes:

Utilities – \$31,800 total cost @2.0% over 10 years	-	\$ 3,471 annual payment
Ceiling, walls, floor - \$53,400 total cost @2.0% over 5 years	-	\$11,107 annual payment
Total interior renovation cost	-	\$14,578 annual payment

Exterior renovations benefit the Harwich Center Historic District and funds have been requested from the Community Preservation Committee. This cost is not included in this business plan.

### Operating Expenses

Annual operating expenses for electricity, gas, water, pest control and alarm service were reviewed. Some costs were comingled with other buildings, and it was difficult to verify expenses solely for the Albrow House. The highest cost, by far, was for gas; and Sean Libby believes that costs may be reduced with interior renovations.

Preliminary estimate of operating expenses	-	\$ 4,000 per year
<u>Total Expenses</u>	-	\$18,600 per year

### Rental Income

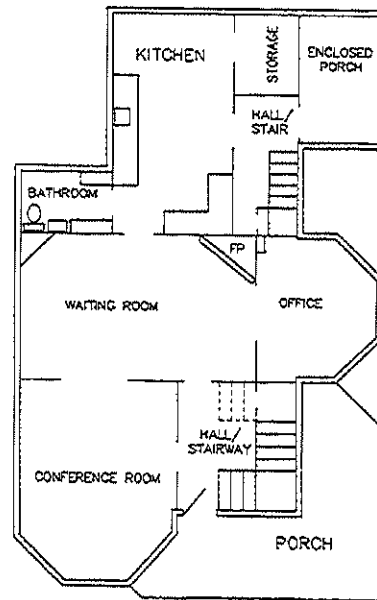
The current plan is to use the Albrow House for a wellness center, available either for town government use (Youth Counselor) or rented to private or non-profit entities. The analysis for this business plan assumes that all available space is rented. Five rooms (three upstairs and two downstairs) are available for office space. Consideration was given to conversion of the kitchen into a sixth office, but that is not being done at this time. A central waiting room downstairs will be available for clients of all five offices.

This plan assumes an annual rental rate of \$15 per square foot.

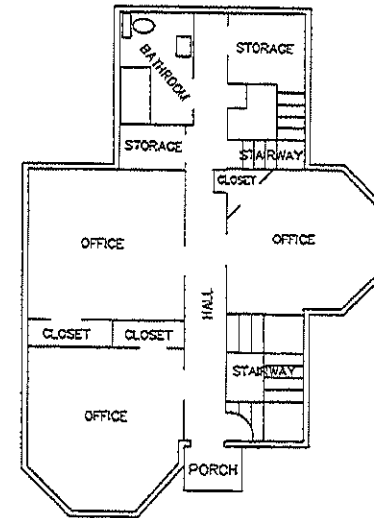
Room 1, downstairs, 252 sq. ft. @ \$15	- \$ 3,780 per year	(available)
Room 2, downstairs, 143 sq. ft. @ \$15	- \$ 2,145 per year	(available)
Room 3, upstairs, 210 sq. ft. @ \$15	- \$ 3,150 per year	(available)
Room 4, upstairs, 182 sq. ft. @ \$15	- \$ 2,730 per year	(Town use)
Room 5, upstairs, 156 sq. ft. @ \$15	- \$ 2,340 per year	(rented)
Waiting room, prorated among 5 offices, 260 sq. ft. @\$15	- \$ <u>3,900</u> per year	(partially rented)

<u>Total Income</u>	\$18,045 per year
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# ALBRO HOUSE FLOOR PLAN



FIRST FLOOR



SECOND FLOOR

**TOWN OF HARWICH  
ENGINEERING DEPARTMENT**

732 MAIN STREET  
HARWICH, MA 02645  
Tel: (508) 430-7508

DESIGNED BY: RMC	HORIZONTAL SCALE: 1" = 10'-0"	NO.	DATE	REVISION
DRAWN BY: RMC	VERTICAL SCALE: NONE			
CHECKED BY:	DATE: 08/14/14			
APPROVED BY: RMC	PROJECT NUMBER: 11-018			

ALBRO HOUSE FLOOR PLAN

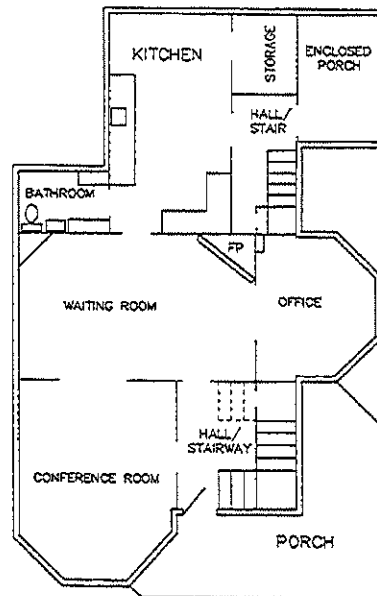
HARWICH, MASSACHUSETTS

PLAN VIEW

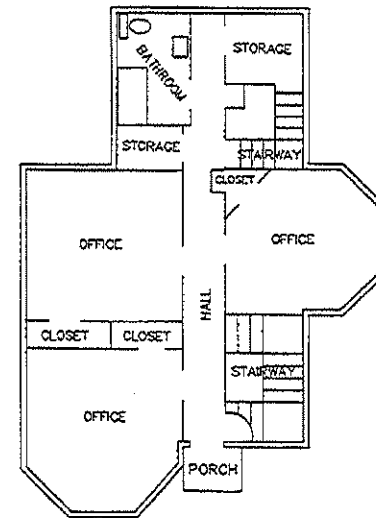
SHEET  
NUMBER

1 OF 1

# ALBRO HOUSE FLOOR PLAN



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SECOND FLOOR

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ENGINEERING DEPARTMENT

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	08/14/14			
APPROVED BY: RMC	PROJECT NUMBER: 11-018			

ALBRO HOUSE FLOOR PLAN

HARWICH, MASSACHUSETTS

PLAN VIEW

SHEET  
NUMBER

1 OF 1

			#530900
			Other Tech
			Services
	Date		9,000.00
		National Grid (Albro)	13.59
		Sprague (Albro)	9.17
Aug		Sprague (Albro)	9.88
		Nstar (Albro House)	22.31
		National Grid (Albro)	14.23
Sept		Nstar (Albro House)	19.29
		Harwich Water (Albro)	228.97
		National Grid (Albro)	13.13
		Sprague (Albro)	14.42
Oct		Nstar (Albro House)	19.85
		Sprague (Albro)	34.67
		Terminix (Albro)	120.00
		National Grid (Albro)	17.85
Nov		Sprague (Albro)	143.13
		National Grid (Albro)	83.98
		Nstar (Albro House)	29.09
Dec		National Grid (Albro)	176.92
		Sprague (Albro)	315.71
Jan		National Grid (Albro)	245.80
		Seaside Alarms (Albro)	129.00
		Sprague (Albro)	656.66
		Terminix (Albro)	120.00
		Nstar (Albro House)	24.15
Feb		Seaside Alarms (Albro)	372.00
		Sprague (Albro)	405.87
		Harwich Water (Albro)	66.22
Mar		National Grid (Albro)	198.61
		Nstar (Albro House)	20.21
		National Grid (Albro)	190.46
April		Sprague (Albro)	134.22
		Terminix (Albro)	120.00
May		Nstar (Albro House)	17.69
		National Grid (Albro)	34.68
		Sprague (Albro)	47.82
June		Nstar (Albro House)	17.35
		Sprague (Albro)	16.96
		National Grid (Albro)	83.34
		<b>TOTAL EXPENDED</b>	<b>4,323.19</b>
		<b>REMAINING BALANCE</b>	<b>4,676.81</b>

## CAPITAL PROJECTS REQUEST

1. Department: PLANNING

2. Date Prepared: September 25, 2014

3. Contact Person: David Spitz, Town Planner

Phone #: 508-430-7511

Email Address: dspitz@town.harwich.ma.us

4. Project Title: Exterior historic renovations and interior revisions for the Albro House

6. Purpose of Project Request Form:

Add a new item to the program

5. Department Priority:  

Sequence: 1

7. Location: Albro House, Main Street, adjacent to harwich Town Offices

8. Description: Exterior - paint entire structure in historic period colors; upgrade accessible ramp; remove northeasterly enclosed shed and replace with period appropriate open porch. Interior - remove plaster and replace with sheetrock; remove wallpaper and paint walls; upgrade electrical service, gas fired boiler and water heater.

9. Justification and Useful Life: The Albro House is one of the most important structures in the town's only historic district. Historic restoration of the exterior will assist revitalization efforts on Main Street. Interior renovations will allow modern office use by Town entities or lease to appropriate organizations.

10. Requested Cost Estimates for:

	2016*	2017*	2018	2019	2020	2021	2022
\$	135,000.00						

If your estimate is indexed for inflation, indicate adjustment percentage (%) use Not used

Multi-Phase Project: Yes or No      How many years to complete? 1 year      Reliability of Cost Estimates: Strong, Average, Weak

No

1 year

Average reliability.

11. Project Cost Summary:

Property acquisition:	
Planning / Engineering / Legal:	
Construction:	135,000.00
Furnishings / Equipment:	
Contingency / Other:	
<b>TOTAL COST:</b>	<b>\$ 135,000.00</b>

12. Recommended Method of Financing:

Taxes / Current revenues:	
Grants:	
Finance - Lease / Bonds:	
Capital reserve:	85,000.00
Other: CPC	50,000.00
<b>TOTAL FINANCING:</b>	<b>\$ 135,000.00</b>

13. Net Impact on Operating Costs (+ or -):

Direct Operating Costs

Personnel: # of employees:	
Personnel: Full Salary/Benefit	
Purchased services:	
Materials and supplies:	
Equipment purchases:	
Utilities:	
Other:	

Indirect Operating Costs

Fringe benefits:	
General administrative costs:	
Other:	

**TOTAL OPERATING COSTS: \$ -**

14. Net Impact on Municipal Income (+ or -):

Taxes:	
Other Income/Grants:	
Gain or loss from sale of replaced asset:	
<b>TOTAL IMPACT ON INCOME:</b>	<b>\$ -</b>

Reserved:

Committee Sign-Off:

Town Administrator Sign-Off:

COC Sign-Off:

\*Individual sheet p/vehicle. Provide Fleet schedule with anticipated replacements.



**Town of Harwich – Community Preservation Committee  
2014 CPA Project Funding Request Application**

**For  
2015 Annual Town Meeting**

**Project Funding Request Application – Fiscal Year 2014-2015**

Submitting Organization: Historic District and Historical Commission (HDHC)

Submission Date: September 30, 2014

Project Manager: CPA Category: Historic Preservation  
David Spitz, Town Planner  
732 Main Street  
Harwich, MA 02645  
508 430-7511  
dspitz@town.harwich.ma.us

Town Committee or Board: Historic District and Historical Commission

Second Contact Person: Gregory Winston, Chair, HDHC  
gregorywinston@gmail.com

**Project Title:** Albrow House – Exterior Restoration

**Project Amount Requested:** \$50,000

**Project Description:**

Exterior restoration of the Albrow House is proposed to return the building to its historic appearance. That work, coupled with interior renovations to be funded by other sources, will establish the building as a fully usable town asset. The building continues to be used by the Harwich Youth Counselor. A non-profit organization has been renting one upstairs room since spring 2014. The Town Administrator is exploring relocation of departments such as Veterans' Services that are currently housed in the Town Offices. The town is on a firm path to retain the building as a town asset either for its own departmental use or rented to appropriate counseling or other compatible uses.

The HDHC has thoroughly explored period-appropriate building exterior finishes and has selected a multi-colored scheme from the "Historic Colors of America" palette (see attachment). A search of the CPA Projects Database indicates more than a dozen projects involving exterior painting with historic colors. As one example, a 2010 project entitled "North Amherst Library Rehabilitation" is described as "restoring the historic, multi-color exterior paint scheme, as well as some minor repairs and insulation work".

The exterior form of the Albro House is historically accurate with two exceptions. The attached shed at the northeast corner was constructed at a later date, and this proposal will replace it with a period-appropriate porch. Research by HDHC has determined the size and appearance of the porch. The second historic "inaccuracy", the entrance ramp, is necessary to meet accessibility requirements. We explored relocating the ramp to the northeast door to improve the appearance of the front of the Albro House, but excessive interior costs for accessibility made this idea impracticable.

**How does this project fit into Harwich's Local Comprehensive Plan and/or other plans?**

Two sections of the Local Comprehensive Plan refer to the historical significance of Harwich Center – Cultural Assets (page 14) and Villages (page 25). Brooks Museum and the First Congregational Church anchor the historic village at the west end, and a restored Albro House will help Brooks Free Library anchor the village at the east end.

The year 2000 "Harwich Center Initiative" Report remains the strongest plan for the future of Harwich Center. Among its "Specific Positive Attributes" (page 6) are "Potential structures for reuse including old Harwich Recreation and Youth Commission building and the Albro House".

**How does this project help preserve Harwich's Character?**

The requested funds will be used to restore the exterior of the Albro House, a historically significant structure from the early 20<sup>th</sup> century. This building is situated within the Harwich Center Historic District which is on the National Register of Historic Places. Preservation of the distinct architectural style of the Albro House will help as a model for restoration of similar historic buildings in the District and elsewhere in town.

**Estimated Start Date:** June, 2015

**Estimated Completion date:** November, 2015

**Other Commissions/Boards/Committees/Organizations with involvement:**

Board of Selectmen

**Have they reviewed and responded to this application:**

The Town Administrator, Chris Clark, has provided direction on future use of the Albro House. All proposed interior and exterior work assumes that the Albro House will go forward as a productive Town asset. The current proposal will be presented to the Board of Selectmen for its approval.

**Cost Estimate:** See attached cost estimate.

**Land or Building Acquisition:** None.

**CPC Funds Received for prior years for this project:**

May 2009 ATM, Article 20, \$8,500 CPC Funds approved and expended  
May 2010 ATM, Article 32, \$30,000 CPC Funds approved and expended

**Signature**

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Name

Title

For CPC use

Project Request received on:

Associated Town Committee:

Date(s) reviewed on:

Final Determination:

Approved: Denied: Date:

## Cost Estimate

### Albro House – Exterior Restoration

#### Preparation work and exterior painting:

- Pressure wash entire house to remove mildew.
- Remove all loose paint and sand all areas to blend and even finish prior to priming.
- Caulk all areas where needed to prevent water intrusion.
- Remove all rotted wood where needed and replace. NOTE: If excessive areas of rotted wood are found, cost estimate may be adjusted.
- Apply 1 coat of primer and 2 coats of finish.
- Remove add-on shed.
- Replace column in front to match existing.

SUBTOTAL: \$30,000

#### Construction of new 7' x 17' porch to replace shed:

- Porch footings (3)
- Porch joists
- Decking, 2x6 (119 square feet)
- Cedar post/columns (4)
- Stairs
- Balusters (40 linear feet)
- Handrails
- Roof costs (119 square feet)

SUBTOTAL: \$14,000

#### Accessible ramp:

SUBTOTAL: \$2,500

#### Contingency:

SUBTOTAL: \$3,500

TOTAL: \$50,000