MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, APRIL 15, 2014
7:00 P.M.

APPROVED

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

OTHERS PRESENT: Town Administrator Christopher Clark, Sheila House, James Atkinson, Joe McParland, Gerry Loftus, David Purdy, Lou Urbano, Jeremy Gingras, Eileen Brady, Patty Smith, Anne Stewart, Greg Winston, Leedara Zola, John Stewart, and others.

MEETING CALLED TO ORDER at 6:55 p.m. by Chairman LaMantia.

Chairman LaMantia reported that the Board had just come out of Executive Session where they discussed contract and real estate matters.

WEEKLY BRIEFING

Ms. Cebula read a proclamation honoring Mr. Loftus for his service to the Town. The Board thanked Mr. Loftus for his consistent and loyal service and he received a standing ovation from the audience.

PUBLIC COMMENT/ANNOUNCEMENTS

The Board took comments on the Route 124 project from Anne Stewart and from Lou Urbano on policy for maintenance of Town-owned properties.

CONSENT AGENDA

A. Approve minutes
   1. March 24, 2014 Regular Session
   2. March 31, 2014 Regular Session
B. Approve application by Harwich Cranberry Festival to hold Beach Day at Red River Beach on September 6, 2014
C. Approve 2014 Seasonal General License Renewals as recommended
D. Approve new application for Common Victualler License by Viera LLC d/b/a Viera Restaurant
E. Confirm appointment of Marie Hickey as Substitute Board Secretary

Mr. Hughes moved approval of the Consent Agenda. Ms. Cebula seconded the motion and the motion carried by a unanimous vote.

OLD BUSINESS

A. Article Review – *discussion and possible vote*

1. #4 – Tax Levy Underride

Mr. McManus moved that the Board of Selectmen take a position of indefinitely postponing Article 4. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

2. #5 – Town Operating Budget

Mr. Hughes moved accept and adopt of Article 5 Town Operating Budget at $30,008,320. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

3. #7 STM – Stabilization Fund

Mr. Hughes moved Special Town Meeting #7 Stabilization Fund at $100,000 accept and adopt. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

4. #8 STM – OPEB Trust Fund

Mr. Hughes moved accept and adopt of Article 8 OPEB Trust Fund of the Special Town Meeting. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

5. #6 – Monomoy Budget

Mr. McManus moved that the Board of Selectmen take a position of accept and adopt on Article 6, the Monomoy Regional School District Budget. Mr. Ballantine seconded the motion. Mr. Clark reported that the amount is $20,216,536. The motion carried by a 3-2-0 vote with Mr. Hughes and Ms. Cebula in opposition.

6. #7 – Cape Cod Tech Budget

Ms. Cebula moved to accept and adopt the Cape Cod Tech Budget in the amount of $1,248,331. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

7. #16 – New Emergency Response Boat

Mr. Ballantine moved to adopt and accept Article 16 Equip the New Emergency Response Boat in the amount of $21,715 from tax levy. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

8. #41 – Albro House Revolving Fund
9. #42 – Albro House Exterior / Phase II
10. #43 – Albro House Interior / Phase I

Mr. McManus outlined the plan (attached). Ms. House noted that therapists have inquired in the past about space in the Albro House. She commented that it is in disrepair so it is difficult to show the building to potential tenants. Mr. Winston said that as Chairman of the Historic District Commission it is embarrassing if this Town building can't be maintained. He commented that Harwich Center was once a vibrant village and they shouldn't have to beg to

maintain a building that is municipally owned. He stated that if we could get some general maintenance done we could probably get some people who would be pleased to have an office there. Mr. Hughes pointed out that there are no funding sources for any of the articles. He stated that he doesn't think the Town should be in the business of renting out space to private companies and if there is a government or Town need for the building we should identify it. He noted that the electrical system needs to be brought up to code and that the plan is too late. Eileen Brady said either way something has to be done and if the building is to be used for municipal purposes or to attract tenants it needs to be brought up to code. She stressed that it should at least be made safe for the employees. Mr. Ballantine said he doesn't think there is a downside to establishing a revolving fund. Ms. Cebula said she wants Town Counsel opinion on whether we can rent space to outsiders as the Town Meeting article in 1967 authorized the use of the building for future expansion of Town Hall and in 2013 it was transferred to the Board of Selectmen for municipal purposes. She noted that none of the costs associated with the Facilities Manager's assessment are in the plan and she questioned if there has been an ADA assessment. Mr. McManus stated that we should take pride in the buildings we have and it's an embarrassment that this has gone on so long. Mr. Hughes said it should probably be on the capital plan and Ms. Cebula agreed. Mr. McManus responded that this is no surprise to anyone and now that it has become a little more comprehensive they are saying it should go through the seven year wait on the capital plan which he stated is outrageous. Mr. Ballantine moved to accept and adopt Article 41 Albro House Revolving Fund. Mr. McManus seconded the motion and the motion carried by a unanimous vote.

Mr. Hughes moved Article 42 Albro House Exterior / Phase II indefinite postponement. Ms. Cebula seconded the motion and the motion carried by a 4-1-0 vote with Mr. McManus in opposition.

Mr. Hughes moved Article 43 Albro House Exterior / Phase I indefinite postponement. Mr. Ballantine seconded the motion and the motion carried by a 4-1-0 vote with Mr. McManus in opposition.

11. #44 – Use of the West Harwich School

Mr. Hughes moved indefinite postponement of Article 44 Use of the West Harwich School. Ms. Cebula seconded the motion and the motion carried by a unanimous vote.

12. #54 – Charter Amendment – Ch. 3, §7 Prohibitions

Mr. Ballantine moved to indefinitely postpone this. Mr. McManus seconded the motion. The Board heard comments from Mr. Urbano. The motion carried by a 3-2-0 vote with Mr. Hughes and Ms. Cebula in opposition.

13. #73 – Compensating Balance Agreement

Mr. Hughes moved to accept and adopt Article 73 Compensating Balance Agreement. Ms. Cebula seconded the motion and the motion carried by a unanimous vote.

14. #74 – Liability Tidal/Non Tidal Rivers

Mr. Hughes moved to accept and adopt Article 74 Liability Tidal/Non Tidal Rivers. Ms. Cebula seconded the motion and the motion carried by a unanimous vote.

15. #75 – Herring Fisheries

Mr. Hughes moved to accept and adopt Article 75 Herring Fisheries. Ms. Cebula seconded the motion and the motion carried by a unanimous vote.

16. #1 STM – Zoning Amendment – Definition

Planning Board Chairman James Atkinson outlined the article. Mr. Hughes moved to accept and adopt Special Town Meeting Article 1 – Zoning Amendment – Definition. Ms. Cebula seconded the motion and the motion carried by a unanimous vote.

17. #2 STM – Medical Marijuana

Planning Board Chairman James Atkinson outlined the article. Ms. Cebula moved to accept and adopt Special Town Meeting Article 2 Medical Marijuana. Mr. McManus seconded the motion and the motion carried by a unanimous vote.

18. #3 STM – Flood Plain Amendment

Planning Board Chairman James Atkinson outlined the article. Ms. Cebula moved to accept and adopt Special Town Meeting Article 3 Flood Plain Amendment. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

19. #4 STM – Purchase of Land for Open Space

Mr. Ballantine moved to take a position of accept and adopt on Article 4 of Special Town Meeting. Mr. Ballantine seconded the motion and the motion carried by a 4-0-1 vote with Ms. Cebula abstaining from the vote.

20. #6 STM – Snow and Ice Deficit

Mr. Hughes moved to accept and adopt Article 6 of Special Town Meeting, Snow and Ice Deficit, in the amount of $345,000 out of free cash. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

21. #10 STM – Iron and Manganese Removal Facility

Mr. Clark asked to hold Article 10 of the Special Town Meeting so he could put together more financial information and the Board agreed.

22. #12 STM – Public Access to Bay View Beach

Mr. Hughes stated that this article is in conflict with what we are trying to get done to resolve the situation. He moved to indefinitely postpone Article 12 of Special Town Meeting, Public Access to Bay View Beach. Mr. Ballantine seconded the motion and the motion carried by a 4-1-0 vote with Mr. McManus in opposition.

NEW BUSINESS

A. Request for approval for Regulatory Agreement relative to Oak Street housing project and approve fee waiver for town fees for this project – *discussion and possible vote*

Ms. Zola outlined the request (attached). Mr. Ballantine moved to reduce the fee by 50% rather than waive it so that it is consistent with what we have done with other non-profits. Mr. Hughes seconded the motion. After discussion Mr. Ballantine modified his motion to reduce the fees by half for the Town fees with the exception of the Board of Health and with the services that are contracted out. Mr. Clark recommended that the motion be consistent with the Building Commissioner's recommendation letter (attached) and Mr. Ballantine agreed. The motion carried by a unanimous vote. Mr. McManus moved approval of the Local Initiative Program Regulatory Agreement and Declaration of Restrictive Covenant for Ownership Projects relative to the Oak Street housing project. The motion carried by a unanimous vote.

B. Request for use of the Affordable Housing Fund to run the Buy-Down Program

John Stewart outlined the request (attached) and took questions from the Board. Ms. Cebula move to use the Affordable Housing Fund to support $27,600. Mr. McManus seconded the motion and the motion carried by a unanimous vote.

TOWN ADMINISTRATOR'S REPORT

Mr. McParland reported that the Middle School Repurpose Committee voted 4-3 not to accept the one applicant they had for the Middle School bid. The Board agreed to put this item on the next week's agenda for discussion. Mr. McManus asked Mr. Clark to ask the Town Administrator about the propriety of him participating in discussion as he is an abutter.

Mr. Clark reported that the Town has reached a conditional agreement with the Downey's to purchase the property for $825,000.

ADJOURNMENT

Mr. Ballantine moved to adjourn at 9:25 p.m. Ms. Cebula seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary

2014 Seasonal General License Renewals

Emulous E. Hall
Halls Karts, Inc.
9 Sisson Road
Harwich Port, MA 02646
Weekday Entertainment - Go Carts
Sunday Entertainment – Go Carts
April 1, 2014 – October 31, 2014
9:00 a.m. to 11:00 p.m.
Noise level not to exceed licenses premises.

Arvaam LLC
Harwich Antiques Center
10 Route 28
West Harwich, MA 02671
Junk Dealer

Gary Sawin
Port Peddlar
547 Route 28
Harwich Port, MA 02646
Junk Dealer

Robert E. Marceline
This Is It
306 Pleasant Lake Ave.
Harwich, MA 02645
Junk Dealer

Albro House
Proposed Use and
Renovation Plan

Background

Albro House was built in 1894 and is named after Harry B. Albro, the second owner of the house. Mr. Albro fought in WW I and was the editor of the Harwich Independent. After WW II Mr. Albro served as Harwich's first Veterans Service Agent. Mr. and Mrs. Albro left the property to Miss Smith and Miss Billings.

The land and building were bought by the Town in 1967 from Ms. Smith and Ms. Billings for a price of $25,300. The purchase of the property, containing the house and garage situated on a lot measuring roughly 100' by 460' comprising 1.38 acres, was authorized by Town Meeting in March of 1967 for future expansion of town hall. In 1995, under article 31, the town in order to clear title to the property did file an order of taking by eminent domain.

Albro House was one of the unique architectural resources cited in the Historic District Study Report leading up the the formation of the Harwich Center Historic District and the district's listing as not only a local and state but also a federally recognized historic district

Albro House functioned as the Council on Aging facility for the years before the Community Center was built. For a number of years the building housed the School Dept. Early Childhood Program and Community Learning Program staff as well as the Harwich Youth Counselor. On the completion of the Elementary School Project, the school staff were relocated. Initially the Finance Committee asked to establish an office in the building but that intent never jelled. With the passing of David Palmer, longtime chair of the Historical Committee the Historical and Historic District Commission has maintained files and records there and for a time held meetings in the front room until the ceiling collapsed. In addition to the Youth Counselor and the Historic District Commission records the building also hosts the meetings of the Sea Scouts.

Property Description

Albro House, built in 1894, follows the Queen Anne style of residential architecture with the characteristic front facing gable , asymmetry of the front façade, patterned shingling and columned open porch. The building contains a unfinished basement housing utillities, first floor containing 1,591 sq. ft., second floor containing 1250 sq. ft. and an attic. A description of the physical conditions of the building is attached in the report from the Towns Building Maintenance Director.

In discussions with the Youth Counselor, she felt there was no need to retain the kitchen space as a kitchen. That being said the building would lend itself to several configurations for use. The second floor spaces could be organized in two or three therapists offices. The first floor could be organized into two separate offices or one larger office suite with a Common meeting room.

Proposed Future Uses

The Youth Counselor has proposed the following mission statement for the future use of Albro House: "The mission of Albro House is to provide a central location that would bridge the gap between community and social services. Increased utilization of this facility would cover the costs of annual operation while full use of the building would provide additional revenue for major maintenance and improvement of Albro House."

The attached sketches provide two alternatives for use of Albro House. Use of the upstairs rooms (apart from the Youth Counselors office and use) is anticipated to be on a fee for use basis by therapists. Over the years the Youth Counselor has fielded this request from a number of practitioners. Many therapists make use of a number of part time offices in different locales to be more convenient to their client base.

The first floor could be in one large office or several small offices. It could have a common meeting area or not. These are issues that the market will have to determine. The first floor also provides a resource to house additional staff in close proximity to town hall should the need arise. One potential for this will be as we move along in Waste Water Planning, it may become necessary to provide a better office space for our Waste Water point staff, currently our Natural Resources Director.

Rental Income for these uses are compiled on Table 1. For revenue assumptions I have used the recommendations of the Youth Counselor and a local realtor which are attached. For part time therapy use the rate is $10/hour, for office space I have taken the mid point of the recommendation, 10.00/ft./yr. At a conservative use rate of one office at 8 hours a week, the therapy space would raise $4160 per year. If a single office suite of 750 sq. ft. is rented it would raise $7500. Total for this scenario would be $11,660.

The above does not recognize any revenue for town use of the space for the Youth Counselor.

Table 1. Potetial Rental Income

Upstairs Counseling Office- 8 hours/week x 52 weeks x $10/hour =	$ 4,160
Down stairs office Suite- 750 sq. ft. @ $10/sq. ft. =	7,500
Total Income	$11,660

Operating Expense

In reviewing past payments for the operations of Albro House during 2013-14, the cost of utilities, maintenance services and insurance is $7,210 and is detailed in Table 2.

Table 2. Operating Expense

Gas, Electric and Water-	$ 3,370
Maintenance Services- alarm, pest	860
Insurance	2,880
Total	$ 7,210

Going forward on operating expenses we can expect heating cost to reduce with the completion of the storm window replacement project. This year the building was without storm windows for the majority of the heating season. Additional reductions can be expected as the wood sashes are rehabilitated and when additional insulation is placed in the attic and the heating unit is replaced with a higher efficiency boiler.

Capital Maintenance

Recent capital maintenance projects include the replacement of the roof in 2011 (phase1) and the replacement of the storm windows this year (phase 2). These first two phases were accepted and funded as the first two of three phases by the Community Preservation Committee. The third phase, restoration of the buildings exterior, has been rejected by the Community Preservation Committee.

Attached is the maintenance work up completed by our Maintenance Director. Much of the report details needs of the garage. Other than the recent storage of the new storm windows awaiting installation and the snow blower and some old files from the school department, which had been damaged beyond readability, the garage serves very little purpose. A decision to demolish it and replace it with a smaller shed for the snow blower and other maintenance tools and supplies used around town hall should be considered rather than rebuilding.

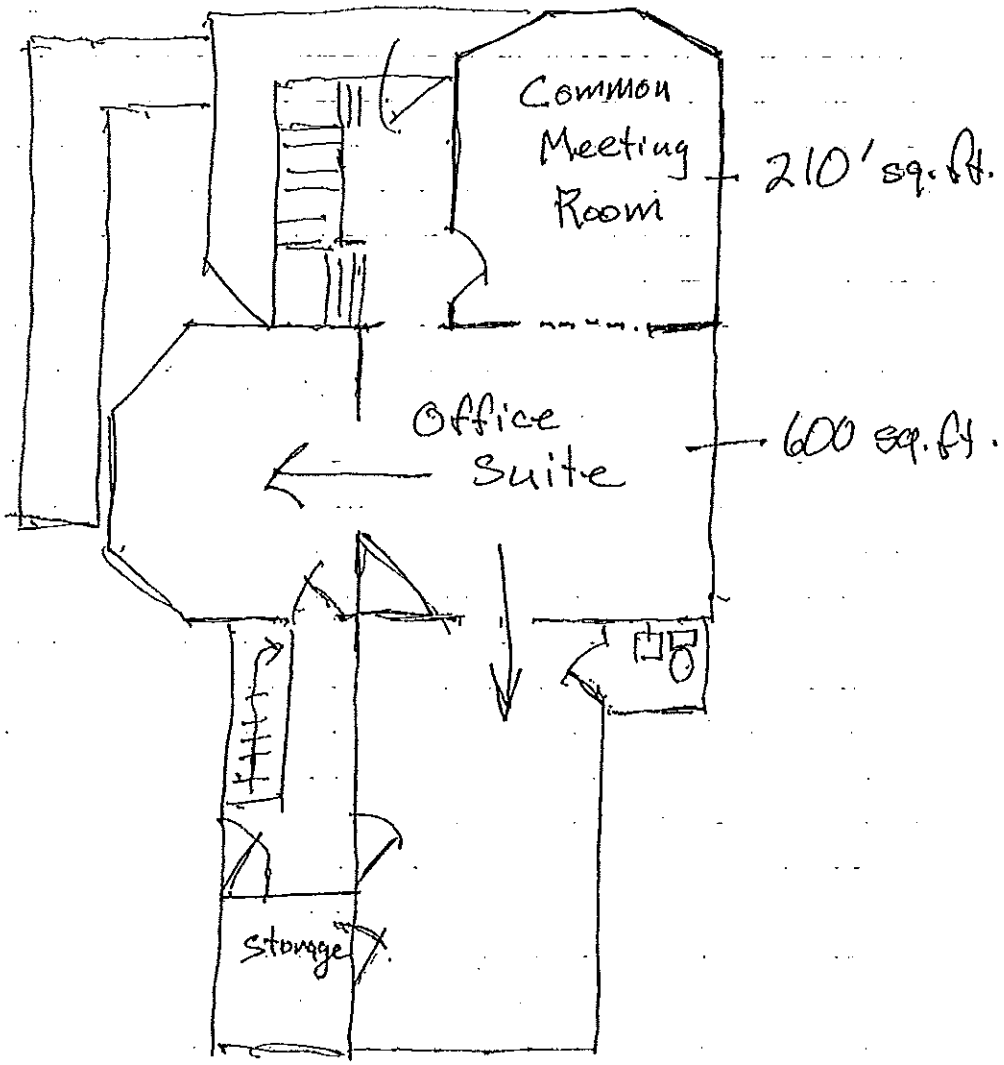
The Maintenance Directors report recommends repairing/replacing deteriorated exterior trim elements and repainting the exterior of the building in FY 15 before additional exterior and interior damage occurs. He also recommends that some repair work be done to ensure the safety of the ramp and handrails. On the interior he recommended work includes repairing the ceilings where plaster has fallen due to lack of exterior maintenance. The Maintenance Directors estimate of this work is $23,960. Inclusion of additional attic insulation sooner rather than later is recommended to positively affect operating expenses for heating.

In future years, replacement of the carpeting and heating plant are high priority items. Items such as interior painting are prime activities for the Sherriff's department work program. That program has done a wonderful job on the interior of Brooks Academy at a substantial savings.

Conclusions

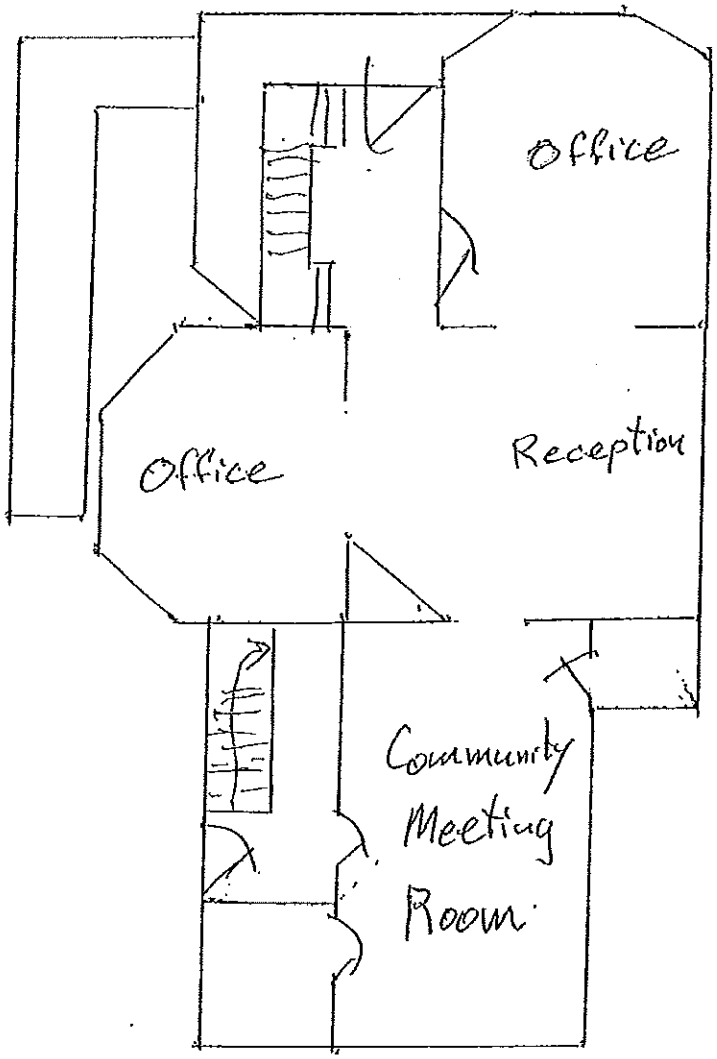
Developing spaces in Albro House for rental as offices has the potential for providing a revenue stream to pay for operating and capital expenses of the building. There is also benefit to the Town of having additional office space near to Town Hall for any additional needs for office space that may arise. Establishment of the revolving fund will provide a place to receive new revenues that then can be utilized to make the incremental improvements to maximize revenue potential from surplus space.

Moving ahead with the Maintenance Directors recommendations of making necessary exterior and interior repairs is desirable. Continued effort should be placed in locating a source of funding for this work of completing the historic restoration of the exterior and water damage to interior ceilings.



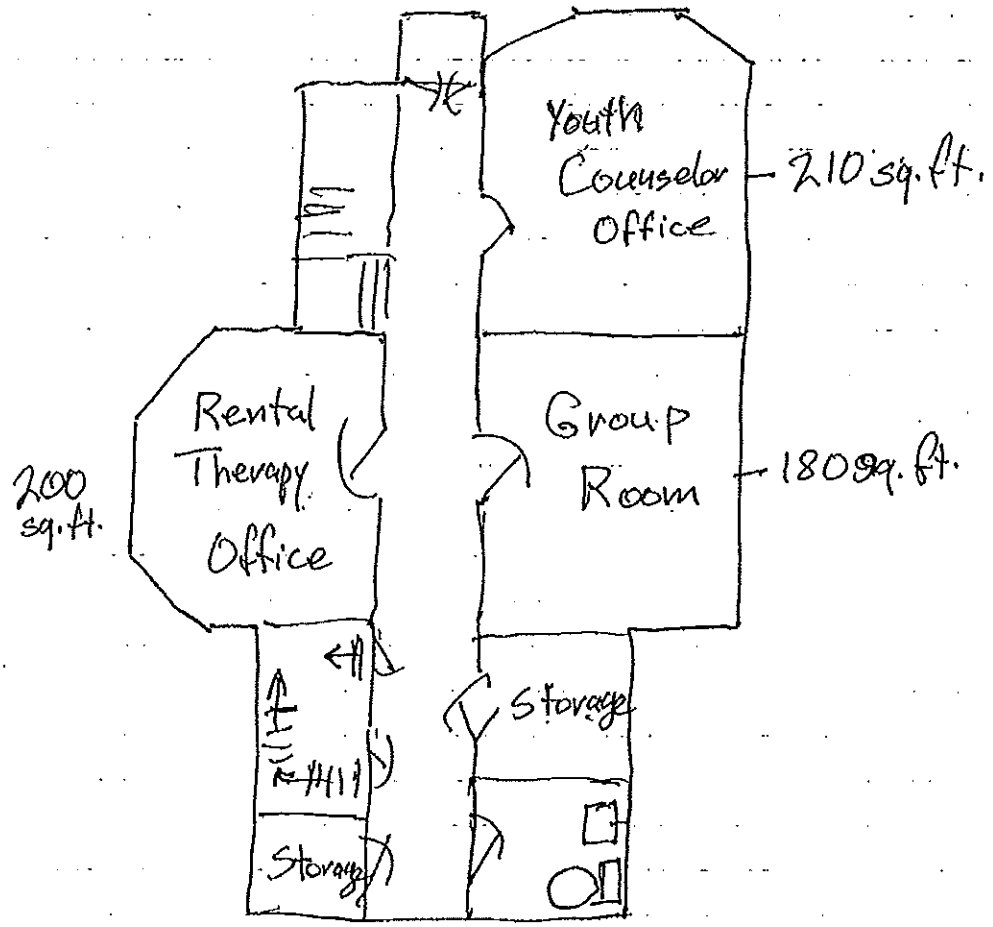
1st Floor

Alternative A



1st Floor

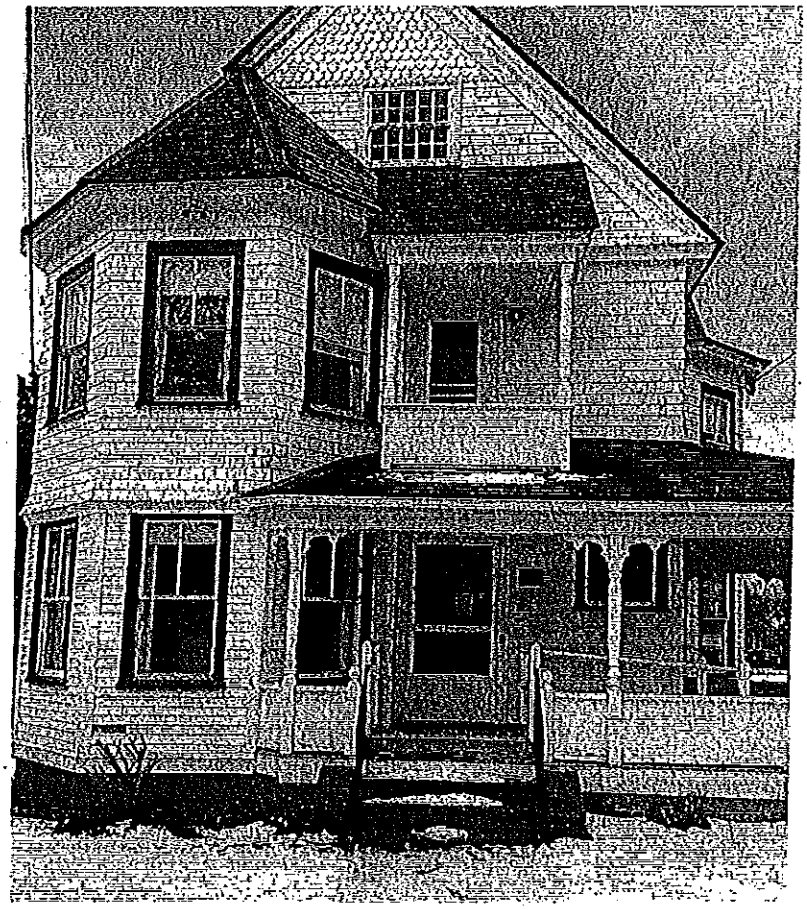
Altenative B


Youth Counselor Office
210 sq. ft.
Rental Therapy Office
200 sq. ft.
Group Room
180 sq. ft.
Storage
Storage

2nd Floor

Albro House

728 Main Street



February 2014

General Description

2874 sq ft wood frameconstruction built in 1900 which the town aquired in 1995. This facility currently supports the youth counselor and the services she provides. There is also an agreement with the Sea Cadets for their use in meetings and training.

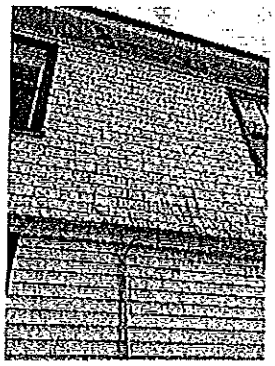
During the time that the town has occupied the building there have been projects to upgrade the electrical, install a new roof and some minor cosmetic repairs.

Currently there is an active contract to install storm windows and frames. This contract was developed by the town engineering department and windows were provided to the contractor.

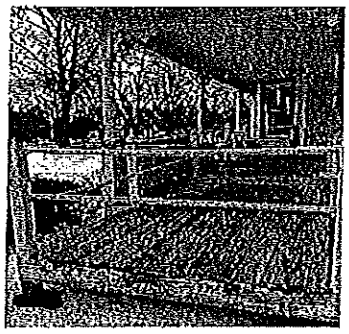
Building Exterior

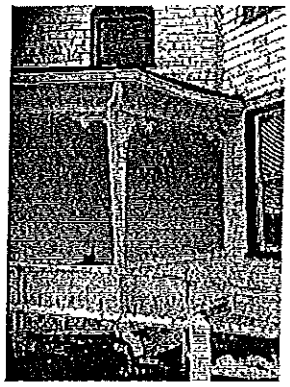
The exterior of the building has a clapboard wood mixed with wood shingle covering. The majority is in good condition but in need of minor repairs and paint for protection. There was no indication of any rot or softening wood. Peeling paint has exposed the wood throughout and which should be painted ASAP to prevent damage.

The soffit and fascia board are also exposed and show some sign of wear. This should be planned for replacement within the next few years.



The front porch is still is usable condition and meets ADA requirements. A maintenance check and repair should be done to ensure decking is secure with no nails protruding after the winter. Ramp Railings are not continuous and is beginning to bow so will need replacement. Gutter and down spout needs to be repaired or replaced and secured better to prevent future damage. Every effort should be made to preserve the historical design as this is the main focal point from the street.

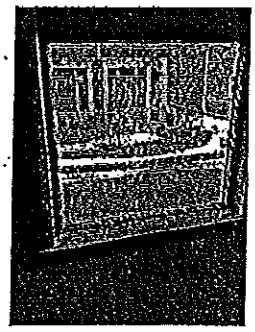




Building Envelope

There are many areas for air and moisture intrusion and or conditioned air to escape. This is primarily due to the age and technique of construction. The type, thickness and grade of insulation for the exterior walls is unknown. The walls and ceilings in most rooms are constructed of wood frame with a lath and plaster interior finish.

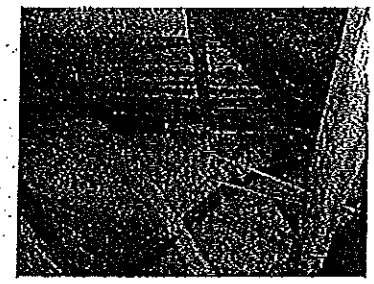
With the completion of the storm window install the outside air intrusion should improve dramatically.



All of the sash windows are single pane with a desperate need of attention. Many of the windows are locked in place with a screw and will need repairs to the weights for proper operation. Recommend a project to repair and upgrade windows to double pane. When this project is underway there should also be an inclusion to insulate around the window frame. According to what I've been tild, this has been previously identified, presented and approved.

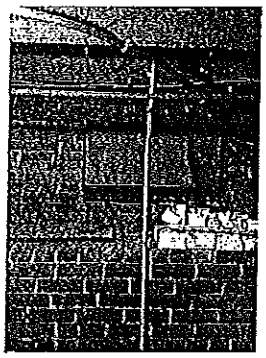
The cedar shingle roof is fairly new having been completed in the spring of 2011. There were no observations of leakage or deterioration.

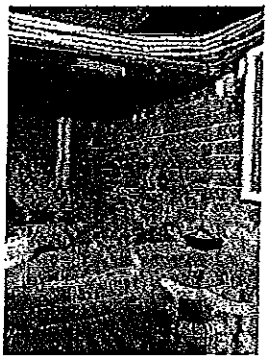
The blown in cellulose insulation for the attic is old and has compressed to an average depth of 3 inches. This gives an approximate R value of 10 which could be improved with more depth.



Basement

Brick and block original foundation walls in good condition. There is some sign of wear in the mortar however no structual concerns were noted. Both of the windows are missing glass panes and have tempary repairs to block rodents and the elements. Some housekeeping needs to be done to keep the utilites accessible.





Storage room

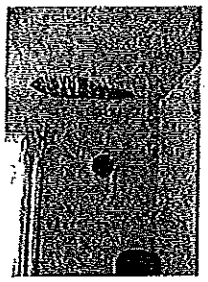
The storage room is a newer addition that is attached to the east wall. It is well insulated and other than housekeeping to ensure a 2nd available means of egress no discrepancies were noted.

1st Floor

Front Foyer is 7'x11'6" carpeted with wall paper covering over lath and plaster walls. The lower section of the wall is Wainscot with hardwood in good condition. Flooring is carpeted and like the rest of the building has outlived its life expectancy. It is reported to be almost 30 years old.

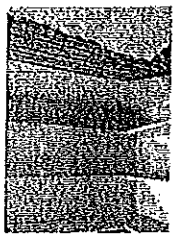
The main living room is 16'8" x 12'4" which has a fireplace that looks to be in excellent condition but the condition of the chimney is unknown. The wall paper is intact and not peeling. Carpet needs to be replaced.

Sea Cadet meeting room is 16'8" x 13' and needs a complete cosmetic overhaul. The wall paper is peeling and torn in numerous spots. The plaster ceiling is separating from the lath. There is a current plan to place sheetrock over the plaster.



Bathroom is in good condition with no visible signs of water damage.

Kitchen area is carpeted which is worn, recommend replacement with VCT tile Ceiling needs repair after sewage line replacement from the 2nd floor bathroom.



Pantry ceiling plaster is separating from lath. Plans are in place to cover with sheetrock. There is a heavy draft in this room from the lath exposure and the single pane window. Walls and shelving need paint.

Stairwell leading upstairs has flaking paint throughout. Because of the age of the house this could be lead based paint. The flakes should be tested to determine if the house needs to be remediated or if it can be painted over. The plaster walls are cracked and separating from the lath.

2nd Floor

Room one – Counselor's office. 15'x13'. Ceiling stained but not damaged from water infiltration in the attic. Needs carpet and paint.

Room two – 12'x13' with a 2'x6' closet. Needs carpet and paint. Ceiling was re-done with 1'x1' tongue and groove acoustic tiles.

Hall closet 3x5' with peeling wallpaper – No carpet.

Hallway 3'x37' Wallpaper peeling in various locations. Carpet is worn and needs to be replaced.

Room 3 on (R) 13'7" x 12'5" octagonal. Ceiling tiles are stained but still good condition, can be painted for aesthetics. Needs carpet.

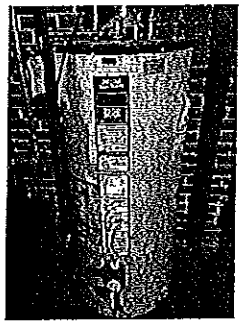
Bathroom would be operational when septic line is repaired. The room requires some painting and could use some upgrading of fixtures for aesthetics.

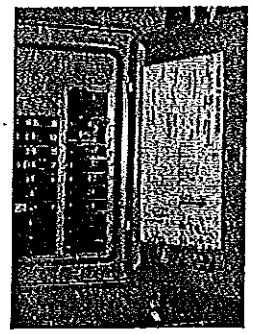
Utilities

Boiler – Gas fired boiler with the last known inspection dated 1997. Age of the boiler is unknown. There are signs of water leaking from the manifold and heat exchanger. The system is not currently leaking most like does when it is cold.

Water heater – Gas fired 40 gallon tank manufactured in 1989. Good condition but should probably be flushed due to limited use.

Power service – 100 amp service. Panel believed to be installed in June 1995 along with some other electrical upgrades.



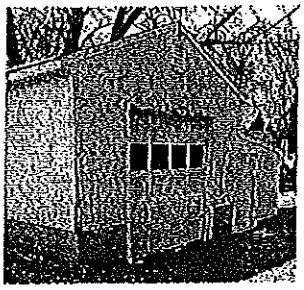


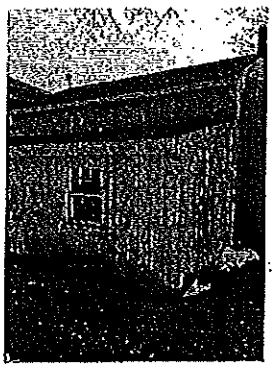
Garage

The garage and attached storage shed is in very poor condition. The exterior trim in many places throughout is either broken or rotting. The roof shingles need to be replaced to include new sheathing. The area over the storage side will require the rafters to be replaced before any sheathing or shingles are placed.

The garage door panels are soft and some have pulled out of the framework. Door is beyond repair and requires replacement.The frame has also began to rot and requires replacement.

The personnel door is wooden which has swollen and warped from exposure to the elements. The door frame should be replaced with the door. Stairs need to be built to make the door accessible.





General observations and opinions

This building has a lot of potential but requires some long overdue maintenance. The current state of condition will only deteriorate further without immediate attention. I would recommend that the priority be on the building envelope. Once the windows are installed and exterior painted the cosmetics on the interior can be planned and budgeted for in future years. Additional costs for the near future would be a replacement for the heating boiler before it fails.

After reviewing some of the documentation from the planning department it appears there is some desire to change the exterior. If this is still the case I would recommend restoring historical appearance by relocating the ramp to the side door and making adjustments to the entrances there to ensure ADA compliance. This would allow a rebuild/repair to the front porch to return the exterior view to the original design. Lastly there was some documentation to remove the garage. I would second this recommendation as it would save the town thousands in repairs to a building that I have not seen used very much for storage.

Another item in the planning office files for future improvements was an estimate for two Trane split unit cooling systems. When we are ready to make this improvement I would not recommend this system. I would rather see a ductless with energy efficient variable refrigerant flow split system heat pumps. This would not only reduce energy costs but also help maintain the humidity within the spaces.

Albro House Item #	Item Description	Estimate source	FY - 15	FY - 16	FY - 17	FY - 18	FY - 19
Exterior							
1	Replace exterior Soffits, Fascia, trim, moldings where wood has deteriorated beyond use and could cause further dame to both the interior and exterior.	RS Means	$2,610.00				
2	Remove loose paint, clean siding, calk all seams and joints, paint with primer and two coats of exterior finish paint.	RS Means	$17,550.00				
3	Repair existing ramp and ensure ADA compliance	RS Means	$2,200.00				
4	Repair Garage structure, replace roof, garage personal door, equipment door and siding. Paint exterior.	RS Means & local contractor	$2,200.00	$5,500.00			
Interior							
1	Remove cracked plaster and replace with sheetrock. @ $4.00 Per square foot.	Local contractor	$1,600.00	$2,600.00			
2	Remove and replace carpet with industrial medium grade carpet with pad.	RS Means			$11,800.00		
3	Remove peeling wallpaper, prepare walls for paint with one primer and two finish coats.	RS Means & local contractor		$6,000.00	$7,500.00		
4	Blown in insulation within attic space	RS Means				$800.00	
Utilities							
	Replace gas fired boiler with new energy efficint model	local contractor		$12,000.00			
			$26,160.00	$26,100.00	$19,300.00	$800.00	

Proposed Mission Statement for the Albro House (future use)

The mission of The Albro House is to provide a central location that would bridge the gap between community and social services. Increased utilization of this facility would cover the costs of running the Albro House while full use of the building would provide additional revenue for maintenance and improvement of the space.

UPSTAIRS-Empty office, approximately 144 square feet

Private therapist, part-time Minimum $10/hour

6 hours x $10 x 4 weeks = **$240/month**

Based on 1-2 days, so if we had an additional clinician, **double the income.**

* There has been interest over the years by therapists who want to rent part-time.
* There was no objection to lack of handicap accessibility upstairs, because they offer home visits to persons with ambulatory issues.
* Clients of these are older than 24 and private pay insurance. Clinicians carry their own liability insurance.

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Cape Cod Associates
REAL ESTATE

566 Main Street Harwich Port MA 02646
508-432-8600 (office) ~ 508-432-8336 (fax)
info@capecodare.com

Experience Matters... *Experience the Difference*

March 17, 2014

To: Sheila House, M.S.
Pages: 1
Re: 728 Main Street Harwich MA The Albro House

Dear Sheila,

It was a pleasure to meet you and view The Albro House.

The first floor space is very nice and would make a good professional office space. The space is easily accessible and assuming good parking with the town parking area behind the building.

The current per square foot price for professional office space is between $8.00 and $12.00 annually. If utilities are included in the price you would be on the higher end of the range. You may also be able to charge a common area maintenance fee also. Everything depends on demand, the more demand – the higher the price. Currently there is not a demand for office space. When demand is low there are certain strategies that can be used to get a good tenant in the space.

Please let me know if you have any questions. Thank you for the opportunity to be of service.

Very truly yours,

Michael Ulrich

R. Michael Ulrich
Realtor/President
Cape Cod Associates Real Estate

changed as to construction or use under a permit shall be occupied or used without an Occupancy Permit signed by the Building Inspector, which permit shall not be issued until the building, structure or premises with its uses and accessory uses comply in all respects with this by-law. A temporary permit may be issued in appropriate cases, and to act fully thereon. Duly seconded.

Action: So voted by standing vote, as amended. A 2/3 vote being necessary, Yes 237 - No 10.

Article 84. To see if the Town will vote to instruct the Selectmen to disburse the funds allocated by the State under the Acts of 1960 as amended by the Acts of 1963, Chapter 672, for aid to Harwich Libraries, in accordance with the customary procedure, and to act fully thereon. By request of the Trustees of Brooks Free Library.

Motion: (Mr. Griffin) To accept and adopt. Duly seconded.

Action: So voted by voice vote.

Article 85. To see if the Town will vote to expend the refunded Dog Tax for the support of the Brooks Free Library, and to act fully thereon. By request of the Trustees of Brooks Free Library.

Motion: (Mr. Griffin) To accept and adopt. Duly seconded.

Action: So voted by voice vote. (The Dog Tax refund is in the amount of $783.44).

Article 86. To see if the Town will vote to raise and appropriate the sum of five hundred dollars ($500.) to purchase, replace, repair and maintain Rogers statues now in or to be added to the collection in the custody of the Brooks Free Library Trustees. By request of the Trustees of Brooks Free Library.

Motion: (Mr. Griffin) To accept and adopt, and that the sum of five hundred dollars ($500.00) be raised and appropriated for this purpose. Duly seconded.

Action: So voted by voice vote.

Article 87. To see if the Town will vote to transfer jurisdiction and control of the land and building known as the old Telephone property, acquired by the Town from David M. Davis under vote of Article 6 of the Special Town Meeting of April 21, 1966 to the Board of Library Trustees and to act fully thereon. By request of the Trustees of Brooks Free Library.

March 1967 Town Meeting

Motion: (Mr. Griffin) To accept and adopt. Duly seconded.

Action: So voted unanimously by voice vote.

Albro House

Article 88. To see if the Town will vote to authorize the Selectmen to purchase for future expansion of the Town Office Building and parking area the land with the buildings thereon bounded and described as follows: On the north by the Old Colony Road (formerly Railroad Avenue); on the east by land of the Town of Harwich; on the south by Main Street; on the west by land of the New England Telephone and Telegraph Company and by land of Herbert E. Hoyt, and shown as parcel number B-8 on Assessors Map number 41 and for this purpose to raise and appropriate the sum of twenty-five thousand, three hundred dollars ($25,300.) to defray the cost of the purchase and expenses incidental thereto and to act fully thereon. By request of the Board of Selectmen.

Motion: (Mr. Griffin) To accept and adopt and that the sum of twenty five thousand, three hundred dollars ($25,300.00) be raised and appropriated for this purpose. Duly seconded.

Action: So voted unanimously by voice vote.

Article 89. To see if the Town will vote to convey to George E. Thurber a certain parcel of land in Harwich Port described as follows: that portion of marshland containing seventy-five (75) square feet more or less, shown as parcel #9 on a plan entitled "Town of Harwich, Plan of Land at Allen Harbor, Harwich Port, Massachusetts, Scale 50 feet to an inch, Benjamin P. Chase, Registered Land Surveyor" said land being a portion of registered land of George E. Thurber under certificate 8263, book 51, page 83—L.C. 12199, said parcel having been taken from said George E. Thurber under Order of Taking adopted on December 9, 1957 under authority of Article 15, of the Special Town Meeting of October 15, 1957 and to raise and appropriate the sum of twenty-five dollars ($25.00) for this purpose and to act fully thereon. By request of the Board of Selectmen.

Motion: (Mr. Griffin) To accept and adopt, and that the sum of twenty five dollars ($25.00) be raised and appropriated for this purpose. Duly seconded.

Action: So voted unanimously by voice vote.

Article 90. To see if the Town will vote to raise and appropriate the sum of two thousand dollars ($2,000.) to be spent under the direction of the Selectmen for the purpose of advertising and promotion in the Town of Harwich, to be

We, Eva M. Smith, being unmarried, of Falmouth, Barnstable County, Massachusetts, and Mabel F. Billinge, being unmarried,
of Harwich, Barnstable County, Massachusetts,
being unmarried, for consideration paid, grant to the Town of Harwich, a municipal corporation within the County of Barnstable, and the Commonwealth of Massachusetts,

with quitclaim covenants
the land and buildings on the Northerly side of Main Street in that part of said Harwich known as Harwich Center, bounded and described as follows:

Commencing at the Southwest corner of the granted premises;

Thence running Easterly by the North side of Main Street to land of the Town of Harwich, ninety-eight (98) feet, more or less;

Thence running Northerly, two hundred and seventy-five (275) feet, more or less; continuing Northeasterly, two hundred (200) feet, more or less, by land of the Town of Harwich, for a total of four hundred and seventy-five (475) feet, more or less;

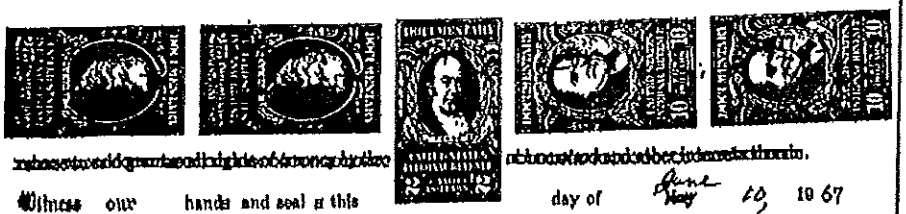
Thence running Westerly by Old Colony Road (formerly known as Railroad Avenue), a Town way, one hundred and five (105) feet, more or less;

Thence turning and running Southwesterly by land of Herbert E. Hoyt, et al, two hundred and sixty (260) feet, more or less, and continuing Southerly by land of the New England Telephone and Telegraph Company, one hundred and ninety-five (195) feet, more or less, for a total of four hundred and fifty-five (455) feet, more or less, to the point of beginning.

Said premises containing approximately 1.38 acres.

For plan see Assessors Plan No. 41 of the Town of Harwich.

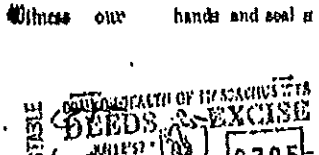
For grantors' title see Barnstable Registry of Probate No. 39153, Estate of Harry B. Albro, and Probate No. 40198, Estate of Mary W. Albro.



release and grant all rights of homestead and other interests therein.

Witness our hands and seal s this June 10, 1967 day of

Eva M. Smith
Mabel F. Billinge



The Commonwealth of Massachusetts

Barnstable, ss. June 10, 1967

Then personally appeared the above named Eva M. Smith and Mabel F. Billinge

and acknowledged the foregoing instrument to be their free act and deed, before me

D. Joseph Bunde
Notary Public

My commission expires April 18, 1970

JUN 12 1967 RECORDED

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

Office of the Board
of Selectmen of the
Town of Harwich

ORDER OF TAKING BY EMINENT DOMAIN OF LAND
IN HARWICH, BARNSTABLE COUNTY, MASSACHUSETTS
BY
THE BOARD OF SELECTMEN
OF SAID TOWN OF HARWICH

We, WILLIAM A. DOHERTY, JR., ALLIN P. THOMPSON, JR., DANA A. DeCOSTA, PETER S. HUGHES and PETER J. LUDDY, the duly elected and qualified Selectmen of the Town of Harwich, a municipal corporation situate in the County of Barnstable and Commonwealth of Massachusetts, pursuant to the authority conferred on us by Vote of the Inhabitants of the Town of Harwich while acting under Article 31 of the Warrant for the Annual Town Meeting duly called and held on the 10th day of May, 1995, and further, under the authority conferred on us by the General Laws, Chapter 79 and Acts in amendment thereof and in addition thereto, and by virtue of every other power conferred on us by law, having duly complied with all the preliminary requirements prescribed by law do hereby ADOPT AND DECREE this Order of Taking and do hereby TAKE by Eminent Domain on behalf of the Inhabitants of said Town of Harwich in fee simple and for the purpose of clearing title thereto, a certain parcel of land in Harwich, Barnstable County, Massachusetts, more particularly described in Exhibit A attached hereto. Meaning and intending to take and hereby taking by EMINENT DOMAIN the rights herein defined in the land delineated on the plan referred to in Exhibit A however bounded or described.

Any trees, buildings or other structures on the land above described are included in this Order of Taking.

JAMES M. FALLA
ATTORNEY AND
COUNSELOR AT LAW
261 MAIN STREET
WEST HARWICH,
MASSACHUSETTS
02671

No betterments are to be assessed in connection with this Order of Taking.

This Instrument of Taking is not intended nor shall it operate to effect an inter-departmental transfer of the land nor any change of the municipal use presently made thereof.

There is excepted from this Order of Taking any easements of record which the Town presently holds its title subject to. Also excepted is any portion of the land title to which is presently in any party holding title by or through a grant from the Town.

The names of the owners, area of taking, and awards, if any, are as follows:

PARCEL NUMBER	OWNER	AREA TAKEN ACRE	AWARD
B-8 Assessors Map 41	Town of Harwich or Owners unknown	1.38	NONE

JAMES M. FALLA
ATTORNEY AND
COUNSELOR AT LAW
261 MAIN STREET
WEST HARWICH,
MASSACHUSETTS
02671

BP:09770-0019 95-07-26 11:17 #036780

IN WITNESS WHEREOF, WE, the undersigned, duly authorized Board of Selectmen of the Town of Harwich have ADOPTED AND DECREED this Order of Taking and caused the corporate seal of said Town of Harwich to be hereunto affixed this 21st day of JULY, 1995.

HARWICH BOARD OF SELECTMEN

WILLIAM A. DOHERTY, JR.

ALLIN P. THOMPSON, JR.

DANA A. DeCOSTA

PETER S. HUGHES

PETER J. LUDDY

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss. JULY 21, 1995

Then personally appeared the above named WILLIAM A. DOHERTY, JR., duly elected Selectman of the Town of Harwich, and acknowledged the foregoing instrument to be the free act and deed of the Town of Harwich, before me,

Notary Public
My Commission expires:
July 23 1995

JAMES M. PALLA
ATTORNEY AND
COUNSELOR AT LAW
261 MAIN STREET
WEST HARWICH,
MASSACHUSETTS
02671

B-8TAK.Doc.

BP:09770-0020 95-07-26 11:17 #036780

EXHIBIT "A"

LEGAL DESCRIPTION

ORDER OF TAKING BY EMINENT DOMAIN ARTICLE 31, MAY 1995 ANNUAL TOWN MEETING

A certain parcel of land together with the buildings thereon on the North side of Main Street in Harwich Center, Barnstable County, Massachusetts being the site of the Albro House, so-called, occupied and used by the Harwich Council on Aging,more particularly described in a deed from Eva M. Smith and Mabel F. Billinge to the Town of Harwich dated June 10, 1967 and recorded at Barnstable County Registry of Deeds in Book 1368 Page 738.

Said parcel contains 1.38 acres more or less and is also shown as Parcel B-8 on Harwich Assessors Map 41.

The street address of said property is 728 Main Street, Harwich, MA.

B-8tak.doc

JAMES M. FALLA
ATTORNEY AND
COUNSELOR AT LAW
261 MAIN STREET
WEST HARWICH,
MASSACHUSETTS
02671

BARNSTABLE REGISTRY OF DEEDS

Habitat for Humanity of Cape Cod

411 Main Street Suite 6 • Yarmouthport, MA 02675 • 508-362-3559
www.habitatcapecod.org

Board of Selectmen
Harwich Town Hall
732 Main Street
Harwich Center, MA 02645

April 8, 2014

Dear Board:

Habitat for Humanity of Cape Cod is pleased to have the opportunity to build seven affordable homes at 1092 Oak Street. This was a privately owned parcel, identified by the Harwich Housing Committee and Town Planning as appropriate for community housing. Habitat for Humanity entered into a purchase and sale agreement and secured acquisition funds from the Harwich Affordable Housing Fund. The Town also worked with Habitat on a Local Initiative Program Application (LIP), which is the first step in a 40B Comprehensive Permit permitting process. Habitat now has received our Comprehensive Permit, has secured construction funding from the Affordable Housing Fund, from the Federal Home Loan Bank Boston Affordable Housing Program, and has a Harwich Community Preservation Grant on Spring Town meeting. Habitat and the Town are also working through the Regulatory documents that are part of the process that preserves the homes as affordable in perpetuity, and is looking forward to starting our infrastructure work.

We are writing to request that town fees, including Board of Health, Building Department, and Fire Department, but not including fees-for-outside services such as Plumbing, Gas, and Electrical be waived for the seven affordable homes and the infrastructure at 1092 Oak Street (see attachment for estimation of applicable fees as well as tax-exempt information). Habitat typically requests that many of the local fees related to construction of our affordable homes be waived by Towns. Such support is important to us in keeping our development costs down and keeping our prices truly affordable. In addition, town fee waivers also help document Town support when we apply to the State through the Department of Housing and Community Developer (DHCD) for designation as a Local Initiative Project (LIP). LIP designation enables the Habitat homes to be placed on the DHCD Subsidized Housing Inventory and counted as affordable.

The Oak Street homes will be sold to qualified families with incomes at or below 60% and 65% of median income, and will be sold with an affordable deed rider to preserve them as affordable housing for the town in perpetuity.

Please let me know if you need any further information from us to consider this request. We are delighted at the prospect of partnering with the Harwich community to address the critical housing needs of local families.

Sincerely,
Leedara
Leedara Zola, Director of Land Acquisition and Permitting

CC: Harwich Housing Committee

Estimation of Applicable Fees – Habitat for Humanity of Cape Cod Inc. – 1092 Oak Street

Building Application Fee - $50 per home

Building Permit Fee (.35 per sq ft plus $5 per $100 for Technology Fee) – range from approximately $360 to $450 per home, depending on square footage.

Shed Registration - $55 per shed

Board of Health - $160 per home

Fire Department - $60 per home

7 homes, fees totaling approximately $5,152

**Note – a waiver has not been requested for fees for plumbing, gas and electrical inspections*

Tax Exempt Status - Habitat for Humanity of Cape Cod Inc.

Habitat for Humanity of Cape Cod Inc. is a 501(c)3 organization. Our Tax ID# is 222900430

TOWN OF HARWICH

Building Department
732 Main Street
Harwich, MA. 02645

Telephone: (508) 430-7506 FAX: (508) 432-4703

RECEIVED
APR 10 2014
SELECTMEN / ADMINISTRATOR'S OFFICE

Memo

To: Chairman, Board of Selectmen

From: Geoffrey S. Larsen, Building Commissioner

Date: April 10, 2014

Re: 1092 Oak Street, Habitat for Humanity request to waive building permit fees

---

Pursuant to the Town of Harwich General Fee Waiver Policy for Non-Profit Organizations, and regarding the requested waiving of building permit fees I respectfully submit the following:

My intention is not to detract from the good work of the applicant but to an appropriate degree point out the code required public safety service provided by the community's Building Department as it relates to important residential projects. Furthermore, as the Building Commissioner anticipating future residential projects proposed by non-profits I would recommend the Board perhaps consider reducing building permit fees as opposed to waiving building permit fees.

One possible Board determination for a specific project would be to require the $50.00 application fee for each detached single family building permit, as well as a percentage of the fee calculated by square footage. This type of contribution to this important project would also help balance the costs of building code required plan review and inspections that public safety demands. Regarding the referenced project, I would suggest that a good starting point for the Board's determination of what a reasonable building permit fee reduction might be is 50%.

Finally, regarding this residential project the Board may consider requiring the Town's $55.00 registration fee for the placement of all proposed accessory structures for each single family dwelling.

Cc: Town Administrator

Harwich
Housing Authority

Telephone: (508) 430-2390
Box 714, Harwichport, MA 02646

January 14, 2014

RECEIVED
JAN 16 2014
SELECTMEN / ADMINISTRATOR'S OFFICE

Board of Selectmen
Town of Harwich
732 Main St.
Harwich, MA. 02645

RE: Request of funds for the Buy-Down Program

To the Honorable Board of Selectmen,

The Harwich Housing Authority is requesting $27,600.00 from the Affordable Housing Fund to cover the Administrative expenses to run the Buy-Down Program. At the May 2013 Town Meeting $75, 00.00 was approved.for use in the Buy-Down Program. There is $70,839 still available from the previous program. This will enable us to assist two families in the purchase of homes.

Attached is a breakdown of expenses.

Thank You,

John Stewart
Harwich Housing Authority