

**SELECTMEN'S MEETING AGENDA\***

*Donn B. Griffin Room, Town Hall  
732 Main Street, Harwich, MA  
Executive Session 5:30 P.M.  
Regular Meeting 6:30 P.M.  
Monday, October 4, 2021*

*\*As required by Open Meeting Law, you are hereby informed that the Town will be video and audio taping as well as live broadcasting this public meeting. In addition, anyone in the audience who plans to video or audio tape this meeting must notify the Chairman prior to the start of the meeting.*

**I. CALL TO ORDER**

**II. EXECUTIVE SESSION**

- A. Executive Session pursuant to G.L. c. 30A, sec. 21(a)(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel
- B. To Review Status of Litigation Involving the Town and strategy with respect thereto, The Chair has determined that discussion of litigation matters in open session may have a detrimental effect on the litigation position of the Town. The following cases will be discussed; Collins, et al. v. Orsini & Town of Harwich Zoning Board of Appeals, et al.; Cuddy, Trustee v. Harwich Planning Board; Cuddy, Trustee v. Town of Harwich, et al.; Ember Pizza, Inc., and Port Restaurant; 3137, LLC, et al. v. Town of Harwich, et al.; Ember Pizza, Inc., et al. v. Town of Harwich, et al.; Ember Pizza, Inc., et al. v. Town of Harwich and ABCC; Hall’s Path Enforcement; Gomes v. Chief of the Harwich Police Department; Jones v. Harwich Board of Health and Town of Harwich; King and James M. Kelly v. Harwich Conservation Commission; King and Kelly v. Walter Diggs et al. and the Harwich Conservation Commission; McCourt, et al. v. Town of Harwich Zoning Board of Appeals, et al.; Novak v. Town of Harwich Conservation Commission; Rego, et al. v. Harwich Zoning Board of Appeals; Stevens Wequasset Trust v. Harwich Conservation Commission; Walsh Brothers Building Company, Inc. et al. v. Harwich Conservation Commission, and Town of Harwich; Watkins, et al. v. Town of Harwich, et al.; Winston and Plunkett v. The Planning Board and the Royal Apartments LLC, et al.; Wise v. Harwich Planning Board; Eldredge, et al. v. Town of Harwich, et al.; Donald V. Holt, III v. David J. Guillemette, Harwich Police Chief; Fratus, Jr. v. Harwich Board of Selectmen; Viprino v. Chief of Police; Viprino v. Town of Harwich

**III. PLEDGE OF ALLEGIANCE**

**IV. PUBLIC COMMENTS/ANNOUNCEMENTS**

- A. Veterans Day Ceremony November 11<sup>th</sup> at Island Pond Cemetery

**V. CONSENT AGENDA**

- A. Vote to approve a Caleb Chase request in the amount of \$565.21

**VI. OLD BUSINESS**

- A. Presentation by Attorney Amy Kwesell, KP Law, on M.G.L Chapter 40B on the Local Initiative Program (LIP) as they are relative to Board of Selectmen
- B. Discussion and possible vote to support the Local Initiative Program (LIP) for Chloe’s Path Affordable Housing Development
- C. Update on 2021 Harwich Special Town Meeting Warrant articles

**VII. NEW BUSINESS**

- A. Discussion and possible vote to approve Board of Selectmen Minutes for May 3, 2021
- B. Vote to approve Committee Appointments recommended by the Interview Committee:
  - 1. Lynne Ellen Zalesak – Brooks Academy Museum Commission - Full Position - Term expires June 30, 2023
  - 2. Francis Salewski – Bikeways Committee - Full Position - Term expires June 30, 2022
  - 3. Jeff Brown – Agricultural Commission - Full Position - Term expires June 30, 2022
  - 4. Noella Morrison - Treasure Chest Committee - Alternate Position - Term expires June 30, 2022
  - 5. Eleanor Gerson – Treasure Chest Committee – Full Position – Term expires June 30, 2022
  - 6. Marueen Davis – Treasure Chest Committee – Full Position – Term expires June 30, 2023
  - 7. Cindy Beaulieu – Treasure Chest Committee – Full Position – Term expires June 30, 2024
- C. Discussion to rename the Harwich Energy Committee to the Harwich Energy and Climate Committee, along with amend the committee charge to reflect the realignment of the committee
- D. Discussion and possible vote on the Harwich Affordable Housing Trust Housing Coordinator
- E. Discussion and possible vote to amend the personnel bylaws to reflect the position of Affordable Housing Coordinator
- F. Discussion and possible vote on the Request for Proposal for a Title Examiner
- G. Discussion and possible vote to establish Town Administrator goals and objectives for Fiscal Year 2022 and complete evaluation form
- H. Discussion and possible vote to approve the Green Communities Competitive Grant Program
- I. Discussion and possible vote approve Special Counsel to Harwich Affordable Housing Trust

**VIII. TOWN ADMINISTRATOR’S REPORT**

**IX. SELECTMEN’S REPORT**

**X. ADJOURNMENT**

*\*Per the Attorney General’s Office: The Board of Selectmen may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following “New Business.” If you are deaf or hard of hearing or a person with a disability who requires an accommodation contact the Selectmen’s Office at 508-430-7513.*

**Authorized Posting Officer:**

**Posted by:** \_\_\_\_\_  
Town Clerk

Ellen Powell, Executive Assistant

**Date:** \_\_\_\_\_  
September 30, 2021

**PUBLIC**  
**COMMENTS /**  
**ANNOUNCEMENTS**

**TOWN OF HARWICH**

**VETERANS DAY CEREMONY**

**ISLAND POND CEMETERY**

**THURSDAY**

**NOVEMBER 11, 2021**

**11:00 AM**



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# **OLD BUSINESS**

# Law Office of Singer & Singer, LLC

26 Upper County Road  
P. O. Box 67  
Dennisport, Massachusetts 02639

Andrew L. Singer  
Marian S. Rose

Tel: (508) 398-2221  
Fax: (508) 398-1568  
[www.singer-law.com](http://www.singer-law.com)

Myer R. Singer (1938-2020)

September 27, 2021\

## Via Email and Hand Delivery

Harwich Board of Selectmen  
732 Main Street  
Harwich, MA 02645

Re: Chloe's Path Housing, Chloe's Path, Harwich

Dear Members of the Board:

I am writing in advance of our continued meeting with you on October 4, 2021, to update you on the proposal to create the Chloe's Path affordable housing community.

When we first met with you, several issues and areas of concern were raised. The Applicants and their consultants have met weekly since that time working to address those matters as much as possible at this stage in order to provide the Board with comfort that all matters are being reviewed seriously and with forethought as the review process takes shape for a Comprehensive Permit to develop the land.

Attached are the following supplemental materials for your review:

1. Project Benefits List (Singer & Singer);
2. Preliminary Traffic Review Memorandum (VHB);
3. Recorded Deed Restriction and Plan; and
4. Market Potential Analysis (Tracy Cross & Associates, Inc.).

All MADEP wastewater regulations will be satisfied, and the environment will be protected. All MESA/NHESP regulations will be satisfied, and sensitive habitat and species will be protected. All stormwater regulations will be satisfied, and the groundwater will be protected. The proponents will continue to work with MADEP, MESA/NHESP, and Town Departments on each of these issue areas throughout the regulatory process.

This is a proposed development with many moving parts. Because this is a Comprehensive Permit process, we cannot answer all questions at this time. We will be preparing and providing additional materials throughout the Zoning Board of Appeals review process based on continued input received from the Town and State. The Applicants' goal is to make this proposal a win-win-win for the residents of the property, the local community and Town, and the property owner.

Everyone talks about the urgent need for affordable housing, that we are in a crisis. Housing experts agree that density is required to make such housing practical. Chloe's Path Housing provides just such housing in a manner that will be aesthetically attractive, environmentally protective, and economically feasible.

Thank you for your time and consideration.

Very truly yours,  
*Andrew L. Singer*  
Andrew L. Singer

ALS/a  
Attachments

**STATEMENT OF CONFIDENTIALITY**

THIS E-MAIL CONTAINS PRIVILEGED AND CONFIDENTIAL INFORMATION INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY NAMED ABOVE. IF THE READER IS NOT THE INTENDED RECIPIENT OR THE EMPLOYEE OR AGENT RESPONSIBLE FOR DELIVERING IT TO THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY DISSEMINATION OR COPYING OF THIS E-MAIL IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS IN ERROR, PLEASE IMMEDIATELY NOTIFY US BY TELEPHONE AND RETURN THE ORIGINAL TO US AT [BMOSSEY@SINGER-LAW.COM](mailto:BMOSSEY@SINGER-LAW.COM). THANK YOU.

IF YOU HAVE ANY QUESTIONS OR PROBLEMS WITH RECEPTION, PLEASE CALL (508) 398-2221.



To: Mr. Gary Terry

Date: September 1, 2021

# Memorandum

Project #: 15405.00

From: Randall Hart, Principal

Re: Preliminary Traffic Review  
Chloe's Path Residential Development  
Harwich, Massachusetts

VHB has prepared this preliminary traffic memo to evaluate the potential residential development proposed along Chloe's Path in Harwich, Massachusetts. Specifically, this assessment considers potential project traffic generation and for the project. The potential residential development is comprised approximately 96 apartment units. The following summarizes our findings.

## Trip Generation

The ITE *Trip Generation Manual*<sup>1</sup> was used to estimate trips associated with the proposed residential development. The trip generation estimates for the proposed facility were calculated using Land Use Codes (LUC 220 Multifamily Housing, Low-Rise) for the apartments. The proposed vehicle trip estimates are presented in Table 1.

**Table 1 Trip Generation Summary**

	Apartments <sup>a</sup>
<b>Weekday Daily</b>	
Enter	342
<u>Exit</u>	<u>342</u>
Total	685
<b>Weekday Morning Peak Hour</b>	
Enter	11
<u>Exit</u>	<u>35</u>
Total	46
<b>Weekday Evening Peak Hour</b>	
Enter	36
<u>Exit</u>	<u>21</u>
Total	57

a Based on ITE LUC 220 (Multifamily Housing, Low-Rise) for 96 apartments

As demonstrated in Table 1, the proposed Chloe's Path residential project is expected to generate approximately 685 vehicle trips (342 entering and 342 exiting) on a daily basis, 46 vehicle trips (11 entering and 25 exiting) during the

<sup>1</sup> Trip Generation Manual, 10<sup>th</sup> Edition, Institute of Transportation Engineers, Washington, D.C., 2017

101 Walnut Street  
PO Box 9151  
Watertown, MA 02472-4026  
P 617.924.1770

weekday morning peak hour, and 57 vehicle trips (36 entering and 21 exiting) during the weekday evening peak hour. The trip generation worksheets are provided as an attachment to this memorandum.

## Attachments

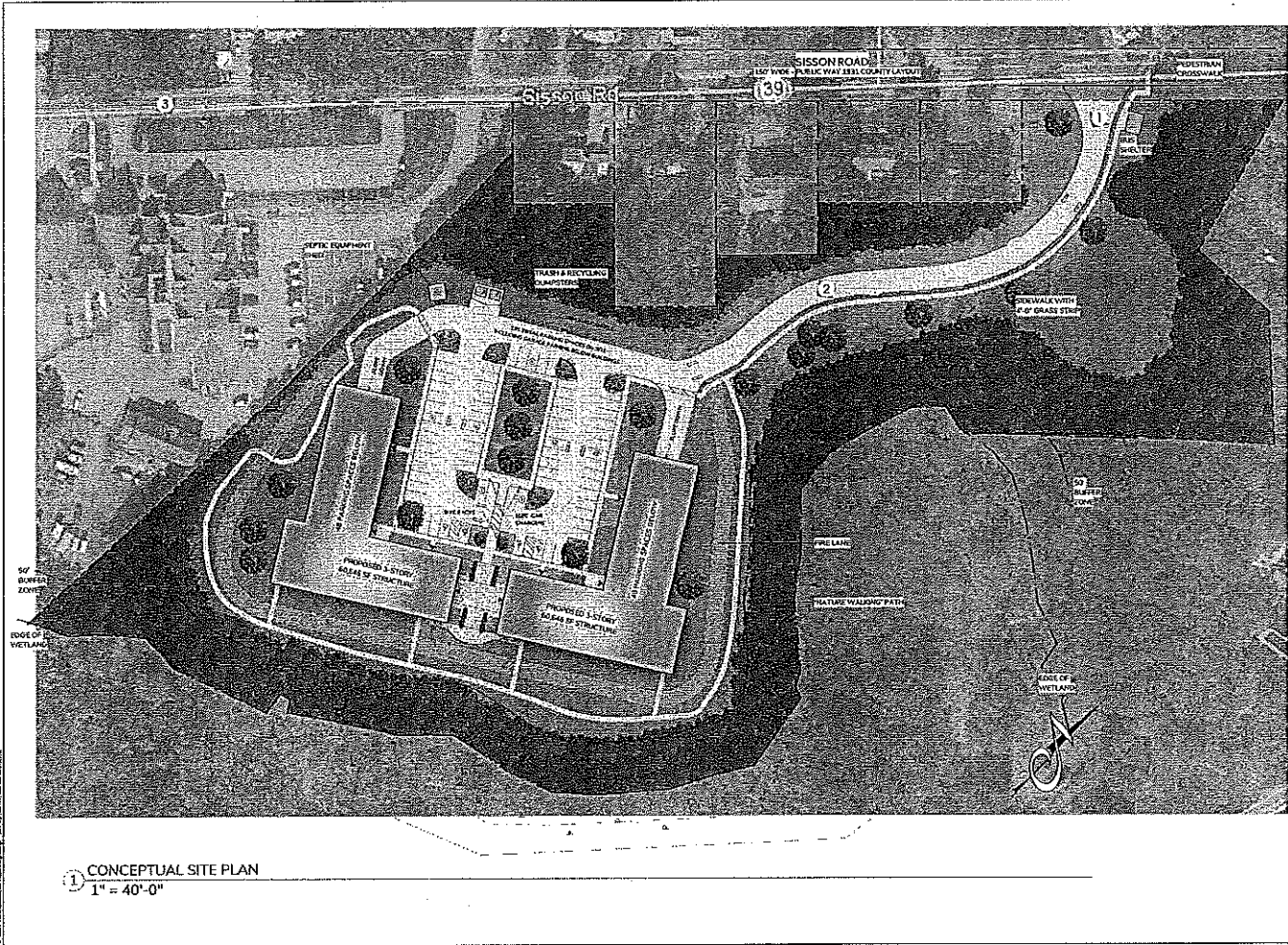
Conceptual Site Plan

ITE Traffic Projection Backup Sheets



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Conceptual Site Plan



**Catalyst**  
 ARCHITECTURE / INTERIOR  
 300 WASHINGTON STREET, SUITE 200  
 HARVARD, MASSACHUSETTS 01946  
 TEL: 508-754-1100 FAX: 508-754-1101

CHLOE'S PATH HOUSING  
 HARWICH, MA 02645

PROPOSED  
 CONCEPTUAL  
 SITE PLAN

DATE PLOTTED	05/21/2004
SCALE	1" = 40'-0"

DATE: 05/21/2004  
 SCALE: 1" = 40'-0"

**SP1.1**

1 CONCEPTUAL SITE PLAN  
 1" = 40'-0"

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## ITE Trip Generation Worksheets

ITE TRIP GENERATION WORKSHEET  
(10th Edition, Updated 2017)

LANDUSE: Multi-Family Housing (Low-Rise - 1-2 Story)  
 LANDUSE CODE: 220 Independent Variable --- Number of Units  
 SETTING/LOCATION: General Urban/Suburban  
 JOB NAME: \_\_\_\_\_  
 JOB NUMBER: \_\_\_\_\_ 96 units

**WEEKDAY**

RATES:	# Studies	R <sup>2</sup>	Total Trip Ends			Independent Variable Range			Directional Distribution	
			Average	Low	High	Average	Low	High	Enter	Exit
DAILY	29	0.96	7.32	4.45	10.97	168	5	590	50%	50%
AM PEAK OF GENERATOR	36	0.91	0.56	0.34	0.97	161	5	495	28%	72%
PM PEAK OF GENERATOR	35	0.94	0.67	0.41	1.25	146	5	495	59%	41%
AM PEAK (ADJACENT ST)	42	0.90	0.46	0.18	0.74	199	5	650	23%	77%
PM PEAK (ADJACENT ST)	50	0.86	0.56	0.18	1.25	187	5	650	63%	37%

TRIPS:

	BY AVERAGE			BY REGRESSION		
	Total	Enter	Exit	Total	Enter	Exit
DAILY	703	351	351	685	342	342
AM PEAK (ADJACENT ST)	44	10	34	46	11	35
PM PEAK (ADJACENT ST)	54	34	20	57	36	21

**SATURDAY**

RATES:	# Studies	R <sup>2</sup>	Total Trip Ends			Independent Variable Range			Directional Distribution	
			Average	Low	High	Average	Low	High	Enter	Exit
DAILY	5	0.93	8.14	3.36	11.40	89	48	148	50%	50%
PEAK OF GENERATOR	5	0.92	0.70	0.41	0.93	89	48	148	N/A	N/A

TRIPS:

	BY AVERAGE			BY REGRESSION		
	Total	Enter	Exit	Total	Enter	Exit
DAILY	781	391	391	823	412	412
PEAK OF GENERATOR	67	N/A	N/A	70	N/A	N/A

Caution - Small :  
Caution - Small :

**SUNDAY**

RATES:	# Studies	R <sup>2</sup>	Total Trip Ends			Independent Variable Range			Directional Distribution	
			Average	Low	High	Average	Low	High	Enter	Exit
DAILY	5	0.96	6.28	2.61	8.22	89	48	148	50%	50%
PEAK OF GENERATOR	5	0.93	0.67	0.36	0.93	89	48	148	N/A	N/A

TRIPS:

	BY AVERAGE			BY REGRESSION		
	Total	Enter	Exit	Total	Enter	Exit
DAILY	603	301	301	631	315	315
PEAK OF GENERATOR	64	N/A	N/A	67	N/A	N/A

Caution - Small :  
Caution - Small :

DECLARATION OF RESTRICTION

17th THIS DECLARATION OF RESTRICTION (hereinafter the "Declaration") is made this day of SEPTEMBER, 2016, by HFH Development, LLC with an address of 39 George Ryder Road, Chatham, MA 02633 (hereinafter the "Declarant").

WITNESSETH

WHEREAS, Declarant is the owner of that certain parcel of land located in the Town of Harwich, Barnstable County, Massachusetts (hereinafter the "Property"), shown on as Parcel B-1 on the plan entitled "Approval Not Required Plan of Land in Harwich, Massachusetts for Donovan Building Corporation" dated December 11, 2015, prepared by J.M. O'Reilly & Associates, Inc., and recorded in the Barnstable County District Registry of Deeds at Plan Book 666 as Plan 20-22 (the "Plan"); and

WHEREAS, the Property contains important habitat, breeding sites, and migration routes for wildlife including the Eastern Box Turtle (*Terrapene Carolina*) which at the time of this recording is listed as endangered pursuant to the Massachusetts Endangered Species Act (MESA) (G.L. c. 131A:3 and 321 CMR 10.23); and

WHEREAS, Declarant desires to protect a significant contiguous area of this rare species habitat as an integral part of the development of the Property; and

WHEREAS, the Property is subject to the terms and provisions of MA Endangered Species Act [G.L. c. 131A]; and

WHEREAS, Declarant desires and agrees that Parcel B-1, which contains approximately 40,000 square feet as shown on said Plan, shall be maintained in perpetuity as habitat and open space, subject to the Prohibited Acts and Uses and Reserved Rights set forth below;

NOW, THEREFORE, Declarant hereby voluntarily declares and imposes in perpetuity upon the Parcel the following covenants, conditions and restrictions for the benefit of Declarant, the Town of Harwich [hereinafter the "Town"], and the Commonwealth of Massachusetts Division of Fisheries and Wildlife [hereinafter the "Division"], and said Property shall be held, transferred, sold, conveyed, occupied and used subject to the covenants, conditions, and restrictions hereinafter set forth.

1. **Prohibited Acts and Uses.** Subject to the exceptions set forth in Section 2 below, the following acts and uses are prohibited in the Parcel:
  - A. Construction or placing of any building, tennis court, landing strip, mobile home, swimming pool, fences, asphalt or concrete pavement, sign, billboard or other advertising display, antenna, tower, or other temporary or permanent structure or facility in, on, above or below said Parcel.
  - B. Mining, excavating, dredging or removing soil, loam, peat, gravel, sand, rock or other mineral resource or natural deposit.

- C. Placing, filling, storing or dumping of soil, refuse, trash, vehicle bodies or parts, rubbish, debris, junk, waste or other substance of material whatsoever or the installation of underground storage tanks.
  - D. Cutting, removing or otherwise destroying trees, grasses or other vegetation or disturbance of shrubs, ground, forest floor or leaf litter.
  - E. The use of motorized vehicles of any kind, except as required by the police, fire department or any other governmental agents in carrying out their lawful duties.
  - F. Activities substantially detrimental to drainage, flood control, water conservation, erosion control or soil conservation.
  - G. Any other use of or activity on the Parcel which would materially impair significant conservation interests thereon unless necessary for the protection of the conservation interest that are the subject of this restrictive covenant.
2. Reserved Rights. Notwithstanding any provisions herein to the contrary, Declarant reserves to itself and its successors and assigns the right to:
- A. establish, enforce, waive, alter and amend such additional rules, regulations, covenants, conditions and restrictions governing use of the Parcel as are not otherwise prohibited by this Declaration of Restriction as agreed to in writing by the Division and allowed by applicable federal, state or local law or regulation, and
  - B. conduct or permit the following activities in the Parcel if such acts do not materially impair significant conservation interests:
    - 1) Selective cutting or pruning of trees and vegetation to maintain access to and over existing footpaths located thereon and for protection of persons and property from imminent risks of harm or damage to persons and structures.
    - 2) Construct fences or necessary boundary markers on the Parcel upon written consent by the Division, such consent not to be unreasonably withheld.
    - 3) Habitat management activities, including forestry, may be permissible with prior written approval from the Natural Heritage and Endangered Species Program of the Division of Fisheries and Wildlife (the "Division"), its successors and assigns;
3. Monuments and Signage. The Declarant and the Declarant's Successors shall maintain in good condition any, bounds, monuments, markers and signs shown on the Plan,

demarcating the boundaries of the Parcel, and shall repair and or replace said monuments and signage on an as needed basis.

4. **Term - Binding Effect In Perpetuity.** This Declaration of Restriction and its provisions herein set forth shall run with the Parcel as shown on said Plan in **perpetuity** from the date of recordation in the Barnstable County Registry of Deeds and shall be binding upon Declarant, Declarant's successors and assigns, and any other party having an ownership interest in said Parcel or claiming to have an interest with respect to said Parcel as tenants, invitees, licenses or otherwise, and all of the respective heirs, successors, grantees, mortgages, assigns, agents, contractors, subcontractors and employees of the foregoing.

This Declaration of Restriction is hereby intended and declared to be in perpetuity and no re-recordation of this Declaration of Restriction under G.L. c. 184, ss. 23-30 or any other law shall ever be necessary in order to maintain the full legal effect and authority hereof and Declarant and its successors and assigns, including but not limited to all subsequent owners of the Parcel, hereby waive all their legal right to and shall forego any action in law or equity of any kind whatsoever attempting to contest the validity of any provision of this Declaration of Restriction and shall not, in any enforcement action, raise the invalidity of any provision of this Declaration of Restriction.

Notwithstanding anything inconsistent or to the contrary set forth above, the Town and the Division are hereby authorized, jointly and severally, to record and file any notices and/or instruments that the Town and/or the Division deem appropriate to assure the legal validity and enforceability in perpetuity of this Declaration of Restriction and the Declarant, on behalf of itself and its successors and assigns, hereby appoints the Town and the Division as its and their attorney-in-fact to jointly or severally execute, acknowledge, deliver and record any such notice or instrument on its and/or their behalf. Without limiting the foregoing, the Declarant and its successors and assigns agree to execute any such notices and instruments upon request of the Town or the Division.

5. **Enforceability.** The Town and the Division, jointly and severally, shall have the authority and right to enforce this Declaration of Restriction and are a benefitted parties.

The Town and the Division, jointly and severally, shall have the right to enter the Parcel, in a reasonable manner and at reasonable times, for the purposes of (i) inspecting the Parcel to determine compliance with this Declaration of Restriction; (ii) enforcing this Declaration of Restriction; and (iii) taking any other action which may be necessary or appropriate.

The Town and the Division, jointly and severally, shall have the right to bring proceedings at law or equity against any party or parties violating or attempting to violate the terms of this Declaration of Restriction to enjoin them from so doing and to cause any such violation to be remedied, including but not limited to restoration of the portion of the Parcel adversely affected, after providing written notice to such party or parties and all mortgagees of record if the names and addresses of such parties and mortgagees have been provided in writing to the Town and the Division.

6. **Severability.** If any court or other tribunal of competent jurisdiction determines that any provision of this Declaration of Restriction is invalid or unenforceable, such provision shall be deemed to have been modified automatically to conform to the requirements for validity and enforceability as determined by such court or tribunal. In the event the provision invalidated is of such a nature that it cannot be so modified, the provision shall be deemed deleted from this instrument as though it had never been included herein. In either case, the remaining provisions of this instrument shall remain in full force and effect.
7. **Non-Waiver.** Any election by the Town and/or the Division as to the manner and timing of its right to enforce this Declaration of Restriction or otherwise exercise its rights hereunder shall not be deemed or construed to be a waiver of such rights.
8. **Access.** This Declaration of Restriction does not grant to the Town, the Division, the general public, or to any other person or entity any right to enter upon the Parcel except the right of the Town and the Division to enter the Parcel at reasonable times and in a reasonable manner for the purpose of inspecting the same to determine compliance herewith and enforcing this Declaration of Restriction as set forth in Section 5 above.
9. **Incorporation Into Deeds, Mortgages, Leases and Instruments of Transfer.** Declarant and Declarant's successors and assigns, including all subsequent owners of the Parcel, shall incorporate this Declaration of Restriction, in full or by reference, into all deeds, easements, mortgages, leases, licenses, occupancy agreements or any other instrument of transfer by which an interest in and/or a right to use the Parcel. Any such deed, mortgage or other interest purporting to convey any portion of the Parcel without including this Declaration of Restriction in full or by reference shall be deemed and taken to include said Declaration of Restriction in full even though said Declaration of Restriction is not expressly described or referenced therein.
10. **Recordation/Registration.** Declarant shall record and/or register this Declaration of Restriction with the appropriate Registry of Deeds and/or Land Registration Office within thirty (30) days of its date of execution.
11. **Amendment and Release.** No amendment or release of this Declaration of Restriction shall be effective unless it has been approved in writing by the Division [hereinafter the Division Approval] and said amendment or release and the requisite Division Approval has been recorded with the appropriate Registry of Deeds and/or Land Registration Office.

IN WITNESS WHEREOF, PETER B. DONOVAN, Manager of HFH Development, LLC has caused these presents to be signed, acknowledged and delivered in its name and behalf this 18 day of SEPT., 2016.



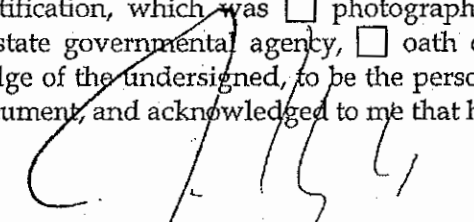


By: \_\_\_\_\_  
Peter B. Donovan, Manager

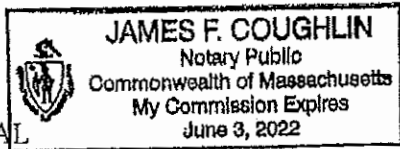
COMMONWEALTH OF MASSACHUSETTS

BARNSTABLE, ss. 9/19, 2016

On this day before me, the undersigned notary public, personally appeared( name), proved to me through satisfactory evidence of identification, which was  photographic identification with signature issued by a federal or state governmental agency,  oath or affirmation of a credible witness,  personal knowledge of the undersigned, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.



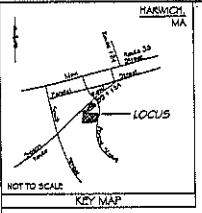
\_\_\_\_\_  
Notary Public



SEAL

My Commission Expires: 6/3/22

BARNSTABLE REGISTRY OF DEEDS  
John F. Meade, Register



OWNERS OF RECORD:

**PARCEL A**  
 ARTHUR F. DONNE, JR.  
 VIRGINIA DONNE  
 100 FOREST STREET  
 HARWICH, MA. 02645  
 DEED BOOK 412 PAGE 465  
 PLAN BOOK 575 PAGE 16  
 ASSESSORS MAP 31, PARCEL D-3  
 TOTAL AREA 154,420 SFs OR 3.58 ACs  
 UPLAND AREA 97,110 OR 2.23 ACs  
 WETLAND AREA 57,310 OR 1.32 ACs

**PARCEL B**  
 LOUIS A. SOBHANRA, JR., TRUSTEE  
 GUYTON REES, TRUSTEE  
 F. O. BOX 1218  
 SOUTH DENNIS, MA. 02660  
 DEED BOOK 17923 PAGE 70  
 PLAN BOOK 359 PAGE 21  
 ASSESSORS MAP 31, PARCEL D-4  
 TOTAL AREA 236,440 SFs OR 5.39 ACs  
 UPLAND AREA 118,810 SFs OR 2.71 ACs  
 WETLAND AREA 177,630 SFs OR 4.08 ACs

**ADJACENTS**

A) BARAL, DONNELLY  
 DEED BOOK 37663 PAGE 33  
 ASSESSORS MAP 31 PARCEL A-1

B) WALTER FORSTER  
 DEED BOOK 12384 PAGE 319  
 ASSESSORS MAP 31 PARCEL A-2

C) GARY J. ZELCH  
 ELIZABETH D. ZELCH  
 DEED BOOK 4541 PAGE 112  
 ASSESSORS MAP 31 PARCEL A-3

D) KONNETH I. MULLISSA SOUTHWORTH  
 DEED BOOK 23355 PAGE 262  
 ASSESSORS MAP 31 PARCEL A-4

E) THOMAS J. GARDL THRENT  
 DEED BOOK 13754 PAGE 122  
 ASSESSORS MAP 31 PARCEL A-5

ROBERT G. CLOSBRIDGE  
 KATHY L. CLOSBRIDGE  
 DEED BOOK 3240 PAGE 110  
 PLAN BOOK 502 PAGE 85  
 ASSESSORS MAP 40 PARCEL A1-7

JANE I. JOHN BILLORETT  
 DEED BOOK 21173 PAGE 214  
 ASSESSORS MAP 40 PARCEL A1-8

ARTHUR F. DONNE, JR.  
 VIRGINIA DONNE  
 DEED BOOK 1262 PAGE 654  
 ASSESSORS MAP 31 PARCEL D-2

**ZONING CLASSIFICATION**

ZONE R-1 (RESIDENTIAL-LOW DENSITY)  
 MINIMUM AREA 40,000 SF  
 MINIMUM FRONTAGE 130 FEET  
 FRONT YARD SETBACK 25 FEET  
 SIDE AND REAR YARD SETBACK 20 FEET  
 MAXIMUM BUILDING COVERAGE 13%  
 MAXIMUM BUILDING HEIGHT 30 FEET  
 MAXIMUM DRIVE FACTOR 22

AREA OF NEW LAND PARCEL (A-1) AND REMAINDER OF D-1:  
 APPROXIMATE TOTAL AREA = 575,320 SFs OR 13.21 ACs  
 APPROXIMATE UPLAND AREA = 405,190 SFs OR 9.26 ACs  
 APPROXIMATE WETLAND AREA = 172,130 SFs OR 3.95 ACs

**NOTE**  
 PARCELS A-1 AND D-1 CONTAIN INSUFFICIENT AREA AND FRONTAGE TO COMPLY WITH ZONING REGULATIONS AND SHALL BE CONVEYED TO ADJACENTS. PARCEL B-1 SHALL BECOME AND REMAIN A PART OF THE REMAINDER OF PARCEL A. PARCEL A-1 SHALL BECOME AND REMAIN A PART OF THE REMAINDER OF PARCEL B.

APPROVAL UNDER THE SUBDIVISION CONTROL LAW IS NOT REQUIRED

DATE OF APPLICATION January 13, 2016

NO DETERMINATION OF COMPLIANCE WITH ZONING REQUIREMENTS HAS BEEN MADE OR IS INTENDED.

HARWICH PLANNING BOARD

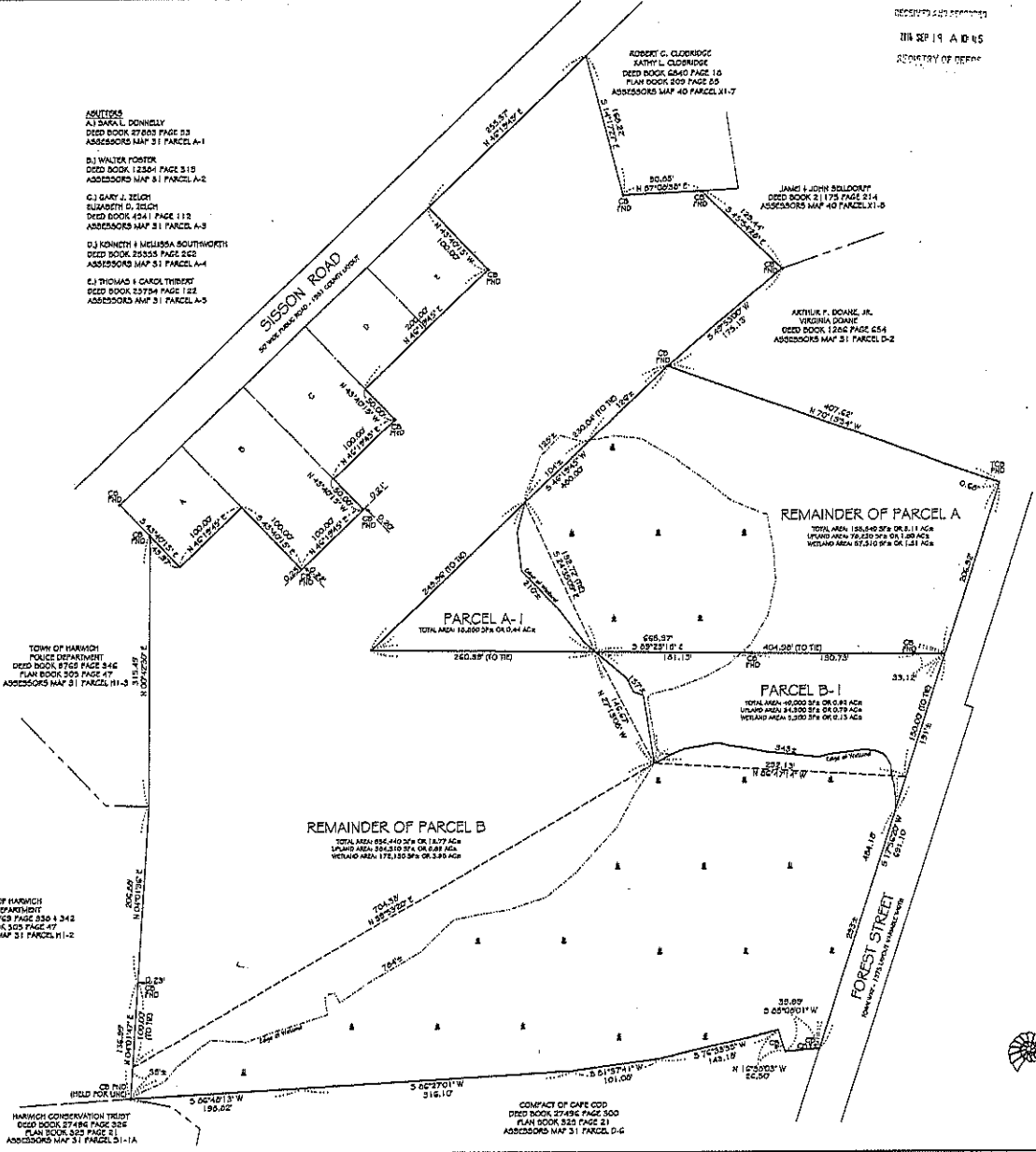
DATE February 23, 2016

*[Signatures]*

TOWN OF HARWICH  
 FIRE DEPARTMENT  
 DEED BOOK 8763 PAGE 846  
 PLAN BOOK 305 PAGE 47  
 ASSESSORS MAP 31 PARCEL H1-3

HARWICH CONSERVATION TRUST  
 DEED BOOK 27486 PAGE 326  
 PLAN BOOK 328 PAGE 31  
 ASSESSORS MAP 31 PARCEL D1-1A

CONTRACT OF GARY COO  
 DEED BOOK 27496 PAGE 300  
 PLAN BOOK 328 PAGE 21  
 ASSESSORS MAP 31 PARCEL D-C



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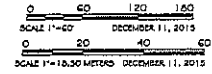
I CERTIFY THAT THIS PLAN WAS PREPARED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE REGISTRARS OF DEEDS EFFECTIVE JANUARY 1, 1976 AND AMENDED JANUARY 7, 1980.

DATE 2-23-16



APPROVAL NOT REQUIRED

PLAN OF LAND  
 IN  
 HARWICH, MASSACHUSETTS  
 FOR  
 HFH DEVELOPMENT, LLC



**J.M. O'REILLY & ASSOCIATES, INC.**  
 Professional Engineering & Land Surveying Services  
 1573 Main Street - Route 8A  
 P.O. Box 1773  
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666 19

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## **Harwich Board of Selectmen**

Proposed Chloe's Path Affordable, Mixed-Income Housing Development

Project Benefits List (September 27, 2021)

- Safe and convenient location within walking distance to multiple Town services
- Provide critically needed market rate and affordable, year-round rental opportunities in Harwich
- Will comply with MADEP discharge requirements in Saquatucket Estuary
- Will comply with recorded deed restriction for protected parcel of land along Forest Street
- Will comply with MESA/NHESP regulations and either seek an amendment to existing approval or redesign site layout. As previously required, the southeast field will be mowed to create turtle nesting habitat as allowed by the Commonwealth later in the Fall
- Will comply with all dimensional setback, building coverage, and site coverage requirements of Harwich Zoning By-Law
- Will comply with all stormwater regulations
- Will comply with all lighting regulations
- Will provide crosswalk at and bus stop along Sisson Road
- VHB completed a Preliminary Traffic Review Memorandum for peak summer conditions and calculates that the rental community will generate 46 weekday morning peak trips per hour and 57 weekday evening peak trips per hour. Further review and analysis will be completed during the permitting process

An Analysis of the Market Potential  
For Apartment Development  
--- Sisson Road Apartments ---  
Harwich, Massachusetts

Prepared on behalf of:

Heritage Properties  
100 Merrimack Street, Suite 401  
Lowell, MA 01852

April 14, 2021



TRACY CROSS & ASSOCIATES, INC.  
REAL ESTATE MARKET ANALYSIS  
1375 E. WOODFIELD ROAD, SUITE 520  
SCHAUMBURG, IL 60173  
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TRACY CROSS & ASSOCIATES, INC.

**INTRODUCTION**

At the request of Heritage Properties, Tracy Cross & Associates, Inc. evaluated the market potential for residential development in Harwich, Barnstable County, Massachusetts. Specifically, this analysis addresses the marketability of moderate-density market rate apartments within an approximate 7.7-acre portion of a 13.21-acre parcel aligning Sisson Road immediately southwest of Forest Street. The property is situated 1.5 miles south of US 6/Mid-Cape Highway and roughly one-half mile north of MA 28, principal commutation and commercial corridors of the Lower Cape area.

**GEOGRAPHIC DELINEATION: SISSON ROAD PROPERTY  
-- HARWICH, MASSACHUSETTS --**



Source: Heritage Properties and Google Maps

Overall, this analysis establishes the following:

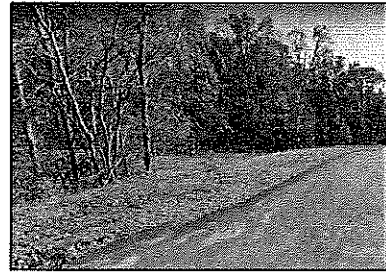
- Conclusions regarding the depth of the Harwich area for new construction market rate multifamily development during the 2021-2025 forecast period based upon pertinent economic, demographic, and residential construction trends which define the marketplace.
- Conclusions regarding the marketability of moderate-density market rate apartments to be developed under Mass General Law Ch. 40b guidelines and distributed within a series of multi-story residential buildings to include private structured parking. These conclusions are based upon factors associated with the location of the property, the performance of proximate newer market rate apartment developments of scale, and the near term outlook for apartment development in Harwich and its environs.

REAL ESTATE MARKET ANALYSIS  
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- Detailed product development guidelines for apartment housing forms that have measurable market support, together within a benchmark rent strategy and associated absorption forecast to competitively position a prototype development in the marketplace.
- Alternative benchmark rent strategies and attendant absorption forecasts to enable further financial modeling.

### **THE SUBJECT PROPERTY AND ITS ENVIRONS**

The subject property is a 13.21-acre parcel aligning Sisson Road immediately southwest of Forest Street in Harwich, Massachusetts. Formerly planned for residential duplex development, temporary roadway and other infrastructure improvements are in-place. Approximately 5.5 acres of the overall assemblage consists of dedicated wetlands along with native vegetation which will be preserved. The property is directly northeast of the Town of Harwich Police and Fire Department campus, while established residential neighborhoods align Sisson Road and Forest Street. The property is also proximate to the Grass Pond Bird Sanctuary, a popular nature area aligning Forest Street and within minutes of the many beaches, boardwalks, and nature trails of the Cape Cod National Seashore.



The Sisson Road Property



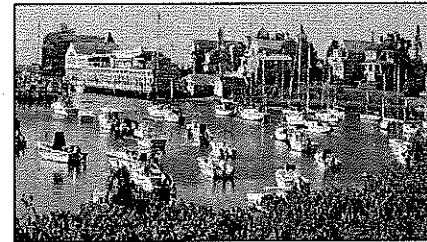
Representative Neighborhood – Harwich, MA



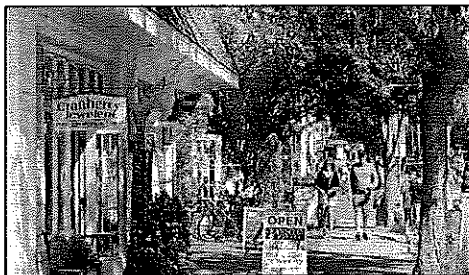
Cape Cod National Seashore

Sisson Road will afford future residents of the community ease of access to grocery, pharmacy, auto services, banking facilities and other daily consumer services within minutes of the subject site. Residentially, the immediate area is characterized by established neighborhoods of homes built primarily during the 1960s through the 1990s where single family home values today range from the high-\$300,000s to the \$800,000 mark inland, with coastal area home values extending well beyond \$1.0 million. The modicum of townhome, duplex and/or older condominium developments currently support values extending from the high-\$200,000s to the mid-\$400,000s. The general area is also beginning to experience a measure of teardown/replacement single family development.

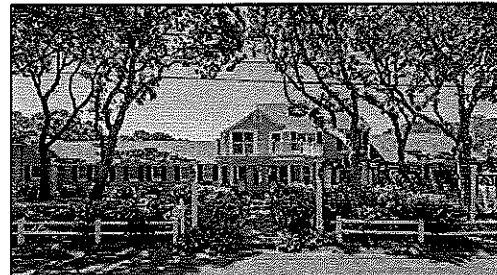
Harwich is a picturesque harbor town in the Lower Cape area of Cape Cod long been recognized as a seasonal destination for tourism and (particularly) boating enthusiasts. The town supports numerous shops, art galleries, and a variety of dining establishments, along with variety of established bed and breakfast inns and resorts. Apart from its seasonal attraction, however, US 6 and MA 28 afford residents ease of access to concentrations of employment throughout Barnstable County, as well as sources of employment throughout Plymouth County to the west which are all within an approximate 30- to 45 minute drive of Harwich.



Wychmere Harbor – Harwich, MA



Harwich Village Center



The Commodore Inn – Harwich, MA

Emergency services for residents are provided by Cape Cod Healthcare hospital campuses in Hyannis and Falmouth, which also provides affiliated diagnostic and urgent care facilities in Harwich. This health system also represents a major regional employer. While it is not expected that the proposed development would attract a significant family segment, the property is served by the well regarded Monomoy School District's Harwich Elementary and Monomoy Regional High School which are within one-half mile west and northeast of the site, respectively.

Overall, the site occupies an *excellent* location relative to regional employment, healthcare, and established ancillary services, while its alignment with Sisson Road will provide a strong marketing window for Heritage Properties.

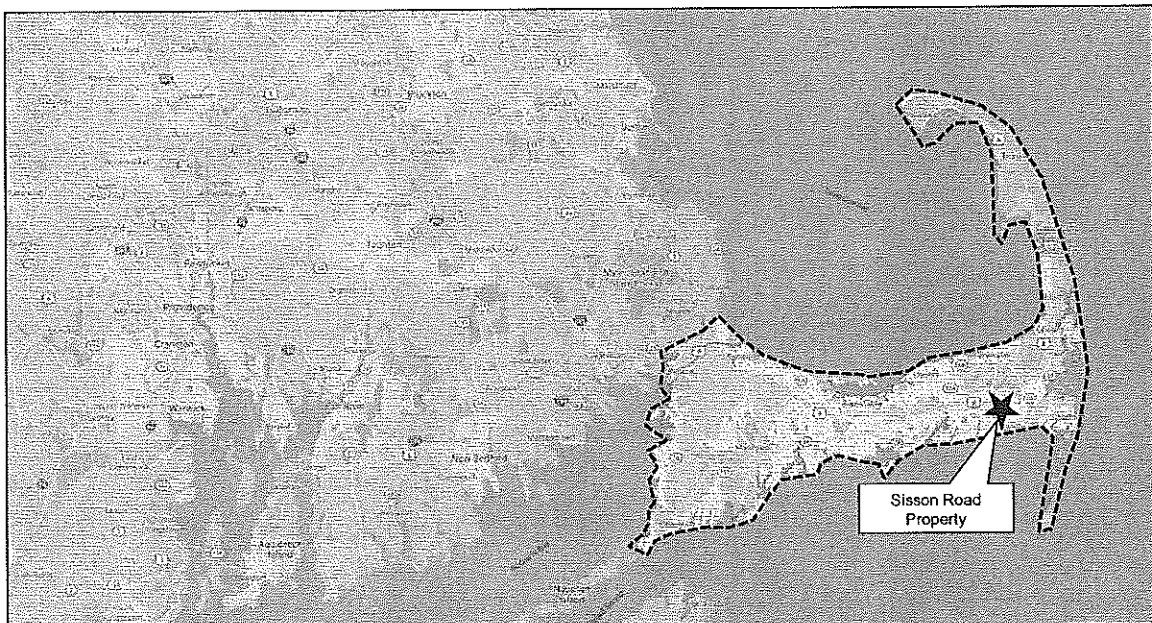
## THE PROPOSED DEVELOPMENT

As conceptualized, the Sisson Road Apartments envisions up to 100 moderate-density market rate apartments to be distributed among a series of multi-story residential buildings to (potentially) include private structured parking within a wooded, lifestyle-oriented enclave living environment. The purpose of this analysis is to forward recommendations for those apartment housing forms which have measurable market support, blend harmoniously with adjoining residential, civic, and recreational areas, and can maximize land values and overall financial return. Pending approval, construction of the proposed development is expected to commence in late-2021 or 2022 in anticipation of initial occupancies in 2023.

## THE MARKET AREA

The geographic area from which primary demand support for apartment development within the Sisson Road property will emanate consists of the host Barnstable County in its entirety. Encompassing 1,306 square miles in southeastern Massachusetts, this defined *Barnstable County Market Area* consists of the Cape Cod peninsula and its associated islands, and forms a homogeneous region defined by its dependence upon like sources of employment and transportation systems, socio-economic similarities in demographic and household composition, and the alignment and location of rental developments which will serve as sources of competitive influence.

### GEOGRAPHIC ORIENTATION: BARNSTABLE COUNTY MARKET AREA



Source: Google Maps and Tracy Cross & Associates, Inc.

## CONCLUSION

The market potential for rental apartment development within the Sisson Road property is viewed as **strong** based upon the property's location proximate to significant concentrations of employment, healthcare, and ancillary services, access to regional transportation systems and sustaining demand for market rate rental apartment construction through the 2021-2025 forecast period and beyond. This conclusion also considers the expectation of *measured* economic growth during the 2021-2025 timeframe, summarized as follows:

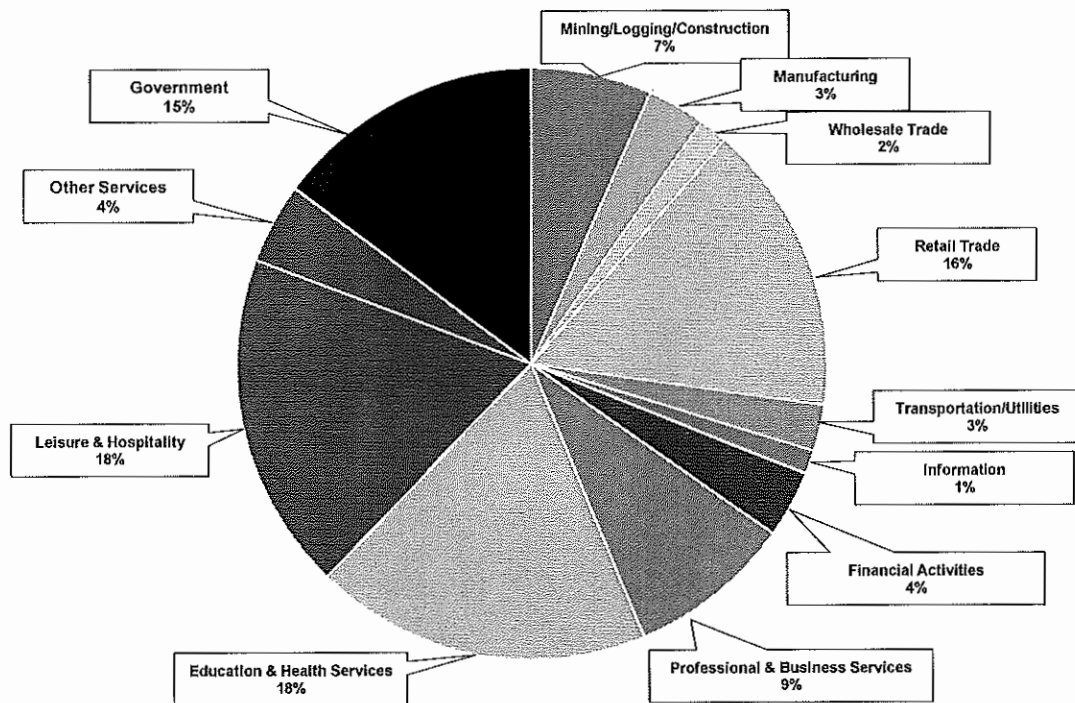
## EMPLOYMENT TRENDS

Barnstable County defines the Barnstable Town, MA MSA, a region rooted in tourism and hospitality, education/health services, engineering, and professional/business services. Major regional employers include (among others) Cape Cod Health Systems, Cape Cod Potato Chips, Savant Systems, Seikagaku America, Sencorpwhite, Inc., Teledyne Benthos, and Arcor Epoxy Coatings. Government, as well, plays a



major role in the region, including the U.S. Coast Guard and the Oceanographic Institute, along with federal, state, county and municipal public and school administrations. According to the U.S. Department of Labor, the MSA supported a total nonfarm employment base of 107,100 in 2019, with a combined 33.0 percent of all nonfarm workers employed in education, healthcare, and government (36,000 jobs), followed by leisure/hospitality with an 18.0 percent representation (19,700 jobs) and professional/business services (9.0 percent or 9,400 workers). Wholesale and retail trade and manufacturing also play key roles in the region, supporting a combined 22,100 jobs or 21.0 percent of total employment.

**2019 NONFARM EMPLOYMENT BY INDUSTRY SECTOR**  
-- BARNSTABLE TOWN, MA MSA<sup>(1)</sup> --



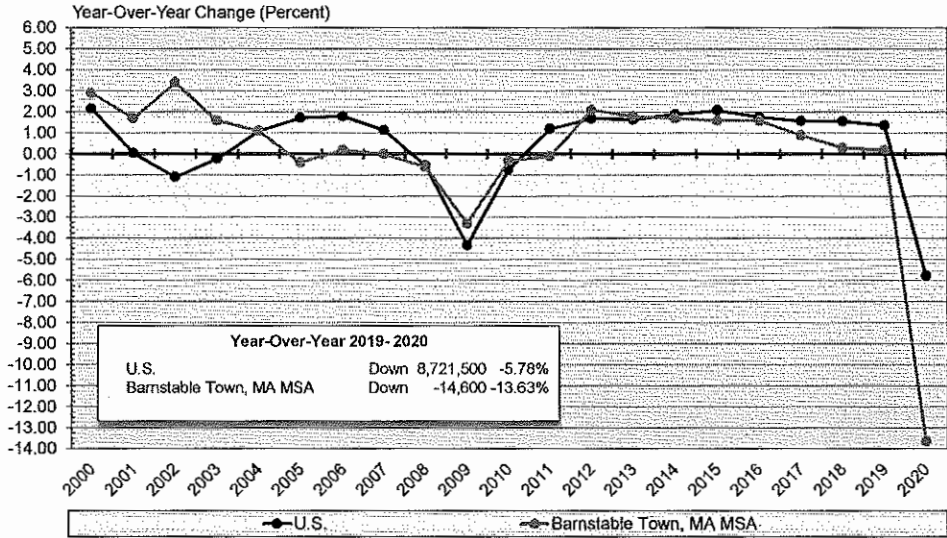
<sup>(1)</sup> Defined as Barnstable County, Massachusetts.

Source: U.S. Department of Labor, Bureau of Labor Statistics

Employment growth in the Barnstable Town, MA MSA has generally mirrored national trends over the last two decades. For example, while statistics must be viewed in context, between 2000 and 2019 the MSA averaged 611 payroll additions yearly, reflecting an annual growth rate of 0.6 percent during the 19-year period. This compares with a national average of 0.7 percent during the same timeframe. Moreover, Barnstable County benefitted from *strong* levels of employment growth in the aftermath of the Great Recession (2010-2015) when payroll additions averaged 1,400 yearly and annual growth rates averaged 1.7 percent. The pace of employment growth moderated during the subsequent 2015-2019 timeframe, averaging 775 yearly or an annualized 0.3 percent growth rate, attributed at least in part to trade imbalance issues impacting regional technology and manufacturing industries. Refer to Appendices A1 and A2 for detailed employment statistics.

It must also be noted that the region has been hard hit by the COVID-19 pandemic and ensuing economic constraints. Specifically, the Barnstable Town MSA experienced year-over-year job losses of 14,600 in 2020 or 13.6 percent of total employment. This compares with a 5.8 percent employment contraction witnessed nationwide during the year. As might be expected, the majority of job losses occurred during the April-July 2020 period when (collectively) payroll losses totaled 348,100 jobs or an average of 87,025 per month, largely impacting the region's leisure/hospitality, retail trade and education/healthcare sectors of industry.

**NONFARM EMPLOYMENT GROWTH COMPARISONS  
 -- BARNSTABLE TOWN, MA MSA AND THE U.S. --**



Source: U.S. Department of Labor, Bureau of Labor Statistics

In tandem with initial federal stimulus efforts and a coordinated reboot of the national economy, however, the *pace* of job contractions nationally began to moderate in the 3<sup>rd</sup> Quarter 2020, reflected in national GDP growth which outpaced expectations, advancing by a substantial 33.4 percent during the 3<sup>rd</sup> Quarter 2020. Continued discernible growth nation-wide resulted in GDP growth at an annual pace of 4.3 percent during the 4<sup>th</sup> Quarter 2020, although the rebound in the second half of 2020 could not overcome the economic shock earlier in the year, with the national economy contracting by 5.8 percent in 2020.

Realistically, the overall impact of the pandemic and ensuing economic restrictions will vary *dramatically from region to region* and could potentially also result in *intra-regional* shifts in levels of demand. Home sales (in particular) have begun to respond with new and existing for-sale housing sectors gaining traction through the end of 2020 and expected to achieve tangible growth during the 2021-2025 forecast period, especially given today's mortgage interest climate and expected favorable conditions for at least the next 24 to 36 months. It must also be reiterated that, in 2020, there were some 92,500 *private sector* jobs in Barnstable County, representing major employers across a broad base of industry sectors. Hence, despite today's rather bleak economic picture, our favorable conclusion considers the expectation of tangible yet reserved regional economic growth beginning in mid-2021 and continuing through the 2025 forecast period in concert with potential introduction of the Sisson Road Apartments in 2023 or later.

**DEMOGRAPHICS**

The following paragraphs summarize demand-related market fundamentals which inform the benchmark rent strategy and absorption forecast:

□ As summarized in Appendix A3, positive employment will continue to foster relatively steady rates of household growth during the 2021-2025 forecast period. Specifically, estimates derived from the 2010 Census carried forward to 2020 indicate that the Barnstable County Market Area currently supports a household base of 96,397. Largely reflecting turbulent economic periods experienced during much of the decade, household growth in the market area averaged a modest 64 additions yearly during the 2010 decade. Looking forward Census estimates indicate household growth advancing to an average of 241 yearly through 2025. However, these estimates are based primarily upon the generally built-out character of the market area, coupled with shifting demographics and transitioning lifecycle patterns of maturing resident families. **Census estimates do not reflect potentials in redevelopment initiatives** set forth by constituent municipalities including not only Harwich, but also Chatham, Hyannis, Falmouth, Orleans, and others to repurpose under-utilized properties, as a diminishing supply of land available for residential development of *scale* throughout Barnstable County effectively *limits* new construction to infill and/or redevelopment sites such as the subject Sisson Road initiative.

□ Tenure estimates in the Barnstable County Market Area favor ownership which accounts for 77.5 percent of all occupied units. Not to be dismissed, however, an estimated 21,734 households or 22.5 percent are renters, despite a definitive lack of rental construction and (particularly) market rate rental construction in the county over the last two decades. In Harwich itself, 19.7 percent of residents are renters (1,140 households). Renter household additions reflect increased occupancies among existing, older rental developments generally built prior to 1985, elevated participation in ownership inventory (both attached and detached) brought to the market as rentals, coupled with a modicum of workforce and/or affordable rental construction of late.

□ Also consistent with the proposed lifestyle development initiative, as detailed in **Exhibit 1**, market area householders reflect a median age of 61.5 years. Specifically, 9.2 percent of current market area households are under the age of 35, while 61.4 percent are aged between 45 and 74, representing the strongest age categories for rental and/or lifestyle-oriented housing forms. Moreover, Census estimates of household composition reveal that three-quarters of resident market area households represent those *without children under the age of 18*, primarily reflecting persons living alone or in two-person arrangements, consistent typical renter and/or lifestyle profiles.

HOUSEHOLD COMPOSITION: 2020  
-- BARNSTABLE COUNTY MARKET AREA --

Attribute	Barnstable County Market Area		Town of Harwich	
	Number	Percent	Number	Percent
<b>Total Households</b>	<b>96,397</b>	<b>100.0</b>	<b>5,795</b>	<b>100.0</b>
1-Person Household	32,364	33.6	2,056	35.5
2-Person Household	37,182	38.6	2,286	39.4
3-Person Household	12,699	13.2	684	11.8
4-Person Household	8,963	9.3	518	8.9
5-Person Household	3,582	3.7	175	3.0
6-Person Household	1,190	1.2	63	1.1
7 or More Person Household	417	0.4	13	0.2
<b>Total 1- and 2-Person Households</b>	<b>69,546</b>	<b>72.1</b>	<b>4,342</b>	<b>74.9</b>

Source: Environics Analytics

□ Rental apartment development within the Sisson Road property is also consistent with socio-economic characteristics of market area residents. For example, households throughout the market area support an estimated 2020 median annual income of \$78,583. As summarized in the following text table and detailed in Appendices A3 and A4, 2020 median incomes in Harwich were

HOUSEHOLDS BY TYPE AND AGE OF HOUSEHOLDER: 2020  
-- THE BARNSTABLE COUNTY MARKET AREA --

Attribute	Barnstable County Market Area		Town of Harwich	
	Number	Percent	Number	Percent
<b>2020 Households by Type</b>				
Total Households	96,397	100.0	5,795	100.0
Average Household Size	----- 2.17 -----		----- 2.09 -----	
Households with Children	21,408	22.2	1,171	20.2
Married Couple	14,385	14.9	821	14.2
Other Family	6,772	7.0	339	5.8
NonFamily	251	0.3	11	0.0
Households without Children	74,989	77.8	4,624	79.8
Married Couple	32,179	33.4	2,037	35.2
Other Family	5,783	6.0	346	6.0
NonFamily	37,027	38.4	2,241	38.7
<b>2020 Households by Age of Householder</b>				
Total Households	96,397	100.0	5,795	100.0
Under 25	1,364	1.4	81	1.4
25 - 34	7,494	7.8	418	7.2
35 - 44	9,528	9.9	470	8.1
45 - 54	13,417	13.9	765	13.2
55 - 64	22,101	22.9	1,215	21.0
65 - 74	23,753	24.6	1,578	27.2
75 - 84	12,781	13.3	861	14.9
85 and Over	5,959	6.2	407	7.0
<i>Median</i>	----- 61.5 Years -----		----- 63.6 Years -----	
<i>Households Under 35</i>	8,858	9.2	499	8.6
<i>Households 35 - 54</i>	22,945	23.8	1,235	21.3
<i>Households 55 - 74</i>	45,854	47.6	2,793	48.2

Source: Environics Analytics and Tracy Cross & Associates, Inc.

**Residential Market Analysis  
Heritage Properties  
Sisson Road Apartments  
Harwich, Massachusetts**

estimated at \$83,287. Further, based upon typical renter profiles and most germane to quality new market rate rental development, these exhibits also reveal that not fewer than two-thirds of resident households under the age of 35 and aged 45 to 74 earn *at least* \$58,000 annually, incomes requisite to support rental rates for quality, new construction market rate apartments complying with Ch. 40b development guidelines. Refer to Appendix A5 for delineation of Ch. 40b qualifying methodology.

**HOUSEHOLD AGE AND INCOME CHARACTERISTICS: 2020  
-- BARNSTABLE COUNTY MARKET AREA --**

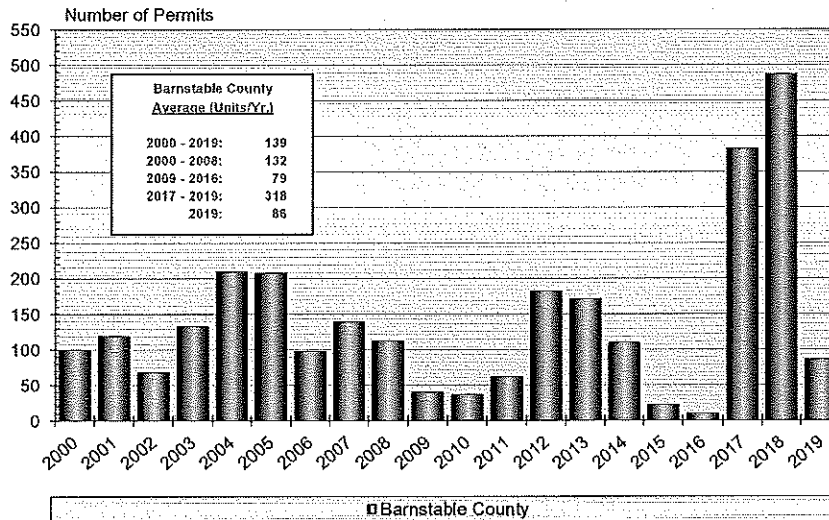
Attribute	Total Households					
	Barnstable County Market Area			Town of Harwich		
	Number	Percent	Median	Number	Percent	Median
<b>Total Households</b>	<b>96,397</b>	<b>100.0</b>	<b>\$78,583</b>	<b>5,795</b>	<b>100.0</b>	<b>\$83,287</b>
Under 25 Years	1,364	1.4	55,065	81	1.4	87,360
25 - 34 Years	7,494	7.8	75,000	418	7.2	86,463
35 - 44 Years	9,528	9.9	96,896	470	8.1	100,583
45 - 54 Years	13,417	13.9	105,942	765	13.2	107,161
55 - 64 Years	22,101	22.9	93,784	1,215	21.0	94,558
65 - 74 Years	23,753	24.6	77,780	1,578	27.2	81,958
75 - 84 Years	12,781	13.3	54,764	861	14.9	56,951
85 Years and Over	5,959	6.2	39,688	407	7.0	36,119
<b>Total Households Under 35 Years</b>	<b>8,858</b>	<b>9.2</b>	<b>\$71,930</b>	<b>499</b>	<b>8.6</b>	<b>\$86,609</b>
With Incomes of \$58,000 or More	5,449	61.5	---	361	72.3	---
With Incomes of \$75,000 or More	4,263	48.1	---	325	65.1	---
<b>Total Households Aged 35 to 54 Years</b>	<b>22,945</b>	<b>23.8</b>	<b>\$102,186</b>	<b>1,235</b>	<b>21.3</b>	<b>\$104,658</b>
With Incomes of \$58,000 or More	17,048	74.3	---	960	77.7	---
With Incomes of \$75,000 or More	14,615	63.7	---	866	70.1	---
<b>Total Households Aged 55 to 74 Years</b>	<b>45,854</b>	<b>47.6</b>	<b>\$85,494</b>	<b>2,793</b>	<b>48.2</b>	<b>\$87,439</b>
With Incomes of \$58,000 or More	30,854	67.3	---	1,888	67.6	---
With Incomes of \$75,000 or More	25,377	55.3	---	1,585	56.7	---

Source: Environics Analytics and Tracy Cross & Associates, Inc.

**RESIDENTIAL CONSTRUCTION TRENDS**

Lending support to apartment development within the Sisson Road property, there has been only limited and sporadic apartment construction in the whole of Barnstable County over the last two-plus decades. Specifically, as detailed in Appendix A6, since 2000 and through 2019 market area multifamily authorizations have averaged a modest 139 yearly, representing only 15.7 percent of total residential construction activity over the last 20 years. The strongest recent period of multifamily construction occurred during the 2000-2007 timeframe when an average of 134 units were permitted annually, for the most part reflecting a modicum of condominium development during the housing boom period, together with a limited number of senior housing and/or income-qualifying affordable rental development. During the subsequent 2008-2016 timeframe, multifamily issuances fell to an annual average of 83 yearly. During the more recent 2017-2019 period, however, authorizations spiked, averaging 318 yearly. These recent authorizations reflect development of condominium projects such as Old Wharf Village in Chatham and Ocean Heights in Dennis Port; the 202-unit Everleigh Cape Cod active adult apartments in Hyannis; a number of affordable and/or workforce housing communities such as Yarmouth Commons in Barnstable, Village at Nauset Green in Eastham, Little Pond Place in Falmouth, Village Green in Hyannis, and Clay Pond Cove/Canal Bluffs in Bourne. However, the only non age-restricted *market rate* apartments to be authorized recently include the 29-unit Carriage House Apartments in Barnstable and the 22-unit 319 Main Street Apartments now under construction in downtown Hyannis.

MULTIFAMILY PERMIT TRENDS: BARNSTABLE COUNTY, MA



Source: U.S. Bureau of the Census: C-40 Construction Reports and Tracy Cross & Associates, Inc.

RENTAL CONSTRUCTION OUTLOOK

In tandem with anticipated regional economic growth, coupled with noted demographic and socio-economic trends, over the 2021-2025 forecast period, the defined Barnstable County Market Area could support construction of up to 180 new *market rate* rental units annually (or a total of 900 units through 2025) without creating market weakness. Moreover, *new construction requirements could potentially double during any given year if supply were made available and competitive rents were maintained.* This new construction requirement balances Census estimates of household growth over the five-year forecast period with anticipated phased implementation of various mixed-use and/or infill redevelopment initiatives, multifamily construction trends over the past two decades, along with a measure of replacement demand. This derived annual new construction requirement is sufficient to support development of the proposed Sisson Woods Apartments during the forecast period.

ANNUAL RENTAL CONSTRUCTION REQUIREMENT SUMMARY: 2020 - 2025  
-- BARNSTABLE COUNTY MARKET AREA --

Attribute	Number
Expected Annual Household Growth	241
Expected Annual Renter Household Growth @ 40.0 Percent of Total <sup>(1)</sup>	95
Annual Vacancy Requirement to Maintain Balance in the Market <sup>(2)</sup>	30
Annual Replacement Demand @ 0.25 Percent of 2020 Rental Inventory	55
<b>Derived Annual Rental Construction Requirement</b>	<b>180</b>

<sup>(1)</sup> Determined by applying the expected percentage of new renter households to the expected number of new household additions from 2020 through 2025.  
<sup>(2)</sup> A balanced marketplace generally requires vacancies in the range of 5.0 to 6.0 percent; represents annualized estimate applied to total market area renter households over the five-year forecast period.

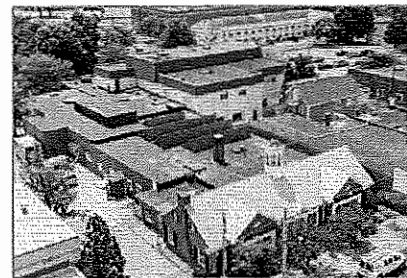
Source: Tracy Cross & Associates, Inc.

## THE APARTMENT MARKETPLACE

As noted, only limited and sporadic new market rate apartment construction has occurred throughout Barnstable County over the last two decades. In fact, most localized rental alternatives represent smaller-scale, privately-managed developments built in the 1980s or earlier, together with a measure of adaptive residential conversion of former commercial properties. Hence, in order to evaluate the competitive environment within which the proposed Sisson Road Apartments would exist, our firm expanded the investigative area to encompass portions of the neighboring Plymouth and Bristol counties, generally focusing upon areas aligning the I-495/195 and MA 3 corridors south of US 44, as developments in these areas share commonalities in terms of transportation systems and/or sources of employment.

This section of our report therefore summarizes trends from a *regional* perspective, focusing upon newer construction market rate alternatives viewed as more representative of conventional sources of competitive substitution. Defined for purposes of this analysis as the *Harwich Competitive Market Area* or *CMA*, 13 developments and a collective 1,356 apartments built in 2004 or later constitute the representative competitive base. Most represent two or three-story, elevator-served developments of 100 units or less. Six of the 13 provide structured enclosed or attached or detached garage parking for an incremental fee, with the remaining seven developments offering only surface parking. The two representative age-restricted/active adult developments which are largely or solely designated as affordable to low income households have been excluded from this analysis. **Exhibit 2** provides a geographic orientation of the 13 representative developments, together with future projects announced and/or now under construction throughout the expanded CMA. The following paragraphs, in turn, briefly characterize competitive conditions in the marketplace which inform our conclusions and recommendations.

- ❑ As summarized in **Exhibit 3**, as of February 2021, posted base rents among the representative newer projects averaged \$2,342 monthly for a 1,018 square foot apartment home. Posted base rents translate to a value ratio of \$2.30 per square foot. Excluding the two workforce housing developments in Eastham and Hyannis, market rate rents range from average highs of \$2,539 or \$2.43 per square foot in Plymouth to a low of \$1,895 or \$1.80 in the town of Barnstable.
- ❑ As Exhibit 3 also reveals, despite the challenges of the last year, vacancies among *stabilized* CMA developments which stood at a very tight 3.0 percent at the close of February 2021, with only 30 of 1,008 stabilized units unoccupied. Notably, in Barnstable County, stabilized market rate and workforce developments are *fully occupied* and report waiting lists for occupancy. For perspective market balance generally requires vacancies in the range of 5.0 to 6.0 percent to allow for movement between developments. As might be expected, discounts and other lease incentives are negligible, typically seen in the waiving of administrative fees or reduced security deposits for select applicants.
- ❑ The newest market rate apartment project in Barnstable County is **319 Main Street**, a 22-unit adaptive residential conversion development now under construction in downtown Hyannis. Plan offerings include a variety of one, one bedroom and den, two and two bedroom and den plan styles which range in unit size from 655 to 1,471 square feet. Corresponding posted rents extend from \$1,800 to \$2,700 and average \$2,152 monthly for a 994 square foot unit. Posted rents yield a value ratio of \$2.16 per square. The resident is responsible for all utilities. Community amenities are limited to a fitness studio and private storage lockers. Marketing of 319 Main Street began in February 2021 in anticipation of initial occupancies in May. At the close of February, three apartments had been pre-leased. No lease incentives or discounts are currently being marketed.



**GEOGRAPHIC ORIENTATION:  
REPRESENTATIVE NEWER/PLANNED APARTMENT DEVELOPMENTS  
-- HARWICH CMA --**

**Subject Property**

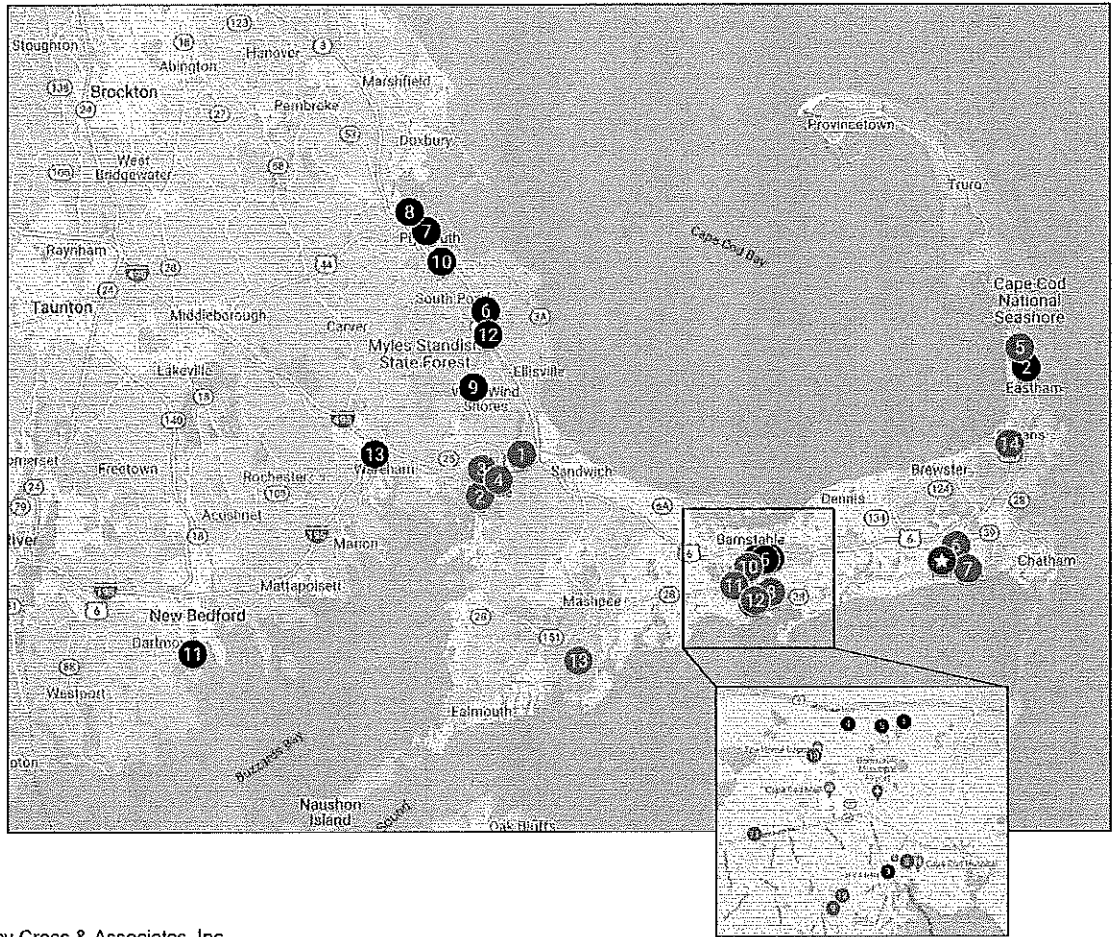
- Sisson Road Apartments

**Apartment Developments**

- 1 Carriage House
- 2 Village at Nauset Green-Workforce
- 3 319 Main Street
- 4 Everleigh Cape Cod-AA
- 5 Village Green-Workforce
- 6 Avalon at the Pinehills
- 7 Copper Cove Village
- 8 Harborwalk at Plymouth Stn
- 9 Redbrook
- 10 Pointe 1620
- 11 Amelia-AA
- 12 Marq at the Pinehills
- 13 35 Rosebrook Way

**Future Developments**

- 14 Jasper's Landing
- 15 TBD (Mixed-Use)
- 16 Bay Motor Inn Conv
- 17 The Tides at Bourne-AA
- 18 TBD (Mixed Use)
- 19 The Royal Apartments
- 20 Stone Horse Dorm Conv
- 21 Sea Captains Row
- 22 TBD (Twin Brooks Golf)
- 23 TBD (fmr Cape Cod Health)
- 24 TBD (Mixed-Income)
- 25 TBD Workforce
- 26 TBD (40B)
- 27 Orleans Cape Cod



Source: Google Maps and Tracy Cross & Associates, Inc.



COMPOSITE SUMMARY: REPRESENTATIVE NEWER APARTMENT DEVELOPMENTS  
 -- HARWICH CMA<sup>(1)</sup> --

Municipality/ Development	Year Built/ Renovated	Number of Units	Number Vacant	Percent Vacant	Average Unit Size (Sq. Ft.)	Rent Characteristics				Stabilized Developments <sup>(2)</sup>		
						February 2021				Number of Units	Number Vacant	Percent Vacant
						Average Posted		Average Effective				
\$	\$/Sq.	\$	\$/Sq. Ft.									
<b>Harwich CMA Total / Average:</b>	---	1,356	240	18.0	1,018	\$2,342	\$2.30	\$2,335	\$2.29	1,008	30	3.0
<b>Barnstable County</b>												
Barnstable (Town)	---	29	0	0.0	1,052	\$1,885	\$1.80	\$1,895	\$1.80	29	0	0.0
Carriage House	2018	29	0	0.0	1,052	1,895	1.80	1,895	1.80	29	0	0.0
<b>Eastham</b>												
Village at Nauset Green (Workforce)	2020	58	0	0.0	894	\$1,404	\$1.57	\$1,404	\$1.57	58	0	0.0
<b>Hyannis</b>												
319 Main Street <sup>(3)</sup>	2021	22	NA	NA	994	2,152	2.16	2,152	2.16	---	---	---
Everleigh Cape Cod-AA <sup>(4)</sup>	2019	202	97	48.0	860	2,812	2.93	2,812	2.93	---	---	---
Village Green (Workforce)	2015	120	0	0.0	940	1,140	1.21	1,140	1.21	120	0	0.0
<b>Bristol County</b>												
South Dartmouth	---	55	0	0.0	1,061	\$1,929	\$1.82	\$1,929	\$1.82	55	0	0.0
Amelia-AA <sup>(5)</sup>	2019	55	0	0.0	1,061	1,929	1.82	1,929	1.82	55	0	0.0
<b>Plymouth County</b>												
Plymouth	---	805	143	17.8	1,044	\$2,539	\$2.43	\$2,526	\$2.42	681	30	4.4
Avalon at the Pinehills	2004	192	10	5.2	1,298	2,823	2.17	2,817	2.17	192	10	5.2
Copper Cove Village	2017	38	0	0.0	926	2,411	2.60	2,411	2.60	38	0	0.0
Harborwalk at Plymouth Station <sup>(6)</sup>	2019	124	113	91.1	802	2,419	2.66	2,346	2.60	---	---	---
Manq at the Pinehills	2016	220	11	5.0	996	2,614	2.62	2,614	2.62	220	11	5.0
Pointe 1620	2018	51	3	5.9	1,104	2,531	2.28	2,531	2.29	51	3	5.9
Redbrook <sup>(7)</sup>	2019	180	6	3.3	938	2,256	2.41	2,256	2.41	180	6	3.3
<b>Wareham</b>												
35 Rosebrook <sup>(8)</sup>	2018	65	0	0.0	1,093	\$2,115	\$1.94	\$2,115	\$1.94	65	0	0.0

<sup>(1)</sup> Defined as Barnstable County in its entirety together with areas of southern Plymouth County and coastal areas of eastern Bristol County.  
<sup>(2)</sup> Excludes rental programs currently undergoing renovation and/or new programs undergoing initial absorption.  
<sup>(3)</sup> Adaptive conversion. Leasing commenced February 2021; initial occupancy anticipated May 2021. Three (3) units pre-leased at close of February.  
<sup>(4)</sup> Age-restricted/Active Adult community. Leasing commenced January 2019; initial occupancy May 2019. Absorption rate of 4.5 units per month reflects 97 units occupied as of February 2021.  
<sup>(5)</sup> Age-restricted/Active Adult community. Leasing commenced October 2019; initial occupancy January 2020. Stabilized September 2020 at an overall absorption rate of 5.8 units per month.  
<sup>(6)</sup> Leasing commenced June 2019; initial occupancy November 2019. Absorption rate of 7.2 units per month reflects 113 units occupied as of February 2021.  
<sup>(7)</sup> Leasing commenced March 2019; initial occupancy July 2019. Stabilized February 2021 at an overall absorption rate of 9.1 units per month.  
<sup>(8)</sup> Leasing commenced September 2018; initial occupancy November 2018. Stabilized October 2019 at an overall absorption rate of 5.5 units per month.

Source: Tracy Cross & Associates, Inc.

- It is again noted that throughout Barnstable County, the average market rate apartment is now some 40 years old and lacks today's energy-efficient construction technologies and contemporary design elements and offers little (if any) form of community amenities. For perspective, Appendix A7 delineates pertinent feature and amenity characteristics and summarizes the range of leasing requirements and other incremental fees currently in effect among the representative sampling of newer developments found in more urbanized areas of Plymouth County. These feature and amenity characteristics are consistent with standard finishes and community amenities anticipated to be provided by the Sisson Road Apartments.

### A FRAMEWORK FOR PLANNING

Within the context of the envisioned residential community and adhering to MA Ch. Law 40b development guidelines, **Exhibit 4** summarizes a suggested product matrix and benchmark rent strategy to competitively position a *prototype* 96-unit development in context with new construction alternatives throughout the CMA. This prototype matrix envisions two (2) four-story, elevator-served buildings, each consisting of three (3) residential floors over one level of structured parking at grade or (given topography) partially exposed. Structured parking is expected to accommodate +/-72 enclosed/structured single parking stalls together with +/-88 surface parking spaces, facilitating a market-consistent parking ratio of 1.67 parking spaces per residential unit. It is noted that the prototype development size is forwarded for financial planning only. Based upon land planning and approvals, total unit count could vary by +/-10.0 percent without material impact upon absorption potentials. It is further assumed that ten (10) percent of all units will represent three bedroom styles and 25.0 percent of all units (+/-24 units) will be designated for households earning not more than 80.0 percent of area median income (AMI). In establishing rents for these designated workforce units, we have adhered to the currently available MassHousing 2020 Income and Rent Limits effective April 1, 2020 and 2020 Utility Allowance Guidelines per bedroom type. For analytical purposes, we have also assumed that the mandated distribution will be proportionate among all plan offerings as detailed in **Exhibit 5**.

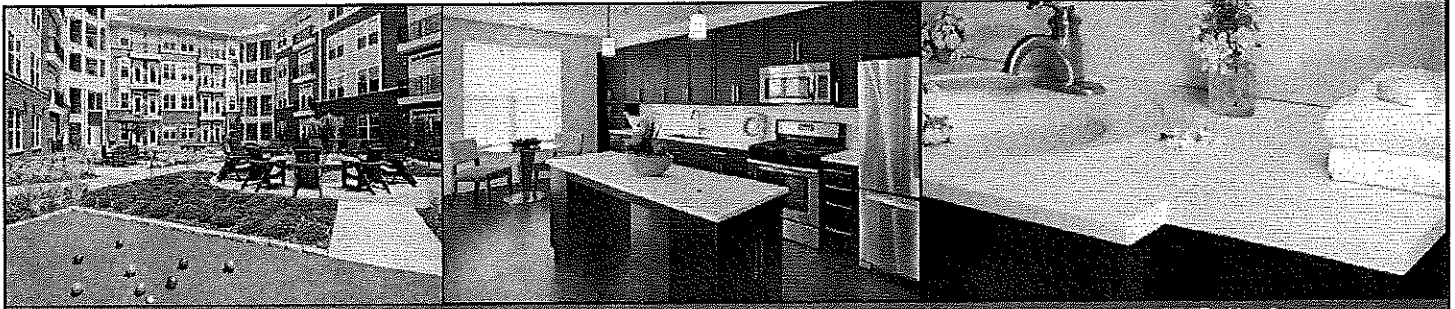


As outlined, the recommended unit types include a variety of one, two and three bedroom plan styles providing between 550 and 1,350 square feet of living area. Overall, the recommended development matrix provides 82,400 net leasable square feet, with the average apartment residence containing 858 square feet of living area, exclusive of patio or balcony. As outlined in Exhibits 4 and 5, benchmark posted **base** rents for the 72 *market rate* units extend from \$1,255 to \$3,150, and average \$2,390 for an 858 square foot apartment. Benchmark rents, which are presented in March 2021 dollars, **do not include** premiums for floor, corner-unit orientation or enhanced views. Nor do they include incremental revenues derived from optional enclosed parking, pet fees, administrative fees, or other landlord-provided services. For clarity, posted base rents represent the lowest rent available for a particular plan type and are established on the first residential floor of the prototype buildings. Benchmark posted base market rate rents yield a current dollar value ratio of \$2.77 per square foot.

Benchmark *net* rents for the 24 designated workforce units, in turn, extend from \$1,255 to \$1,735 and average \$1,358 monthly or \$1.61 per square foot – again, after estimated utility allowances are factored.

Benchmark rents assume quality interior appointments and community amenities as outlined on Exhibit 4. This exhibit also forwards a range of suggested market-consistent premiums and other fees for consideration. It is reiterated that the prototype development size is forwarded for financial planning only. Based upon land planning and approvals, total unit count could vary by +/-10.0 percent without material impact upon absorption potentials.

A BENCHMARK DEVELOPMENT STRATEGY<sup>(1,4)</sup>: SISSON ROAD APARTMENTS  
 -- HARWICH, MASSACHUSETTS --



Three (3) Elevator-Served Residential Floors over Structured Parking: 96 Units / +/-72 Structured Parking Stalls and +/-88 Surface Parking Spaces

Plan Designation	One Bedroom	Two Bedroom	Three Bedroom
Number of Units:	62	24	10
Percent Distribution:	64.6	25.0	10.4
Bedrooms:	1	2	3
Baths:	1.0	2.0	2.0
Plan Size Range (Sq. Ft.):	550 - 800	1,000 - 1,200	1,350
Average:	685	1,100	1,350
Benchmark Posted Base/Net Rent Range <sup>(1)</sup> :	\$1,255 - \$2,195	\$1,505 - \$2,975	\$1,736 - \$3,150
Average:	\$1,861	\$2,523	\$2,867
Per Sq. Ft.:	\$2.72	\$2.29	\$2.12

Community Summary <sup>(1,4)</sup>	Absorption at Benchmark
<b>Total Number of Units:</b> 96	<b>Average Absorption to Stabilization:</b> 7.5 (In Units per Month)
<b>Total Net Leasable Square Feet:</b> 82,400	<b>Months to Stabilization:</b> 12.0 (91 Total Units at 95% Occupancy)
<b>Weighted Average Unit Size (Sq. Ft.):</b> 858	
<b>Avg. Posted Base Market Rate Rent<sup>(1)</sup>:</b> \$2,390	
<b>Market Rate Rent/Sq. Ft.<sup>(1)</sup>:</b> \$2.77	
<b>Average Designated 80.0% AMI Rent:</b> \$1,358	
<b>Rent/Sq. Ft.<sup>(2)</sup>:</b> \$1.61	

Benchmark Standard Features / Community Amenities / Suggested Premiums<sup>(3)</sup>

<ul style="list-style-type: none"> <li>■ Programmable Thermostat</li> <li>■ Internet/Cable/Smart Technology Connectivity</li> <li>■ Nine-Foot Ceiling Height</li> <li>■ Designer Finishes Throughout</li> <li>■ Plank-Style Laminate Flooring in Kitchen/Living Areas</li> <li>■ Carpeted Bedrooms and Bedroom-wing Hallways</li> <li>■ Walk-In Master Bedroom Closet; Adequate Secondary Closets</li> <li>■ Designer Baths with Laminate or Ceramic Flooring, Quartz/Granite Vanity Top, Firmless Shower Doors (per plan), Solid-Surface Surround w/Accessory Niche</li> <li>■ Designer Kitchen Cabinetry and Lighting</li> <li>■ Quartz/Granite Kitchen Countertop/Island</li> <li>■ Energy-Efficient Stainless Steel Appliances                             <ul style="list-style-type: none"> <li>- Range</li> <li>- Dishwasher</li> <li>- Refrigerator</li> <li>- Microwave/Hood Vent</li> <li>- Full-Size Washer and Dryer</li> </ul> </li> <li>■ Undermount Stainless Steel Sink with Garbage Disposal</li> <li>■ Balcony</li> </ul>	<ul style="list-style-type: none"> <li>■ Non-Smoking Environment; Secured Reception Lobbies</li> <li>■ Secured Mail/Package Room with Technology Concierge</li> <li>■ E-Lounge Café, Zoom/Co-Work Rooms or Nooks, Meeting/Dining Room</li> <li>■ Great Room with Service Kitchen and Game Area</li> <li>■ Fitness Center with On-Demand Training and Yoga/Pilates/Spin Studio</li> <li>■ Furnished Terrace with Outdoor Kitchen/Grill Station and Fireside Lounge</li> <li>■ Walking Paths or Trail System Aligning Conservancy Areas</li> <li>■ Dedicated Pet Park; Pet Grooming Room/Spa</li> <li>■ Secured Bicycle Storage</li> <li>■ Tenant Paid Water/Refuse or Resident Billing System; Individually Metered Utilities</li> <li>■ On-Site Leasing/Management Office</li> </ul> <p style="text-align: center;"><b>Suggested Premiums/Incremental Fees<sup>(3)</sup></b></p> <ul style="list-style-type: none"> <li>■ View Premium: \$25 to \$50 (Assumes maximum of 15% or +/-14 Units)</li> <li>■ Corner-Unit Premium: \$50</li> <li>■ Floor Premium: Floors 3 @ \$10; Floor 4 @ \$20</li> <li>■ Pet Fees (Deposit/Mo. Rent): \$350 / \$50</li> <li>■ Enclosed Single Parking Space: \$145 Assigned</li> </ul>
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(1) Benchmark base market rate rents are presented in March 2021 dollars. They do not include premiums for floor, corner-unit orientation or enhanced views. Nor do they include incremental revenues derived from optional enclosed parking, utility fees (if applicable), pet fees, administrative fees or other landlord-provided services. Benchmark base rents established on Floor 1.

(2) Estimated designated MA Ch. Law 40b rents, which are presented in March 2021 dollars, reflect MassHousing 2020 Income and Rent Limits effective 4/1/2020 for households earning not more than 80.0 percent AMI. They do not include incremental revenues for optional enclosed parking, pet fees, administrative fees and/or other landlord-provided services. It is assumed for analytical purposes that the mandated 25.0 percent allocation is distributed proportionately across all plan types.

(3) Incremental floor, corner-unit and view premiums apply to 72 market rate units only; utilized for analytical purposes.

(4) Benchmark rents and absorption forecast assume a minimum of 160 parking spaces distributed between +/-72 enclosed/structured single stalls and +/-88 surface parking spaces. Parking allocation yields a more than adequate overall parking ratio of 1.67 parking spaces per residence.

BENCHMARK RENT STRATEGY<sup>(1,3)</sup>: DETAILED BY PLAN TYPE AND PRODUCT DESIGNATION  
 -- SISSON ROAD APARTMENTS - HARWICH, MASSACHUSETTS --

Plan Designation	Number of Units	Bedrooms/ Baths	Plan Size (Sq. Ft.)	Designated Maximum 80.0% AMI <sup>(1)</sup>					Market Rate Units <sup>(2)</sup>		
				Number of Units @ 25%	Gross Rent <sup>(2)</sup>	Est. Utility Allowance <sup>(2)</sup>	Net Rent <sup>(2)</sup>		Number of Units	Benchmark Base Rent <sup>(3)</sup>	
							\$	\$/Sq. Ft.		\$	\$/Sq. Ft.
<b>Three (3) Elevator Served Residential Floors over Structured Parking: 96 Units +/- 84 Enclosed Single Stalls and 86 Surface Parking Spaces</b>											
Plan Type - One Bedroom	<u>62</u>		<u>685</u>	<u>16</u>	<u>\$1,450</u>	<u>\$195</u>	<u>\$1,255</u>	<u>\$1.84</u>	<u>46</u>	<u>\$2,072</u>	<u>\$3.02</u>
Plan A1	14	1 / 1.0	550	4	\$1,450	\$195	\$1,255	\$2.28	10	\$1,925	\$3.50
Plan A2	16	1 / 1.0	650	4	1,450	195	1,255	1.93	12	2,030	3.12
Plan A3	16	1 / 1.0	725	4	1,450	195	1,255	1.73	12	2,115	2.92
Plan A4	16	1 / 1.0	800	4	1,450	195	1,255	1.57	12	2,195	2.74
Plan Type - Two Bedroom	<u>24</u>	--	<u>1,100</u>	<u>6</u>	<u>\$1,740</u>	<u>\$235</u>	<u>\$1,505</u>	<u>\$1.37</u>	<u>18</u>	<u>\$2,863</u>	<u>\$2.60</u>
Plan B1	8	2 / 2.0	1,000	2	\$1,740	\$235	\$1,505	\$1.51	6	\$2,755	\$2.76
Plan B2	8	2 / 2.0	1,100	2	1,740	235	1,505	1.37	6	2,860	2.60
Plan B3	8	2 / 2.0	1,200	2	1,740	235	1,505	1.25	6	2,975	2.48
Plan Type - Three Bedroom	<u>10</u>	--	<u>1,350</u>	<u>2</u>	<u>\$2,010</u>	<u>\$274</u>	<u>\$1,736</u>	<u>\$1.29</u>	<u>8</u>	<u>\$3,150</u>	<u>\$2.33</u>
Plan C	10	3 / 2.0	1,350	2	\$2,010	\$274	\$1,736	\$1.29	8	\$3,150	\$2.33
<b>Grand Total/Average:</b>	<b>96</b>	---	<b>858</b>	<b>24</b>	<b>\$1,569</b>	<b>\$212</b>	<b>\$1,358</b>	<b>\$1.61</b>	<b>72</b>	<b>\$2,390</b>	<b>\$2.77</b>

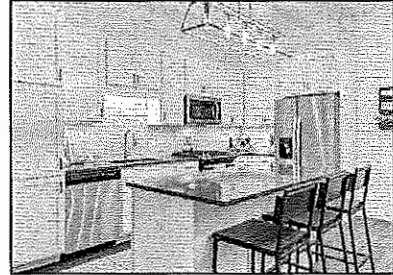
<sup>(1)</sup> Benchmark unit distribution and plan types reflect MA Ch. Law 40b requirement of 10.0 percent three bedroom styles and 25.0 percent distribution of units designated for households earning not more than 80.0 percent AMI.

<sup>(2)</sup> Estimated designated MA Ch. Law 40b rents, which are presented in March 2021 dollars, reflect MassHousing 2020 Income and Rent Limits effective 4/1/2020 for households earning not more than 80.0 percent MI. They *do not include* incremental revenues for enclosed parking, pet fees, administrative fees or other landlord-provided services. It is assumed for analytical purposes that the mandated 25.0 percent allocation is proportionate across all plan types.

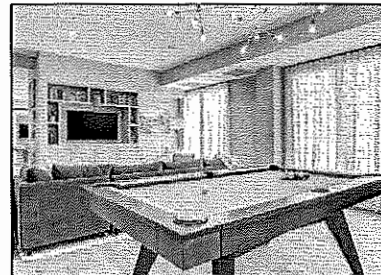
<sup>(3)</sup> Benchmark rents for *market rate* units are presented in March 2021 dollars and established on Floor 1. They *do not include* premiums for floor, corner-unit orientation or enhanced views, or incremental revenues derived from optional enclosed parking, pet fees, administrative fees or other landlord-provided services. It is assumed that premiums will apply to market rate units only.

Source: Heritage Properties Concept Schematic dated 9/1/2020 and Tracy Cross & Associates, Inc.

As noted, all apartments are expected to feature quality interior appointments commensurate with new construction apartment development throughout the region. Typically, these include nine-foot ceiling height, plank-style laminate flooring in kitchens and living areas, with carpeted bedrooms and bedroom-wing hallways; designer kitchens with quartz/granite countertops and islands, ceramic tile backsplash, stainless steel undermount sinks, energy-efficient stainless steel kitchen and laundry appliances; walk-in master bedroom closets; and designer baths with laminate or ceramic tile flooring, quartz/granite vanity tops, solid-surface shower surrounds and frameless glass shower doors. All apartments will provide internet/cable connectivity, some level of Smart technology, and adequate secondary closeting. For analytical purposes, it is assumed that all utilities will be billed directly to the resident.



As also outlined on Exhibit 4, community amenities should be commensurate with the scale of the prototype development and include secured reception lobbies, along with on-site leasing and management offices, a secured mail/package room with technology concierge, a Resident Club with e-lounge café, social and game areas, service kitchen with private dining/meeting room, a co-work library with private "nooks" or "Zoom Rooms", a fitness center with On-Demand training and spin/yoga studio. Outdoor socializing areas should include a landscaped and furnished terrace with outdoor kitchen/grill stations, a multi-use lawn court for bocce ball or the like, walking paths or trail system aligning conservancy areas, and a dedicated pet area. A pet spa/grooming room as well as secured bicycle storage should be provided in the parking garage.



## A FORECAST OF ABSORPTION

Given the overall lack of new market rate apartment construction, coupled with the tight overall conditions, assuming market introduction in 2023 and a continuous construction and leasing schedule, at benchmark 2021 rents it is expected that the 96-unit prototype development would achieve stabilization at 95.0 percent occupancy (or 91 units occupied) within a 12.0-month timeframe from initial occupancy, or consistent with the development's release schedule. This overall marketing period translates to an overall absorption rate of 7.6 units per month. This leasing period assumes extensive marketing commence with site improvements and three- to six months of lease reservations prior to initial deliveries. Also, while it is understood that unit counts may vary with final design and approvals, it is strongly suggested that a *proportionate ratio of unit types and plan sizes be maintained* in order to achieve the forecasted rate of absorption.

## COMPETITIVE POSITIONING

Rationale for the recommended rental development strategy is summarized in the following paragraphs:

- The suggested apartment matrix *fully addresses* current and expected trends in the residential marketplace and is representative of the newest lifestyle apartment offerings in the region. Moreover, the benchmark rent strategy is established to enable the prototype development to appropriately align *with the gradual upward movement of incomes* in the marketplace. Further, the suggested plan offerings and lifestyle amenities will appeal across a broad spectrum of consumer segments including not only younger professional singles and childless couples, but also more mature consumers desirous of a lifestyle environment. To this latter point, lifestyle rental

**Residential Market Analysis**  
**Heritage Properties**  
**Sisson Road Apartments**  
**Harwich, Massachusetts**

alternatives are generating interest among consumers between the ages of 45 and 74 given, in most cases, the high level of amenities and/or concierge services available to residents. Lending support to projected absorption potentials, it is reiterated that at least three-quarters of higher-income market area householders align age categories of 45 to 74, while American Community Survey/Census estimates reveal that roughly 35.0 percent of the market area's *existing renters* also reflect these profile age categories.

**UNIT MIX ANALYSIS: SELECTED NEWER APARTMENT DEVELOPMENTS**  
**-- HARWICH CMA - FEBRUARY 2021 --**

Unit Type	Sisson Road Apartments - Prototype				Selected Newer Apartments <sup>(1)</sup>			
	Total Units		Plan Size (Sq. Ft.)		Total Units		Plan Size (Sq. Ft.)	
	Number	Percent	Range	Average	Number	Percent	Range	Average
Studio	---	---	---	---	1	0.1	729	729
Convertible/JR-1	---	---	---	---	---	---	---	---
One Bedroom	62	64.6	550 - 800	685	347	37.7	655 - 984	826
One Bedroom+Den	---	---	---	---	77	8.4	832 - 1,005	851
Two Bedroom	24	25.0	1,000 - 1,200	1,100	358	38.9	1,003 - 1,488	1,164
Two Bedroom+Den	---	---	---	---	44	4.8	1,093 - 1,471	1,124
Two Bedroom Loft	---	---	---	---	45	4.9	1,593 - 1,826	1,719
Three Bedroom	10	10.4	1,350	1,350	34	3.7	1,063 - 1,366	1,161
Three Bedroom Loft	---	---	---	---	15	1.6	1,877	1,877
<b>Total/Averages:</b>	<b>96</b>	<b>100.0</b>	<b>550 - 1,350</b>	<b>858</b>	<b>921</b>	<b>100.0</b>	<b>655 - 1,877</b>	<b>1,042</b>

(1) Includes developments identified in Exhibits 2 through and 7.

Source: Tracy Cross & Associates, Inc.

- It is important to also recognize that in addition to adequate market area construction requirements over the forecast period, the projected absorption pace can be supported by turnover in the market area's existing rental stock. As noted, some 21,734 Barnstable County Market Area householders are renters. Of these, approximately 11,000 will move annually, with at least 50 percent of these mobile households remaining renters, staying in the local area, and thus representing part of the subject development's pool of prospective residents. Hence, the 72 *market rate* Sisson Road Apartments need capture a mere 2.0 percent of *aggregate* new construction requirements and turnover potentials to achieve stabilization within the projected twelve month construction and leasing cycle.
- Similarly, as summarized in the following text table, based upon the number of Barnstable County households at qualifying incomes not to exceed 80.0 percent AMI, the 24 workforce/40b units need capture a fractional 0.4 percent of eligible households to achieve *full occupancy*.

**PENETRATION REQUIREMENTS: SISSON ROAD 40B APARTMENTS**  
-- HARWICH, MA --

Households Aged Under 75 and within Affordability Limits of:	Barnstable County Market Area			Town of Harwich		
	Number of Units	Eligible Households	Penetration Rate	Number of Units	Eligible Households	Penetration Rate
70.0 to 80.0 AMI	24	6,427	0.4	24	392	6.1

Source: MassHousing 2020 Income and Rent Limits; Environics Analytics; and estimates by Tracy Cross & Associates, Inc.

- Exhibits 6 and 7 illustrate the competitive benchmark positioning of the suggested market rate units (in both whole dollars and for comparable footage) relative to similar newer market rate communities in the CMA. For example, on a *comparable footage basis*, benchmark posted base rents appropriately position the prototype apartments a nominal \$88 monthly above the market average among the newest developments in the CMA and well below current rents at Everleigh Cape Cod which is arguably the only other amenity-enhanced market rate development of scale in Barnstable County. The benchmark competitive positioning balances the expected quality new construction alternative with variances in location, project scale and lifestyle environs.
- The 7.6-unit per month overall absorption forecast is consistent with the *average* 6.8-unit monthly absorption level generated by newer CMA projects of similar scale during their respective stabilization periods. The projected absorption rate weighs today's very tight market conditions among stabilized developments with the expectation of measured economic growth through the forecast period, consistencies in project scale, plan types and unit sizes among these competing newer developments and, importantly, the definitive lack of new quality market rate rental development of scale in the immediate area.

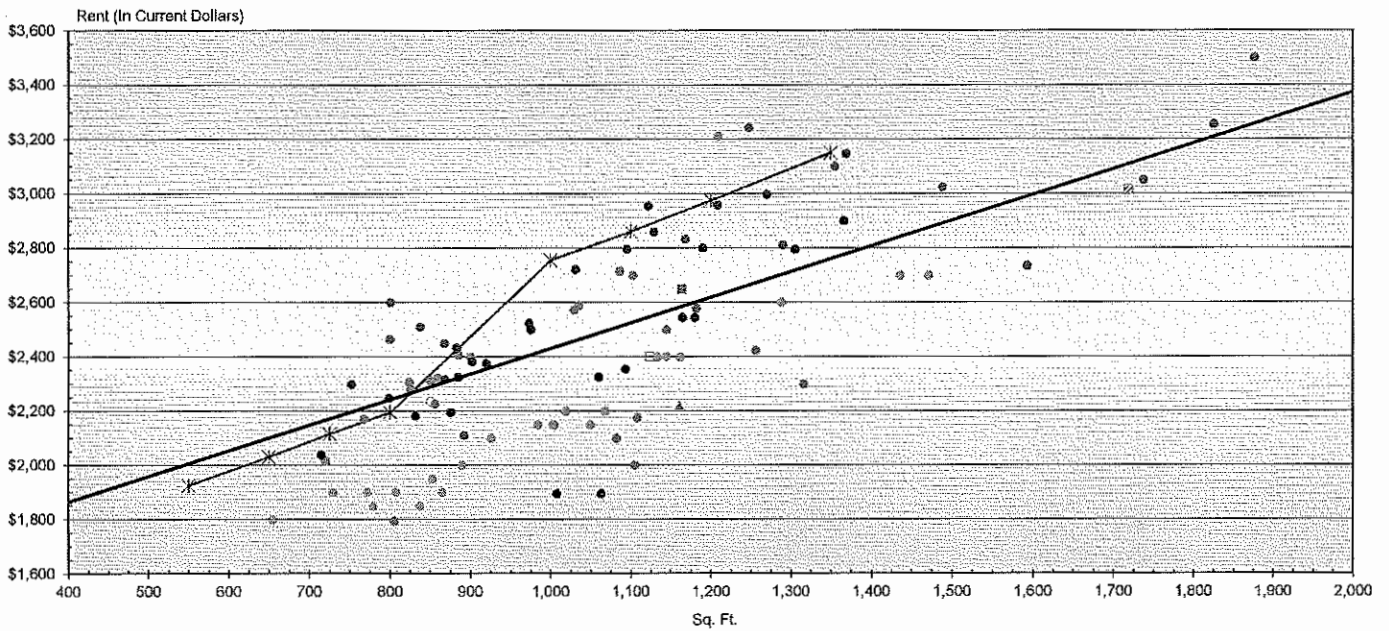
**ABSORPTION TRENDS: SELECT APARTMENTS BUILT IN 2017 OR LATER**  
-- HARWICH CMA - MARCH 2021 --

Development/Location	Total Units	Initial Occupancy (Month/Year)	Stabilization @ 95% Occupancy (Month/Year)	Average Absorption Rate (Units/Month) <sup>(1)</sup>
35 Rosebrook / Wareham	65	November 2018	October 2019	5.5
Redbrook / Plymouth	180	July 2019	February 2021	9.1
Amelia-AA / South Dartmouth	55	January 2020	September 2020	5.8
<b>Total Units/Average Unit Absorption<sup>(1-2)</sup>:</b>	<b>300</b>	<b>---</b>	<b>---</b>	<b>---</b>
<b>Average Development Size:</b>	<b>100</b>	<b>---</b>	<b>---</b>	<b>6.8</b>

<sup>(1)</sup> Starting at first month of occupancy.

Source: Tracy Cross & Associates, Inc.

**Rent/Value Analysis**  
**Representative Newer Market Rate Apartments**  
**Harwich CMA**  
**February 2021**



Program (Vacancy/Absorption)

◆ Studio	● One Bedroom	○ One Bedroom & Den	■ Two Bedroom
□ Two Bedroom & Den	◻ Two Bedroom Loft	▲ Three Bedroom	▲ Three Bedroom Loft
● Carriage House (0.0)	◇ 319 Main Street (NA)	● Avalon at Pinehills (5.2)	● Copper Cove Village (0.0)
● Harborwalk at Plymouth Station (7.2/Mo.)	● Marq at Pinehills (5.0)	● Pointe 1620	● Redbrook (3.3)
● 35 Rosebrook (0.0)	— Season Road-Market Rate	— Market Line	

Rent/value analysis uses a scatter diagram to graphically represent a set of observations found in today's marketplace, specifically the square footage of units offered and their associated rent levels. Regression analysis is then used to fit a line through the set of market observations that represent the "best fit" or average market line. This market line can then be used to predict the performance of a new, untested product line or offer explanations regarding the occupancy/absorption rates of currently available product lines.



Rent/Value Analysis  
 Representative Newer Market Rate Apartments  
 Harwich CMA  
 February 2021

Plan Size (Sq. Ft.)	Average Market Rent
600	\$2,054
700	2,148
800	2,242
900	2,336
1,000	2,430
1,100	2,524
1,200	2,618
1,300	2,712
1,400	2,806
1,500	2,900
1,600	2,994
1,700	3,088
1,800	3,182
1,900	3,276
2,000	3,370

Slope: \$0.94 per sq. ft.

Development/Location	Year Built	Total Units	Average Plan Size (Sq. Ft.)	Average Posted Rent		Average Market Rent	Variance From Market	Vacancy Rate / Absorption (Units/Mo.)
				Dollars	Rent per Sq. Ft.			
(2) Everleigh Cape Cod-AA/Hyannis	2019	202	960	\$2,812	\$2.93	\$2,393	+\$419	(4.5/Mo.)
Marq at Pinehills/Plymouth	2016	220	996	2,614	2.62	2,427	+187	5.0
Avalon at Pinehills/Plymouth	2004	192	1,298	2,823	2.17	2,710	+113	5.2
(1) Sisson Road-MR Bnmk Base	2023	72	864	2,390	2.77	2,302	+88	7.6/Mo. Fcst
(3) Harborwalk at Plymouth Station/Plymouth	2019	124	902	2,419	2.68	2,338	+81	(7.2/Mo.)
(3) Copper Cove Village/Plymouth	2017	38	926	2,411	2.60	2,361	+50	0.0
(3) Pointe 1620/Plymouth	2018	51	1,104	2,531	2.29	2,528	+3	5.9
--- Market Average ---	2017	921 / 102	1,042	2,470	2.37	2,470	0	3.9 / (7.2/Mo.)
(3) Redbrook/Plymouth	2019	180	938	2,256	2.41	2,372	-116	3.3
(4) 319 Main Street/Hyannis	2021	22	994	2,152	2.16	2,425	-273	NA
35 Rosebrook/Wareham	2018	65	1,093	2,115	1.94	2,518	-403	0.0
(2) Amelia-AA/South Dartmouth	2019	55	1,061	1,929	1.82	2,488	-559	0.0
Carriage House/Barnstable	2018	29	1,052	1,895	1.80	2,479	-584	0.0

(1) Unit count reflects *market rate units only*; assumes 24 designated units at 80.0 percent AMI; utilized for analytical purposes only.  
 (2) Age-restricted/active adult development; not included in derivation of market line.  
 (3) Statistics exclude designated affordable/workforce units.  
 (4) Adaptive conversion of former commercial building; occupancies anticipated May 2021.

- To reiterate, there has been no market rate multifamily development *of scale* in Barnstable County in more than two decades. In fact, most market rate developments in the general area are now (on average) some 40 years old and lack the energy-efficient construction technologies afforded by new construction. Moreover, most are of small scale (i.e., less than 50 units) and provide little (if any) level of community amenities such as in-unit laundry appliances, elevator-served buildings, clubhouse, fitness center and/or options for enclosed parking. Yet, despite the age and condition of existing market rate developments, all are fully leased and report waiting lists for residency. While replacement demand *alone* lends support to the development of the Sisson Road Apartments, anticipated measured economic growth during the forecast period, coupled with tight vacancies among older developments suggests strong levels of pent-up demand for a new construction alternative. Finally, the projected absorption rate within a short twelve months of initial deliveries, can also be supported from a case study perspective of developments introduced in markets of similar size throughout the New England region where accelerated absorption rates have been noted, leading to stabilization in tandem with construction and delivery schedules.
  
- Finally, the benchmark development strategy also considers a competitive environment marked by periods of accelerated apartment construction – a pattern of development expected to continue for the foreseeable future and (potentially) intensify short term. As summarized in Appendix A8, there are currently 14 *announced* rental projects and not fewer than 1,311 new apartment units in various stages of the planning pipeline in Barnstable County. However, only two of the announced developments are now under construction and expected to begin lease-up within the next 12- to 18 months. These include the 46-unit *Sea Captains Row* apartments in Hyannis which are expected to begin leasing in the next three months, together with the 120-unit *Tides At Bourne* active adult development in Bourne which is expected to open in 2022. Nonetheless, as it is unlikely that the derived Barnstable County Market Area rental construction/turnover potentials will be met during the 2021-2025 forecast period, introduction of the 96-unit prototype Sisson Road Apartments will merely serve to alleviate some measure of market constraint and help to bring the Barnstable County marketplace closer to balance.

#### ALTERNATIVE BENCHMARK RENT STRATEGIES

To reiterate, benchmark strategies are established to provide a competitive position in the marketplace and allow for an acceptable absorption period for the prototype development. As these lease rates may differ from Heritage Properties' financial objectives, the following text table outlines alternative benchmark *posted base rent* strategies and attendant absorption forecasts *specific to the 72-unit market rate component* to assist in continued pro forma financial modeling.

ALTERNATIVE RENT/ABSORPTION SCENARIOS: SISSON ROAD APARTMENTS  
-- HARWICH, MASSACHUSETTS --

A 72-Unit Prototype Market Rate Development						
Benchmark Posted Rent <sup>(1)</sup> for a Market Rate 864 Sq. Ft. Apartment		Variance From Benchmark	Anticipated Monthly Absorption		Average Monthly Absorption Rate <sup>(2)</sup>	Months to Stabilization @ 95% Occupancy (68 Units)
\$	\$/Sq. Ft.		First 12 Months of Occupancy	Thereafter		
\$2,490	\$2.88	+\$100	4.8	3.6	4.6	14.8
2,465	2.85	+75	5.0	3.8	4.8	14.1
2,440	2.82	+50	5.2	4.2	5.0	13.4
2,415	2.80	+25	5.4	4.6	5.4	12.7
<b>2,390</b>	<b>2.77</b>	<b>Benchmark</b>	<b>5.6</b>	<b>---</b>	<b>5.6</b>	<b>12.0</b>

(1) Benchmark posted rents are presented in March 2021 dollars. They *do not include* premiums for floor, corner-unit orientation, enhanced views, or other incremental revenue sources.  
(2) Starting at the first month of occupancy. Marketing and lead list generation assumed to commence with site improvements. Lease reservations, which are anticipated to begin *at least* three (3) months prior to initial occupancies, are factored into this forecast.

Source: Tracy Cross & Associates, Inc.

It is again noted that benchmark base rents and associated absorption potentials are presented in March 2021 dollars. Given current and anticipated market conditions, for pro forma comparisons and barring *additional* unforeseen economic turmoil, it is therefore *strongly suggested* that posted benchmark rents *be held constant through at least 2021*, with modest annual rent appreciation in the range of 1.5 to 2.0 percent applied to pro forma financial models *beginning in 2022*.

**CLOSING REMARKS**

In the aftermath of the COVID-19 experience, it is very likely that consumers across-the-board and (particularly) among profile mature lifestyle segments will prioritize health and wellness factors in their housing choices. Incorporating this anticipated shift in lifestyle behaviors in the planning of interior appointments and communities, coupled with the energy-efficient technologies of new construction, will enable Heritage Properties to establish a strong competitive position in the marketplace of tomorrow. In this regard, provided below are a few items for consideration:

- The type and style of furniture and accessories in all common areas or amenity spaces, while being tastefully appointed, should be made of materials that can be easily (and readily) cleaned and disinfected.
- In the Resident Club area, consideration should be given to establishing privacy areas (both internal and external) that are more personalized for an individual, related couple or a small group gathering.

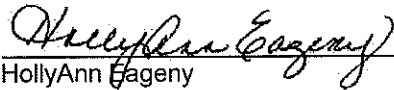
- In the fitness centers, privatizing or compartmentalizing the work-out machines would go a long way in maximizing the appeal of these facilities.

Again, these are but three examples of the planning mindset that should guide the implementation of the Sisson Road Apartments development initiative.

**CERTIFICATION AND SIGNATURE**

This analysis represents our objective and independent opinion regarding the market potential for rental apartment development within the Sisson Road property located in Harwich, Barnstable County, Illinois as certified below:

**TRACY CROSS & ASSOCIATES, INC.**  
An Illinois Corporation

By:   
HollyAnn Eageny

Its: Vice President

Date: April 14, 2021



A1

TRENDS IN NONFARM WAGE & SALARY EMPLOYMENT  
 -- BARNSTABLE TOWN, MA MSA --

Employment Sector	All Employees (in Thousands) <sup>(1)</sup>																			
	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Total Nonfarm Employment	97.1	98.7	100.3	101.4	101.0	101.2	101.2	100.6	97.3	97.0	96.9	98.9	100.7	102.4	104.0	105.7	106.6	106.9	107.1	92.5
Mining, Logging, & Construction	5.2	5.4	5.7	6.0	6.2	6.2	6.0	5.7	4.7	4.6	4.6	4.8	5.2	5.5	5.8	6.2	6.5	6.9	7.1	6.5
Manufacturing	4.1	3.7	3.4	3.3	3.3	3.3	3.2	3.2	3.0	2.9	2.9	3.0	3.0	3.2	3.3	3.3	3.4	3.3	3.4	3.2
Wholesale Trade	1.8	1.9	1.9	1.9	1.8	1.9	1.9	1.9	1.8	1.7	1.7	1.8	1.8	1.8	1.8	1.7	1.8	1.7	1.7	1.8
Retail Trade	17.6	18.0	18.2	18.5	18.0	17.9	17.7	17.5	16.5	16.4	16.5	16.9	16.9	16.9	17.1	17.2	17.2	17.1	17.0	14.6
Transportation and Utilities	2.7	2.7	2.7	2.7	2.7	2.6	2.7	2.7	2.6	2.5	2.6	2.6	2.4	2.5	2.7	2.7	2.8	2.8	2.7	2.6
Information	2.3	2.2	2.1	2.0	1.9	1.9	1.8	1.7	1.7	1.7	1.7	1.6	1.6	1.6	1.5	1.4	1.5	1.5	1.4	1.3
Financial Activities	4.7	4.7	4.7	4.6	4.5	4.4	4.1	4.1	3.6	3.7	3.6	3.6	3.7	3.7	3.8	3.8	3.8	3.9	3.9	3.8
Professional & Business Services	9.1	9.4	9.6	9.5	9.2	9.1	9.2	9.0	8.3	8.3	8.4	8.6	8.7	8.8	9.0	9.2	9.1	9.4	9.6	8.1
Education & Health Services	15.4	15.8	16.5	17.1	17.6	17.9	18.1	18.4	18.8	18.8	19.0	19.3	19.4	19.6	19.8	20.0	20.3	20.1	19.8	18.0
Leisure & Hospitality	16.3	16.8	17.0	17.1	16.7	16.6	17.0	17.1	16.9	17.1	17.0	17.6	18.2	18.6	18.8	19.5	19.8	19.7	19.8	13.8
Other Services	3.6	3.7	3.8	3.8	3.9	4.1	4.1	4.0	3.9	3.9	3.8	4.0	4.3	4.6	4.7	4.7	4.6	4.6	4.7	3.9
Government	14.4	14.5	14.7	14.9	15.2	15.4	15.4	15.4	15.3	15.4	15.0	15.2	15.6	15.9	16.0	15.9	15.8	15.9	15.9	15.0

<sup>(1)</sup> Totals may not add due to rounding.

Source: U.S. Department of Commerce, Bureau of Labor Statistics

TRENDS IN NONFARM EMPLOYMENT: 2000 - 2020  
 -- UNITED STATES AND THE BARNSTABLE TOWN, MA MSA --

Year	United States			Barnstable Town, MA MSA			
	Annual Change			Annual Change			Percent of U.S.
	Total	Number	Percent	Total	Number	Percent	
2000	132,011,000	---	---	95,500	---	---	---
2001	132,073,000	62,000	0.05	97,100	1,600	1.7	2.58
2002	130,634,000	-1,377,000	-1.0	98,700	3,200	3.4	-0.23
2003	130,331,000	-303,000	-0.2	100,300	1,600	1.6	-0.53
2004	131,769,000	1,438,000	1.1	101,400	1,100	1.1	0.08
2005	134,034,000	2,265,000	1.7	101,000	-400	-0.4	NEG
2006	136,435,000	2,401,000	1.8	101,200	200	0.2	0.01
2007	137,981,000	1,546,000	1.1	101,200	0	0.0	0.00
2008	137,224,000	-757,000	-0.5	100,600	-600	-0.6	NEG
2009	131,296,000	-5,928,000	-4.3	97,300	-3,300	-3.3	NEG
2010	130,345,000	-951,000	-0.7	97,000	-300	-0.3	NEG
2011	131,914,000	1,569,000	1.2	96,900	-100	-0.1	NEG
2012	134,157,000	2,243,000	1.7	98,900	2,000	2.1	0.09
2013	136,364,000	2,207,000	1.6	100,700	1,800	1.8	0.08
2014	138,940,000	2,576,000	1.9	102,400	1,700	1.7	0.07
2015	141,825,000	2,885,000	2.1	104,000	1,600	1.6	0.06
2016	144,336,000	2,511,000	1.8	105,700	1,700	1.6	0.07
2017	146,608,000	2,272,000	1.6	106,600	900	0.9	0.04
2018	148,908,000	2,300,000	1.6	106,900	300	0.3	0.01
2019	150,939,000	2,031,000	1.4	107,100	200	0.2	0.01
2020	142,218,000	-8,721,000	-5.8	92,500	-14,600	-13.6	NEG
<b>Annual Average Change</b>							
2000 - 2019	---	996,211	0.7	---	611	0.6	0.20
2000 - 2010	---	-166,600	NEG	---	150	0.1	0.20
2010 - 2015	---	2,296,000	1.7	---	1,400	1.7	1.40
2015 - 2019	---	2,278,500	1.6	---	775	0.3	0.80

Source: U.S. Department of Commerce, Bureau of Labor Statistics

A3

POPULATION, HOUSEHOLDS, TENURE, AND INCOME: 2020  
 -- BARNSTABLE COUNTY MARKET AREA --

Attribute/Year	Barnstable County Market Area	Town of Harwich	Attribute/Year	Barnstable County Market Area	Town of Harwich
<b>Population</b>			<b>Households</b>		
2000	222,232	12,372	2000	94,816	5,463
2010	215,888	12,243	2010	95,755	5,623
2020	213,090	12,277	2020	96,397	5,795
2025	214,400	12,731	2025	97,604	6,060
<b>Average Annual Change</b>			<b>Average Annual Change</b>		
2000 - 2010	-634	-13	2000 - 2010	94	16
2010 - 2020	-280	3	2010 - 2020	64	17
2020 - 2025	262	91	2020 - 2025	241	53
<b>2020 Household Tenure</b>			<b>2020 Household Income</b>		
<b>Total Housing Units</b>	<b>162,038</b>	<b>10,465</b>	<b>Total Households</b>	<b>96,397</b>	<b>5,795</b>
<b>Total Occupied</b>	<b>96,397</b>	<b>5,795</b>	Under \$25,000	13,054	828
Owner Occupied	74,663	4,655	25,000 - 34,999	7,417	459
Percent	77.5	80.3	35,000 - 49,999	9,711	491
Renter Occupied	21,734	1,140	50,000 - 74,999	15,973	826
Percent	22.5	19.7	75,000 - 99,999	13,020	877
Vacant	65,641	4,670	100,000 and Over	37,222	2,314
Percent	40.5	44.6	<b>Median</b>	<b>\$78,583</b>	<b>\$83,287</b>
<b>2020 Household Size</b>			<b>2020 Housing Units by Year Built</b>		
<b>Total Population</b>	<b>213,090</b>	<b>12,277</b>	<b>Total Housing Units</b>	<b>162,038</b>	<b>10,465</b>
In Group Quarters	4,190	176	Built in 2014 or Later	3,508	251
In Households	208,900	12,101	Built 2010 to 2013	1,390	94
<b>Total Households</b>	<b>96,397</b>	<b>5,795</b>	Built 2000 to 2009	13,115	921
<b>Average Persons Per Household</b>	<b>2.17</b>	<b>2.09</b>	Built 1990 to 1999	16,294	1,069
			Built 1960 to 1989	85,083	5,036
			Built 1959 or Earlier	42,648	3,094
			<b>Median Year Structure Built</b>	<b>1976</b>	<b>1975</b>

Source: U.S. Department of Commerce, Bureau of the Census: *Census 2000, 2010*; Environics Analytics; and Tracy Cross & Associates, Inc.

A4

HOUSEHOLD INCOME BY AGE OF HOUSEHOLDER: 2020 ESTIMATE  
 -- BARNSTABLE COUNTY MARKET AREA --

Age of Householder	2020 Income												Total	Median
	Under \$25,000		\$25,000 - 34,999		\$35,000 - 49,999		\$50,000 - 74,999		\$75,000 - 99,999		\$100,000 and Over			
	Number of Households	Percent of Total Households	Number of Households	Percent of Total Households	Number of Households	Percent of Total Households	Number of Households	Percent of Total Households	Number of Households	Percent of Total Households	Number of Households	Percent of Total Households		
<b>Barnstable County Market Area</b>														
15 - 24 Years	347	0.36	162	0.17	135	0.14	204	0.21	412	0.43	104	0.11	1,364	\$55,065
25 - 34 Years	657	0.89	629	0.65	818	0.85	1,443	1.50	1,073	1.11	2,674	2.77	7,494	75,000
35 - 44 Years	896	0.93	538	0.56	807	0.84	1,390	1.44	1,289	1.34	4,608	4.78	9,528	96,896
45 - 54 Years	951	0.99	827	0.86	932	0.97	1,989	2.06	1,588	1.66	7,120	7.39	13,417	105,942
55 - 64 Years	2,383	2.47	1,516	1.57	1,776	1.84	3,386	3.51	2,610	2.71	10,430	10.82	22,101	93,784
65 - 74 Years	3,002	3.11	1,592	1.65	2,601	2.70	4,221	4.38	3,853	4.00	8,484	8.80	23,753	77,780
75 - 84 Years	2,692	2.79	1,386	1.45	1,791	1.86	2,366	2.45	1,555	1.61	2,981	3.09	12,781	54,764
85 Years & Over	1,926	2.00	757	0.79	851	0.88	974	1.01	630	0.65	821	0.85	5,959	39,688
<b>Total</b>	<b>13,054</b>	<b>13.54</b>	<b>7,417</b>	<b>7.69</b>	<b>9,711</b>	<b>10.07</b>	<b>15,973</b>	<b>16.57</b>	<b>13,020</b>	<b>13.51</b>	<b>37,222</b>	<b>38.61</b>	<b>96,397</b>	<b>\$78,583</b>
<b>Town of Barnstable</b>														
15 - 24 Years	6	0.10	3	0.05	4	0.07	3	0.05	51	0.88	14	0.24	81	\$87,360
25 - 34 Years	73	1.26	19	0.33	19	0.33	47	0.81	114	1.97	146	2.52	418	86,463
35 - 44 Years	54	0.93	8	0.14	20	0.35	43	0.74	108	1.86	237	4.09	470	100,583
45 - 54 Years	34	0.59	66	1.14	56	0.97	88	1.52	101	1.74	420	7.25	765	107,161
55 - 64 Years	112	1.93	124	2.14	100	1.73	149	2.57	158	2.73	572	9.87	1,215	94,558
65 - 74 Years	206	3.55	100	1.73	145	2.50	272	4.69	221	3.81	634	10.94	1,578	81,958
75 - 84 Years	198	3.42	85	1.47	100	1.73	159	2.74	87	1.50	232	4.00	861	56,951
85 Years & Over	145	2.50	54	0.93	47	0.81	65	1.12	37	0.64	59	1.02	407	36,119
<b>Total</b>	<b>828</b>	<b>14.29</b>	<b>459</b>	<b>7.92</b>	<b>491</b>	<b>8.47</b>	<b>826</b>	<b>14.25</b>	<b>877</b>	<b>15.13</b>	<b>2,314</b>	<b>39.93</b>	<b>5,795</b>	<b>\$83,287</b>

Source: Environics Analytics and Tracy Cross & Associates, Inc.



**INCOME-QUALIFYING METHODOLOGY  
-- SISSON ROAD 40B APARTMENTS --**

Proposed Unit Types	Maximum Income @ 80.0% AMI
<p><b>One Bedroom</b></p> <p>Maximum Income Limit for a Two-Person Household</p> <p>MassHousing Maximum Gross Rent (including utility allowance)</p> <p>Proposed Maximum Monthly Gross Rent<sup>(1)</sup></p> <p>Gross Annual Rent</p> <p>Minimum Required Income</p> <p style="padding-left: 40px;">@ 30.0 Percent Affordability Threshold</p>	<p>\$61,850</p> <p>\$1,450</p> <p>\$1,450</p> <p>\$17,400</p> <p>\$58,000</p>
<p><b>Two Bedroom</b></p> <p>Maximum Income Limit for a Three-Person Household</p> <p>MassHousing Maximum Gross Rent (including utility allowance)</p> <p>Proposed Maximum Monthly Gross Rent</p> <p>Gross Annual Rent</p> <p>Minimum Required Income</p> <p style="padding-left: 40px;">@ 30.0 Percent Affordability Threshold</p>	<p>\$69,600</p> <p>\$1,740</p> <p>\$1,740</p> <p>\$20,880</p> <p>\$69,600</p>
<p><b>Three Bedroom</b></p> <p>Maximum Income Limit for a Five-Person Household</p> <p>MassHousing Maximum Gross Rent (including utility allowance)</p> <p>Proposed Maximum Monthly Gross Rent<sup>(1)</sup></p> <p>Gross Annual Rent</p> <p>Minimum Required Income</p> <p style="padding-left: 40px;">@ 30.0 Percent Affordability Threshold</p>	<p>\$83,500</p> <p>\$2,010</p> <p>\$2,010</p> <p>\$24,120</p> <p>\$80,400</p>

Source: Massachusetts 2020 Schedule of *Maximum Annual Income Limits* and *Maximum Gross Rents* effective April 1, 2020.

A6

**RESIDENTIAL BUILDING PERMIT TRENDS: BARNSTABLE COUNTY MARKET AREA  
2000 - 2019**

Year	Barnstable County Market Area			Town of Harwich					
	Total	Single Family	Multi-Family	Total	Percent of Market Area	Single Family	Percent of Market Area	Multi-Family	Percent of Market Area
2000	1,882	1,782	100	118	6.3	118	6.6	0	0.0
2001	1,619	1,500	119	170	10.5	105	7.0	65	54.6
2002	1,393	1,325	68	98	7.0	98	7.4	0	0.0
2003	1,228	1,095	133	66	5.4	66	6.0	0	0.0
2004	1,475	1,265	210	85	5.8	81	6.4	4	1.9
2005	1,360	1,152	208	55	4.0	55	4.8	0	0.0
2006	886	788	98	54	6.1	52	6.6	2	2.0
2007	818	679	139	42	5.1	42	6.2	0	0.0
2008	559	447	112	28	5.0	28	6.3	0	0.0
2009	377	337	40	52	13.8	50	14.8	2	5.0
2010	418	381	37	37	8.9	37	9.7	0	0.0
2011	404	342	62	45	11.1	37	10.8	8	0.0
2012	592	410	182	40	6.8	40	9.8	0	0.0
2013	596	425	171	36	6.0	36	8.5	0	0.0
2014	640	530	110	43	6.7	43	8.1	0	0.0
2015	572	550	22	43	7.5	43	7.8	0	0.0
2016	505	495	10	52	10.3	52	10.5	0	0.0
2017	871	489	382	55	6.3	55	11.2	0	0.0
2018	1,005	518	487	42	4.2	40	7.7	2	0.4
2019	513	427	86	24	4.7	24	5.6	0	0.0
<b>Annual Average</b>									
2000 - 2019	886	747	139	59	6.7	55	7.4	4	3.0

Sources: U.S. Department of Commerce, Bureau of the Census, *C-40 Construction Reports* and Tracy Cross & Associates, Inc.

DEVELOPMENT PROFILE SUMMARY: REPRESENTATIVE NEWER MARKET RATE APARTMENTS  
 -- HARWICH CMA - FEBRUARY 2021 --

Attribute							
Project Name	CARRIAGE HOUSE BARNSTABLE	319 MAIN HYANNIS	VILLAGE GREEN-WKFC HYANNIS	HARBORWALK-PLYM STA PLYMOUTH	POINTE 1620 PLYMOUTH	COPPER COVE VILLAGE PLYMOUTH	35 ROSEBROOK WAREHAM
Location	BARNSTABLE	HYANNIS	HYANNIS	PLYMOUTH	PLYMOUTH	PLYMOUTH	WAREHAM
Year Built	2018	(1938) 2021	2015	2019	2018	2017	2018
Units	29	22	120	124	51	38	65
Project Type/Number of Floors	MIDRISE / 3 FLOORS	ADPT CONV / 2 FLOORS	MIDRISE / 3 FLOORS	MIDRISE / 4 FLOORS	MIDRISE / 4 FLOORS	GARDEN / 2 FLOORS	MIDRISE / 4 FLOORS
Average Unit Size	1,052	994	940	902	1,104	926	1,093
Average Posted Base Rent	\$1,895	\$2,152	\$1,140	\$2,419	\$2,531	\$2,411	\$2,115
Average Rent/Sq. Ft.	\$1.80	\$2.16	\$1.21	\$2.68	\$2.29	\$2.60	\$1.94
<b>PARKING / UTILITIES / INCREMENTAL FEES</b>							
<b>Parking<sup>(1)</sup></b>							
Structured Assigned/General	NA / NA	NA / NA	NA / NA	NA / \$150	\$125 / NA	\$100 / NA	NA / NA
Shared Car/Charging Station	NA / NA	NA / NA	NA / NA	NA / NA	NA / NA	NA / NA	NA / NA
Attached/Detached Garage	NA / NA	NA / NA	NA / NA	NA / NA	NA / NA	NA / NA	NA / NA
Carport/Surface Assigned	NA / NA	NA / NA	NA / NA	NA / NA	NA / NA	NA / NA	NA / NA
<b>Utilities<sup>(1,2)</sup></b>							
Water/Refuse Collection	TENANT	TENANT	INCL	TENANT	TENANT	INCL	INCL
Gas	TENANT	TENANT	INCL	TENANT	TENANT	TENANT	TENANT
Electric	TENANT	TENANT	TENANT	TENANT	TENANT	TENANT	TENANT
Cable/Internet	TENANT	TENANT	TENANT	TENANT	TENANT	TENANT	TENANT
<b>Premiums<sup>(1)</sup></b>							
Floor	NA	NA	NA	VARIES	\$50	NA	\$55 - \$100
View	NA	NA	NA	VARIES	NA	NA	NA
<b>Other Fees<sup>(1)</sup></b>							
Administrative/Application	NA / NA	NA / NA	NA / \$20	NA / NA	NA / \$22	NA / NA	NA / NA
Security Deposit	ONE MONTH	\$5,700 - \$8,100	ONE MONTH	\$500 - ONE MONTH	ONE MONTH	ONE MONTH	ONE MONTH
Pet Deposit/Pet Rent	NA / \$50	TBD / TBD	NA / \$25-\$35	NA / \$50-\$100	NA / \$40-\$80	\$25-\$45 / \$5	NA / \$50
Storage: Central/Bike	NA / INCL	INCL / NA	NA / NA	\$75-\$135 / NA	INCL / NA	NA / NA	NA / INCL
<b>STANDARD FEATURES AND COMMUNITY AMENITIES</b>							
<b>Interior Features<sup>(1)</sup></b>							
Flooring: Common/Bedroom	CRPT / CRPT	FX WOOD / CRPT	FX WOOD / FX WOOD	FX WOOD / CRPT	FX WOOD / CRPT	FX WOOD / FX WOOD	FX WOOD / CRPT
Kitchen Appliances/Washer-Dryer	SS / UNIT	SS / UNIT	BLACK / UNIT	SS / UNIT	SS / UNIT	SS / UNIT	SS / UNIT
Kitchen Counters/Flooring	HSUR / FX WOOD	GRANITE / FX WOOD	LAMINATE / FX WOOD	QUARTZ / FX WOOD	QUARTZ / FX WOOD	GRANITE / FX WOOD	GRANITE / FX WOOD
Bath Counter/Flooring	CULT MRBL / CERAMIC	GRANITE / FX WOOD	CULT MRBL / CERAMIC	QUARTZ / FX WOOD	QUARTZ / CERAMIC	CULT MRBL / FX WOOD	GRANITE / CERAMIC
Patio/Balcony	INCL	NA	NA	NA	INCL	INCL	NA
<b>Community/Building Amenities<sup>(1)</sup></b>							
Clubroom/Kitchen	NA / NA	NA	INCL / SERVICE	INCL / SERVICE	INCL / SERVICE	NA / NA	INCL / SERVICE
Fitness Center/AV-FI-E-Lounge	INCL / NA / NA	INCL / NA / NA	INCL / INCL / NA	INCL / INCL / NA	INCL / INCL / NA	NA / NA / NA	NA / INCL / NA
Media Room/Business Center	NA / NA	NA / NA	NA / NA	NA / INCL / INCL	NA / NA	NA / NA	NA / NA
Doorman/Concierge	NA / NA	NA / NA	NA / NA	NA / NA	NA / NA	NA / NA	NA / NA
Playground/Sport Court/Game Room	NA / NA / NA	NA / NA / NA	INCL / NA / NA	NA / INCL / NA	NA / INCL / NA	NA / NA / NA	NA / NA / NA
Garden or Roof Terrace	NA	NA	NA / NA	INCL	INCL	NA	INCL
Fireside Lounge/Grill Area	NA / NA	NA / NA	NA / NA	INCL / INCL	INCL / INCL	NA / NA	INCL / NA
Swimming Pool	NA	NA	NA	OUTDOOR	NA	NA	NA
Pet Park/Grooming Station	NA / NA	NA / NA	NA / NA	NA / INCL	NA / NA	NA / NA	NA / NA
<sup>(1)</sup> Indicates incremental monthly fee as applicable. <sup>(2)</sup> Assumes tenant responsible for all utilities as standard unless otherwise indicated.							

Source: Tracy Cross & Associates, Inc.

**RENTAL APARTMENT PROJECTS IN PLANNING<sup>(1)</sup>**  
**-- BARNSTABLE COUNTY, MA --**

Municipality/ Proposed Development	Location	Builder/Developer	Current Status <sup>(2,3)</sup>	Anticipated Leasing	Number of Units
<b>Bourne</b>					
Jasper's Landing	829 Scenic Highway	Silvia & Sivia Associates, Inc.	CS	2024	12
Bay Motor Inn Conv (Mixed-Income)	223 Main Street	Donald J. Bracken	CS	--	72
TBD (Mixed-Use)	2 Kendall Rae Place	CMP Development	PP	--	217
The Tides at Bourne-AA (Mixed-Incm)	25 Perry Avenue	Calamar	UC	2022	120
<b>Eastham</b>					
TBD (Mixed-Use)	4615-55 State Highway	Cedar Banks Landings LLC	CS	--	20
<b>Harwich</b>					
The Royal Apartments	328 Bank Street	Newman Properties	CS	--	26
Stone Horse Dormitory Conversion	866 Route 26	Main Street Stone Horse LLC	CS	--	22
<b>Hyannis</b>					
TBD (Twin Brooks Golf Course)	35 Scudder Avenue	Lennar Multifamily Communities	CS	--	312
TBD (fmr Cape Cod Healthcare)	Wilkins and Attucks lanes	New England Development	CS	--	270
TBD (Mixed-Income)	850 Falmouth Road	Standford Holdings LLC	CS	--	53
TBD (Workforce)	720 Main Street	720 Main Residences LLC	CS	--	40
Sea Captains Row	24 Pleasant Street	CapeBuilt Development	UC	Summer 2021	46
<b>Mashpee</b>					
TBD (40B)	950 Falmouth Road	Preservation of Aff. Hsg.	CS	--	39
<b>Orleans</b>					
Orleans Cape Cod Five (Workforce)	19 West Road	Pennrose LLC	PP	--	62
				<b>Total<sup>(4)</sup></b>	<b>1,311</b>
<sup>(1)</sup> Excludes age and/or income-restricted, service-enhanced, and congregate care senior developments. <sup>(2)</sup> As of April 2021. <sup>(3)</sup> Status key: Concept Stage (CS); Preliminary Plat Approval (PP); Final Plat Approval (FP); Site Improvements started (INF); Permits issued/under construction (UC). <sup>(4)</sup> Excludes developments with unit counts and product idioms yet to be determined.					

Source: Tracy Cross & Associates, Inc.

### GENERAL LIMITING CONDITIONS

Tracy Cross & Associates, Inc. has made extensive efforts to confirm the accuracy and timeliness of the information contained in this study. Such information was compiled from a variety of sources, including interviews with developers and their agents, government officials, and other third parties. Although Tracy Cross & Associates, Inc. believes all information in this study is correct, it does not warrant the accuracy of such information and assumes no responsibility for inaccuracies in the information provided by third parties.

Conclusions and recommendations established in this analysis represent a professional opinion and are based upon forecasts into the future which could be significantly altered by outside occurrences. These include, among others, the possible interplay of unforeseen social, economic, physical/environmental, and governmental actions. In this regard, Tracy Cross & Associates, Inc., its owners, and its employees shall be held harmless of changes in conditions that may materially result from these occurrences.



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# **NEW BUSINESS**

**MINUTES  
SELECTMEN'S MEETING  
REMOTE PARTICIPATION ONLY  
Monday, May 3, 2021  
6:30 P.M.**

**SELECTMEN PARTICIPATING:** Larry Ballantine, Donald Howell, Michael MacAskill, Edward McManus.

**ALSO PARTICIPATING:** Town Administrator Joseph Powers

**CALL TO ORDER**

Mr. Ballantine opened the meeting at 6:30 pm, and called to order the Board of Selectmen. He explained that he first called the meeting to order at 5:45 pm for Executive Session, where they discussed two items. The first item, was with respect to collective bargaining for all town unions if an open session would have a detrimental effect on the town's bargaining position and the chair so declares. Next, they discussed the purchase exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on negotiating position. They had both of those discussions and decided on a course of action to proceed, no conclusion yet, but they hope to come back in the next couple weeks with some more definitive results.

**WEEKLY BRIEFING**

A. COVID-19 Updates

Mr. Powers explained that he was standing in for Dr. O'Neill who was taking some well-earned vacation time. He said that in addition to what they have in their packet, he would suggest that there is no greater sign of progress against the pandemic, then the fact that they have returned to the Griffin Room to conduct their meetings. They hope that someday soon, they will be able to open it up more broadly to the general public, as they have gone from red to yellow, which is a wonderful action.

Mr. Powers said that he wanted to inform the general public, through the Board of Selectmen, that the Harwich Board of Health will be

conducting a meeting on Thursday, May 6th at 3:00 pm. He said that the purpose for this meeting is for them to revisit the mask order that has been in place in Harwich Port. As Dr. O'Neill reminded them last week, Governor Baker is relaxing certain mask orders, but local orders are still in effect.

- B. Update on ongoing efforts by the Town in support of the business community.

Ms. Cyndi Williams, Executive Director, Harwich Chamber of Commerce, said that she just had a quick update. She said that Cape Light Compact was there last week doing energy assessment and installs, and out of the 93 businesses, 40% of those businesses that they visited participated. She said that they had some great savings for some of their businesses in town. She said that the Harwich Chamber is producing a Harwich'opoly game, which is another way to market their town and their great members. She said that she is excited about that and they will be able to read about it in the Chronicle this week.

## **PUBLIC COMMENTS/ANNOUNCEMENTS**

- A. Ms. Lane Meehan said that she sent in an email earlier that day, asking to be heard. She said that she wanted to speak about Harwich Center, and some of the things that are going on. They had a meeting with Mr. Powers on Friday, and reviewed some of the things that they were told, such as, the State grant. She said that she is the owner of Cape Cod Tileworks and she had touched base with the other business owners and residents in the area and no one was actually aware of what was going on and how it was going to impact them in the Harwich Center. She said that she also lives on Parallel Street, and they are concerned about traffic and also the elimination of parking, which they have a really difficult time with already. Ms. Meehan said that she had been able to get the blueprints for what has been proposed from the Highway Department, and she was shocked, and so were the other people. She said that they would like to continue to have a meeting. She said that they had a good meeting with Mr. Powers and that he was very good about listening to them and their concerns. She said that she does feel it is great to have the accessibility for the elderly and for anyone to walk through the center. However, some of their concerns are the fact that



they are suggesting that feeding be out in the street, which would eliminate parking down the center and it is very difficult to run a business without parking. Ms. Meehan said that would also be a hindrance, as far as people walking down the center with their dogs and would not be a good health practice with restaurants on both sides. She said that she knew that Ruggie's, in particular, does not want seating outside. She said that she would like to see if they could move forward with some more discussions about that, and how it's impacting them.

Mr. Ballantine said that it sounded like Ms. Meehan has had one discussion already and he imagined that Mr. Griffin Ryder, Town Engineer, had been involved as well.

Mr. Powers said that he was prepared to discuss this under the Town Administrator's report, but it was suggested that he did it now.

Mr. Powers said that Ms. Meehan did an admirable job of recounting, and said that he had reached out to her because he had received an email from her and other abutters in that area. He said that he tried to facilitate a discussion between those individuals and Mr. Young, because his name came up from some of the participants. However, Mr. Young was not able to attend because he was out of state, but they did speak after the meeting. Mr. Powers said that he had conveyed to Ms. Meehan, and the participants, that what is underway, has been vetted by the Board. He said that if there was a desire to have a more in-depth conversation, that he would bring that to the Board to see if the Board would entertain an agenda item in the future, to get into some of the concerns of the folks in that area.

Mr. Ballantine said that he thought that sounded good, to have additional conversation and bring it back to them.

Mr. Powers said that he can certainly do that, if that is the Board's preference.

Mr. MacAskill said that it is not on the agenda, so they can't debate it, but it would be helpful if the Board could get any material that is floating around. He said that there was some concept plans, but he knows that some of the more popular social media sites this weekend picked up the fact that they were approving outdoor dining in Harwich

Center. He said that he wanted to say that if it is on a diagram, as it maybe can happen, there is still a lot of steps before anyone could get chairs and seats outside. He said it may have been done as a concept, but it certainly is nothing that has been approved by this Board.

Mr. Ballantine said that they will move ahead with more discussion and will bring it back.

## **PUBLIC HEARINGS/PRESENTATIONS**

- A. Discussion and possible vote to approve the application for a New Annual, Wine and Malt, On Premise Liquor License for Cape Roots Market and Café, LLC DBA Cape Roots Market and Café – 557 Route 28, Unit 101, Harwich Port

Mr. MacAskill said that he will open the public hearing by reading the notice to the public, as follows: Notice is hereby given under Chapter 138 of the Massachusetts General Laws as amended that application has been made to this Board for an Annual, On Premise, Wine and Malt Liquor License for Cape Roots Market and Café, LLC d/b/a Cape Roots Market and Cafe, Gabriel Leidner, Manager, on the following described premises located at 557 Route 28, Harwich Port, MA 02646. Building consists of two floors with the market on the first floor, four condos on second floor, two bathrooms, prep room, walk in cooler and office. The Board of Selectmen will hold a public hearing on the application on Monday, May 3, 2021 no earlier than 6:30 P.M via Go To Meeting, at which time all interested parties are cordially invited to dial in. See below for dial in information: Please join my meeting from your computer, tablet or smartphone. <https://global.gotomeeting.com/join/737195829> You can also dial in using your phone. United States: +1 (872) 240-3311 Access Code: 737-195-829 BOARD OF SELECTMEN LOCAL LICENSING AUTHORITY Cape Cod Times April 14, 2021. Mr. MacAskill noted that given this is a new license, the Ballarin Factors would be in play.

Seconded by Mr. Howell.

**Roll Call Vote: Mr. Howell - Aye, Mr. McManus - Aye, Mr. MacAskill - Aye, Mr. Ballantine - Aye. Motion carried by unanimous vote.**

Mr. Powers said as Mr. MacAskill had indicated,

because they are sitting now as a local licensing authority and as you've heard me say before you're going to be relying upon the Ballarin Factors, as well as, any input that you receive this evening both from staff from the applicant and any other parties that wish to be heard just as a reminder to anyone participating the Ballarin Factors that would be contemplated this evening are; 1) Public need, meaning a consideration of the public want and the appropriateness of a liquor license at a particular location 2) Consideration of the number of existing dispensaries in a locality; 3) Views of the inhabitants of the locality in which a license is sought; 4) Traffic; 5) Noise; 6) Size; 7) The sort of operation that carries the license; 8) Consideration of the reputation of the applicant.

Mr. Powers said that when the Board engages in these hearings, they open the public hearing by motion, which they have done, and the next step is to hear from him and any other staff members. He said that he will advise the Board that they have a completed application which is why this is before them for consideration, this evening. Within the file they have a memorandum from the Chief of Police, which states that the Harwich Police Department has conducted a background investigation that has revealed no disqualifying events or prior previous liquor code violations by the applicants. The Chief remains available, if anyone had any questions for him regarding that. There are no other comments from staff relative to this license, and everything else appears to be in good order. They may see if the applicant wishes to speak and then open it up for public input.

Mr. Ballantine said okay, and asked if someone was there from Cape Roots?

Mr. Powers said that there was no prior notice from anyone wishing to be heard from the public on this matter

Mr. Ballantine said okay, with that they would close the public hearing and go into their discussion.

Mr. Richard Waystack, introduced himself as a direct abutter, and neighbor, of Cape Roots Market. He said that he strongly urged the Board to offer this license. He said that they have been exceptional neighbors, and the business started very well, they have excellent staff

and they have been policing the parking lot. Therefore, he would urge them to support this license.

Mr. MacAskill asked if they should read into record what the Police Chief said, or see if he had any other comments?

Mr. Ballantine said that the Chief was on the call, but there was no objection from the Chief.

Mr. MacAskill said that he would move that they close public hearing, and go to Board deliberation. Seconded by Mr. Howell.

**Roll Call Vote: Mr. MacAskill - Aye, Mr. Howell - Aye, Mr. McManus - Aye, Mr. Ballantine - Aye. Motion carried by unanimous vote.**

Mr. MacAskill said that Gabrielle Leidner, is also the manager of the Hot Stove, and has a great reputation. He said that it is one of the one of the businesses that they don't hear a lot from, and he does not remember any noise complaints from that establishment. He said that he has no problem with this application.

Mr. Howell said that they need to talk about the Ballarin Factors, and go through those technologies. He said he had no problem with factors one through eight, they meet a public need. He said that they are in the right spot, in the middle of a downtown area, and it goes well with the operation. He said that it is a new license, but not a new location. They are in operation and it is a nice café. There are very few dispensaries, of this sort, and it's a café with no entertainment, it is flat out adjunct to what they serve as food. Mr. Howell said that there has not been anyone weighing in against traffic or noise and as he said, it is in downtown Harwich Port, but they already occupied the space and they just want to add the license to it. He also added that Mr. MacAskill had alluded to who will be managing it and he said he has been there a number of times and it is a very nice casual place and also a market and deli. It is a cute place, and in consideration of the reputation of the applicant, that is also licensed at the golf course and another in downtown Harwich Port, and everything seems to be running well. He said that he had no objections on the basis of any of the Ballarin Factors.

Mr. Ballantine said that his only thing would be parking and Mr. Waystack just commented that it is no problem and he is next door, so that answered his question.

Mr. McManus said that the only comment he has was about the description of premises. He said that the instructions are to provide a complete description of the premises to be licensed; including, the number of floors, number of rooms on each floor, any outdoor area to be included in the licensed area, and the total square footage. They must also submit a floor plan. Mr. McManus said that in their description, they indicated that the building has two floors, and there are four condos on the top floor, and is that to imply that those condos are part of the licensed premise? He said that he did not think so, but that is in the description and it should only be for the licensed premise. They should amend that to be clear. He said that the other the other question is if they intend to use the tables in the front, and are those part of their license premise? Mr. McManus said that when the Hot Stove opened, they had tables out front and initially they did not include those in their license description. They had to come back and do an amendment, which was another \$500, between here and the State Liquor Board, to get that approved. He said it is unfortunate that there is no one present to clear that up, because it is not clear whether anything outside the footprint of the building is included.

Mr. MacAskill said that he thought that was a great point, and if they promote this license tonight, it is for inside only.

Mr. Ballantine if we do that, they will need to come back to amend it. He asked if they should postpone it, so it can be done at one time?

Mr. Powers said that he would recommend that they reconsider the closing of the hearing and open it back up to continue, if they want to have it come back. Otherwise, they can come back without the public input and table for a later date. He said that he knows that the expectation is that the establishment gets approved with three outdoor tables, but that needs to be expressly stated. He said that the point the Board members have made, are appropriate.

Mr. Ballantine said that he will entertain a motion to reconsider.

Mr. Howell said before they get a second, he wanted to point out that the time would be of the essence here, because he is sure that they are making this request to be open by Memorial Day weekend. He said that they would be denying them the inside, and perhaps they could schedule a short discussion for Saturday morning?

Mr. Powers said that he would recommend it come back at a regular board meeting. He also advised that even if the Board approved it this evening, it still needs to be transmitted to the ABCC, the Department of Revenue, and the Department of Unemployment Benefits. He said it is not a guarantee that they would have that by Memorial Day, even if the Board approved it this evening.

Mr. McManus said that if they delay it until next week, in the past they have reached out to their State Legislative Delegation to help and expedite a license.

Mr. MacAskill asked why they couldn't make a motion to include the front, and if they don't use it, they don't use it. He said it is three tables.

Mr. Ballantine said that he would go with that, because they are not going to object to it.

Mr. McManus said that he does not have a problem with doing that either, the other part of that amendment, would be to indicate that the license premise only includes the first floor, because from their description it describes the second floor. So, the first floor, plus three tables.

Mr. Ballantine said that they had a motion, but they didn't have a second.

Mr. MacAskill said that he would make a new motion. He said that he moved that they approve the application for a new annual wine and malt, on premise liquor license for Cape Roots Market and Café, LLC, dba Cape Roots Market and Café, with the license premise to include indoor first floor and three tables in front of the building. Seconded by Mr. Howell.

Mr. Powers said that he thinks that it is appropriate that the Board take two distinct votes. He said that the first can certainly be this, but they should be on record indicating that they find no negative impact of the Ballarin Factors. He said that he recommends that they are separate votes.

Mr. Ballantine said they have a motion and a second, and said they will take a roll call.

**Roll Call Vote: Mr. Howell - Aye, Mr. McManus - Aye, Mr. Ballantine - Aye, Mr. MacAskill - Aye. Motion carried by unanimous vote.**

Mr. Ballantine said that he will now entertaining motion for the Ballarin Factors.

Mr. Howell made a motion, in consideration of the eight Ballarin Factors, which they deliberated over, and found that they have not failed any of those factors. He motioned that they approve the acceptance within the Ballarin Factors. Seconded by Mr. MacAskill.

**Roll Call Vote: Mr. Howell - Aye, Mr. McManus - Aye, Mr. Ballantine - Aye, Mr. MacAskill - Aye. Motion carried by unanimous vote.**

- B. Discussion and possible vote to approve the transfer of the Seasonal, All Alcohol, On Premise Liquor License from Phoenix Park, LLC DBA The Cape Cod Irish Pub to Chase Escape Cape Cod, LLC DBA The Summer House Cafe– 126 Route 28

Mr. MacAskill opened the next public hearing, and read the notification, as follows: Notice is hereby given under Chapter 138 of the Massachusetts General Laws as amended that application has been made to this Board for a transfer of the Seasonal, On Premise, All Alcoholic Beverages License now held by Phoenix Park, LLC DBA The Cape Cod Irish Pub, 126 Route 28, West Harwich, MA, Brandan O'Reilly Manager, to Chase Escape Cape Cod LLC DBA The Summer House Cafe, 126 Route 28, West Harwich, MA, Thomas Paulini - Manager, on the following described premises located at 126 Route 28, West Harwich, MA: Two story wood framed structure with 9 rooms on first floor, including dining room and lounge , 5 rooms on the upper floor, cellar for storage; with rear

entrances and exits on easterly side of building and one entrance and exit in rear and existing outdoor deck. The Board of Selectmen will hold a public hearing on the application on Monday, May 3, 2021, no earlier than 6:30 P.M., remotely via Go to Meeting, at which time all interested parties are cordially invited to dial in. Please join my meeting from your computer, tablet or smartphone. <https://global.gotomeeting.com/join/737195829> You can also dial in using your phone. United States: +1 (872) 240-3311 Access Code: 737-195-829 Board of Selectmen Local Licensing Authority Cape Cod Times April 15, 2021.

Seconded by Mr. Howell.

**Roll Call Vote: Mr. Howell - Aye, Mr. MacAskill - Aye, Mr. McManus - Aye, Mr. Ballantine - Aye. Motion carried by unanimous vote.**

Mr. MacAskill moved that they close the public hearing, but was interrupted by Mr. Powers.

Mr. Powers said in comporting with their regulations, section 1.02F, indicates that the Authority may, with the consent of the applicant, continue the hearing, given that this is not the applicant's decision. He said that they are joined this evening by Mr. Paulini, one of the applicants. He said that they may want to inquire of Mr. Paulini if he accepts that, and if he doesn't, then he can inform the Board of other choices that they have.

Mr. Howell called for a point of order, and asked if after that discussion the motion would be to continue the public hearing to another date certain?

Mr. MacAskill replied yes.

Mr. Paulini asked why that was?

Mr. Powers said that the Board had in their packet a memorandum from him, and after reviewing the liquor license transfer application for Phoenix Park, LLC DBA The Cape Cod Irish Pub to Chase Escape Cape Cod, LLC DBA The Summer House Café, 126 Route 28, West Harwich, he recommends that the Board of Selectmen continues this hearing to a future date. At this time, he considers this application to be incomplete,



due to reports from the Health Department and Building Department, which indicates that there are still pending actions that are waiting for action by the applicant and those departments.

Mr. Ballantine asked Mr. Paulini, if that answered his question?

Mr. Paulini said yes, it does thank you.

Mr. Ballantine asked Mr. Powers if they need to ask Mr. Paulini if he agrees with the postponement?

Mr. Powers said that the authority is looking to continue the hearing, and they are asking the applicant if they agree to the continuation.

Mr. Paulini said yes, that he does not have a choice because they have the building department pending the application with them.

Mr. Ballantine asked Mr. MacAskill to continue his motion.

Mr. MacAskill moved that they continue this public hearing until May 17<sup>th</sup>, no earlier than 6:30pm. Seconded by Mr. Howell.

**Roll Call Vote: Mr. MacAskill - Aye, Mr. McManus - Aye, Mr. Howell - Aye, Mr. Ballantine - Aye. Motion carried by unanimous vote.**

## **OLD BUSINESS**

Mr. Ballantine said that there was nothing to review in Old Business.

## **CONSENT AGENDA**

- A. Discussion and possible vote to approve a Caleb Chase request in the amount of \$1,000

Mr. MacAskill moved that they vote to approve a Caleb Chase request in the amount of \$1,000. Seconded by Mr. Howell.

**Roll Call Vote: Mr. Howell - Aye, Mr. McManus - Aye, Mr. MacAskill - Aye, Mr. Ballantine - Aye. Motion carried by unanimous vote.**

## NEW BUSINESS

- A. Discussion and possible vote to approve the Assistant Town Administrator's recommendation to grant permission to install one (1) JO pole 66/27.5, on the northeasterly side of Route 137 SE of the intersection with Auston Road. New location being approximately 311' southeast of the centerline of Auston Road; is 103' southeasterly of exiting pole 66/28; and is 106' northwesterly of existing pole 66/27 and subject to conditions from staff.

Mr. MacAskill moved that they vote to approve the Assistant Town Administrator's recommendation to grant permission to install one (1) JO pole 66/27.5, on the northeasterly side of Route 137 SE of the intersection with Auston Road. New location being approximately 311' southeast of the centerline of Auston Road; is 103' southeasterly of exiting pole 66/28; and is 106' northwesterly of existing pole 66/27 and subject to conditions from staff.

Seconded by Mr. Howell.

Mr. Powers said that he wanted to read into the record, the conditions from staff. First, Chris Nickerson, Manager, Highway Department, said that there are two drainage systems in that area, both of which need to be protected for damage during the installation process, and the Town Engineer indicated that the new pole should be set behind the sidewalk, so pedestrian travel will not be impacted. Mr. Powers said that also, Chief Guillemette said that a detail is required for work crew in the travel lane of Route 137. He said that he would just recommend that those conditions from staff be adhered.

Mr. MacAskill said that his only comment to the public is that the hearing notifications and the minutes of that hearing are in the packet. He said that there is a lot of measurements and he is not sure anyone could go and find those poles, but the full description and minutes to the public hearing that took place is in the packet.

Mr. Ballantine said that they have a motion and a second, they will take a roll call vote.

**Roll Call Vote: Mr. MacAskill - Aye, Mr. Ballantine - Aye, Mr. McManus - Aye, Mr. Howell - Aye. Motion carried by unanimous vote.**

- B. Discussion and possible vote to approve the Assistant Town Administrator's recommendation the request to installing approximately 31' of 1-3" conduit and cable and 1 handhold #69/H12A in town road to provide electrical service to customer at 83 Miles Street, Harwich

Mr. MacAskill moved that they vote to approve the Assistant Town Administrator's recommendation the request to installing approximately 31' of 1-3" conduit and cable and 1 handhold #69/H12A in town road to provide electrical service to customer at 83 Miles Street, Harwich

Seconded by Mr. Howell.

Mr. Powers said that there were no additional comments from staff.

**Roll Call Vote: Mr. MacAskill - Aye, Mr. Ballantine - Aye, Mr. McManus - Aye, Mr. Howell - Aye. Motion carried by unanimous vote.**

- C. Discussion and possible vote to approve Board of Selectmen meeting minutes for:
1. February 1, 2021
  2. April 5, 2021
  3. April 12, 2021

Mr. MacAskill moved that they vote to approve the Board of Selectmen meeting minutes listed above. Seconded by Mr. Howell.

**Roll Call Vote: Mr. MacAskill - Aye, Mr. Howell - Aye, Mr. McManus - Aye, Mr. Ballantine - Aye,. Motion carried by unanimous vote.**

- D. Discussion and possible vote to establish the Harwich Climate Action Committee

Mr. McManus said that at last annual town meeting, which happened in the Fall, a petition article was brought on the topic of the town taking action on moving forward on reducing our carbon footprint, in response to the climate changes that are occurring on our planet. He said that he spent the last week looking into what other towns had done in response to the

changes in the climate, and a number of towns have created Climate Action Committee. The committee is to assess the impact their town is having on their carbon footprint, assessing the practices that the town undertakes, and to make recommendations where appropriate to do things going forward in a way that helps reduce the carbon footprint impact that the town is having. With the ultimate goal of reducing the buildup of carbon dioxide gas in the atmosphere, which is causing the increase in global temperatures. Mr. McManus said that it is also to look into areas such as coastal resiliency, which is being affected by the rise in sea levels, and other areas of concern in the town related to changes in the climate. He said that this is meant to be a point to begin the discussion, and is an issue that he is quite concerned about and the nature of the earth that they are leaving to their children. He wanted to make sure that some dialogue began before his term on the board ends. He said that whether they take action on it tonight, or later, is up to the four of them, and they may want to seek input from others on this. Mr. McManus said that they all received this week a mailing from the Cape Cod Commission, with their draft that was released for the Barnstable County Regional Climate Action Plan, which would be very helpful for a committee, such as this, to review as a starting point.

Mr. MacAskill thanked Mr. McManus for the work that they put into this and said the he is glad to hear at the suggestion of not taking action tonight. He said that with the number of meetings they have had lately, and the amount of stuff to read and absorb preparing for Town Meeting, he did not have time to do a lot of investigative work on this. Mr. MacAskill said that he appreciated more time to look at what the other Towns are doing, and the only comment that he could make on the charge itself is that he is a little concerned with giving a committee a budget. He said that he things that this budget might be more for seeking professionals, that would obviously be a recommendation and then voted by the Board of Selectmen. He said he is not that keen on giving them a budget but, he is not close-minded to it, and it is certainly the will of the people at the last Town Meeting. He said he is looking forward to doing more work on this and he appreciated the work that Mr. McManus has already done.

Mr. Howell said that the last time they did some a transformational type of committee was the Housing Committee in 2000. He said that was preceded by a bunch of symposia to define the problem, and what they were trying to achieve. He said that on that basis he agrees with Mr. McManus; and

they need to have that symposium. They now have the study from the Cape Cod Commission that they can use as a starting point and then they need to have some community engagement to see what they can get from awareness. He said that he would like to see the charges from the other two towns that adopted this and what they look like. He agreed with Mr. MacAskill and his inclination on this is that before they consider doing this, do they want a seven-member committee that's all outside individuals, or would they want a couple of staff, like they do with the bike committee and the traffic safety committee, where we have actual ex-officio people who are staff members who are informed about the practicalities? Mr. Howell said that it is a good point to start the discussion, because they always have to have a starting point. However, he can't see acting on it tonight, because there is a lot of things that should go into this.

Mr. McManus said that the detail on the charge about funding, is if they want to propose a budget, they can submit it like anybody else, and it gets approved or not approved, through the budget process. This was not mandating that they get a budget.

Mr. Howell said that he also notes, that it is not like they have been sitting around doing nothing. They have taken action on plastics, and adopting beyond the code to become a green town. He said therefore, they are taking actions, but before they start a standing committee, where they have a bazillion of them and they don't actually have them all staffed, he would like to get the public fired up about what it is they are trying to accomplish.

Mr. Ballantine thanked Mr. McManus for putting this together. He said that he was reacting to the Town Meeting vote. He said that he liked the idea of public engagement, because if you watch the news and stuff it is all one-sided. There is not the discussion about different aspects but what it means for not only carbon dioxide reduction but, local short-term economy, long-term economy and quite frankly risk assessment, where expect to get to zero risk which we all know is not possible. He said that getting as much input as they could would be fantastic, to lead the way in having a discussion that involves everyone and get to a point to address the issue, but do it in a way that makes sense.

Mr. Howell said that he would be remiss for not taking a partisan shot at this too, as the Chair of the Housing Trust. He said that he would also point out, that there are implications in a lot of these things and he alluded

to wanting a broad range of stakeholders here, because essentially they could be talking about things that would price out the possibility of ever doing it.

Mr. Ballantine asked Mr. Powers if they had an attendee that wished to comment?

Mr. Powers said that they have three individuals that have signed up to be heard, if they are ready for that?

Mr. McManus said that he had one comment, and said that this was meant to kick start the discussion, and nothing gets a good discussion kickstarted better than making an extreme proposal from the get-go. The other issue that he thinks to get the discussion moving is that they are with their new Community Planning and Community Development Director. They will probably quite quickly start picking up on doing their comprehensive plan review, and he thinks this needs to be a major consideration in that review.

Mr. Ballantine said that they were ready for others to speak.

Mr. Powers said that this will be the order in which they were received, and the first individual is Ms. Robin Lord.

Ms. Lord said that she is a member of the Harwich Climate Action Network, who were the sponsors of the Resolution at town meeting and she would defer to her committee member, Susan Patterson, who was going to speak for them.

Mr. Ballantine said that they will turn it over to Ms. Patterson.

Ms. Lord said that Ms. Patterson emailed her at the beginning of this meeting and she is not able to speak because of a problem with Go-To Meeting. She said that she will read what Ms. Patterson was going to share, and read the following, on behalf of Ms. Patterson. "I'm also a member of the Harwich Climate Action Network and we support the creation of such a committee and want to be involved in designing it and setting it up. Ed's description of its purpose and scope is a good start, but there are areas that need clarification. We'd like to edit it and elaborate on it. We are aware that some of us from the Harwich Climate Action Network will want to serve on this committee, and some won't, but our

Climate Action Network will continue to meet and should a Climate Action Committee be formed we will work in collaboration with it.” Ms. Lord said that was a statement from the whole group. Thank you.

Mr. Ballantine said that is it for input and said that they will have to bring this back as an agenda item, possibly the first Monday after the Town Meeting, so Mr. McManus can continue to be involved.

Mr. Howell said that he would like to look at trying to schedule some sort of forum.

Mr. McManus said that it may be a more involved process than something that can happen between now and next week, certainly they could look at scheduling a public forum at some point. He added that they can schedule that activity in the month of June, before the summer really gets cranking.

Mr. Howell said that they could start with the Cape Cod Commission making a presentation about their findings, and hear from them about how they view this regionally versus town wide.

Mr. MacAskill said that he would suggest bringing it back three weeks from Town Meeting. He said that the Board needs to get a pause and he does not think that Mr. McManus is going anywhere and he will stay involved. They are all committed, but they need to take a little bit of time.

Mr. Ballantine said that the only issue would be to come back with some type of schedule quickly.

Mr. McManus said that Mr. MacAskill was right, he is not moving anywhere. And this is an issue that he is interested in. He said that he would probably ask to be involved with the committee.

E. Discussion and possible vote to approve the following establishments to continue use of their Expanded Outdoor Table Service which was previously approved in 2020

1. Lalouette – 787 Route 28
2. Jake Rooney’s – 119 Brooks Road
3. Lighthouse Café – 216 Route 28

Mr. Powers said that they received an update that Jake Rooney's is seeking outdoor seating immediately. He said that their request was May 1<sup>st</sup>, but that would be upon adoption by the Board through December 31<sup>st</sup> of this year.

Mr. MacAskill asked if the application in the packet does not reflect the December 31<sup>st</sup> date?

Mr. Powers said that it was his understanding that the application simply said year -round, weather permitting. He said they just want to emphasize that they expressed specifically, May through the end of the calendar year.

Mr. MacAskill asked Chief Guillemette if any of these establishments been a problem?

Chief Guillemette said that there have been no issues with any of the establishments related to outdoor table service.

Mr. MacAskill moved that they approve the Expanded Outdoor Table Service which was previously approved in 2020 for L'Alouette – 787 Route 28, Jake Rooney's – 119 Brooks Road, and Lighthouse Café – 216 Route 28. With the addition of the ending date of December 31<sup>st</sup>, for Jake Rooney's, and the other two are listed in the packet or the lifting of the emergency order by Governor Baker, plus 60 days, or whichever comes first.

Seconded by Mr. Howell.

Mr. Powers said that Lighthouse Café is seeking the outdoor service, but they do not have liquor service, so it is just outdoor service only within their parking lot.

Mr. Howell asked about A&W not requesting anything yet. Mr. Ballantine commented that they are for sale and Mr. Powers said that staff had inquired, but there was no response for expanded outdoor service.

Mr. Ballantine said that they have a motion and a second and will take a roll call.

**Roll Call Vote: Mr. MacAskill - Aye, Mr. McManus - Aye, Mr. Howell - Aye, Mr. Ballantine - Aye. Motion carried by unanimous vote.**



F. Discussion and possible vote – 2021 Seasonal Common Victuallers License Renewal

1. Lucky Labrador Inc. DBA Perks Coffee Shop & Beer Garden – 545 Route 28

Mr. MacAskill moved that they approve the 2021 Seasonal Common Victuallers License Renewal for Lucky Labrador Inc. DBA Perks Coffee Shop & Beer Garden – 545 Route 28.

Seconded by Mr. Howell.

Mr. Powers said that he had no comments on this one.

**Roll Call Vote: Mr. Howell - Aye, Mr. McManus - Aye, Mr. MacAskill - Aye, Mr. Ballantine - Aye. Motion carried by unanimous vote.**

G. Discussion and possible vote – 2021 Seasonal Entertainment License Renewals

1. Lucky Labrador Inc. DBA Perks Coffee Shop & Beer Garden – 545 Route 28 – Weekday 10AM – 10PM Outside and Sunday 1PM – 10PM Outside. Recorded and or live music with amplification and dancing

Mr. MacAskill said before he made a motion, he had wanted some discussion on the hours. He said that they were 11:30 am - 10:00 pm last year for outside, and the request for this year is 10:00 am - 10:00 pm.

He said that he understands that the entertainment license encompasses background noise, television or radio and he knows that in the past there was a problem with noise with neighbors and he thinks that in the morning when people are getting their coffee and sitting at tables, he is not sure how important the outdoor noise is, but he does not have an appetite for expanding the times at this point.

Mr. Ballantine asked if he was suggesting moving it back to 1:00 pm?

Mr. MacAskill said that he was comfortable with last year's hours.

Howell asked about Sunday.

Mr. MacAskill said that last year Sunday was 1:00 pm - 12:00 am, indoor and 1:00 pm - 10:00 pm for outside, and that is what they are asking for outside this year and he was ok with that. The only other comment he would make is that the owners of this establishment, as it has been reported to them have been putting in their own sound system for bands, as well as some more noise baffling things and taking some direction from comments made at the Noise Containment Committee meetings and purchasing some of their own equipment.

Mr. Ballantine said that they have the ability to revisit this at any time.

Mr. Howell said that as they have discussed with the other licenses he would like to make sure that whatever they do is predicated on this as well as whatever the current noise bylaw is, or becomes. He said that they have to take some of these recommendations and start bundling them into a general consensus about what they want all of Harwich Port to be like in terms of noise and how it is governed.

Mr. McManus said that it is good to relate this to their current noise bylaw, because the noise bylaw could only be changed by Town Meeting, so that would not happen until at least a year from now.

Mr. MacAskill said that he wanted to ask Chief Guillemette about the memo that he sent out about three establishments that he had issues with and asked if he could explain his concerns and if there's anything current with this business or from last summer?

Chief Guillemette said that the memo he sent, when he stated that he had some concerns, that was not directly related to an entertainment license issue, but more about the history of Perk's. He said that they

have been brought before the Board for a disciplinary action several times, since outside entertainment started. However, last year, there was nothing brought before the Board. He said that they had six calls related to noise, and three of them reporting music fairly late hours, but were unfounded after investigation, the officers heard no music. The other three calls were related to voices, patron noise or employee noise. Chief Guillemette said that as far as the entertainment issue, last season there were no complaints that were founded or pushed up to the local licensing level. His memo was more of a result of the history related to consistent violations being brought before the Board since about 2016, and also some degree of correspondence that he received early last summer which alluded to issues with patrons leaving, drunkenness, disorderly and things of that nature, but he is not sure it is appropriate to discuss that now, with the entertainment license on the table only.

Mr. Robert Cohn, from Pleasant Street, said that he believes that Perk's has made a real effort to be a good neighbor, because of this he wants to offer his conditional support for their entertainment license. He explained the informal noise survey that he did during the summer of 2019, and said that at least 10 nights during that summer, he recorded noise from Perk's at extreme distances of 800' to 1,000'. However, he said that this is the lowest number of extreme noise incidents, of any of the venues in the village and the incidents are almost exclusively from the Monday night performer. He said that means that this is an issue that should easily be fixed. Also, Perk's already made an important effort to correct this problem with the purchase of the house audio system, and hopefully this will help them better manage their performance in the future. Mr. Cohn said that Perk's has not been perfect, but they have been pretty good, and they have owned up to their problems. He said that they have the smallest footprint of any of the outdoor venues, they made an effort to work within their limits and try to be a good neighbor. They made an expensive investment, in the pandemic year, which speaks to their commitment and sincerity, and he thinks that they serve as an example that other establishments could learn from. However, Mr. Cohn said that it is important to add some conditions to their license terms. First, because Perk's is extremely close to a number of neighbors, and second because current noise policy puts the onus on neighbors to deal with the noise problem and serving as human

decibel monitors. He said that this saddles them with an additional burden, over and above the noise, which is adversarial and sets the stage for confrontation.

Mr. Cohn said that one way to fix this is to establish proactive noise management measures, which they are starting to look at. He asked to share his screen and showed a list of conditions, such as, pointing the speakers away from neighbors, limited hours for live entertainment and treat other outdoor entertainment meant as ambient music, under different conditions. He does not think that they need music all day long, but he thinks it would be helpful, to put into their license terms, that all amplified music go through their house system. There are also some points about self-regulation, decibel monitors, no sing-alongs, and a better understanding of the plainly audible standard. He said that many of these can come up at a later time, but that is his input. He thinks that Perk's has done a good job, not perfect, but they are an asset to the community and he wishes them success.

Mr. Ballantine said that those are all issues that they are considering going forward, especially with the Noise Committee, but he is not sure they want to put that in tonight, However, they are points that they need to take forward.

Mr. Howell said that he would also like to point out that Ember is about three tenths of a mile away from this. He also still has his Sunday concerns for outdoor entertainment, and he is not sure that 1:00 pm addresses that. He said that they did not approve Ember for 1:00 pm, he thought it was 6:00 pm - 10:00 pm, outdoors.

Mr. McManus said that he thinks many of the recommended conditions Mr. Cohn proposed are worth considering and possibly making part of the standard licensing. He said that he thought the first one, about pointing speakers away from residents, should be listed more about speaker placement to minimize sound from traveling the premises.

Mr. MacAskill said that this Board has taken up a lot of noise complaints since the Board voted to bring entertainment to Harwich Port for everybody. He said that they have some recommendations

from the Noise Containment Committee, and given where they are with some lawsuits, the Chair has rightfully decided to wait until that is all behind them to bring back those recommendations. He said that the only comment he will make about Perk's, is that this is what they came in for when they applied for their entertainment license to do what they're asking to do. They didn't apply for something else, and transform it after the fact, and then make allegations and claims that to him are unsupported and one-sided. Mr. MacAskill said also considering the Chief's concerns about the liquor license, they should relay to the establishment that they are going to have a zero tolerance policy on that, and also related to noise, if this license gets approved tonight, they need to know that it is a zero tolerance policy. If there are complaints they will be before the Board, and they are not going to be waiting three, four, five, or six months for pandemic reasons, they are going to make it happen right away. They have new administration, but the point is, that the hearings have to be done fast, and the punishments have to fit what the complaints are. They have all supported business and music in Harwich Port, and they have all taken a beating from establishments for it. He said that he has read through the letters and he is not willing to continue on this path, if there are violations, he wants them for the Board fast.

Mr. Ballantine said that Mr. MacAskill did a good job of warning people, and asked if there were any other comments on this.

Mr. Howell said to Mr. MacAskill's point, they do have a different administration now and their expectation now is moving forward rapidly, it isn't going to be the 105<sup>th</sup> priority out of 100, which it appeared to be for many years.

Mr. Ballantine asked if Mr. MacAskill was ready to make a motion now?

Mr. MacAskill moved that they approve the 2021 Seasonal Entertainment License Renewal for Lucky Labrador Inc. DBA Perks Coffee Shop & Beer Garden – 545 Route 28 – consistent with last year's hours, 11:30 am - 10:00 pm, Outside Monday through Saturday, and Sunday 1:00 pm - 10:00 pm.

Mr. MacAskill said he did not think they had an inside last year, so this is the only thing they are asking for is outside. He said that this is consistent with last year's hours and he will not approve the request for the change in hours.

Mr. Ballantine asked to confirm that it will start at 11:30 am, rather than 10:00 am? Mr. MacAskill said that is correct.

Seconded by Mr. McManus

They began to do roll call, but Mr. Howell said that he would have liked to have changed the Sunday hours. He will vote for it, but also he wanted to comment that as they approach the New Year, they have to come up with a punishment structure with consistent times and have a much longer conversation, as well as the Sunday hours. Mr. Howell said that Pilgrim Church has been there for a long time, before any of these things and were able to enjoy the quiet on Sunday.

Mr. MacAskill said that is a good point, and he is willing to reconsider the motion.

Mr. Ballantine said they will take a vote to reconsider the motion.

**Roll Call Vote: Mr. Howell - Aye, Mr. McManus - Aye, Mr. MacAskill - Aye, Mr. Ballantine - Aye. Motion carried by unanimous vote.**

Mr. MacAskill moved that they approve the 2021 Seasonal Entertainment License Renewal for Lucky Labrador Inc. DBA Perks Coffee Shop & Beer Garden – 545 Route 28 – consistent with last year's hours, weekday, 11:30 am - 10:00 pm, and Sunday 6:00 pm - 10:00 pm, for outside with any and all other restrictions previously on the license. Seconded by Mr. Howell.

**Roll Call Vote: Mr. MacAskill - Aye, Mr. McManus - Aye, Mr. Howell - Aye, Mr. Ballantine - Aye. Motion carried by unanimous vote.**

2. Sundae School Inc. DBA Sundae School Ice Cream – 606 Route 28 – Weekday 11AM – 10:30PM and Sunday 11AM – 10:30PM – Recorded music and antique nickelodeon inside

Mr. MacAskill moved to approve the 2021 Seasonal Entertainment License Renewals for Sundae School Inc. DBA Sundae School Ice Cream, 606 Route 28, Weekday 11:00 am – 10:00 pm and Sunday 11:00 am – 10:30 pm for recorded music indoor only.

Mr. Howell said that they requested till 10:30 pm on weekdays and that is all inside.

Mr. MacAskill confirmed that his motion was for 10:30 pm, for both.

Seconded by Mr. Howell.

**Roll Call Vote: Mr. MacAskill - Aye, Mr. McManus - Aye, Mr. Howell - Aye, Mr. Ballantine - Aye. Motion carried by unanimous vote.**

- H. Discussion and possible vote to authorize the Town Administrator to sign Federal Emergency Management Agency (FEMA) documents relating to COVID-19 reimbursements

Mr. MacAskill moved that they authorize the Town Administrator to sign Federal Emergency Management Agency (FEMA) documents relating to COVID-19 reimbursements. Seconded by Mr. Howell.

Mr. Ballantine said to Mr. Powers and staff that it was a tremendous amount of paperwork to put together and they owe them their appreciation.

**Roll Call Vote: Mr. Howell - Aye, Mr. McManus - Aye, Mr. MacAskill - Aye, Mr. Ballantine - Aye. Motion carried by unanimous vote.**

- I. Vote to accept a donation in the amount of \$20,000 for the purpose of purchasing and installing four (4) water bottle fillings stations in the Town of Harwich

Mr. McManus moved that they accept a donation in the amount of \$20,000 for the purpose of purchasing and installing four (4) water bottle fillings stations in the Town of Harwich. Seconded by Mr. Howell.

Mr. Howell said that it is rare that they have people coming to Town Meeting and requesting something, that actually results in people having a negative consequence, who then turns around and graciously is willing to donate something to fill that void from his own pocket. He said he is grateful.

Mr. Ballantine said that he knows that Mr. Patrick Otton was on the line, and they know him from other meetings. He said that he appreciated that Mr. Otton clarified the expenses, not only the purchasing, but maintenance. They are picking up part of it, but at least it was explained.

Mr. MacAskill said that he would just echo Mr. Howell's comments and thanked Mr. Otton for the donation and said it was a great gift to the Town of Harwich.

Mr. Howell said it goes back to his childhood, remembering going to a bubbler, rather than having a plastic bottle.

Mr. Powers said he wanted to recognize Mr. Otton, who was on the phone, and he would like to add some compliments afterwards.

Mr. Otton joked that he had been speaking with Mr. Dan Pelletier, Superintendent, Water Department, who said he was bored, with not enough to do and needed a new project. So, with the surge in the indoor activity this year, and anticipated summer visitation, they decided to offer an elixir and that's the award winning Harwich water, for anyone wanting a drink, that means no age restriction and no license required. He said that he is really happy that they are accepting this donation so that Harwich can stay in its prime, and stay well hydrated for the seasons. Mr. Otton said that the only task the Board needs to do is to choose a color for the water bottle refill stations, which is within their packet. Please help me and choose a color so that we can get Mr. Pelletier moving on this project.

Mr. Howell and Mr. MacAskill said that they both liked cranberry red.



Mr. Powers said that he wanted to offer Mr. Otton their sincere thanks and he said that Mr. Otton covered most of it, but not completely. He said that he had a few meetings with Mr. Otton and Mr. Pelletier about this very generous gift and certainly generous in its spirit. He said that he asked Mr. Otton if he was interested in going before the Board, and he said something along the lines that it struck him as good news, so let's get it on. Mr. Powers said it is certainly good news and he wanted to add his thanks to Mr. Otton and also thanks to Mr. Pelletier, who was equally engaged in this process. He said not to speak for Mr. Pelletier, but he thinks he was equally excited about this because it is one thing to impact upon our town through the citizen petition, but to also take the next steps as promised during that discussion to offer a better solution. He said that Mr. Otton is a man of his word and a man of great generosity.

Mr. McManus said that he wanted to thank Mr. Otton for his donation especially, but also for the efforts that he has put in to limiting the amount of plastics they have in their environment. He said that he has worked with him over the past couple of years, of bringing some of those issues up, and he really applauds his efforts in that matter.

Ballantine said that they have to accept a motion.

Mr. Powers said he just wanted to say if the Board wants to convey their choices for colors, he can redirect that to Mr. Otton at an appropriate time.

**Roll Call Vote: Mr. Howell - Aye, Mr. McManus - Aye, Mr. MacAskill - Aye, Mr. Ballantine - Aye. Motion carried by unanimous vote.**

- J. Vote to accept a donation in the amount of \$3,800.00 from Wychmere Harbor Real Estate LLC for the purpose of staking right-of-way lines along Route 28, Snow Inn Road and Freeman Street

Mr. MacAskill moved that they accept a donation in the amount of \$3,800.00 from Wychmere Harbor Real Estate LLC for the purpose of staking right-of-way lines along Route 28, Snow Inn Road and Freeman Street. Seconded by Mr. Howell.

Mr. Ballantine said that this was something that was raised some time ago and they were hoping to get some help staking this out, so it is great that Wychmere has stepped up and agreed to do this.

Mr. MacAskill said that he was going to echo what Mr. Ballantine said, and that the traffic committee made this suggestion and the board voted that suggestion, and Mr. Powers was exploring where to get the money. He said that it is an important intersection to them as well, and this is not a donation for a portion of this, it is for the entire thing, they are paying for it all. He also said hats off to Mr. Griffin Ryder, Town Engineer, for putting this all together.

Mr. Powers said he could not have said it any better.

**Roll Call Vote: Mr. MacAskill - Aye, Mr. McManus - Aye, Mr. Howell - Aye, Mr. Ballantine - Aye. Motion carried by unanimous vote.**

## **TOWN ADMINISTRATOR'S REPORT**

Mr. Powers said he had some housekeeping and statements relative to current events. First, he said they have in their materials an executed procurement for the Police Department, for mobile data terminals for police vehicles. He said that this was in the amount of \$2,996. This goes back to their operating budget, and we have all of the contract information. Mr. Powers said that he was also able to renew their injured on duty renewal coverage through Gowrie Group, which came due for FY22, in the amount of \$6,600. There was also an inter-municipal agreement between, Plymouth county and the Town of Harwich. He said that there was a timeliness, because the town needed to execute this. It is for dredging work at Long Pond, related to Plymouth County, and we were made aware of this on April 21<sup>st</sup>, and it needed to be signed by April 22<sup>nd</sup>. He said that he authorized the Assistant Town Administrator in his stead to sign it, because he was on vacation, and the information will all be provided.

Mr. Powers said he also wanted to take a few minutes to discuss getting through Saturday, May 8<sup>th</sup>. He said that he spoke with the moderator earlier and they tried to figure out who would be responsible for the weather. He said that he has seen the forecast and he believes they will be able to get Town Meeting done on Saturday, May 8<sup>th</sup>, but he would remind everybody to layer appropriately, as they did in September, and prepare for sun, wind, and perhaps some light precipitation. He said for people to certainly just be mindful for a lengthy

discussion of their Town Meeting. Mr. Powers said again, they are looking to welcome everybody on Saturday, May 8<sup>th</sup> at 10:00 am, at the Monomoy High School football field.

## **SELECTMEN'S REPORT**

No reports.

## **ADJOURNMENT**

Mr. MacAskill moved that they adjourn at 7:54 pm. Seconded by Mr. Howell.

**Roll Call Vote: Mr. Howell - Aye, Mr. McManus - Aye, Mr. MacAskill - Aye, Mr. Ballantine - Aye. Motion carried by unanimous vote.**

Respectfully submitted,

Lisa Schwab  
Board Secretary

## Recommendations from the Board of Selectmen Interview Committee

Following posted interviews held on Wednesday, July 7, 2021, September 1, 2021, September 8, 2021, September 15, 2021 and September 29, 2021 we would like to recommend to the Board the following appointments:

<b><u>Applicant:</u></b>	<b><u>Vacancy</u></b>	<b><u>Term/Recommendation</u></b>
Lynne Ellen Zalesak	Brooks Academy Museum Commission	Recommend Appointment to Full Position Term to Expire 6.30.2023
Francis Salewski	Bikeways Committee	Recommend Appointment to Full Position Term to Expire 6.30.2022
Jeff Brown	Agricultural Commission	Recommend Appointment to Full Position Term to Expire 6.30.2022
Noella Morrison	Treasure Chest Committee	Recommend Appointment to Alternate Position Term to Expire 6.30.2022
Eleanor Gerson	Treasure Chest Committee	Recommend Appointment to Full Position Term To Expire 6.30.2022
Maureen Davis	Treasure Chest Committee	Recommend Appointment to Full Position Term to Expire 6.30.2023
Cindy Beaulieu	Treasure Chest Committee	Recommend Appointment to Full Position Term to Expire 6.30.2024



**CITIZEN'S COMMITTEE VACANCY FORM  
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**CITIZEN'S COMMITTEE VACANCY FORM  
BOARD OF SELECTMEN**

732 Main Street, Harwich, MA 02645

Name Lynne Ellen Zalesak Street/P.O. Box \_\_\_\_\_ Town Harwich Zip 02645

Occupation Retired Teacher Ema \_\_\_\_\_ Telephone \_\_\_\_\_

*(LIST IN ORDER OF PREFERENCE)*

**PLANNING AND PRESERVATION**

- Agricultural Commission
- \*Board of Appeals
- Brooks Academy Museum Commission
- Building Code Board of Appeals
- By-law/Charter Review Committee
- Community Preservation Committee
- \*Conservation Commission
- Cultural Council
- Historical/Historic District Commission
- \*Planning Board
- Real Estate, Open Space Committee
- Town Forest Committee
- Traffic Safety Committee
- Trail Committee
- Harwich Energy Committee
- OTHER \_\_\_\_\_

**OTHER**

- \*Board of Assessors
- \*Board of Health
- Capital Outlay Committee
- Cemetery Commission
- Community Center Facilities Committee
- Constable
- Council on Aging
- Disability Rights Committee
- Finance Committee
- Harwich Housing Committee
- Herring Supervisor (Voluntary)
- Saquatucket Development Committee
- Shellfish Constable (Voluntary)
- Treasure Chest Committee
- Wastewater Support Committee
- Youth Services Committee
- Voter Information Committee

**RECREATION**

- Bikeways Committee
- Golf Committee
- Recreation & Youth Commission
- Waterways Committee

\* Please include a resume with form



**EDUCATIONAL BACKGROUND:**

I grew up in Harwich and graduated from Harwich High School in 1976. I then attended Cape Cod Community College and graduated from there with an Associates Degree in Liberal Arts. I next matriculated to North Adams State College (now Massachusetts College of Liberal Arts) where I graduated with a Bachelor in Science Degree in Elementary Education with a second major in History and concentrations in English and Psychology. As part of the Teaching American History Grant I was a part of I was able to take two graduate level courses in Educational Technology earning six graduate credits.

I have also attended a multitude of historic and genealogical workshops throughout the years that have been presented at NEH Landmarks in Education workshops I had been selected to attend between 2004 and 2014 as well as presentations at various organizations.

**RELEVANT SKILLS:**

As a teacher I can create and lead presentations. For examples, please go to my website, [www.zalesaksprojects.com](http://www.zalesaksprojects.com). You will find digital stories I have created and used in my teaching career which I make available on the website for other teachers to use. All the stories are historic in nature. My theater background also enhances my presentations. To me, presenting history should be done as a story - it is either his story or hers.

As the family historian and genealogist, researching skills are a necessity. If I am selected for either the Historic Commission or Brooks Academy Museum Commission or both, I believe these skills are critical to the preservation and presentation work that needs to be done.

**REASONS FOR INTEREST IN COMMITTEE/COMMISSION/BOARD:**

My love of history and the town of Harwich really started when I was a small child watching the Exchange Building being torn down. I could not understand why that beautiful building where I used to watch kid plays the Harwich Junior Theater was putting on was being torn down. Somehow, my father managed to get a few of the beams from the building and stored them in the basement for further use. I used to occasionally go and look at them and wonder what events had happened in that building.

Harwich is a beautiful historic town. After I moved to Houston I would come home every year and would be sad to hear of another wonderful old house or building being torn down. Harwich was losing its heritage. When I heard a few years ago that there was finally a movement to maintain the town's old buildings and the historic character of the town I was thrilled. I had always planned to move back and do what I could to support keeping Harwich's past. I firmly believe it is the responsibility of every citizen to take part in their town's culture. By joining one or both of these committees, I will be doing my part to maintain Harwich's history and heritage.

**LYNNE E. ZALESAK**

**Harwich, MA 02645**

**EDUCATION**

*Bachelor of Science Degree in Elementary Education  
Second Major in History  
Concentrations in English and Psychology  
North Adams State College (now the Massachusetts College of Liberal Arts)  
North Adams, MA 01247*

*Associate Arts Degree in Liberal Arts  
Cape Cod Community College  
Barnstable, MA 02668*

*Graduate Harwich High School, 1976*

*Additional Training  
Gifted and Talented, Pre-AP  
Graduate Level Technology Courses (6 hours), University of Houston, Houston, TX*

**CERTIFICATIONS**

*State of Texas, History Grades 6-10  
State of Texas, English Grades 6-10  
Commonwealth of Massachusetts, Middle School All Subjects, Grades 5-9*

**PROFESSIONAL EXPERIENCE**

*Jackson Middle School, Houston Independent School District  
Houston, TX 77023  
History Teacher, Grades 6-8, 1982 to 2015*

*Cluster Leader  
Jackson Middle School 1995-1999, 2001-2002*

*Social Studies Department Chair  
Jackson Middle School 2002 to present*

*ABRAZO Master Teacher/New Teacher Trainer  
Houston Independent School District 2003 to 2010*

*HISD Clear Curriculum Writer - Power Point Presentations  
Houston Independent School District 2004 to 2006*

*Teaching American History Grant Member, Houston Independent School District  
2006 to 2014*

*Curriculum Writer, Colonial Williamsburg Electronic Fieldtrips 2011  
E Newsletter 2012*

*Teacher Advisory Board  
Bayou Bend Museum 2005 to 2006  
Museum of Fine Arts, Houston*

*Presenter  
National Council for the Social Studies (NCSS) Annual Conference 2009, 2010,  
2011, 2012*

*Presenter  
Texas Council of Social Studies (TCSS) Annual Conference 2007, 2008, 2010,  
2012, 2013*

*Presenter  
Region VI Texas History Conference 2008, 2009*

*Presenter  
Region IV Social Studies Conference 2012, 2014*

*Microsoft Corporation Featured Teacher  
Digital Storytelling Video  
January, 2010*

*Microsoft Innovative Educator Forum Finalist 2011  
Microsoft, Redmond Campus, Washington*

*National Endowment for the Humanities Landmarks in American History  
Workshop Selected Attendee  
Various History Summer Workshops 2004-2014*

*Society of the Cincinnati Master Teacher Summer Workshop  
Society of the Cincinnati Museum, Anderson House, Washington, DC 2014*

*National Endowment for the Humanities Landmarks in American History  
Selection Panel Member, Washington, DC  
April 14, 2014*

*Organizer for the Houston Federation of Teachers  
2015-2020*

## **AREAS OF INTERESTS, ORGANIZATIONS, OTHER ACCOMPLISHMENTS**

*Photography, Genealogy, Travel, Antiques, Handcrafts, Creating Digital Stories,  
Writing, Theater, Resin Jewelry Making*

*My Websites: <http://www.zalesaksprojects.com/>,  
<http://www.zalesakshistorymania.wikispaces.com>*

*Community Service Organization Membership - CERT (Community Emergency  
Response Team - part of Harris County, City of Houston, and associated with  
Homeland Security)*



*DCCI (Descendants of Cape Cod and the Islands), Current Historian  
NSDAR (National Society of the Daughters of the American Revolution), former  
Chapter Regent, Vice Regent, Recording Secretary  
GSMD (General Society of the Mayflower Descendants), current Houston Colony  
Recording Secretary  
Jamestowne Society*

*Company Member of Company OnStage Theatre, Houston, TX, former Actor,  
Stage Manager, Light and Sound Technician, Director  
1992-2020*

*Published Ephemera*

*Conference Calls, Vox Femina V, Pandora Theater*

*Performed April 25-May 10, 2014, Company OnStage Theater, Houston, TX*

*Digital Storytelling, Houston Genealogical Forum Annual Report, Fall 2014,  
Volume 56*

*What Ancestors Can Teach, The Texan, Texas Council of the Social Studies  
Magazine, Spring, 2015*

*Dear Diary, Vox Femina VI, Pandora Theater*

*Performed July 17, 2015-July 26, 2015, Company OnStage Theater, Houston, TX*



**CITIZENS ACTIVITY VACANCY FORM  
ACT NOW -- SERVE YOUR COMMUNITY**

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Activity records are being updated to include categories consistent with the changing needs of the Town. Indicate your order of preference and return this form to:

**CITIZENS ACTIVITY VACANCY FORM  
BOARD OF SELECTMEN  
732 Main Street, Harwich, MA 02645**

Name: FRANCIS SLEWSKI Street/P.O. Box: \_\_\_\_\_  
Town/Zip: HARWICH MA 02645 Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_ Occupation: RETIRED

*(LIST IN ORDER OF PREFERENCE)*

**PLANNING AND PRESERVATION**

- Agricultural Commission
- \*Board of Appeals
- Brooks Academy Museum Commission
- Building Code Board of Appeals
- By-law/Charter Review Committee
- Community Preservation Committee
- \*Conservation Commission
- Cultural Council Committee
- Forest Committee
- Harwich Energy Committee
- Historic District and Historical Commission
- \*Planning Board
- Real Estate and Open Space Committee
- Traffic Safety Committee
- Trail Committee
- OTHER \_\_\_\_\_

**RECREATION**

- Bikeways Committee
- Golf Committee
- Recreation & Youth Commission
- Waterways Committee

**OTHER**

- Affordable Housing Trust
- \*Board of Assessors
- \*Board of Health
- Capital Outlay Committee
- Cemetery Commission
- Community Center Facilities Committee
- Constable
- Council on Aging
- Finance Committee
- Harwich Accessibility Rights Committee
- Harwich Center Initiative Committee
- Harwich Housing Committee
- Harwich Port Parking Committee
- Herring Supervisor (Voluntary)
- Noise Containment Committee (Ad Hoc)
- Shellfish Constable (Voluntary)
- Treasure Chest Committee
- Voter Information Committee
- Wastewater Support Committee - Inactive
- Youth Services Committee
- Voter Information Committee

\* Please include a resume with form



**EDUCATIONAL BACKGROUND:**

AS ELECTRICAL ENGINEERING

**RELEVANT SKILLS:**

EXBY BIKING MEMBER OF THE  
BIKEWAYS COMMITTEE IN THE PAST

**REASONS FOR INTEREST IN COMMITTEE/COMMISSION/BOARD:**

VOLUNTEERING FOR THE TOWN OF HAYWICH



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**CITIZENS ACTIVITY VACANCY FORM  
BOARD OF SELECTMEN  
732 Main Street, Harwich, MA 02645**

Name: Jeff Brown Street/P.O. Box: \_\_\_\_\_  
Town/Zip: Harwich Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_ Occupation: Farmer

*(LIST IN ORDER OF PREFERENCE)*

**PLANNING AND PRESERVATION**

- Agricultural Commission
- \*Board of Appeals
- Brooks Academy Museum Commission
- Building Code Board of Appeals
- By-law/Charter Review Committee
- Community Preservation Committee
- \*Conservation Commission
- Cultural Council Committee
- Forest Committee
- Harwich Energy Committee
- Historic District and Historical Commission
- \*Planning Board
- Real Estate and Open Space Committee
- Traffic Safety Committee
- Trail Committee
- OTHER \_\_\_\_\_

**OTHER**

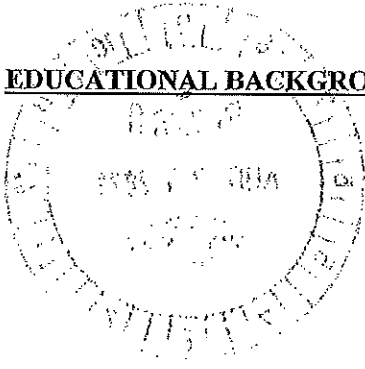
- Affordable Housing Trust
- \*Board of Assessors
- \*Board of Health
- Capital Outlay Committee
- Cemetery Commission
- Community Center Facilities Committee
- Constable
- Council on Aging
- Finance Committee
- Harwich Accessibility Rights Committee
- Harwich Center Initiative Committee
- Harwich Housing Committee
- Harwich Port Parking Committee
- Herring Supervisor (Voluntary)
- Noise Containment Committee (Ad Hoc)
- Shellfish Constable (Voluntary)
- Treasure Chest Committee
- Voter Information Committee
- Wastewater Support Committee - Inactive
- Youth Services Committee
- Voter Information Committee

**RECREATION**

- Bikeways Committee
- Golf Committee
- Recreation & Youth Commission
- Waterways Committee

\* Please include a resume with form

**EDUCATIONAL BACKGROUND:**



**RELEVANT SKILLS:**

**REASONS FOR INTEREST IN COMMITTEE/COMMISSION/BOARD:**



**CITIZENS ACTIVITY RECORD FORM  
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**CITIZENS ACTIVITY RECORD PROGRAM  
BOARD OF SELECTMEN  
732 Main Street, Harwich, MA 02645**

Name: Noella Morrison Email: [redacted]  
Street/P.O. Box: [redacted] Town/Zip: Harwich MA 02645  
Email: [redacted] Telephone: [redacted]  
Occupation: Retired

*(LIST IN ORDER OF PREFERENCE)*

**PLANNING AND PRESERVATION**

- Agricultural Commission
- \*Board of Appeals
- Brooks Academy Museum Commission
- Building Code Board of Appeals
- By-law/Charter Review Committee
- Community Preservation Committee
- \*Conservation Commission
- Cultural Council Committee
- Forest Committee
- Harwich Energy Committee
- Historic District and Historical Commission
- \*Planning Board
- Real Estate and Open Space Committee
- Traffic Safety Committee
- Trail Committee
- OTHER \_\_\_\_\_

**OTHER**

- Affordable Housing Trust
- \*Board of Assessors
- \*Board of Health
- Capital Outlay Committee
- Cemetery Commission
- Community Center Facilities Committee
- Constable
- Council on Aging
- Finance Committee
- Harwich Accessibility Rights Committee
- Harwich Center Initiative Committee
- Harwich Housing Committee
- Harwich Port Parking Committee
- Herring Supervisor (Voluntary)
- Noise Containment Committee (Ad Hoc)
- Shellfish Constable (Voluntary)
- Treasure Chest Committee
- Voter Information Committee
- Wastewater Support Committee - Inactive
- Youth Services Committee
- Voter Information Committee

**RECREATION**

- Bikeways Committee
- Golf Committee
- Recreation & Youth Commission
- Waterways Committee

\* Please include a resume with form

CITIZENS ACTIVITY RECORD FORM  
ACT NOW -- SERVE YOUR COMMUNITY - cont

EDUCATIONS BACKGROUND:

Harwich High School graduate 1941  
attended Cape Cod Community College  
worked at Cape Cod Hospital for 33 years retiring in 2017.

RELEVANT SKILLS:

people person, positive working environment  
held a number of jobs at CCH from cashier, to food  
service, to transporter, materials management, warehouse,  
receiver, sterile processing tech, accounts receivable,  
maintenance worker. I believe that a department  
is a reflection of those that are in authority.

REASONS FOR INTEREST IN COMMITTEE/COMMISSION/BOARD:

Believe the treasure chest was a vital component of our  
community... stopped/visited there frequently the past 10 yrs  
or more and saw what an asset it was to the community, namely  
that, less unfortunate than most. Was a great move in  
limiting access to the Harwich townspeople. Have a good  
insight into the future operations and feel I could be  
a positive asset to this committee.



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**CITIZEN'S COMMITTEE VACANCY FORM  
BOARD OF SELECTMEN  
732 Main Street, Harwich, MA 02645**

Name Eleanor Gerson Street/P.O. Box \_\_\_\_\_ Town W. Harwich Zip 02671  
Occupation Retired Email \_\_\_\_\_ Telephone \_\_\_\_\_

**(LIST IN ORDER OF PREFERENCE)**

**PLANNING AND PRESERVATION**

- Agricultural Commission
- \*Board of Appeals
- Brooks Academy Museum Commission
- Building Code Board of Appeals
- By-law/Charter Review Committee
- Community Preservation Committee
- \*Conservation Commission
- Cultural Council
- Historical/Historic District Commission
- \*Planning Board
- Real Estate, Open Space Committee
- Town Forest Committee
- Traffic Safety Committee
- Trail Committee
- Harwich Energy Committee
- OTHER \_\_\_\_\_

**RECREATION**

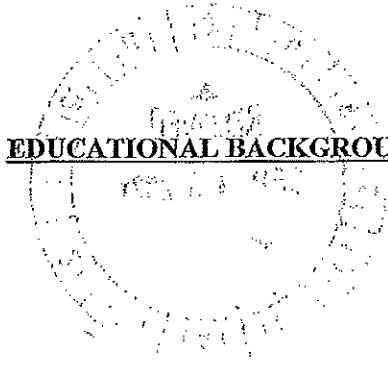
- Bikeways Committee
- Golf Committee
- Recreation & Youth Commission
- Waterways Committee

**OTHER**

- \*Board of Assessors
- \*Board of Health
- Capital Outlay Committee
- Cemetery Commission
- Community Center Facilities Committee
- Constable
- Council on Aging
- Disability Rights Committee
- Finance Committee
- Harwich Housing Committee
- Herring Supervisor (Voluntary)
- Saquatucket Development Committee
- Shellfish Constable (Voluntary)
- Treasure Chest Committee
- Wastewater Support Committee
- Youth Services Committee
- Voter Information Committee
- Municipal Revenue & Economic Development Committee

\* Please include a resume with form





**EDUCATIONAL BACKGROUND:** Certified Teacher

30 years teaching  
BA - Boston College  
MAT - " "

**RELEVANT SKILLS:**

Volunteer at Treasure Chest  
Committees when I lived in Holliston  
Parks + Rec  
Affordable Housing

**REASONS FOR INTEREST IN COMMITTEE/COMMISSION/BOARD:** Interest in  
supporting reuse of  
materials



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**CITIZENS ACTIVITY RECORD PROGRAM**

**BOARD OF SELECTMEN**

732 Main Street Harwich MA 02645

Name DAVIS MAUREEN'S Street/P.O. Box Harwich Pt Town Harwich Zip 02646  
Occupation Retired Email \_\_\_\_\_ Telephone \_\_\_\_\_

**(LIST IN ORDER OF PREFERENCE)**

**PLANNING AND PRESERVATION**

- Agricultural Commission
- Architectural Advisory Committee
- \*Board of Appeals
- Brooks Academy Museum Commission
- Building Code Board of Appeals
- By-law/Charter Review Committee
- Community Preservation Committee
- \*Conservation Commission
- Cultural Council
- Historical/Historic District Commission
- Middle School Repurpose Committee
- \*Planning Board
- Real Estate, Open Space & Land Bank Committee
- Town Forest Committee
- Traffic Safety Committee
- Trail Committee
- Utility & Energy Conservation Commission
- OTHER TREASURY Chest Committee

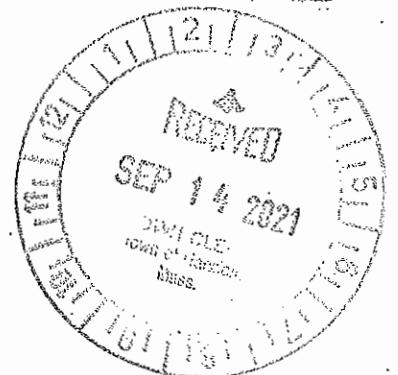
**OTHER**

- \*Board of Assessors
- \*Board of Health
- Capital Outlay Committee
- Cemetery Commission
- Community Center Facilities Committee
- Constable
- Council on Aging
- Disability Rights Committee
- Finance Committee
- Harwich Housing Committee
- Herring Supervisor (Voluntary)
- Saquatucket Development Committee
- Shellfish Constable (Voluntary)
- Treasure Chest Volunteers
- Wastewater Implementation Committee
- Youth Services Committee
- Voter Information Committee

**RECREATION**

- Bikeways Committee
- Golf Committee
- Recreation & Youth Commission
- Waterways Committee

\* Please include a resume with form



EDUCATIONAL BACKGROUND:

Retired clinical social  
worker - 35 years - in Simsbury,  
Ct.  
MSW. from Boston College

RELEVANT SKILLS:

- problem solving
- understand human psychology
- good business skills, owner of  
2 homes for 35 years - one  
in Harwich port and one in  
Simsbury, Ct. - maintained them
- worked 7 years (volunteer) for the Family  
 pantry of CC!

REASONS FOR INTEREST IN COMMITTEE/COMMISSION/BOARD:

I feel usable items should be  
recycled and not go to our  
landfill.  
Much economic hardship  
exists - the poor and middle class  
families are struggling. The treasure  
chest is helpful to them.  
The elderly when downsizing  
can bring usable items and get  
usable items.



**CITIZENS ACTIVITY RECORD FORM**  
**"ACT NOW - SERVE YOUR COMMUNITY"**

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**CITIZENS ACTIVITY RECORD PROGRAM**  
**BOARD OF SELECTMEN**  
732 Main Street, Harwich, MA 02645

Name Cindy Beaulieu Street/P.O. Box \_\_\_\_\_ Town Harwich Zip 02645  
Occupation Shop clerk Email \_\_\_\_\_ Telephone \_\_\_\_\_

*(LIST IN ORDER OF PREFERENCE)*

**PLANNING AND PRESERVATION**

- Agricultural Commission
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- \*Conservation Commission
- Cultural Council
- Historical/Historic District Commission
- Middle School Repurpose Committee
- \*Planning Board
- Real Estate, Open Space & Land Bank Committee
- Town Forest Committee
- Traffic Safety Committee
- Trail Committee
- Utility & Energy Conservation Commission
- OTHER \_\_\_\_\_

**OTHER**

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- \*Board of Health
- Capital Outlay Committee
- Cemetery Commission
- Community Center Facilities Committee
- Constable
- Council on Aging
- Disability Rights Committee
- Finance Committee
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- Treasure Chest Volunteers
- Wastewater Implementation Committee
- Youth Services Committee
- Voter Information Committee

**RECREATION**

- Bikeways Committee
- Golf Committee
- Recreation & Youth Commission
- Waterways Committee

\* Please include a resume with form

EDUCATIONAL BACKGROUND:

High school graduate

RELEVANT SKILLS:

WORK well with others.  
love to organize  
have been a volunteer for many years

REASONS FOR INTEREST IN COMMITTEE/COMMISSION/BOARD:

I want to help keep the "TC" alive.  
So many people benefit from this  
place..

addition it studies and makes recommendations to the Town Administrator and to the Board of Selectmen on matters concerning the physical, economic, and environmental development of the town. The Planning Board has further regulatory responsibilities delegated under the state Subdivision Control Act (M.G.L. Ch. 41, Sections 81K-81GG) including the review of subdivisions plans. In addition it serves as a special permit granting authority. The Planning Board is comprised of seven full members and two alternate members, all appointed by the Board of Selectmen for 3-year overlapping terms. Officers include a Chair and a Vice Chair/Clerk. The Planning Board generally meets twice a month with one meeting focusing on regulatory reviews and one meeting reserved for general planning business. From time-to-time, subcommittees of the Planning Board are created or a series of working sessions are established to provide a more detailed look at an important planning issue.

#### **REAL ESTATE AND OPEN SPACE COMMITTEE**

#### **RECREATION AND YOUTH COMMISSION**

The Recreation and Youth Commission for the Town of Harwich is a 7-member Commission whose primary responsibilities are setting policy and fees, as well as, the oversight of the Recreation and Youth Department Annual Budget. Oversight includes Town Parks, Fields, Beaches and Memorial Squares. Members of the Recreation and Youth Commission are appointed by the Harwich Board of Selectmen to 3-year terms.

#### **SAQUATUCKET HARBOR DEVELOPMENT COMMITTEE**

#### **TRAILS COMMITTEE**

#### **TRAFFIC COMMITTEE**

#### **TREASURE CHEST COMMITTEE**

#### **UTILITY & ENERGY CONSERVATION COMMISSION**

This Commission consists of five individuals appointed by the Board of Selectmen for overlapping three year terms. The commission is an advisory group for the selectmen. No budget has been established. The mission of the commission is to consider all energy related issues which could affect the town and its residents. They have evaluated energy conservation potential for all town departments and have met with various departments, interfacing with the board of selectmen as required. Any recommendation for action which affects the town are forwarded for approval by the board. Members of the commission have also served as representatives to both the Cape Light Compact and the Cape and Vineyard Electric Coop. Areas recently active for this commission are Energy Conservation, Alternate Energy sources, wind power, solar installations. This commission interacts with the Town Administrator, providing him/her technical support and recommendations for action by the board.

#### **VOTER INFORMATION COMMITTEE**



CHARGE OF THE  
UTILITY AND ENERGY CONSERVATION COMMITTEE

A Utility and Energy Conservation Committee of five (5) members shall be appointed by the Board of Selectmen for three (3) year staggered terms.

The Utility and Energy Conservation Committee shall conduct an energy audit of all Town facilities (including school facilities) within one year, and make energy management recommendations to the Board of Selectmen. The energy audit shall be documented in a written report and all energy management recommendations substantiated with cost/benefit calculations. The committee shall prioritize its energy management recommendations.

The committee shall review the plans and design documents for all new and renovation projects associated with Town facilities during the design phase. The review shall consist of identification of energy efficiency and conservation measures which could reduce the life cycle operating costs of these facilities. Where appropriate, the committee will work with the relevant building committee to develop projections relative to utility consumption and cost.

The committee shall review the Town's monthly electric and fuel bills, and develop a data base relative to consumption and cost.

The committee will act as the Town's liaison to the Barnstable County Energy Task Force and advise the Board of Selectmen on all local aspects of the pending restructuring of the electric utility industry.

The committee will investigate the possibility/feasibility of relocating utility equipment underground in selected areas of the town, and shall investigate other electric, gas and/or telephone issues as directed by the Board of Selectmen.

ADMINISTRATIVE RESPONSIBILITIES

The Utility and Energy Conservation Committee shall meet on a regular basis, elect a chairperson and elect a recording secretary. The committee shall obey the open meeting laws and the Town's handbook. Furthermore, the committee shall not expend any funds without the expressed permission of the Board of Selectmen.

The Utility and Energy Conservation Committee  
Adopted by Board of Selectmen action on  
December 19, 1995.

# Chatham Energy and Climate Action Committee

## Overview

### Committee Charge

The charge of the Chatham Energy and Climate Action Committee is to reduce the community's contribution to climate change, with a focus on ensuring our energy infrastructure is cleaner, leaner, and more resilient, and to prepare, coordinate and execute mitigation actions and adaptation strategies that anticipate and respond to the effects of climate change. This will include:

- Establishment of energy and emissions inventories for the Town and the setting of goals for energy and emissions reductions.
- Assessment of the scope for energy conservation and for renewable energy use in Town buildings and by Town transport.
- Recommendation of feasible projects for energy conservation and for renewable energy use.
- Review of Town by-laws to promote energy conservation and renewable energy use.
- Educational outreach for Chatham citizens
- Formulate and advance mitigation and adaptation strategies, and
- Educate and engage residents and businesses on expected climate change hazards and impacts and mitigation opportunities.

The Energy and Climate Action Committee will work in cooperation with other Town Board and Committees, as well as Town employees, in carrying out its charge. This will include but not be limited to cooperation and liaison with:

- Select Board
- Coastal Resources
- Community Development and Planning Board
- Conservation Division
- Facilities and Public Works Department
- Natural Resources Department
- Shellfish Advisory Committee

The Energy and Climate Action Committee will also seek the cooperation and assistance of relevant governmental agencies, non-profit organizations, businesses, and the public.



April 28, 2021

Fellow Selectmen,

At last year's Town Meeting, held in September on the ball field at Monomoy Regional High School, the meeting took up and passed Article 44 titled New Climate Policy Bylaw. The language proposed acknowledged that a climate emergency caused by human activity exists and is a threat to health, safety, and economic security to the residents of our Town. It goes on to propose adopting a policy of reducing net greenhouse gases, as is technically feasible, to zero and directs that all officers and departments of the town take such measures as are feasible to implement this reduction.

The Article was originally proposed as a by-law but was, by motion, passed and adopted in the form of a resolution and request the Board of Selectmen to convene a public forum for the purpose of discussing the resolution and determining whether a by-law is necessary to implement the as stated goal of a zero net carbon footprint.

One way to implement the spirit of the approved article would be to form a Climate Action Committee. A number of towns in the commonwealth and on Cape Cod, from Falmouth at one end to Truro at the other, have formed these types of committees. I feel that creation of a committee to take up this topic is much preferable to holding a public forum to determine whether a broad goal is implemented by policy, resolution or by-law. This is an immensely complex matter touching not only energy use but including study of the outcomes of development patterns, encouraging urban forests, water use, waste water implementation, coastal resiliency, and many other topics.

Adopting a policy statement without substantive work behind it to provide a base for making decisions on how to implement the broad goals provides the with little basis to do our part in reacting to the global climate emergency. There are a number of people in town that are interested in and concerned about this topic. They have been meeting informally for quite some time and I believe would be interested in volunteering for this effort to assist the town.

I have included a draft of a Climate Action Committee charge. Quite honestly this has been crafted by taking the parts of several committee charges which are applicable to Harwich. Also included is the copy of the U. S. Mayors Conference Climate Protection Agreement which is referenced in the proposed charge.

I would ask that this charge be adopted and the committee established to provide an action taken in to implement the request made at last years Town Meeting with the passage of Article 44. I also believe that this is an action that we, and all towns need to take to begin to make progress in rolling back the impacts of climate change. We can't take action for other towns but we can take action here, in cooperation with other cape towns, to begin to have an impact in our piece of the paradise that is our earth.

Ed McManus



## The U.S. Mayors Climate Protection Agreement

(As presented to the 82<sup>nd</sup> Annual U.S. Conference of Mayors Meeting, Dallas, 2014)

- I. National Action:** As leaders of the nation's cities, we continue to urge the federal and state governments to enact bipartisan legislation, policies and programs to assist mayors in their efforts to lead the nation toward energy independence, create American jobs that can't be shipped overseas, and protect our environment, eliminate waste, and fight climate change. Such efforts will help achieve the national target of reducing greenhouse gas emissions in the range of 17 percent by 2020 and urge the United States to adopt an ambitious post 2020 target. We urge congress to enact policies and programs that:
- a. Promote greater energy independence and reduce the United States' dependence on fossil fuels;
  - b. Accelerate energy efficiency and the development of clean, economical and renewable energy technologies such as cogeneration, LED/other energy-efficient lighting, methane recovery for energy generation, waste to energy, wind and solar energy, fuel cells, efficient motor vehicles, and biofuels; and
  - c. Adapt city buildings, homes, facilities and infrastructures to address changing climatic conditions.

We urge the federal government to reduce carbon pollution through existing authorities such as the Clean Air Act, Appliance Efficiency Standards, Federal Transportation Investments, and Renewable Energy and Energy Efficiency loan and grant programs, including refunding of energy block grant program, and by proposing new legislative initiatives.

**II. Local Action:**

- a. **Mitigation:** We will strive to establish and meet or exceed locally-established targets for reducing energy use, especially fossil fuels, by taking actions in our own operations and throughout our communities, placing particular emphasis on engaging the community – citizens, businesses, schools and organizations – in a concerted campaign to set and achieve such targets through actions such as:
  - i. Develop an energy plan that addresses and includes water, wastewater and stormwater runoff, heat island effects, preservation of open space and an inventory of emissions from fossil fuels for city operations and for the community using established metrics, set reduction targets and adopt elements that address how to harden and adapt city systems and infrastructures to climatic events;
  - ii. Adopt and enforce land-use policies that reduce sprawl, preserve open space, and create compact, walkable urban communities;
  - iii. Promote transportation options such as bicycle trails, commute trip reduction programs, incentives for car pooling and public transit;

- iv. Increase the use of clean, alternative energy by supporting the development of renewable energy resources, building the renewable energy technology manufacturing capacity of cities, recovering landfill methane for energy production, and supporting the use of waste to energy technology;
- v. Make energy efficiency and resilience a priority through building code improvements, retrofitting city facilities with energy efficient lighting, urging employees to conserve energy and save money and other actions to maximize the performance of the city buildings;
- vi. Increase the average fuel efficiency of municipal fleet vehicles, reduce the number of vehicles, launch an employee education program including anti-idling messages, and convert diesel vehicles to bio-diesel;
- vii. Evaluate opportunities to increase energy efficiency in water and wastewater systems, recover wastewater treatment methane for energy production, and harden these systems to respond to sea level rise and other climatic events threatening the delivery of these services;
- viii. Increase recycling rates in city operations and in the community;
- ix. Maintain healthy urban forests; promote tree planting to increase shading and to absorb CO<sub>2</sub>; and
- x. Help educate the public, schools, other jurisdictions, professional associations, business and industry about the importance of energy efficiency and renewable energy development in reducing carbon and actions necessary to adapt buildings, systems, and infrastructures to respond to changing climate conditions.

**b. Resilience:** We support investment in climate preparedness strategies that implement the use of green infrastructure to increase resilience of city water systems, encourage preparedness policies that take into account a city's most vulnerable populations and disproportionately affected citizens, and work with state and federal officials to have disaster response systems in place to deal with acute stresses to a city or region. We pledge further to increase community preparedness by assessing and addressing projected impacts such as sea level rise, increased storm surge, extreme heat, drought, floods, and wildfires.

**III. Advocacy:** We pledge to support a grassroots movement, engaging young people especially, in support of conservation initiatives, such as Arbor Day, Earth Day, community events, locally-established conservation corps and other activities, and to recognize "conservationists" in our city as part of a systematic campaign over time to renew and reaffirm public commitments to long-established conservation values in our city, state and nation. We further pledge to work as global ambassadors to share best practices with mayors everywhere.

# Climate Action Committee

The Climate Action Committee's primary focus will be to investigate, study, and make recommendations to the Board of Selectmen:

- The carbon footprint and impact of all Town-owned facilities and equipment.
- Methods for minimizing the Town's footprint.
- The Town's vulnerabilities to the consequences of climate change.
- Methods for minimizing the Town's vulnerabilities to the consequences of climate change.

The Climate Action Committee will also maintain communications with the Harwich Utility and Energy Conservation Committee and the Harwich Recycling Committee, as well as with other Climate Action Committees in Barnstable County, and with county and state commissions, to ensure that Harwich works effectively with the wider community in achieving the above Town goals.

The Climate Action Committee may also recommend to the Board of Selectmen whatever actions are necessary to implement the Town's commitment to the U.S. Mayors' Conference Cities Climate Protection Agreement, and, if approved, take such actions, including:

- To prepare a baseline study of the greenhouse gas emissions of the entire town of Harwich, including municipal, residential, institutional, and commercial sectors, in concert with the Harwich Utilities and Energy Conservation Committee.
- To prepare a baseline study of Harwich's vulnerabilities to the consequences of climate change that builds on work initiated by staff and regional efforts.
- To prepare recommendations outlining the specific policies necessary to achieve carbon reduction and vulnerability mitigation goals, for the approval of the Board of Selectmen, in concert with the Harwich Utilities and Energy Conservation Committee.
- To conduct public education and outreach to residents, homeowners, business, and other stakeholders about Harwich's carbon footprint and its climate vulnerabilities.
- To provide meaningful options for individuals to reduce carbon footprint, including options for groups and/or neighborhoods.
- To draft a community-wide climate action plan for Harwich that sets short and long-term goals for reducing Harwich's carbon footprint and its climate vulnerabilities to the maximum extent practical. (This plan should be developed in conjunction with, or part of, our Comprehensive Plan update.
- To provide an annual report for inclusion in the Annual Town Report describing its efforts and accomplishments.

## Committee Structure and Term

The Climate Action Committee will include seven (7) citizen members-at large and one alternate member. The appointments will be for three years terms with the initial appointments made for one, two and three year terms to establish a staggered reappointment process. The committee may establish sub-committees to divide up the work of the committee and involve additional members of the community. Staff assistance will be assigned as deemed appropriate by the Town Administrator. The Committee is authorized to seek outside expert advice and grant funding to assist it in its work. If funding is deemed necessary for expert advice, or other expenses, an expense budget should be submitted in advance to the Town Administrator for possible inclusion in the Town's annual budget process.

This is to be considered a standing committee and will serve until such time as the Board of Selectmen determine that the need for the committee has been met. The committee will report annually to the Board of Selectmen and at such other times as they deem appropriate or necessary to inform or seek approval for a specific action or proposal.

**OFFICE OF THE TOWN ADMINISTRATOR**

Phone (508) 430-7513

Fax (508) 432-5039




Joseph F. Powers, *Town Administrator*

Meggan M. Eldredge, *Assistant Town Administrator*

732 MAIN STREET, HARWICH, MA 02645

# Memo

To: Board of Selectmen

From: Meggan Eldredge, Assistant Town Administrator 

CC: Joseph F. Powers, Town Administrator

Date: October 4, 2021

RE: Housing Coordinator Job Description and Amendment to Personnel By-Law

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Attached you will find a detailed job description for the proposed Housing Coordinator position. The Town Administrator has the ability to hire a staff member for this position on a temporary basis unless and until the position is reviewed and voted upon at the Annual Town Meeting.

This position is anticipated to be part-time in nature, not to exceed 19 hours per week and be incorporated into the Personnel By-Law Agreement and Compensation Plan. As you can see from the job description, the position reports to the Town Administrator and/or the Director of Planning and Community Development.

The Personnel By-Law will require amendments to the By-Law Positions: Full/Part Time administrative compensation table. In order to capture a qualified and capable staff member, the Administrator is proposing to assign a new grade (OA-6) with corresponding steps. This revision is included with this memo and job description.

This important addition to staff will allow the Town to make much needed progress in our efforts to secure, expand and manage affordable housing.

**Harwich, Massachusetts**  
**Housing Coordinator Job Description**

**Position Title:** Housing Coordinator

**Reports to:** Town Administrator and/or Director of  
Planning and Community Development

**Personnel ByLaw:** Part time 19 hrs/week, Grade OA-6

**Statement of Duties:** Employee is to perform responsible professional, technical, and administrative work in providing support services for housing-related programs, projects and activities; all other related work as required. The Housing Coordinator is responsible for housing related services assigned through the Town Administrator and/or Director of Planning and Community Development for the Town of Harwich Affordable Housing Trust, Housing Partnership, the Community Preservation Committee and other boards and committees that have affordable housing initiatives.

**Supervision Required:** Under general supervision of the Town Administrator and Director of Planning and Community Development, and in accordance with state and local laws and regulations. In coordination with the Director of Planning and Community Development and Town Administrator the employee will develop an annual work plan and complete the work in accordance with established departmental policies and standards. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction, as needed. The employee may supervise the work of various technical contractors.

**Confidentiality:** The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Employee may have access to some confidential information that is obtained during performance of essential functions. Discretion regarding sensitive information is critical.

**Judgment:** State and Regional housing guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying State and local regulations to ensure that department operations are in compliance.

**Work Environment:** Employee performs work in a typical office setting with frequent interruptions and no occupational risk to the employee.

**Nature and Purpose of Relationships:** Contacts are primarily with co-workers, the public, and State and Regional agencies involving frequent explanation, discussion or interpretation of affordable housing practices, procedures, regulations and guidelines. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints. Employee will coordinate with Director of Planning and Community

## **Harwich, Massachusetts Housing Coordinator Job Description**

Development and/or Town Administrator before furnishing news media with information such as meeting agendas, project details or departmental procedures.

**Accountability:** Consequences of errors, missed deadlines or poor judgment could result in excessive cost, delay of service delivery or legal repercussions to the Town.

### **Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Provides housing related support services for the Affordable Housing Trust, Housing Partnership, Community Preservation Committee (CPC), and the Planning Board, as appropriate.
2. Coordinates and assists in setting annual priorities for the implementation of the Affordable Housing Production plan.
3. Researches housing programs, issues and concerns then compiles housing information and creates materials such as FAQ/fact sheets, housing memos, and program support documents.
4. Administers housing assistance programs such as the CPC Homeowner Buy-Down Program and other town supported housing assistance projects.
5. Maintains an inventory of the Town's Subsidized Housing Inventory and monitors compliance with affordability requirements. Communicates with Dept. of Housing & Community Development (DHCD) about SHI. Assists SHI homeowners as needed.
6. Identifies affordable housing opportunities such as maintaining a list of town owned vacant parcels; identifying possible public private partnerships for housing; and seeking available housing grant opportunities.
7. With respect to any Town-initiated affordable housing projects, assists the Affordable Housing Trust, Planning Department, CPC, and Housing Partnership in developing scope, schedule and terms of requests for proposals (RFPs) and other project documents, coordinates review by other town boards and departments, and public comment. Coordinates plan review with technical experts and consulting engineers, as needed.
8. Attends regular meetings of the Affordable Housing Trust and Partnership. Attend other Boards or Committee meetings as needed. Prepares support materials as needed.
9. Assists the Director of Planning and Community Development in preparing and/or reviewing proposed zoning bylaw amendments and amendments to specific Board's rules and regulations.



## **Harwich, Massachusetts Housing Coordinator Job Description**

10. Provides outreach to the community about housing programs and opportunities. Efforts include creating and updating a community outreach list, holding information sessions, making website postings, designing flyers and writing emails. Assists in development and execution of housing-related public educational programs/events.
11. Responds to questions and requests for information from the public and other town departments. Provides guidance and technical assistance as necessary. Refers residents to appropriate services.
12. Collaborates with local housing organizations and neighboring towns. Attends regional and professional development meetings as necessary.
13. Keeps current with state and federal housing policy issues.
14. Performs similar or related work as required, directed or as situation dictates.

### **Recommended Minimum Qualifications:**

**Education and Experience:** Position requires an Associate's degree in government, municipal planning, business or related field, 1 - 3 years' experience municipal management, housing, planning, procurement or related field; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

### **Knowledge, Abilities and Skill**

**Knowledge:** Comprehensive knowledge of the functions of municipal government, local bylaws, rules and regulations. Good understanding of affordable housing issues. General understanding of the interaction between local, state and federal government. General knowledge of Massachusetts General Laws, especially as they apply to housing and zoning. Good working knowledge of office practices and procedures, forms and equipment.

**Ability:** Ability to interact effectively and appropriately with the public and other town personnel; ability to complete multiple tasks in a timely, detailed and accurate manner. Has the ability to work independently and to maintain sensitive, confidential information.

**Skill:** Proficient computer skills including word processing and spread sheet applications, organizational skills, recordkeeping and clerical skills, oral and written communication and presentation skills.

### **Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Harwich, Massachusetts  
Housing Coordinator Job Description**

**Physical Skills:** Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy and computer paper. Position requires basic motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects or sorting of papers. Employee is required to routinely read documents and reports for understanding and analytical purposes.

This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the position change.

DRAFT

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039



Joseph F. Powers, Town Administrator  
Meggan M. Eldredge, Assistant Town Administrator

732 MAIN STREET, HARWICH, MA

MEMO

TO: Board of Selectmen  
FROM: Joseph F. Powers, Town Administrator  
CC: Meggan M. Eldredge, Assistant Town Administrator  
RE: Proposed amendment to the By-Law Positions: Full/Part Time/Administrative Classification and Compensation Table  
DATE: September 27, 2021

This memorandum corresponds to your agenda topic under New Business, Item E. Discussion and possible vote to amend the Personnel By-law to reflect the position of Housing Coordinator.

The proposed amendment is to add the following row and line to the current table:

- Reflect the new classification of a position (Housing Coordinator) as:
  - OA-6 Housing Coordinator (PT); and
- Show the compensation line to read under Steps 1 through 10 (inclusive) as outlined below:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
46.43	47.59	48.78	50.00	51.25	52.53	53.85	55.19	56.57	57.99

The draft position is intended to be part-time with no benefits meaning the person is capped at 19 hours per week (or 988 hours per year). Recognizing that the present available funding is \$50,000; aligning this role at the proposed OA-6 classification allows for the position to start between Step 1 (\$45,872.84/year) and Step 4 (\$49,400.00/year) allowing for future growth within the compensation plan as is standard practice.

The proposed OA-6 line shows growth at 2.5% per step and aligns with the other compensation plans within the Town.

Personnel By-Law Compensation Plans as of July 1, 2019 – 2% increase

BY-LAW POSITIONS: FULL/PART TIME ADMINISTRATIVE

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
OA-6	Housing Coordinator (PT)	<b>46.43</b>	<b>47.59</b>	<b>48.78</b>	<b>50.00</b>	<b>51.25</b>	<b>52.53</b>	<b>53.85</b>	<b>55.19</b>	<b>56.57</b>	<b>57.99</b>
OA-5		<b>36.27</b>	<b>37.17</b>	<b>38.10</b>	<b>39.06</b>	<b>40.04</b>	<b>41.03</b>	<b>42.06</b>	<b>43.12</b>	<b>44.20</b>	<b>45.30</b>
OA-4	Executive Assistant to the Town Administrator; Executive Assistant - Licensing	<b>28.56</b>	<b>29.26</b>	<b>30.00</b>	<b>30.76</b>	<b>31.51</b>	<b>32.31</b>	<b>33.11</b>	<b>33.96</b>	<b>34.79</b>	<b>35.66</b>
OA-3	Administrative Assistant; ZBA Clerk	<b>23.24</b>	<b>23.81</b>	<b>24.40</b>	<b>25.00</b>	<b>25.63</b>	<b>26.31</b>	<b>26.95</b>	<b>27.61</b>	<b>28.29</b>	<b>29.03</b>
OA-2	Board Secretary; Video and Communications Information Specialist	<b>19.52</b>	<b>20.01</b>	<b>20.50</b>	<b>21.02</b>	<b>21.55</b>	<b>22.08</b>	<b>22.64</b>	<b>23.22</b>	<b>23.79</b>	<b>24.38</b>
OA-1	Board Clerk	<b>16.98</b>	<b>17.41</b>	<b>17.83</b>	<b>18.28</b>	<b>18.74</b>	<b>19.22</b>	<b>19.69</b>	<b>20.19</b>	<b>20.68</b>	<b>21.20</b>

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Michael D. MacAskill

Harwich Board of Selectmen

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August 16, 2021

To: Harwich Board of Selectmen, Town Administration  
Re: FY22 Goal Setting Process

In an attempt to streamline the goal setting process, I have prepared the attached spreadsheet of goals for review by the Board for FY22. While the Board and Administration have made progress on a number of our outstanding goals, I think it is important that we focus on completing the projects, goals and initiatives that we have been discussing for multiple years. In order to accomplish cleaning up the deck as much as possible in this fiscal year, I ask that the Board review this proposal with a focus on refining the goals that are ongoing and minimizing the number of new items that we add. If we are successful in completing these outstanding goals in FY22, then we will be able to add new and important initiatives in the coming year.

I understand that we have been dealing with a pandemic and changes at the administration level, but we must put our resources now into the critical issues of wastewater, community planning, housing, project management and our long-term financial stability. We find ourselves and our town at a crossroads of balancing our pressing needs with economic restraints and preserving the character of Harwich. I look forward to a discussion and feedback from the Board.

Thank you,

Michael

Category	Goal #	Goal Description	High Priority	Timeline	Primary Responsible Party	Other Key Stakeholders
Outstanding Goals	1	Determine what Board Goals have not been accomplished and complete goal objectives	X	FY22	Board, Town Administration, Dept Heads	Finance Committee; Open Space Committee; Affordable Housing Trust; Other key committees
	2	Complete sale of town buildings and develop town land/building inventory assessment	X	FY22	Board & Town Administration	Dept. Heads
	3	Determine which projects on previous goals, plans & town meeting votes have not been completed and finish before taking on any new projects	X	FY22	Board & Town Administration	Dept. Heads & Key Committees
	4	Complete all outstanding procurements & contracts	X	FY22	Town Administration	Dept. Heads
	5	Clear up outstanding lien and owner unknown properties to have a positive financial impact on our tax base	X	FY22	Town Administration, Tax Collector, Finance Director	Board of Assessors
Comp. Wastewater	1	Complete Comprehensive Wastewater plan with updated data & costs	X	FY22	Board & Town Administration	Water Superintendent, Engineer, WW Committee
	2	Determine if partnerships with other towns (Dennis, Yarmouth, Chatham, Brewster) make financial sense with data and accurate cost estimates	X	FY22	Board & Town Administration	Water Superintendent, Engineer, WW Committee
	3	Explore grants, state and federal funding options including Recovery Act fund usage	X	FY22	Board & Town Administration	Water Superintendent, Engineer, WW Committee
	4	Provide robust education and outreach for residents about wastewater plans and information on residential connection requirements with any available financial assistance	X	FY22	Board & Town Administration	Water Superintendent, Engineer, WW Committee
Financial Stability	1	Provide Financial leadership and stability to Town finances	X	FY22	Town Administration & Finance Director	Board, Finance Committee, Capital Outlay, Dept. Heads
	2	Set attainable budget message & stop use of one time funding sources and fixes to budget issues	X	FY22	Town Administration & Finance Director	Board, Finance Committee, Dept. heads
Budgeting	3	Come to agreement on correct assessment model for schools; keep school budget at 2.5%	X	FY22	Board & Town Administration	School Committee, Finance Committee, Chatham, Superintendent
	4	Keep future budgets at or below 2.5% while keeping level services & funding capital without debt exclusions	X	FY22	Board, Town Administration, Finance Director	Dept Heads, Finance Committee, Capital Outlay
	5	Set a policy for the use of the expanded short term rental tax and increase of rooms tax from 4 to 6%: do not allow expanded revenue to flow into budget spending	X	FY22	Board, Town Administration & Finance Director	Finance Committee
	6	Provide quarterly reports on expenses & revenues to be used to make accurate budget decisions including timely Free Cash report	X	FY22	Town Administration & Finance Director	Dept. Heads

Housing & Community Development	1	Establish Goals for Marceline property in an expedient and collaborative manner including determining the amount of local funding that is needed to build affordable house	X	FY22/23	Board, Administration	Housing Trust & Town Planner
	2	Identify a permanent funding source for the Housing Trust	X	FY22	Board, Administration & Finance Director	Housing Trust, CPC & Finance Committee
	3	Update the Harwich Housing Production Plan & Local Comprehensive Plan	X	FY22/23	Board, Town Planner, Planning Board	Housing Trust, Housing Committee
	4	Collaborate, communicate & identify critical housing needs, including housing support services such as rental assistance, housing rehab, preservation of existing SHI stock	X	FY22	Board, Administration, Trust	Housing Committee, CPC, HHA
	5	Determine the future of Housing Coordinator position	X	FY22	Board, Administration, Trust	Town Planner
	6	Work with local businesses & residents to support economic development while balancing concerns of both parties	X	FY22	Board, Administration	Chamber of Commerce



## Annual Evaluation Form for the Town Administrator

Employee Name	
Employee Anniversary Date	
Evaluation Date	
Board Evaluator(s)	



**DRAFT - FOR DISCUSSION PURPOSES ONLY**

Part 1: Subject Matter Expert

Rating                      Unsatisfactory                      Satisfactory                      Highly Satisfactory

Part 2: Budget Development

Rating                      Unsatisfactory                      Satisfactory                      Highly Satisfactory

Part 3: Personnel Management

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Rating

Unsatisfactory

Satisfactory

Highly Satisfactory

Part 4: Procurement Management

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Rating

Unsatisfactory

Satisfactory

Highly Satisfactory

Part 5: Providing Leadership

Rating                      Unsatisfactory                      Satisfactory                      Highly Satisfactory

Part 6a: Last Year's Specific Goals Assigned by the Board of Selectmen

Rating              Not Applicable                      Unsatisfactory                      Satisfactory                      Highly Satisfactory

Part 6b: Specific Goals Assigned by the Board of Selectmen

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Rating                                      Unsatisfactory                                      Satisfactory                                      Highly Satisfactory



Salary increase: approved                      denied                      If approved, show amount or percentage here:

Town Administrator signature		date
Chair, Board of Selectmen signature		date

# Project Narratives

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Town of Harwich



Green Communities Competitive Grant Program  
FALL 2021

# Municipality's Total Energy Usage (in MMBTU)

Table 2: Timeline of Annual Municipal Energy Use					
	Baseline MMBtu	2018 MMBtu	2019 MMBtu	2020 MMBtu	For Most Recent Year: Change vs. Baseline (%)
	2018	2018	2019	2020	
Null		0			Enter baseline year consumption in column D
Buildings	20,046	20,046	20,232	18,120	9.6%
Open Space	235	235	248	204	13.2%
Street & Traffic Lights	33	33	33	33	0.0%
Vehicles	18,781	18,781	19,282	18,149	3.4%
Water/Sewer	6,663	6,663	6,583	6,242	6.3%
Building Stock Change Adjustment		0	0	-297	
Regional School Prorated					
<b>TOTAL ENERGY CONSUMPTION (NO Weather Normalization)</b>	<b>45,758</b>	<b>45,758</b>	<b>46,378</b>	<b>42,451</b>	<b>7.2%</b>
Weather Normalized Consumption (without building stock adjustment)	46,377	46,377	46,054	43,123	7.0%
Building Stock Change Adjustment (weather - normalized)		0	0	-140	
Regional School Prorated (weather-normalized)					
<b>TOTAL ENERGY CONSUMPTION (Weather-Normalized)</b>	<b>46,377</b>	<b>46,377</b>	<b>46,054</b>	<b>42,983</b>	<b>7.3%</b>

# Municipality's Total Energy Usage by Facility in Native Units

ERP Guidance Table 3a - Municipal Energy Consumption for 2020  
(Native Fuel Units)

Building		Electric (kWh)	Gas (therms)	2020		
				Oil (gallons)	Gasoline (gallons)	Diesel (gallons)
	<b>Community Center</b>	<b>307,840</b>	<b>26,913</b>			
	Town Hall	169,704	7,779			
	Albro House	1,369	1,269			
	Brooks Academy	12,082	4,568			
	Library	122,080	6,273			
	Saquatucket Marina	172,999				
	Bank St Workshop	82				
	Starter Shed	1,845				
	Club House	204,827		3,437		
	Fuel Dock	32,689				
	Police	422,400	11,210			
	Fire Station #1		7,719			
	Fire Station #2	126,850	14,132			
	Transfer Station	75,081	1,672			
	Cultural Center	172,200	29,973			
	DPW	63,298	5,232			
	Allen Harbor	3,673	5			
	Sisson Rd Rec Building	6,481	2,615			
	<b>Total</b>	<b>1,895,500</b>	<b>119,360</b>	<b>3,437</b>		
Open Space	Cemetery	2,055	339			
	Whitehouse Field lights	30,724				
	Uncle Venie's Bathhouse	1,364				
	Larsen Park	948				
	Doane Park	1,115				
	Brooks Park	10,535				
	Pleasant Rd Beach	430				
	Exchange Park	1,184				
	Sand Pond Beach	4				
	Bank Street Beach	1,431				
	Long Pond Beach	188				
	<b>Total</b>	<b>49,978</b>	<b>339</b>			
Street/Traffic Lights	Streellights	9,601				
	<b>Total</b>	<b>9,601</b>				
Vehicle	Historical Vehicles				53,144	83,160
	<b>Total</b>				<b>53,144</b>	<b>83,160</b>
Water/Sewer	Unassigned Water/Sewer Acc..	1,666,152	5,567			
	<b>Total</b>	<b>1,666,152</b>	<b>5,567</b>			
<b>Grand Total</b>		<b>3,621,231</b>	<b>125,266</b>	<b>3,437</b>	<b>53,144</b>	<b>83,160</b>

## General Notes

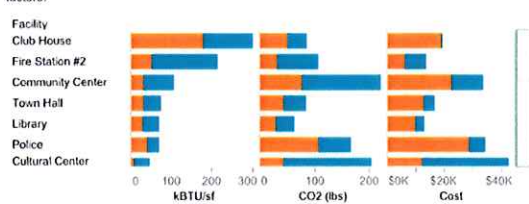
The shown in the figure below, the Community Center has the highest use in FY20. The building has already been weatherized, but its heating and cooling systems need to be upgraded. It is anticipated that the following projects will provide meaningful impacts to the energy usage in this building.

### Buildings to Target

This dashboard compares buildings to one other on an energy use per area metric, measured as kBtu/square foot. In the quadrant chart on the right, buildings with the highest energy use and worst efficiency (as compared to other buildings in your portfolio) are in the upper right hand quadrant. Facilities of the types Open Space, Water/Sewer, Street/Traffic Lights, and Vehicles are not displayed. Diesel and Gasoline records attached to a building are not included in the kBtu/SF calculation.

### Building Efficiency, Emissions and Cost

Emissions factors updated 1/4/2012 using Massachusetts-specific greenhouse gas emissions factors.



Select a building name above to see how efficient it is compared to your other buildings. Lower numbers indicate greater efficiency.



### Efficiency and Use



### Building Subcategory

Click to highlight and unhighlight

- Null
- Administration
- Indoor Recreation
- Library
- Other
- Public Safety

### Building Subcategory

All

All

All

All

All

All

All

## Project 1: High Efficiency Condensing Boiler at Community Center

### 1. Scope of Project

#### a. Purpose

The Town wishes to reduce its gas usage at the Community Center by upgrading to high efficiency condensing boilers and hot water.

A 3,844 MBH standard efficiency gas-fired cast iron boiler is being replaced with a 97% efficient Lochinvar FTX boiler and 80 gallon indirect domestic hot water tank.

#### b. Benefits

The key benefits are a reduction in gas usage as well as increased comfort with higher quality HVAC throughout the building.

#### c. Timeline

The Town is interested in implementing the upgrades as soon as possible.

#### d. Procurement Required and Status

RISE Engineering won a competitive bid through Cape Light Compact's energy efficiency programs for municipal retrofit projects. Based upon the estimated value for this project, the Town will need to go out for competitive procurement.



**e. Anticipated Impact, Qualitatively and Quantitatively**

The anticipated impact of the proposed boiler is 5,598 therms of reduced gas use, which equates to approximately to \$5,598 in annual cost savings.

**f. Project Support for the Five-Year Energy Reduction Plan**

The proposed projects are anticipated to contribute significantly to municipal energy reduction, as they holistically address the specific HVAC needs of the building.

**g. Why Grant Funding is Required to Complete the Project**

While the Town is dedicated to energy efficiency, the Town has not budgeted specifically for efficient measures. This grant funding will ensure that this project is implemented.

**h. Identification of Permits is Required to Complete the Project**

The vendor will ensure that they will pull all applicable permits before installation.

**i. Approvals Required**

The project will need be approved as a capital project.

**j. Opportunities for Education and Outreach and Concrete Plan to Accomplish**

Grants and capital planning approvals include deliberation and authorization by public bodies such as the Select Board. These meetings take place in public settings and are often replayed via virtual means.

**2. Accounting/Proposed Budget for Project**

**a. Total Project Budget**

The total estimate for the boiler installation project is \$258,000. This is based upon a quote obtained by the Compact's vendor.

**b. Other Sources of Funding**

The other sources of funding include \$12,000 incentive from National Grid. The Town is contributing \$111,648 towards the project.

**c. Request to Green Communities**

\$134,352 is requested for the completion of the boiler installation project.

**3. Project Team and Qualifications**

**Sean Libby**, Facilities Maintenance Manager, Town of Harwich, will be the main contact for the Town. He will manage the process as well as coordinate on any reporting on behalf of the Town.

**Margaret Song**, Cape Light Compact's C&I Program Manager, will be assisting with grant administration and reporting. Additionally, she will coordinate with RISE Engineering, who will be doing the third-party engineering review on behalf of Cape Light Compact and National Grid for applicable projects.

#### **4. References**

RISE audit report for Harwich Community Center.

## **Project 2: Extra High Efficiency Chiller Installation**

### **1. Scope of Project**

#### **a. Purpose**

The Town wishes to reduce its electric usage at the Community Center by upgrading the existing chiller to a high efficiency 40T Trane Chiller.

The estimated IEER of 10 for existing system, and the high efficiency 40T outdoor condensing unit will have an IEER of 15.4.

#### **b. Benefits**

The key benefits are a reduction in electric usage as well as increased comfort with higher quality HVAC throughout the building.

#### **c. Timeline**

The Town is interested in implementing the upgrades as soon as possible.

#### **d. Procurement Required and Status**

RISE Engineering won a competitive bid through Cape Light Compact's energy efficiency programs for municipal retrofit projects. Based upon the estimated value for this project, the Town will need to go out for competitive procurement.

#### **e. Anticipated Impact, Qualitatively and Quantitatively**

The anticipated impact of the proposed chiller is 8,581 kWh of reduced electric use, which equates to approximately to \$1,330 in annual cost savings.

#### **f. Project Support for the Five-Year Energy Reduction Plan**

The proposed project is anticipated to contribute significantly to municipal energy reduction, as they holistically address the specific HVAC needs of the building.

#### **g. Why Grant Funding is Required to Complete the Project**

While the Town is dedicated to energy efficiency, the Town has not budgeted specifically for efficient measures. This grant funding will ensure that this project is implemented.

#### **h. Identification of Permits is Required to Complete the Project**

The vendor will ensure that they will pull all applicable permits before installation.

#### **i. Approvals Required**

The project will need be approved as a capital project.

#### **j. Opportunities for Education and Outreach and Concrete Plan to Accomplish**

Grants and capital planning approvals include deliberation and authorization by public bodies such as the Select Board. These meetings take place in public settings and are often replayed via virtual means.

## **2. Accounting/Proposed Budget for Project**

### **a. Total Project Budget**

The total estimate for the chiller installation project is \$179,400. This is based upon a quote obtained the Compact's vendor.

### **b. Other Sources of Funding**

The other sources of funding include \$4,848 incentive Cape Light Compact. The Town would contribute \$147,952.

### **c. Request to Green Communities**

\$26,600 is requested for the completion of this project.

## **3. Project Team and Qualifications**

**Sean Libby**, Facilities Maintenance Manager, Town of Harwich, will be the main contact for the Town. He will manage the process as well as coordinate on any reporting on behalf of the Town.

**Margaret Song**, Cape Light Compact's C&I Program Manager, will be assisting with grant administration and reporting. Additionally, she will coordinate with RISE Engineering, who will be doing the third-party engineering review on behalf of Cape Light Compact and National Grid for applicable projects.

## **4. References**

RISE audit report for Harwich Community Center.

**To:** Margaret Song; Sean Libby  
**From:** Hossam Mahmoud  
**CC:** Jean-Paul Vandeputte  
**Date:** 09/29/2021  
**Re:** Harwich Community Center- CLC- GC audit

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RISE Engineering has conducted a site visit to the Harwich Community Center located at 100 Oak St, Harwich, MA 02645. RISE audited the building to identify HVAC energy efficiency measures. RISE identified two (2) HVAC energy efficiency upgrades. Please see the measures summary below. The building features adequate weatherization that met the 1998 energy code.

**Harwich Community Center ECMs**

*ECM-1 High Efficiency Boiler Upgrade*

Existing conditions- (1) 3,844 MBH standard efficiency gas fired boiler cast iron boiler close to the end of its useful life.

Proposed conditions- (3) 850 MBH High Efficiency 97% Lochinvar FTX gas fired boiler and (1) 80 gallon DHW indirect tank.

Summary of Savings and Economic Results for Condensing Boiler					
ECM	Electricity		Gas		Total Cost Savings
	kWh	\$	Therms	\$	
	0	\$0	5,598	\$5,598	
Implementation Costs and Economic Results					
Cost	Incentive		Net Customer Cost	Simple Payback (Elec & Gas), Years	
	CLC	NGrid		Before Incentives	After Incentives
\$258,000	\$0	\$12,000	\$246,000	46.1	43.9

*ECM-2 40T High Efficiency outdoor Condensing unit*

Existing conditions- (1) Standard efficiency 40T outdoor AC condensing unit close to the end of its useful life. Estimated IEER of 10.

Proposed conditions- (1) High efficiency 40T outdoor AC condensing that feature an IEER of 15.4.

Summary of Savings and Economic Results for HE AC Condensing Unit					
ECM	Electricity		Gas		Total Cost Savings
	kWh	\$	Therms	\$	
	8,581	\$1,330	0	\$0	
Implementation Costs and Economic Results					
Cost	Incentive		Net Customer Cost	Simple Payback (Elec & Gas), Years	
	CLC	NGrid		Before Incentives	After Incentives
\$179,400	\$4,848	\$0	\$174,552	134.9	131.2

If you have any questions, please contact Hossam Mahmoud by emailing [HMahmoud@RISEengineering.com](mailto:HMahmoud@RISEengineering.com) or by calling (774) 994-7269

Sincerely,

*Hossam Mahmoud*



# CERTIFICATION OF APPLICATION

The **Chief Executive Officer** must complete this certification.

We, the Board of Selectmen, are authorized to execute said Application on behalf of the Town of Harwich, the applying municipality and verify that the information in the Green Communities Competitive Grant Application is true.

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Michael D. MacAskill, Chairman

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Larry G. Ballentine

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Donald F. Howell

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Mary E. Anderson

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Julie E. Kavanagh

October 4, 2021

**NOTE:** The Chief Executive Officer is defined as the manager in any city having a manager and, in any town, having a city form of government, the mayor in any other city, and the board of selectmen in any other town unless some other officer or body is designated to perform the functions of a chief executive officer under the provisions of a local charter or laws having the force of a charter.



**From:** Donald F Howell <[donaldfhowell@gmail.com](mailto:donaldfhowell@gmail.com)>  
**Sent:** Thursday, September 23, 2021 1:27 PM  
**To:** Michael D. MacAskill  
**Subject:** Harwich Affordable Housing Trust request

Michael,

Just following up from Monday night. The Harwich Affordable Housing Trust voted unanimously at its last meeting that we request that the Board of Selectmen appoint Robinson and Cole to continue working with the Trust on all future matters. They gave the Trust outstanding and timely counsel throughout the process of acquiring the Marceline property and we would expect no less as the need for counsel arises (as it most certainly will as we move forward with development plans for that project and potential future acquisitions and disposals). We hope the Board of Selectmen can take up this matter as soon as possible.

Don