

9.13.18

TOWN PLANNER • 732 Main Street, Harwich, MA 02645

508-430-7511 fax: 508-430-4703



August 20, 2018

To: Community Preservation Committee
From: Charleen Greenhalgh, Town Planner
Re: CPC Article #30 2016 – Albro House Ramp Access, Porch and Door Replacement

In 2016 the Town Meeting approved \$18,700 for the relocation of an access ramp, the closing off of the front porch, and the widening and replacement of one exterior door and three interior doors on the Albro House located at 728 Main Street.

To date all but \$2,134.73 has been expended. There are two elements yet to complete on the project after consulting with John Eldredge who completed the work thus far. Those items are:

- 1) Cut out and install eight (8) brackets on the new side porch, to match those on the existing porch. (See photo 1 and 2 below).
- 2) Apply a skid resistant surface (essentially paint or stain, with crushed walnut shells) on the ramp. (See photo 3 below).

Mr. Eldredge will complete the brackets as soon as possible. The skid resistant surface can either be completed by Mr. Eldredge or the DPW.



Photo 1 – Existing Brackets



Photo 2 – New Porch



Photo 3 - Ramp



August 20, 2018

To: Community Preservation Committee
From: Charleen Greenhalgh, Town Planner *CG*
Re: Art. 50 (1) 2018 ATM – Albro House Status Assessment

The Town Meeting approved the appropriation of \$2,500 for the Building Conditions Assessment & Evaluation of Albro House, 728 Main Street.

To date, no work has progress towards the solicitation of a housing inspector and a septic inspector. The scope of work would include the following:

The Scope of Work for the Existing Condition Assessment and Evaluation Report, includes:

- Perform site visit and conditions assessment of major building systems including structural, plumbing, electrical and building envelope.
- Review existing record site plans, inspect and evaluate septic system.
- Evaluate existing building envelope (roofing, siding and windows).
- Evaluate existing building wiring (visual inspection by licensed electrician or equivalent).
- Evaluate existing building plumbing systems (visual inspection by licensed plumber or equivalent).
- Assess existing building life safety systems including egress, fire protection and accessibility.
- Assess existing floor finishes.
- Provide report with a prioritized itemized list of recommendations for building repairs and improvements (with cost estimates to be used for facility maintenance and capital budget planning where applicable).

As the project coordinator, I hope to have this completed by the January 2019 completion date as indicated on the CPA Application.



September 10, 2018

To: Community Preservation Committee
Cc: Christopher Clark, Town Administrator & Housing Trust Chair
From: Charleen Greenhalgh, Town Planner
Re: Art. 58 2018 ATM – Housing Trust and Part-time Housing Coordinator

At the May 2018 the Town Meeting approved \$500,000 for the Housing Trust and a Part-time Housing Coordinator. The breakdown of those funds are as follows:

Item	Description	CPA Funds
1	Affordable Housing Acquisition or Constructions of New Units	\$461,500.00
2	Program Administration-Salary	\$30,000.00
3	Program Administration-Planning/Consultants	\$5,000.00
4	Legal	\$3,500.00
GRAND TOTAL		\$500,000.00

The General Bylaw that the ATM approved in May for the creation of the Housing Trust was approved by the Attorneys General Office in July.

The formal paperwork to establish the make-up and responsibilities of the trust have been prepared and are awaiting final approvals.

Three members of the trust have been appointed: Christopher Clark, Housing Trust Chair; Don Howell, Selectmen Representative; and Larry Brophy, Member-at-Large. The Selectmen are still looking for two additional Members-at-Large.

Harwich is currently in discussions with Chatham and Orleans on the hiring of a Housing Coordinator. We are working to decide if we will be best served by a Housing Consultant through an RFP or an RFQ process, or whether hiring an employee, who would be paid by all the Towns.

In addition, Housing Trust training for Trust members and staff has been scheduled for September 20 & 27 through Mass Housing Partnership. This is regional training for Brewster, Chatham, Harwich and Orleans. Much thanks to Brewster for organizing this training.

OFFICE OF THE TOWN ADMINISTRATOR

Christopher Clark, *Town Administrator*


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732 MAIN STREET, HARWICH, MA 02645



September 13, 2018

To: Community Preservation Committee
From: Christopher Clark, Town Administrator 
Re: CPC Article #55 2018 ATM – Land Acquisition – Judah Eldredge Property

The Town Meeting approved the appropriation of \$369,000 for the acquisition land known as the Judah Eldredge property off Seth Whitefield Road (aka Hawksnest Road).

Staff is working with the Title Examiner and Town Counsel to finalize the names that will need to be listed on the Order of Taking and the preparation of the Order of Taking. This work should be completed by mid-week next week.

Additionally, an on-site with the Massachusetts Land Grant Administrator was held on August 7, 2018. The meeting was quite positive and highlighted the proximity of the Judah Eldredge site to Hawksnest State Forest, it's location with the Six Ponds Special District and it was an opportunity to show that development is occurring in this area. It is the Town's intent to apply for grant funds through the Land Grant if available and appropriate.

2018 CAPE HOUSING INSTITUTE

FREE TRAINING FOR ELECTED & APPOINTED MUNICIPAL LEADERS & TOWN STAFF

The Cape Housing Institute is a 6-part workshop that will equip municipal officials and staff with the knowledge and skills needed to develop a comprehensive housing supply strategy. This interactive workshop series is for members of Select Boards, Town Councils, Finance Committees (***NEW***), Planning and Zoning Boards, Community Preservation Committee members, Housing Trusts, Housing Committees, Housing Authorities and Town staff. Brought to you by the Community Development Partnership & Housing Assistance Corporation.

WHEN AND WHERE?

October 3rd - November 8th, 2018
6 week series, 1 session per week

Choose an Institute near you:

Lower Cape: Wednesdays, 1pm - 3:30pm, Harwich Cultural Center

Outer Cape: Wednesdays, 6pm - 8:30pm, Eastham Public Library

Mid-Cape: Thursdays, 1pm - 3:30pm, Cape Cod & Islands Association of Realtors, W. Yarmouth

Upper Cape: Thursdays, 6pm - 8:30pm, Mashpee Public Library

NEW Each Institute will be followed by a **Post-Institute Wrap-Up** with fellow graduates in your town. Dates to be announced.

CURRICULUM

- 1: Cape Cod Housing Needs & Your Data Story ***NEW***
- 2: Chapter 40B 101 ***NEW***
- 3: Planning & Community Engagement ***NEW***
- 4: Financing
- 5: Development
- 6: Fair Housing & Advocacy ***NEW***

REGISTER:

Outer & Lower Cape Housing Institute:
(508) 240-7873 x10 or
Andrea@capecdp.org

Mid & Upper Cape Housing Institute:
(508) 771-5400 x286 or
SHorvitz@haconcapecod.org



community development partnership

www.capecdp.org
(508) 240-7873 x10



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