

TOWN ADMINISTRATOR'S REPORT

MARCH 26, 2024

1. STATUS REPORT: ON AFFORDABLE HOUSING PROPOSALS 187 DEPOT STREET, DENNIS PORT

5-2-23 Annual Town meeting it was voted by majority vote to authorize the Select Board to lease the above-mentioned property up to 99-year lease for the purposes of affordable housing.

10-10-23 The Select Board, instructed Administration to solicitate the Request for Proposals (RFP) presented by Dennis Affordable Housing Trust (DAHT), Town Planner and Administration for the property located at 187 Depot Street for affordable housing purposes.

2-16-24 Proposals were publicly opened and proposals were given to the work group to review.

Two proposals were received:

- GLF Development LLC and
- Housing Assistance Corporation

2-23-24 Work group met and tentatively reviewed proposals and it was unanimously decided to schedule interviews with both parties. All group members were given the task to create a list of questions for each vendor, with list to be compiled and reviewed by Legal Counsel prior to sending to vendors.

3-8-24 Questions were sent to each vendor in preparation of interviews (after review by Legal Counsel).

3-14-24 Interview GLF Development LLC

3-15-24 Interview Housing Assistance Corporation

3-21-24 Work group to review discuss interviews, discuss rankings and make recommendations.

Next steps to finalize recommendations and present information to Select Board.

Work Group:

Carlyn Carey - Select Board

Bob Samoluk – Co-Chair Dennis Affordable Housing Trust (DAHT)

Maggie Spade-Aguilar, Housing Coordinator

Paul Foley – Town Planner

Greg Rounseville – Assistant Town Administrator

Josh Brimdyr

Brien Hines

2. STATUS REPORT NATHANIEL H. WIXON SCHOOL – 901 ROUTE 134, EAST DENNIS

The Select Board voted to recommend \$300,000 be appropriated at Annual Town meeting for an “unoccupied” building with minimal utilities and maintenance. At the Annual Town meeting (5-2-23) it was subsequently, unanimously voted to transfer \$300,000 for the assumed cost of Wixon School. Anticipating problems regarding occupying the building due to insurance issues, Article 39 was placed upon warrant to allow for Town meetings to be permitted to take place outside of Town.

After the vote was taken, the Select Board wanted to re-consider using the building, which was not funded. Initially the heat was turned on and the Select Board wanted to attempt using the building. Just prior to

scheduling the special Town meeting (11-9-23) the Town found that the school had stopped all their maintenance required within their asbestos management plan after moving operations to Yarmouth (February of 2023) and the Town was required to have a plan in place prior to any use, per MA Department of Labor Standards, Lead & Asbestos Enforcement & Licensing division.

Two things were identified as immediate problems one being the Town was without an asbestos management plan (and no maintenance had been conducted since DY left), which is required prior to occupying a building with asbestos and the Town's insurer considered this a vacant building which they do not insure. The definition of an "occupied" building by insurers as being occupied at 31% of persons daily, Monday through Friday, a number calculated at approximately 600 persons, for only those areas the Town was wishing to occupy, which was not feasible.

Other providers were sought regarding providing insurance for partially occupied building, but none would insure under those conditions. Our insurance provider strongly recommended turning the heat off and draining the lines and securing the building. At that point the Select Board reconsidered the situation and determined that the Town would need to self-insure and to reduce the risk of damage due to freezing pipes the heat was turned off and the lines drained.

Please note regarding the Town's due diligence regarding the asbestos, as a stop gap measure the Town requested DY School District conduct an air sampling test to determine if asbestos was air borne, we received a summary letter from Vertex indicating that there was some minor damage to ceiling and floor tile, but lab test came back negative regarding air samples. Once we learned that DY had stopped their asbestos management plan, access to building was restricted and public use was not permitted.

11-9-23 at the fall Town meeting the Town voted to pay for the costs associated with an assessment, survey and testing for the Wixon school. Nitch Engineering kicked off survey work (2-27-24) and will be concurrently working on items including:

- Conduct survey and create an Approval Not Required (ANR) plan and as-built plan of entire property
- Septic System Inspections (three septic systems attached to School)
- Environmental Site assessment of property
- Review existing asbestos management plan and create plan for Town in the event of use

Other items identified during process:

- \$1,200,000 - DY - \$650,000 (operational expenses) + \$550,00 (staff)
- \$200,000 – Asbestos related cleaning and maintenance
- \$\$\$\$ - currently working on estimate for removal of approximately 5,000 gallons of heating oil from underground storage tank and subsequent scrubbing of tank and removal of tank.
- \$18,000 Routine maintenance check of Generator showing need of repairs (notified 11-15-23)
- \$5,000 Lighting Repair Auditorium, currently not functioning.
- \$2,000 Boiler Pressure Relief valve

Future use is dictated by funding repairs, maintenance, insurance (requiring minimum occupancy), asbestos management, staffing, etc. It may be premature to entertain projected use until all the above are determined as to avoid an unreasonable expectation that usage is viable without considering cost constraints.

The Select Board appointed a short-term temporary School Building Committee to advise the Select Board on the Building. The Committee members are reviewing all documents and reports to date and will give updates to the Select Board and a recommendation on future use of the building.

Town of Dennis Wixon School Building Committee members were appointed on February 6, 2024.

- 2-21-24 - First meeting was held to establish officers. Set dates for individual members to conduct site visits.
- 3-6-24 – Discussion of existing condition assessments/evaluations and asbestos
- 3-20-24 – Building Commissioner invited to meeting to discuss questions, limitations, etc. Memo from ATA with updates on status of building evaluations conducted and current condition. Further discussion on condition, asbestos management, disposition. Discussed requests for expression of interests (received 6-2-23). Discussed possible questionnaire.

Cleon Turner – Chair

Alan Tuttle – Vice Chair

Paul McCormick – Select Board Member Rep. & Secretary

Jim Plath – Select Board Member Rep.

Bob Prall – Finance Committee Rep.

Chuck Deluga

Gary Barber

Richard Colby

3. STICKER SALES FOR THE 2024 SEASON - BEACH, TRANSFER STATION, & HARBOR

At this time Sticker sales will be available via online or in-person purchase only (ORV online only).

The Town of Dennis will start Sticker sales on the following schedule:

√ February 20, 2024 - Transfer Station permits available for online purchase.

√ March 18, 2024 – Beach and Harbor permits available for online purchase.

April 1, 2024 – Sticker Office open for in person purchase of Transfer Station, Beach and Harbor Permits. ORV online only. (Monday, Tuesday, Wednesday, Thursday 10am – 2 pm)

April 29, 2024 – Sticker Office open for in person purchase of Transfer Station, Beach and Harbor Permits. ORV online only. (Monday – Friday 10am – 4pm)

May 18, 2024 – Sticker Office will add in person sticker purchase hours on Saturday and Sunday, 10am – 2pm

Mutual respect and courtesy are expected of sticker sales personnel and customers. Non-compliance with the Town's guidelines will result in denial of service and seasonal stickers.

No dogs are allowed on beaches from the Friday prior to Memorial Day through Labor Day. Beach stickers are required the Saturday of Memorial Day weekend through Labor Day (5 pm).

Please see the Sticker [Frequently Asked Questions](#) for more information.

4. NEXT MEETING DATES OF THE DENNIS SELECT BOARD

The Dennis Select Board will meet on April 9, 2024 for regularly scheduled business. Upcoming meeting dates of the Select Board can be found on the [Town of Dennis website here](#).

All are welcome to attend and participate in our open and public meetings. The agenda for each meeting is posted 48 business hours prior to the scheduled meeting time and can be accessed through the Select Board's webpage or the Town calendar webpage.

Attend in-person at the Town Hall, Stone Meeting Room. Or for alternative public access join the meeting online via zoom <https://us02web.zoom.us/j/7660036712> or participate by phone by dialing 1-646-558-8656 and entering Conference ID 766 003 6712 #.

5. 2024 ANNUAL TOWN MEETING (ATM) –

The Select Board is underway with their review of Town Meeting Articles for placement on the Warrant, the Board will complete their review of articles this month. The Finance Committee has commenced their review of Town Meeting articles. It is anticipated the Select Board will review the final 2023 Town Meeting Warrant at a meeting in early April. All Town Meeting Article/Warrant Review are held in meetings that are available for the public to attend in person or via zoom. Please see the Meeting Calendar on the Town website for dates/times/locations and meeting agendas.

Pursuant to the Code of the Town of Dennis, By-Law:

Chapter 40, § 1, the Annual Town Meeting will be held on Tuesday, May 7, 2024, the Select Board Opened the Town Meeting Warrant at their meeting held on Tuesday January 9th .

Chapter 40, § 2 and under the MGL chapter 39, § 10, the Annual Town Meeting Warrant & Election Warrant will be posted no later than Tuesday, April 30, 2024.

Chapter 40, § 8, Citizens Petitions are due to the Town Clerk’s Office no later than 4:00 pm on Tuesday, March 19, 2024. Pursuant to M.G.L. Chapter 51, §§ 26, 28, the last day to register to vote at both the Annual Town Meeting and the Annual Town Election is Friday, April 26, 2024.

6. JOIN THE TEAM – THE TOWN OF DENNIS IS HIRING

Are you or someone you know looking for work? The Town of Dennis is hiring! Several full and part-time positions available. Apply and view current job openings [here](#).

Respectfully,

Elizabeth C. Sullivan, Town Administrator