

**To: George “Bud” Dunham, Town Manager**  
**From: Surplus Building Review Team**  
**Subject: Recommended Disposition of Surplus Property**



**Date: November 5, 2018**

With the decommissioning of the H.T. Wing School and the construction of the public safety complex, the Town of Sandwich finds itself in the position of carrying surplus property. A planned consolidation of Town offices will increase the number of properties.

As a result, the Surplus Property Review Team was established to study town owned buildings and make recommendations for their potential disposal.

The team is comprised of the following members:

Brendan Brides, Building Commissioner  
Ed Childs, Director of Assessing  
David DeConto, Director of Natural Resources  
Ted Hamilton, Facilities Director  
William Jennings, Treasurer  
David Mason, Director of Health  
Paul Tilton, DPW Director  
Ralph Vitacco, Director of Planning and Economic Development.

In addition to Town staff, the committee received assistance from Kevin Pepe of Commercial Realty Advisors in determining appraisals.

The team was tasked to look at the following locations:

115 Route 6A, Police Headquarters  
85 Route 130, Forestdale Fire Sub-station  
145 Main Street, Town Hall Annex  
16 Jan Sebastian Drive, Town Offices

33 Water Street, H.T. Wing School was not evaluated by the team. At the May Annual Town Meeting 2018, the Board of Selectmen was authorized to request proposals for the disposal of the property. Since that time, the Town has been actively marketing the Wing School for private development.

Again, both the Police Headquarters and the Forestdale Fire Sub-station will be categorized as surplus property in the spring of 2019. If the Town pursues a consolidation of town offices to one central location, then Town Hall Annex and Town Offices will also become surplus.

Although in desirable locations, the Police Headquarters and Forestdale Fire Sub-station present lot issues. Both structures share their lots with other town buildings. The Police Headquarters shares a lot with the current Fire Headquarters and the Forestdale Fire Sub-station shares a lot with the Greenville Schoolhouse.

There has been internal interest in both properties. The Sandwich School District has expressed interest in the Police Headquarters and the Sub-station. If the Wing School is sold, the District would use the Police Station as temporary administrative office space. Also, the Forestdale Fire Sub-station could be used as office space and vehicle storage for the school's facility operations if they need to vacate the Wing School.

The DPW has expressed interest in the Forestdale facility. They currently store all their equipment at the DPW barn. The DPW believes utilization of the Sub-station for additional storage would free up space in the barn making it safer and more efficient to move vehicles and equipment throughout the day. The Fire Sub-station is equipped with a vehicle exhaust system, along with the additional space; this would provide safer working conditions for DPW staff to perform maintenance on their vehicles and equipment.

During extended storm events, DPW staff sleeps in their trucks or are sent home. The ability to use the bunks at Forestdale will enable the DPW to better respond during storm events, provide safer working conditions and allow better management of staff throughout a storm.

The Town Offices and the Town Hall Annex represent the Town's greatest potential to convey surplus property to the private sector. Town staff and the independent appraiser believe that these properties will be the easiest to move. The Town Offices are in the Sandwich Industrial Park at Jan Sebastian. Property typically moves quickly in this area due to location and zoning. Town Hall Annex is in the heart of downtown Sandwich. The property's location, zoning and abundant parking make it very attractive to potential buyers. Both properties are on independent lots with no encumbrances from adjoining Town properties.

If all four properties were to be placed on the market, it is the opinion of the review team that Town Offices would be the easiest to sell. Forestdale Fire Sub-station, Town Hall Annex and lastly Police headquarters would follow in descending order.

It is also the opinion of the team that the Town could dispense with Town Offices and the Town Hall Annex. As previously indicated, the Police Headquarters and Fire Sub-station could still provide utility to the Town.

Provided below is a description of the properties, their condition and general potential.

**Location: POLICE HEADQUARTERS, 115 Route 6A**  
**Year Built: 1972**  
**Square Footage: 4424**  
**Lot Size: 46.25 acres (shares lot with Fire Headquarters)**  
**Zone: Village**  
**Assessed Value: \$413,400**  
**Appraised: \$750,000 - \$800,000**

Police Headquarters sits on a 46.25 acre lot in the Village District along with the Fire Headquarters. In addition to sharing the lot, both buildings share a septic system and a generator.

The lot is primarily marshland, but the headquarters property is situated on approximately one upland acre.

115 Route 6A is large enough parcel where the possibility exists to separate them into two conforming lots. Each lot would have adequate frontage and square footage. There appears to be sufficient parking to support a commercial entity.

As long as the Fire Headquarters remains an active station, the review team expressed concern that traffic generated by a commercial establishment may interfere with emergency services.

The overall condition of the building is fair. It will require a new roof. The HVAC system is 15 years old and can be burdensome to operate and the building still has potential settling issues.

The building has excellent visibility. It has views of the marsh and is outside the flood zone.

**Location: FORESTDALE FIRE SUB- STATION, 85 Route 130**

**Year Built: 1968**

**Square Footage: 2824**

**Lot Size: .96 Acres**

**Zone: BL-1**

**Assessed Value: \$325,400**

**Appraised Value: \$350,000 - \$375,000**

The Forestdale Fire Sub-station sits on a .96 acre lot in the BL-1 District. The lot is contiguous to the Greenville Schoolhouse lot. The lots appear to be separate, but the possibility exists that they may have merged under common ownership through the Town. There is a provision in the Sandwich Protective Zoning By-Laws and M.G.L. Chapter 40A which merges non-conforming lots held under common ownership to create a conforming lot. The Sub-station is a conforming lot, the Schoolhouse is not. The review team is looking into this matter.

The Greenville Schoolhouse is used by civic groups such as the Girl Scouts and Boy Scouts. During those meetings, the groups are allowed to park on the Sub-station property. Sale of this property may include conditional easements for continued parking use.

The overall condition of the building is good with no major repairs immediately needed.

The Building provides great utility and is in a high visibility location. There have been three soft private inquiries for the property and two town departments have expressed interest in it.

**Location: TOWN OFFICES, 16 Jan Sebastian Drive**

**Year Built: 1986**

**Square Footage: 6000**

**Lot Size: 1.59 Acres**

**Zone: Flex**

**Assessed Value: \$475,100**

**Appraised Value \$800,000-\$850,000**

The Town Offices sit on a 1.59 acre lot in the FLEX District. 16 Jan Sebastian Drive is an independent lot with adequate parking and provides sufficient lot coverage to build additional structures.

The overall condition of the building is fair to good. The edifice is equipped with solar panels and a weather station. Identified repairs include: windows, siding and an upgrade to the HVAC system.

The Building is highly functional and in a desirable location. 16 Jan Sebastian Drive represents the Town's best opportunity for a timely conveyance.

**Location: TOWN HALL ANNEX, 145 Main Street**

**Year Built: 1918**

**Square Footage: 2950**

**Lot Size: .44 Acres**

**Zone: Village**

**Assessed Value: \$527,900**

**Appraised Value: \$550,000-\$600,000**

The Town Hall Annex sits on a .44 acre lot in the Village District. The lot is free standing with no apparent encumbrances.

The overall condition of the building is good. It has a new roof and septic system. The exterior of the building was recently painted. The structure does require window replacement, new flooring and potential asbestos abatement.

If the Town pursues selling the Annex, it should be aware that it is in an historic district and stipulations may be placed as a condition of sale.

The property is in a highly desire able location in the heart of downtown Sandwich. Village Zoning allows for numerous commercial uses and the rear of the lot provides adequate parking in a section of Town where sufficient parking remains an issue.

Submitted for your review

cc: Douglas Lapp, Assistant Town Manager  
Surplus Property Review Team