

Town of Sandwich

THE OLDEST TOWN ON CAPE COD

130 MAIN STREET
SANDWICH, MA 02563

E-MAIL: selectmen@townofsandwich.net
E-MAIL: townhall@townofsandwich.net



BOARD OF
SELECTMEN

TOWN
MANAGER

TEL: 508-888-4910 AND 508-888-5144
FAX: 508-833-8045

BOARD OF SELECTMEN AGENDA

January 18, 2018 – 7:00 P.M.
Sandwich Town Hall – 130 Main Street

1. Convene Open Session in Auditorium
2. Pledge of Allegiance
3. Review & Approval of Minutes – 11/16/17, 12/7/17, 12/14/17
4. Public Forum (*15 Minutes*)
5. Town Manager Report
6. Correspondence / Statements / Announcements / Future Items / Follow-up (*10 Minutes*)
7. Staff Meeting
 - Recommended Board & Committee Appointments:
 - SEIC Non-Profit Rep. – Sandwich Chamber Executive Director Teri Stanley
 - Disabilities Commission – Brent Bautz
 - Historical Commission – Member Ellen Carlson & Alternates Amanda Haines, Barbra Nadler
 - Zoning Board of Appeals – Alternate to Full Member Timothy O'Neill
8. Old Business
 - Beach Parking Issues – Continuation of Bourne Sticker Reciprocity & Potential Sandwich Only Parking Lot
 - FY'19 Budget Update
 - Other Matters Not Reasonably Anticipated by the Chairman
9. New Business
 - Report on Any Approved Vendor & Payroll Warrants
 - Other Matters Not Reasonably Anticipated by the Chairman
10. Public Forum (*15 Minutes*)
11. Closing Remarks
12. Adjournment

Next Meeting: Thursday, January 25, 2018, 7:00 P.M., Sandwich Town Hall

Dunham, George

From: Susan James <sjames@sandwichmass.org>
Sent: Thursday, December 21, 2017 4:34 PM
To: Dave Sampson NEW; Dunham, George
Subject: Fw: SEIC Non-Profit Representative

Hi,

Please see below. Merry Christmas.

S.

From: Johnson, Dick <djohnson@utilityservice.com>
Sent: Thursday, December 21, 2017 8:24 AM
To: Teri Stanley
Cc: Susan James; Doug Cabral; Hank Tuohy; critch5555@aol.com
Subject: RE: SEIC Non-Profit Representative

Hi Teri: Congratulations on your appointment. We would love to have you on the SEIC Board. Jay reported at each of our monthly meetings activities of the Chamber and he also served as Secretary and as chairman of the Marketing Committee. Doug Cabral, the Chamber appointee to the board has also been very active with SEIC and his law background is a great fit for activities that we are pursuing. The vacancy that now exists is the appointment of the

Board of Selectmen. I will notify Sue James of your desire and SEIC support for your appointment. Merry Christmas

Dick Johnson
Water Systems Consultant
Water | Advanced Solutions

Tel. : 401-965-5916
E-Mail djohnson@utilityservice.com



Utility Service Group
9 Oyster Hill Drive
Sandwich, MA 02563
www.utilityservice.com

From: Teri Stanley [<mailto:tstanley@sandwichchamber.com>]
Sent: Wednesday, December 20, 2017 4:56 PM
To: Johnson, Dick <djohnson@utilityservice.com>
Subject: SEIC Non-Profit Representative

Hi, Dick!

I wanted to introduce myself as the new Executive Director for the Sandwich Chamber of Commerce! It's been a great first week and I'm excited to get involved in economic development for the town of Sandwich. If you haven't already made another appointment, I would be thrilled to fill Jay's seat as the non-profit representative. It's very important for the Sandwich Chamber to have a finger on the pulse of economic development and what a better fit? Please let me know your thoughts.

Thank you and I hope to meet in person soon!

Best regards,



Teri Stanley
Executive Director
Sandwich Chamber of Commerce
520 Route 130 – PO Box 744
Sandwich, MA 02563
Office: 508-681-0918
Cell: 508-737-8193
Tstanley@SandwichChamber.com
www.SandwichChamber.com



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Lapp, Doug

From: pollys3@aol.com
Sent: Friday, January 12, 2018 10:22 AM
To: Lapp, Doug
Subject: Disabilitiy Commission

Attorney Brett Bautz submitted a talent bank application to the town in July, 2017. He was invited to attend the January meeting of the Disability Commission. At this time he stated his interest and qualifications and the committee voted to recommend him to the Selectman for appointment. Pauline Sherman, Chair

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Lapp, Doug

From: pollys3@aol.com
Sent: Thursday, January 11, 2018 10:10 AM
To: Lapp, Doug
Subject: Fwd: Sandwichmass.org - Talent Bank Online Form

-----Original Message-----

From: Hanelt, Diane <dhanelt@townofsandwich.net>
To: brettbutzesq <brettbutzesq@gmail.com>
Cc: FinCom - Garry Blank <garryblank@comcast.net>; CIPC - John Juros <juros@comcast.net>; Johnson, John <jjohnson@townofsandwich.net>; jtzimorangas <jtzimorangas@energynewengland.com>; Swift, Juliet <jswift@townofsandwich.net>; Deconto, Dave <ddeconto@townofsandwich.net>; mwaldrip66 <mwaldrip66@gmail.com>; Hawkins, Heidi <hhawkins@townofsandwich.net>; pollys3 <pollys3@aol.com>; Haney, Blair <bhaney@townofsandwich.net>; BOA - Robert Jensen <bobjensen1@yahoo.com>; McCabe, Maureen <mmccabe@townofsandwich.net>; Brian Gallant Home Email <bgall3473@aol.com>; Town Hall <townhall@townofsandwich.net>
Sent: Tue, Jul 25, 2017 9:43 am
Subject: RE: Sandwichmass.org - Talent Bank Online Form

Dear Attorney Butz,

Thank you for expressing an interest in volunteering to serve the Town of Sandwich on the various Boards/Committees indicated on your Talent Bank Form which was submitted electronically. Your Talent Bank Form (below) has been forwarded to the Department Heads and Chairpersons of the Boards/Committees.

You will be contacted once the needs of the Boards/Committees are determined.

Thank you, again, for expressing an interest in volunteering to serve the Town of Sandwich.

Sincerely,

Diane Hanelt, Administrative Assistant
Office of the Board of Selectmen/Town Manager
Town Hall
130 Main Street
Sandwich, MA 02563
Tel. #508-888-4910/5144
Fax #508-833-8045

-----Original Message-----

From: BrettButzesq@gmail.com [<mailto:BrettButzesq@gmail.com>]
Sent: Sunday, July 23, 2017 2:45 PM
To: Lapp, Doug
Cc: Coggeshall, Kathy
Subject: Sandwichmass.org - Talent Bank Online Form

Form submitted on: 7/23/2017 11:44:48 AM

Name: Brett J Butz
Phone: 6187818601

Email: BrettButzesq@gmail.com

Address: 52 Old County Road
East Sandwich, MA 02537

Occupation: I am an attorney and compliance officer for the Commonwealth's Department of Developmental Disabilities. I am hoping that my experiences with governmental planning, environmental law, capital improvements and contracts, and meeting the needs of individuals with developmental disabilities will allow me to help out our community and establish roots in Sandwich.

Resident: YES

Checked:

Finance Committee
Capital Planning Comm.
Golf Advisory Comm.
Conservation Comm.
Disabilities Commission
Zoning Board of Appeals
Emergency Management

Other:

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January 10, 2018

TO: Sandwich Board of Selectmen
FR: Greg Anderson, Chairman, Sandwich Historical Commission
RE: Nominees to the Commission

On behalf of the Sandwich Historical Commission, I submit to you three residents who have been unanimously nominated as incoming members of the SHC at our meeting this evening, January 10, 2018. We seek your approval to appoint the following people as member or alternate as noted below:

1. Ellen Carlson to the position of Member
2. Amanda Haines to the position of Alternate
3. Barbra Nadler to the position of Alternate

Enclosed are their letters of interest. We thank you for your support.

Sincerely,

A handwritten signature in black ink that reads "Greg Anderson". The signature is written in a cursive style with a long horizontal stroke at the end.

Greg Anderson

December 13, 2017

Dear Greg,

I am writing to express my interest in being nominated for a seat on the Sandwich Historical Commission. I previously served on the Commission from 2009 to 2012 and enjoyed my time with the Commission immensely.

I have a long-standing professional and avocational interest in the preservation of historic architecture and landscapes here in Sandwich as well as further afield. I am very pleased to see some of the projects that I worked on during my last term with the Commission continuing to flourish through the efforts of its dedicated members. I worked on the plans for the shelving that now hold some of the archival collection and was involved in some of the early efforts to preserve and adaptively-reuse the Sand Hill School.

As I've mentioned on a couple of occasions already, I'm truly impressed with the emphasis that the Commission is placing on community outreach and education. Public programming like the recent screening of "One Big Home" offers a great opportunity to increase awareness of preservation issues and inspire community conversations. I would look forward to working with the Sandwich Historical Commission on these initiatives and more.

Thank you for your consideration.

Sincerely,

Ellen Carlson
29 Moody Drive
Sandwich, MA 02563

Amanda Haines
17 Grove Street
Sandwich, MA 02563
Ahaines2@outlook.com

December 11, 2017

Mr. Greg W. Anderson
Chairman
Sandwich Historical Commission
P.O. Box 1905
Sandwich, MA 02563

Dear Mr. Anderson:

I am submitting this brief letter of introduction to express my interest in being nominated as either an alternate (my preference) or a member of the Sandwich Historical Commission.

After twenty-five years as a criminal prosecutor with the Department of Justice, I recently retired. My husband and I sold our 1840's Chesapeake Bay farmhouse, and moved to Sandwich in August. My parents have maintained a residence in East Orleans for over fifty years, and it was our plan to join them here in retirement. Unfortunately, my father passed away the day after I retired. But I am continuing to pursue his love of history, and specifically, historic homes, by volunteering my time at FOSTA and restoring our 1660's (not sure about that) cottage.

What I lack in knowledge, I hope to supplement with enthusiasm. I would be very honored to volunteer my time in any way that is useful. Barring some unforeseen change of plans, both my husband and I will be attending your January 3, 2018 meeting. I look forward to meeting you then.

Best regards,

Amanda Haines

Re: Sandwich Historical Commission

From [barbra](#)
To [Greg Anderson](#)
Date Tue 8:28 pm

Message Body

This message is to confirm that I am interested in serving on the Sandwich Historical Commission.

Barbra Nadler

8 School Street
02563
bgnk1223@yahoo.com

Coggeshall, Kathy

From: McCabe, Maureen
Sent: Wednesday, January 10, 2018 9:25 AM
To: Coggeshall, Kathy
Cc: BOA - Robert Jensen
Subject: Board of Appeals Annual Appointments - Timothy O'Neill

Good morning, Kathy,

When it comes time for the Selectmen to vote on annual appointments, kindly note that Timothy O'Neill would like to be appointed to active member status. Tim is currently an alternate member of the BOA. With Tim having member status, this Board will now be comprised of five members and two alternates.

Thank you,
Maureen

SUMMARY OF PROPOSED BOURNE / SANDWICH STICKER RECIPROCITY

Two-Year Trial Period (2016 & 2017)

Bourne Residents:

- The first 200 Bourne residents who request Sandwich beach parking stickers, excluding the use of Sandy Neck Beach (owned by Town of Barnstable) and Snake Pond (restricted access by gifted deed), will pay the Sandwich resident rate for the stickers (currently \$35)
- Any Bourne residents in excess of 200 who purchase non-resident Sandwich beach parking stickers will be charged the non-resident rate (currently \$105)
- Sandwich will produce unique stickers for 200 Bourne residents
- Residential status will be determined by a motor vehicle registration registered in Bourne; for leased vehicles, proof of current residency in Bourne is required

Sandwich Residents:

- Sandwich residents, by virtue of Chapter 127 of the Acts of 1884, are able to purchase Bourne shellfish licenses at the Bourne residential rate (currently \$35)
- The first 200 Sandwich residents who purchase Bourne shellfish licenses will be able to purchase required beach parking stickers at the Bourne resident rate (currently \$15); stickers will be valid for the shellfishing season only
- Any Sandwich residents in excess of 200 who purchase non-resident Bourne beach parking stickers will be charged the non-resident rate (currently \$50)
- Residential status will be determined by a motor vehicle registration registered in Sandwich; for leased vehicles, proof of current residency in Sandwich is required

BEACH STICKER SALES SUMMARY UNDER PROGRAM

<u>Year</u>	<u>Sandwich to Bourne</u>	<u>Bourne to Sandwich</u>
2016	90	
2017	62	

PROPOSED TIMELINE FOR FY'19 BUDGET

Nov. – Dec. 2017	Town Manager Discusses General Budget Process with Board of Selectmen & Finance Committee
When Certified	Town Manager & Superintendent of Schools Meet to Discuss Free Cash Certification, Current Enrollment Figures, Estimates for Upcoming Budget
December 2017	Selectmen Issue FY'19 Budget Parameters, Timeframes, Etc. to School Committee & Town Manager (Likely Meeting Date = December 7, 2017)
February 1, 2018	Town Manager Submits Proposed General Government Budget to Selectmen & Finance Committee
February 1, 2018	School Committee Submits Proposed School Department Budget to Selectmen & Finance Committee
February 2018	Town Manager Finalizes Capital Budget Recommendation to Capital Improvement Planning Committee
February 8 or 15, 2018	Selectmen Hold Public Hearing on FY'19 Budget
February 22 or March 1, 2018	Selectmen Submit FY'19 Budget Recommendation to Finance Committee
March 2018	Capital Improvement Planning Committee Submits Capital Budget to Selectmen & Finance Committee
March 27, 2018	Finance Committee Votes on Final Budget Recommendation to Selectmen (<u>Note</u> : Warrant needs to be finalized by April 12, 2018)
April 12 or 19, 2018	Selectmen Hold Public Hearing on FY'19 Budget
May 7, 2018	Annual Town Meeting & Vote on FY'19 Budget

TOWN MANAGER FY'19 BUDGET PREPARATION TENETS

- Determine Level Service Budget Amount Needed
 - No New Positions
 - No New Major Funding Initiatives
 - Department Heads Receive Level Service, Pre-Completed Budget Forms
 - Meeting with Department Heads Over Next Month to Review Potential Shortfalls
 - Concern = IT Operating Costs as Software & Hardware Updated & Improved
 - Level Service Will Be Very Close to 2.50% of FY'18 General Government Budget
 - Be Prepared to Adjust Budget, If Needed, Later in Process

- Identify & Fund Appropriate Amount to Retain (8) SAFER Grant Hires as Federal Grant Expires in February 2019
 - Need to Cover Roughly \$250,000 in FY'19 & Additional \$250,000 in FY'20
 - \$250,000 = 1.45% of FY'18 General Government Budget
 - Means Total Level Service Budget with SAFER Grant Coverage Close to 4.00%...Will We Be Able to Afford This?
 - Addresses Only Major Public Service Not Equally Provided Throughout Town & Better Protects Most Important Site for Potential Public Safety Incident = SHS

- FY'19 Capital Budget
 - Goal of Funding At Least \$1.0 Million Capital Budget Net of Any Identified Offsets
 - Will Reduce Further, If Needed, as Budget Accuracy Increases Later in Process

- FY'19 Stabilization Fund & OPEB Accounts
 - To Maintain & Improve Bond Rating, Critical to Fund Both Accounts Annually, Even if Nominal Amount – May Not Be Able to Transfer as Much as FY'18
 - Year 1 NRG PILOT Bubble Payment = Very Critical to Boost Stabilization Fund with Significant One-Time Funding Increase

- Prepare Updated Financial History, Projections & Analysis
 - Focusing on FY'10 to Present while Retaining Older Data
 - Chart Major Budget Impact Issues
 - Review Long-Standing Staffing Priorities & Recent Progress

- If Budget Deficit Exists as Review Process Nears Completion, I Will Recommend:
 - Appropriate Adjustments to Revenue Assumptions (ex. Local Receipts, New Growth, State Aid) with Input from Financial Team
 - Staffing, Service, & Other Reductions to Produce Balanced Budget
 - Assume Override Request Not Allowed – 13 Fiscal Years Since Last Override
 - Health Insurance Concerns = Future Options Currently Being Evaluated

PROJECTED GENERAL FUND REVENUES AND EXPENSES - FY'19

REVENUES

<u>FY'19 Tax Levy:</u>		
FY'18 Levy Limit	58,584,945	
2.5% Increase	1,464,624	
Est. New Growth	500,000	
Excess Levy Reserve Est.	0	
Overrides / Exclusions	0	
County Assess. Outside 2.5: CCC	181,639	
Debt Outside 2.5 (- Non-Levy & MSBA)	731,116	61,462,324
 <u>Other Revenue:</u>		
Mass. School Building Authority Funds	1,279,534	
State Aid: Discretionary (-5.00%)	2,184,430	
State Ch. 70 Aid: School (0.00%)	6,989,398	
Est. Local Receipts	4,650,000	
Surplus Revenue / Free Cash	2,485,339	
Overlay Release	50,000	
Transfer from Stabilization Fund	0	<u>17,638,701</u>
 Total Estimated Revenues		 79,101,025

<u>Stabilization Fund Balance:</u>	
Actual Balance on 6/30/17:	1,576,393
Proposed Transfer From/To Stabilization Fund:	<u>250,000</u>
Projected Post ATM Balance:	1,826,393

EXPENSES

<u>ReCap Sheet Items:</u>		
State Assess: Tuition Assess (10.00%)	4,023,856	
State Assess: All Other (3.00%)	627,416	
Abatements / Overlay	400,000	
FY'18 Snow & Ice Deficit	150,000	5,201,272
 <u>Town Meeting Items:</u>		
Group Health Insurance (10.00%)	11,825,000	
County Retirement Assess. (5.98%)	3,842,992	
Property & Liability Insurance (7.50%)	1,128,750	
Medicare (6.00%)	714,610	
Unemployment Account	100,000	
OPEB Trust Fund	100,000	
Debt: Long Term - General Fund	2,461,704	
Borrowing Expenses	50,000	
Reserve Fund	500,000	
Capital Budget - Net	1,006,610	
Transfer to Stabilization Fund	250,000	21,979,666
 <u>Operating Budgets:</u>		
School Budget: Local (2.50%)	26,229,121	
Ch. 70 (0.00%)	6,989,398	33,218,519
UCCRVTS Budget (7.50%)		2,319,229
General Gov't. Budget (2.50%)		17,097,905
FY'19 SAFER Offset (1.26%)		<u>210,000</u>
 Total Estimated Expenses		 80,026,591
 ESTIMATED FY'19 BUDGET BALANCE		 -925,566