BOARD OF SELECTMEN AGENDA
February 13, 2020 – 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 – 2/6/20
4. Public Forum (15 Minutes)
5. Town Manager Report
6. Correspondence / Statements / Announcements / Future Items / Follow-up (10 Minutes)
7. Staff Meeting
   Glass Town Cultural District Public Art Project – Chairman Jeannine Prendergast & Library Director Joanne Lamothe
8. Old Business
   • Habitat for Humanity Request for Support on Local Initiative Program Projects at 167 Cotuit Road & 1 Nauset Street
   • FY’21 Budget Update & Issues
   • Special Town Meeting – Draft List of Articles & Recommended 3/23/20 Date
   • Other Matters Not Reasonably Anticipated by the Chairman
9. New Business
   • One-Day All Alcohol & Entertainment License Request – DeWitt Clinton Free Mason Lodge, 2/15/20, 175 Main Street
   • Report on Any Approved Vendor & Payroll Warrants
   • Other Matters Not Reasonably Anticipated by the Chairman
10. Public Forum (75 Minutes)
11. Closing Remarks
12. Adjournment

NEXT MEETING: Thursday, February 27, 2020, 7:00 P.M., Town Hall

Clement M. Kenne, 2/10/2020

TOWN CLERK
TOWN OF SANDWICH
FEB 10 2020
RECEIVED & RECORDED
Hi Kathy,

The Glass Town Cultural District Steering Committee would like to request a spot on the Selectmen’s Agenda some time in January. We are working on a Public Art Project. Heather and Joanne have met and discussed a process for going forward and we want to start with approval by the Selectmen! Please let me know what date is possible or if you need further information!

Thank you so much,
Jeanne Prendergast, Chairperson
Glass Town Cultural District Steering Committee

Sent from my iPhone
Dear Jeanne,

Thank you for inviting me to meet with the District and for working on plan that meets with the standards of the Procurement act. Never easy, but we can make it work. I'll work with Bud and Chairman Sampson to schedule a meeting time.

I will be in touch with a February meeting date.

Heather

-----Original Message-----
From: Jeanne Prendergast [mailto:jprendergast_948@comcast.net]
Sent: Friday, January 24, 2020 1:17 PM
To: Sampson, David
Cc: gdunham@townofsandwich.net; Harper, Heather; framerav@yahoo.com; Lamoth, Joanne; katie.campbell@sandwichglassmuseum.org; holderhill@comcast.net; thespottedcod@comcast.net; Vitacco, Ralph; Anne Scott-Putney; charleenjohnson@verizon.net; Joanne westerhouse
Subject: {EXTERNAL} Glass Town Cultural District Public Art Project

Dear David,

The Glass Town Cultural District Steering Committee has been hard at work on our latest endeavor: a public art project for Sandwich. This project will be temporary, having a life of approximately 3 years. The sculpture will be sited on the grassy area of the adjacent historic Dexter Grist Mill. We had professional advice on citing and chose this site for its prominence and secure location. We have secured approval from the Historic District Committee.

Our funding is in place and have met with Heather Harper to determine the proper way of proceeding with this project. We would ask to appear at a Selectmen’s Meeting to secure your approval. We will be able to tell you much more and answer any questions you may have at that time.

Please inform me when we can come and meet with you, our Committee is very enthusiastic about this exciting project in Sandwich!

Thank you,
Jeanne Prendergast, Chairperson
Glass Town Cultural District Steering Committee

Sent from my iPhone
Motion for Habitat Project.

I move that the Board vote to support the Habitat for Humanity projects at 167 Cotuit Road and 1 Nauset Street and to authorize the Chair to execute a letter of support for the Local Initiative Application and to authorize the Town Manager to execute a request for waive of appraisal and LIP application.
Date of letter

Ms. Alana Murphy, Deputy Associate Director  
Local Initiative Program  
Department of Housing and Community Development  
100 Cambridge Street, Suite 300  
Boston, MA 02114

RE: Habitat for Humanity, Local Initiative Program application for Sandwich Scatter Site  
Community Housing Project

Dear Ms. Murphy,

Please be advised that at the [insert the Date of meeting of the Sandwich Board of Selectmen, the Board voted unanimously to support the Habitat for Humanity of Cape Cod Local Initiative Program (LIP) application for three affordable homes to be built at 167 Cotuit Road (2 homes) and 1 Nauset Street (1 home).]

With only 3.8% of our housing stock listed on the Department of Housing and Community Development (DHCD) Subsidized Housing Inventory (SHI), Sandwich is eager to embrace all quality endeavors to create affordable housing.

Habitat for Humanity has worked cooperatively with the Town of Sandwich from the conception of this project. And we look forward to working with the organization on its first project here since 1996. Insert comments around other Sandwich work in affordable housing and/or this project. XXXXXX is an example of our support of this project, and general commitment to affordable housing initiatives.

Sincerely

Chairman, Sandwich Board of Selectmen
February 6, 2020

Alana Murphy, Deputy Associate Director
Local Initiative Program
Department of Housing & Community Development
100 Cambridge Street, Suite 300
Boston, MA 02114

RE: Waiver of Appraisal for Sandwich Scatter Site Project

Dear Ms. Murphy,

As the Chief Executive Officer of the Town of Sandwich, I am requesting that DHCD waive the Appraisal requirement for Habitat for Humanity of Cape Cod’s, Sandwich Scatter Site Community Housing Project as allowed in Section IV “Responsibilities of the Subsidizing Agency” Section B, “Allowable Development Costs”, 1 - Land Valuation page IV-4 in DHCD’s publication, “GUIDELINES (Updated December 2014) G.L. C.40B COMPREHENSIVE PERMIT PROJECTS SUBSIDIZED HOUSING INVENTORY”:

“Upon written request of the Chief Executive Officer, the Subsidizing Agency may waive the appraisal requirement for proposed Projects of 20 units or less provided that the Developer submits satisfactory evidence, such as local tax assessment, limited appraisal, or opinion of value from a licensed real estate broker, that reasonably supports the acquisition cost. The purpose of such a waiver is to relieve the cost burden for smaller developments that are sponsored or supported by the local community where the reasonableness of the acquisition cost is not at issue.”

On successful navigation of our ZBA, the land for this project will be donated by its owners to Habitat for Humanity of Cape Cod, Inc. and therefore there will be no acquisition cost.

Sincerely,

George “Bud” Dunham, Town Manager
<table>
<thead>
<tr>
<th>Required Signatures for the Comprehensive Permit Project Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Executive Official of Municipality:</td>
</tr>
<tr>
<td>Chair, Local Housing Partnership (if applicable):</td>
</tr>
<tr>
<td>Signature: ___________________________</td>
</tr>
<tr>
<td>Signature: ___________________________</td>
</tr>
<tr>
<td>Print Name: David Sampson, Chair BOS</td>
</tr>
<tr>
<td>Print Name: Paula Schneiders, Executive Director</td>
</tr>
<tr>
<td>Sandwich Housing Authority</td>
</tr>
<tr>
<td>Date: ________________</td>
</tr>
<tr>
<td>Date: ________________</td>
</tr>
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</table>

-3-
HABITAT FOR HUMANITY of CAPE COD
in partnership with the
TOWN OF SANDWICH
Scatter-Site Community Housing
(167 Cotuit Road & 1 Nauset Street)
Local Initiative Program Application
Habitat for Humanity of Cape Cod partners with families in need of an affordable home to build one of their own; fostering stability, self reliance and a strong sense of community.

Habitat - Mission
• Sweat Equity: a partnership with our families. Households work 250/500 hours
• Community Engagement: in partnership with a town and its citizens

Habitat - Foundations
• Tools: education and support

• Home Ownership at affordable prices - $141,250 or $158,750 and with affordable Mortgages

• Affordability in perpetuity – protected with a deed rider; affordable to households earning at/below 65% of AMI (subsequent sales at 80% or below AMI)

Habitat - Foundations
• Total of 3 single family homes
  • Two 2-bedroom homes (each on its own lot) at 167 Cotuit Road
  • One 3-bedroom home at 1 Nauset Street
  • Requesting 2 of 3 for local preference

Habitat - Homes
Proposed Cotuit Road - 2 Bedroom
What's Next?
• February 2020 – Board of Selectmen – LIP Application
  • DHCD sends 30-day notice to Town to allow comment
  • DHCD performs a site visit, project analysis
  • DHCD issues a Project Eligibility Letter (PEL required for ZBA application)

• April/May 2020 – Application under MGL Ch 40B to ZBA and hearing

• August 2020 – Habitat closes on Cotuit Road and Nauset Street Properties
  • Record Comprehensive Permit, Site plans, Deed with Regulatory Agreement.

• Applications for funding (CPC, FHLBB, etc.) and fundraising toward infrastructure and construction.

.scatter Site-Timeline
• Infrastructure: Fall 2021/Winter 2022.

• Wall raisings in August or September 2022

• CO and sales in August or September 2023

• Delays can occur, and construction schedules can change, but this is our current plan.

"Build" - Timelines
The Whole is Greater than the Sum of its Parts

Habitat for Humanity
HABITAT FOR HUMANITY of CAPE COD

Thank you!
PROJECTED GENERAL FUND REVENUES AND EXPENSES - FY'21

REVENUES

FY'21 Tax Levy:
- FY'20 Levy Limit 66,281,547
- 2.5% Increase 1,657,039
- Est. New Growth 500,000
- Excess Levy Reserve Est. -3,550,000
- Overrides / Exclusions 0
- County Assess. Outside 2.5: CCC 190,835
- Debt Outside 2.5 (- Non-Levy & MSBA) 2,111,100 67,190,521

Other Revenue:
- Mass. School Building Authority Funds 1,279,534
- State Aid: Discretionary (0.00%) 2,401,257
- State Ch. 70 Aid: School (0.00%) 7,151,788
- Est. Local Receipts 5,250,000
- Surplus Revenue / Free Cash 2,201,602
- Add'l. Free Cash Certif. - Tax Title (STM) 438,480
- FY'20 Health Insur. to 100 Rt. 6A (STM) 800,000
- Overlay Release 50,000
- Transfer from Stabilization Fund 0 19,572,661

Total Estimated Revenues 86,763,182

EXPENSES

ReCap Sheet Items:
- State Assess: Tuition Assess (10.00%) 4,895,534
- State Assess: All Other (3.00%) 633,854
- Abatements / Overlay 500,000
- FY'20 Snow & Ice Deficit 0 6,029,388

Town Meeting Items:
- Group Health Insurance (-2.54%) 11,500,000
- County Retirement Assess. (-5.69%) 3,769,883
- Property & Liability Insurance (7.50%) 1,290,000
- Medicare (4.00%) 676,000
- Unemployment Account 100,000
- OPEB Trust Fund 100,000
- Debt: Long Term - General Fund 3,834,470
- Borrowing Expenses 100,000
- Reserve Fund 500,000
- Capital Budget - Net 976,112
- Capital - 100 Route 6A Renovations 2,100,000
- Transfer to Stabilization Fund 100,000 25,046,465

Operating Budgets:
- School Budget: Local (3.75%) 27,992,918
  Ch. 70 (0.00%) 7,151,788 35,144,706
- UCCRVTS Budget (-1.21%) 2,135,468
- General Gov't. Budget (3.00%) 18,331,108

Total Estimated Expenses 86,687,135

ESTIMATED FY'21 BUDGET BALANCE 76,047

Stabilization Fund & OPEB Trust Fund Balances:

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<tr>
<th></th>
<th>Stab. Fund</th>
<th>OPEB Trust</th>
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<tbody>
<tr>
<td>Actual Balance on 7/1/19:</td>
<td>1,829,888</td>
<td>921,925</td>
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<td>Proposed Transfer From/To Fund:</td>
<td>100,000</td>
<td>100,000</td>
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<tr>
<td>Projected Post ATM Balance:</td>
<td>1,929,888</td>
<td>1,021,925</td>
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## FY'21 General Fund Operating Budget Totals

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<th>No.</th>
<th>Department</th>
<th>FY20 Approp</th>
<th>FY21 Salary</th>
<th>FY21 Oper</th>
<th>FY21 Total</th>
<th>% Change</th>
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<td>114</td>
<td>Moderator</td>
<td>450</td>
<td>450</td>
<td>0</td>
<td>450</td>
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<td>123</td>
<td>Select/Manager</td>
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<td>465,980</td>
<td>57,850</td>
<td>523,830</td>
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<td>Personnel Expen.</td>
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<td>Finance Comm.</td>
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<td>1,400</td>
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<td>Accounting</td>
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<td>15,250</td>
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<td>Assessing</td>
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<td>29,125</td>
<td>370,249</td>
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<td>Treasurer</td>
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<td>267,922</td>
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<td>Tax Collector</td>
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<td>152</td>
<td>Human Resour.</td>
<td>179,354</td>
<td>176,413</td>
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<td>161</td>
<td>Town Clerk</td>
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<td>196,390</td>
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<td>202,590</td>
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<td>Natural Resour.</td>
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<td>Plan. &amp; Devel.</td>
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<td>Facilities Mgmt.</td>
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<td>301,847</td>
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<td>Town Reports</td>
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<td>Bind Records</td>
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<td><strong>4,628,173</strong></td>
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<td>3,286,520</td>
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<td>286,591</td>
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<td>244</td>
<td>Sealer of W &amp; M</td>
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<td>Greenhead Fly</td>
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(Note: School Dept. amount includes Ch. 70 aid.)
<table>
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<tr>
<th>NO.</th>
<th>DEPARTMENT</th>
<th>FY20 APPROP</th>
<th>FY21 SALARY</th>
<th>FY21 OPER</th>
<th>FY21 TOTAL</th>
<th>% CHANGE</th>
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<td>410</td>
<td>DPW - Engineer.</td>
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<td>Snow &amp; Ice</td>
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<td>Streetlights</td>
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<td>20,000</td>
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<td>-20.00%</td>
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<td><strong>Total 400s</strong></td>
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<td><strong>1,530,585</strong></td>
<td><strong>1,043,175</strong></td>
<td><strong>2,573,760</strong></td>
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<td>Health Dept.</td>
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<td>540</td>
<td>Social Services</td>
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<td>35,000</td>
<td>35,000</td>
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<td>541</td>
<td>Senior Services</td>
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<td>543</td>
<td>Veterans</td>
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<td>610</td>
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<td>650</td>
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<td>671</td>
<td>Hoxie / Grist Mill</td>
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<td>693</td>
<td>Memorial Day</td>
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<td><strong>Total 600s</strong></td>
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<td><strong>3.23%</strong></td>
</tr>
</tbody>
</table>

**GEN. GOVT. TOTAL**
(no School)

<table>
<thead>
<tr>
<th>FY21 @ 3.00% =</th>
<th>Current Difference vs. 3.00% =</th>
</tr>
</thead>
<tbody>
<tr>
<td>17,797,192</td>
<td>18,331,108</td>
</tr>
</tbody>
</table>

**GRAND TOTAL**
(incl. School)

<table>
<thead>
<tr>
<th>FY21 OPER</th>
<th>FY21 TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>3,820,499</td>
<td>55,597,262</td>
</tr>
</tbody>
</table>

2.78%
## FY'21 CAPITAL BUDGET - FINAL RECOMMENDATION

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>ITEM</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPW - Highways/Parks</td>
<td>Ride-On Mower</td>
<td>13,000</td>
</tr>
<tr>
<td></td>
<td>Crew Cab Pickup</td>
<td>33,605</td>
</tr>
<tr>
<td></td>
<td>Basin Cleaner Replacement</td>
<td>98,000</td>
</tr>
<tr>
<td></td>
<td>DPW Facility Improvements (Design)</td>
<td>25,000</td>
</tr>
<tr>
<td>DPW - Sanitation</td>
<td>Backhoe/Loader (Replaces 2003 )</td>
<td>139,800</td>
</tr>
<tr>
<td>Information Technology</td>
<td>IT &amp; GIS Improvements</td>
<td>76,138</td>
</tr>
<tr>
<td>Police</td>
<td>Ballistic Equipment Replacement</td>
<td>50,000</td>
</tr>
<tr>
<td></td>
<td>Taser Replacement</td>
<td>15,370</td>
</tr>
<tr>
<td>Fire</td>
<td>Lifepak Monitors + 6 AED <em>(AF)</em></td>
<td>165,000</td>
</tr>
<tr>
<td></td>
<td>Active Shooter Equipment <em>(AF)</em></td>
<td>13,000</td>
</tr>
<tr>
<td>Public Safety</td>
<td>Communication System Upgrade <em>(AF)</em></td>
<td>30,000</td>
</tr>
<tr>
<td>Recreation</td>
<td>Beach Sign Program</td>
<td>9,000</td>
</tr>
<tr>
<td></td>
<td>Supervisor Vehicle Replacement</td>
<td>35,000</td>
</tr>
<tr>
<td></td>
<td>6 Lifeguard Chairs</td>
<td>9,450</td>
</tr>
<tr>
<td></td>
<td>Beach Access Mobi Chair</td>
<td>1,749</td>
</tr>
<tr>
<td>Planning &amp; Development</td>
<td>Local Comprehensive Plan Consulting</td>
<td>15,000</td>
</tr>
<tr>
<td>Facilities</td>
<td>Annual Building Maintenance Funds</td>
<td>125,000</td>
</tr>
</tbody>
</table>

**Subtotal Town Departments** 854,112

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>ITEM</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Department</td>
<td>Annual Building Maintenance Funds</td>
<td>125,000</td>
</tr>
<tr>
<td></td>
<td>Oakridge and Forestdale Phone &amp; PA</td>
<td>75,000</td>
</tr>
<tr>
<td></td>
<td>Vehicle Replacement (Various)</td>
<td>60,000</td>
</tr>
<tr>
<td></td>
<td>School Safety Group</td>
<td>20,000</td>
</tr>
<tr>
<td></td>
<td>District Wide Classroom Furniture</td>
<td>50,000</td>
</tr>
</tbody>
</table>

**Subtotal School Department** 330,000

**TOTAL CAPITAL APPROPRIATION** 1,184,112

**Less Ambulance Fund Transfer** -208,000

**TOTAL NET CAPITAL APPROPRIATION** 976,112
INDEX OF POTENTIAL WARRANT ARTICLES

March 23, 2020 Special Town Meeting

1. Appropriation to Fund 100 Route 6A Renovations (p. ___)
2. Appropriation to Public Employee Committee Fund & FY’20 Health Insurance Budget (p. ___) = Awaiting DOR Input
3. Deed Clarification for Terrapin Ridge Project Site (p. ___) = Awaiting Town Counsel Input
4. FY’21 Capital Budget (p. ___)
5. Ch. 90 State Aid to Highways Program (p. ___)
6. School Department Cell Antenna Lease Transfer and Appropriation of Funds (p. ___)
7. Beach Renourishment Account Appropriation (p. ___)
8. Sandwich Promotions Fund Appropriation (p. ___)
9. Authorization to Dispose of Henry T. Wing School to SCG Development & Approve CPA Appropriation for Community Housing Resources (p. ___)
10. Petition:

NOTE: Petition articles have been printed as submitted and may contain typographic and other errors.
APPLICATION FOR A ONE-DAY LIQUOR LICENSE
(Section 14 License) M.G.L. Ch. 138, Section 14

Name  Don Allan

Company/Corporation Dewitt Clinton Lodge

Address 175 Main Street

Telephone # 774 313 9820 E-Mail MAST HEAD CD VERIZON .NET

Description of Premises Free Mason Lodge

Date/Time 2/15/2020 5:00 - 9:00 PM

All Alcohol or Wine and Malt License (please specify)  

How many people will be attending event? 50-75

Description of Event Valentines Day Party

Will there be a tent? NO Permit issued

Only non-profit corporations can apply for an All Alcohol special license. Please provide proof of non-profit status.

Please provide certificate of insurance naming the Town as Additional Insured.

Please contact 508-888-5144 if you require additional assistance.

Signature  

Date 1-21-2020

Date approved by Licensing Authority

Fire Dept. sign off Building Dept. sign off
APPLICATION FOR AN ENTERTAINMENT LICENSE (SEVEN DAYS)

The undersigned respectfully applies for an entertainment license as follows:

LOCATION OF PREMISES 175 main St. CLASS OF LIC. Free Mason Lodge

DESCRIPTION OF PREMISES

RADIO _ TELEVISION _ JUKEBOX _ AMPLIFIERS _ PHONO _
CABLE TV _ WIDESCREEN TV _ CASSETTE OPER. TV _ MOVIES _

INSTRUMENTAL MUSIC _ No. of Instruments 17 6:30-9:30

Type of Instruments Wind What floors

VOCAL MUSIC _ No. of persons 2

DANCING BY PATRONS Type of dancing

What floors? Size of dance floor

EXHIBITION OR TRADE SHOW describe

PLAY describe

MOVING PICTURE SHOW describe

FLOOR SHOW describe

ATHLETIC EVENT describe

As part of the above entertainment, will any entertainer, employee or person on the licensed premises be permitted to be unclothed or in such attire as to expose to view any portion of the areola of the female breast or any portion of the pubic hair, cleft of the buttocks, or genitals?

NO _ YES Explain in what manner such person will be presented

Did you hold an entertainment license from the Board pursuant to section 183A of Chapter 140? _ If yes, was it for the exact same entertainment being requested in this petition?

Date 2-4-20

Firm or Trade Name Dewi H Clinton Lodge

Business Name Dew Allen

Manager Signature

774-313-9820