BOARD OF SELECTMEN & LIBRARY TRUSTEES AGENDA
February 27, 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 – 2/13/20
4. Public Forum (15 Minutes)
5. Town Manager Report
6. Correspondence / Statements / Announcements / Future Items / Follow-up (10 Minutes)
7. Staff Meeting
   Joint Meeting with Library Trustees to Fill Vacancy – Mark Wiklund, Chairman –
   Recommended Candidate Robert Thompson
8. Old Business
   • FY’21 Budget Update & Issues
   • 3/23/20 Special Town Meeting – Finalize Warrant Articles &
     Recommendations
   • Selectmen Meeting Schedule through Summer 2020
   • Other Matters Not Reasonably Anticipated by the Chairman
9. New Business
   • Recommended Sandwich Historical Commission Alternate Appointment –
     Marie Nye
   • Report on Any Approved Vendor & Payroll Warrants
   • Other Matters Not Reasonably Anticipated by the Chairman
10. Public Forum (15 Minutes)
11. Closing Remarks
12. Executive Session – M.G.L. c.30A, §21(a) – The Chair declares that having an open
    session may have a detrimental effect upon the Town’s bargaining, litigating, or
    negotiating position, as applicable.

Diane M. Bennet 2/24/2020
Purpose #7 (to comply with the Open Meeting Law, G.L. c. 30A, §22(f)): Review, Potential Approval, & Potential Release of Executive Session Meeting Minutes – 6/6/19, 9/19/19, 10/3/19, 11/7/19, 11/21/19

Purpose #6: Disposition of Real Property – 85 Route 130

13. Adjournment

NEXT MEETING: Thursday, March 5, 2020, 7:00 P.M.; Town Hall

[Signature] 2/27/2020
Present for the Board of Selectmen: David Sampson, Michael Miller, Robert George, Shane Hoctor, Charles Holden
George Dunham, Town Manager; Heather Harper, Assistant Town Manager
Others Present: Mark Snyder, Finance Committee Chair; Susan James; Bert Fisher, Arthur Riley, Bill Page, Jack Sample; Elizabeth Page, Habitat for Humanity; Wendy Cullinan, Executive Director Habitat for Humanity Cape Cod; Jeanne Prendergast, President of the Glasstown Cultural District Steering Committee; Joanna LaMothe, Library Director, other members of the Glasstown Cultural District Steering Committee

Mr. Sampson convened the meeting at 7 PM

PLEDGE OF ALLEGIANCE

REVIEW AND APPROVAL OF MINUTES
Mr. Miller moved to accept the minutes of February 6, 2020. Seconded by Mr. George. Passed unanimously.

PUBLIC FORUM
Mr. Bert Fisher spoke in opposition to the Habitat for Humanity proposed plan. He believes it is too high a density for an R2 zoned district and there is a solar farm being built in that area as well. He believes the siting of the houses on the Cotuit Rd. parcel is strange. He is concerned about potential noise. He has spoken to Ms. Wade who provided him with detailed information.

Mr. Arthur Riley wanted to lend his support for the Habitat project. He is a long-time resident and believes that land and housing are no longer affordable for young people, and the community needs to help young people live here.

Mr. Bill Page also spoke in support of the Habitat project. He was involved with the previous one 25 years ago.

Mr. Jack Sample has volunteered with Habitat and he supports affordable housing.

TOWN MANAGER REPORT
1. Next Finance Committee meeting is on February 25; next Selectmen meeting is on February 27.

2. The first round of Center for Active Living architects’ interviews has been completed. Hopefully there will be a decision made next week. If the total cost, which is not known now, is over $1 million it will need to be approved by the Board. Things are moving rapidly and the time frames that all candidates described would put the process ahead of the anticipated schedule.
3. The CIPC approved the capital list for $976,000; $207,000 will be taken from the Ambulance Fund. A communications request from the Fire Department was removed, as they are looking for other alternatives.

4. The alcohol license for the DeWitt Clinton affair has been changed to a beer and wine request from an all alcohol.

5. The Massachusetts Recreational Park Association has given a design award to the new skate park and multipurpose court project.

Questions: Mr. George asked about what was happening with the telephone poles around Town. Mr. Dunham said an outside company has been hired to look at their condition to see if the bottoms are safe, then they will be sealing them.

CORRESPONDENCE/STATEMENTS/ANNOUNCEMENT

Mr. Holden attended the School Committee meeting. Mr. Dentino reported on the Forestdale School dance part. Mr. Nelson gave an updated facilities report. The Junior Citizens Police Academy will be starting—a 12 week course; applications are due by March 19.

STAFF MEETING

Proposed Glasstown Cultural District Public Art Project: Ms. Prendergast and Ms. LaMothe informed the Board of a proposed outdoor art exhibition, which the Glasstown Cultural Steering Committee is hoping to install on the grassy area next to the Grist Mill. The Project would be temporary, displayed for three years. The Committee members are requesting both general approval and approval for the site. The Committee hopes to attract an artist willing to do a project of historical significance—made of glass, lighted by solar, and interactive. The funds are available through grants from the Massachusetts Cultural Council, money in the Friends Account, support from the Fund for Sandwich, and money from the Visitors’ Services Board. The Committee has received support from the Historic District Committee and has communicated with the Historical Commission. The Steering Committee is looking to form a 6-member design review panel to select the artists; they are hoping for diverse membership, including a landscaper, member from the Board of Selectmen, member from the Arts Alliance, Historic district Committee and others. The review committee would present finalists to the Glasstown Cultural District Board. Ms. Harper assisted them with the details related to the funding.

Discussion: There was concern about giving approval without actually seeing the design of the project. Ms. Harper said that they need to have approval before they can issue an RFP to facilitate a juried art program. Once an artist is chosen a temporary license approval has to come before the Board. Mr. Dunham suggested the Steering Committee contact Sam Jensen about the best spot to avoid water exposure and to look at the structural integrity of the final design.

Mr. Miller moved to approve going ahead with the RFP for the temporary project and approve the site next to the Grist Mill. Mr. George seconded. Approved unanimously.

Habitat for Humanity: Ms. Elizabeth Wade and Ms. Wendy Cullinan reviewed the process necessary to complete the projects on Cotuit and Nauset roads. The first step is approval to go ahead with a Local Initiative Petition (LIP), a State program, for technical assistance to communities looking to increase
their affordable housing. The local Board can approve this petition. Then an application goes to the Department of Housing and Community Development; they will review the sites and approve the package with a letter of eligibility. Habitat is open to input from people in the neighborhood.

**Questions:** Mr. Sampson asked if the projects would take advantage of the nearby solar and would there be other mitigation. Mr. Hoctor asked why there are only two local preferences when there are three houses; Ms. Wade responded that only two are allowed. These are homes, not condominiums, and they will share a driveway. They are 100% affordable, so density is critical. Habitat will go before the ZBA for density approval. Mr. Dunham was asked about the current status of affordable housing in the Town. The Town currently has 4 to 4 3/5% affordable, so behind the recommended 10%. Once the 10% is reached, the Town has more authority related to density, but it will be difficult to reach here. Every rental unit in the proposed Wing School project will be counted in the affordability percentage. A positive vote will allow the project to go forward; there will be a waiver of appraisal. Mr. Sampson wanted to be sure that abutter interests will be considered.

**Mr. Miller moved that the Board vote to support the Habitat Humanity projects, two at 167 Cotuit Rd. and one at 1 Nauset St., and to authorize the Chair to execute a letter of support for the Local Initiative application and authorize the Town Manager to execute a request for waive of appraisal and LIP application. Seconded by Mr. George. Approved unanimously.**

**OLD BUSINESS**

**FY ’21 Budget and Special Town Meeting:** Mr. Dunham reported that he still has not heard from the State regarding the returned funds from the health insurance change. There may need to be a warrant article at the Special Town Meeting. The capital list will be presented at the Special Town Meeting. The School budget was presented to the Finance Committee. That Committee had submitted questions in advance, as they did not want to see the whole presentation. Mr. Dunham had suggested considering that, because the Chapter 70 money has been level funded in the proposed budget, there could be an increase in the school percentage on the assumption that an increase in the Chapter 70 actual would make up the difference. This has been done before.

**Discussion:** Discussion followed. Concerns raised were that it would be hard to vote on a final school budget without knowing what the actual effect would be if a different percentage increase than they have requested were voted. A clearer picture is needed with better backup relative to specifics related to cutting staff and five year effect of salary increases. Mr. Snyder was permitted to speak and he reported that the Finance Committee had similar concerns, but were more concerned about sustainability of the school budget over time. Ms. James also was permitted to speak and she cautioned that it would not be probable that Dr. Gould could give specifics about teacher cuts because of the effect on the staff for the remainder of the year. Mr. Dunham said he could try to get more specifics about the repercussions of various percentages. The final budget is due the first week of April.

**Warrant Articles:** The article on the 100 Rte. 6A building might not contain specific figures because they might not be available at the time the warrant is posted. However, the actual costs would appear in the motion. Article #3 addresses the Terrapin Ridge project. The land was donated to the Town “for public housing”, and this needs clarification relative to an affordable housing project. There are several other quick articles plus the CPA appropriation for the Wing School.

**Mr. Miller moved that the Board commit to having a Special Town Meeting on March 23, 2020. Mr. Hoctor seconded. Approved unanimously.**
Other Old Business: Mr. George reported being concerned about the CPA award of $2.5 million to the Wing School developers. The project is being built in phases, so why should the Town turn over the funds all at once. If the third stage is not built, then the developer would have the money. He suggested consulting Town Counsel. Ms. Harper explained that the $2.5 million is needed for site preparation, including demolition, before building can begin; it is also required as a community commitment so the developers can receive affordable housing credits from the State. The demolition itself has value equal to that amount.

NEW BUSINESS

Alcohol and Entertainment Request: Don Allen from the DeWitt Clinton Mason Lodge requested a one-day beer and wine alcohol license for a Valentine’s Day party to be held at the hall on 175 Main St. The party will be on February 15, 2020 and will be catered.

Mr. Miller moved that the Board approve the requested one-day alcohol license and license for music entertainment for February 15, 2020. Seconded by Mr. George. Approved unanimously.

Vendor Warrants: Warrants were signed and no abnormalities noted.

PUBLIC FORUM

None.

CLOSING REMARKS

Mr. Hoctor wanted to congratulate the youth basketball program. Mr. Holden said that the Wing School disposal is a “win-win” for the Town.

ADJOURNMENT

Mr. Miller moved to adjourn. Mr. George seconded. Approved unanimously.
The meeting adjourned at 8:45 PM.

Respectfully submitted,

Kathleen Coggeshall

Supporting Documents:
1. Email from Jeanne Prendergast re: Glass Town Cultural District Steering Committee
2. Email from Heather Harper re: Glass Town Cultural District Steering Committee Art Project
3. Motion for Habitat Project
4. Sample letter for Habitat for Humanity LIP application
5. Sample letter for Waiver of Appraisal for Sandwich Scatter Site project
6. Habitat for Humanity Scatter-Site Community Housing Program (16 pages)
7. Projected General Fund Revenues and Expenses FY21
8. FY21 General Fund Operating Budget Totals
9. FY21 Capital Budget – Final Recommendation
10. Index of Potential Warrant Articles GHD draft 2/7/2020
11. Application for a one-day Liquor License DeWitt Clinton Lodge
12. Application for One-day Entertainment license DeWitt Clinton Lodge
Hi Bud,

The Library Board of Trustees voted unanimously to request the Board of Selectman to appoint Robert Thomson to fill the last two months of the open trustee position vacated by Ann Shea. Bob has also pulled papers to run for election for the position in May.

Can we get this onto the BOS next meeting’s agenda?

Thanks!
Mark Wiklund
Chair, Library Trustees

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From: Robert Thomson <rtthomson@msn.com>
Sent: Friday, January 17, 2020 4:05 PM
To: Mark A Wiklund <mwiklund@mit.edu>
Subject: Application to join the Sandwich Public Library Board of Trustees

Hello, Mark,

I’m writing to express my interest in filling the vacancy on the Library Board of Trustees.

My interest in public libraries is lifelong. My interest in the Sandwich community dates to 1981, when my parents bought a home at 30 Kensington Drive. Mom always said Sandwich was the prettiest town on the Cape, and Mom was always right. Candy and I got married in the backyard in 1987 and followed the ceremony with a softball game behind the Wing School – bride’s team against groom’s.

Last spring, a long-term dream came true, and we retired to live in my parents’ former home. We are thrilled with our new life, and we are looking for ways to be of service to our community.

I’m particularly focused on the library because I was taught from an early age to see libraries not only as a personal resource and haven, but also as the vital heart of any thriving community. The next few years will be exciting and challenging for our Sandwich Library, as patrons endure the disruptions necessary to create a modern space. Thoughtful planning can minimize the disruption while offering opportunities to expand the audience for library services.

I want to be a part of that in any way the trustees, library friends and staff would find useful. I might be of special service in drawing on the skills and experience I developed over 44 years as
a newspaper man. Before retiring in 2017, I spend my last 29 years as a local news editor and columnist at The Washington Post. I worked with scores of reporters and editors in developing stories for the newspaper and washingtonpost.com, and I am familiar with the dynamics of local governments. During a decade as a columnist, writing about the agony of commuting in one of the nation’s most congested metropolises, I became familiar with many of the skills needed by 21st century journalists: blogging, using social media, engaging in weekly online chats, video and TV appearances, and speeches to community groups.

Thank you for your consideration.

Robert Thomson
30 Kensington Drive,
Sandwich, MA 02563
508-888-5487 (h)
202-560-3431 (c)
rtthomson@msn.com
PART I ADMINISTRATION OF THE GOVERNMENT

TITLE VII CITIES, TOWNS AND DISTRICTS

CHAPTER 41 OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS

Section 11 Appointment to fill vacancy in town office

Section 11. As used in this section, the term "vacancy" includes a failure to elect. If a vacancy occurs in any town office, other than the office of selectman, town clerk, treasurer, collector of taxes or auditor, the selectmen shall in writing appoint a person to fill such vacancy. If there is a vacancy in a board consisting of two or more members, except a board whose members have been elected by proportional representation under chapter fifty-four A, the remaining members shall give written notice thereof, within one month of said vacancy, to the selectmen, who, with the remaining member or members of such board, shall, after one week's notice, fill such vacancy by roll call vote. The selectmen shall fill such vacancy if such board fails to give said notice within the time herein specified. A majority of the votes of the officers entitled to vote shall be necessary to such election. The person so appointed or elected shall be a registered voter of the town and shall perform the duties of the office until the next annual meeting or until another is qualified.
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%) 3,769,833
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
## FY'21 General Fund Operating Budget Totals

<table>
<thead>
<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>
</tr>
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<tbody>
<tr>
<td>114</td>
<td>Moderator</td>
<td>450</td>
<td>450</td>
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<td>450</td>
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<td>123</td>
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<td>Personnel Expen.</td>
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<td>131</td>
<td>Finance Comm.</td>
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<td>3,400</td>
<td>0.00%</td>
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<tr>
<td>135</td>
<td>Accounting</td>
<td>222,961</td>
<td>172,615</td>
<td>15,250</td>
<td>187,865</td>
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<td>141</td>
<td>Assessing</td>
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<td>341,124</td>
<td>29,125</td>
<td>370,249</td>
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<td>145</td>
<td>Treasurer</td>
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<td>283,372</td>
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<td>267,922</td>
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<td>146</td>
<td>Tax Collector</td>
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<td>162,087</td>
<td>58,900</td>
<td>220,987</td>
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<td>152</td>
<td>Human Resour.</td>
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<td>161</td>
<td>Town Clerk</td>
<td>192,156</td>
<td>196,390</td>
<td>6,200</td>
<td>202,590</td>
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<td>162</td>
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<td>Plan. &amp; Devel.</td>
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<td>195</td>
<td>Town Reports</td>
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<td>Bind Records</td>
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<td><strong>Total 100s</strong></td>
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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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<th>FY21 Salary</th>
<th>FY21 Oper</th>
<th>FY21 Total</th>
<th>% Change</th>
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*(Note: School Dep't. amount includes Ch. 70 aid.)*
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<th>NO.</th>
<th>DEPARTMENT</th>
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<th>FY21 SALARY</th>
<th>FY21 OPER</th>
<th>FY21 TOTAL</th>
<th>% CHANGE</th>
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<td>Snow &amp; Ice</td>
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<td>20,000</td>
<td>20,000</td>
<td>-20.00%</td>
</tr>
<tr>
<td></td>
<td><strong>Total 400s</strong></td>
<td><strong>2,477,847</strong></td>
<td><strong>1,530,585</strong></td>
<td><strong>1,043,175</strong></td>
<td><strong>2,573,760</strong></td>
<td><strong>3.87%</strong></td>
</tr>
<tr>
<td>510</td>
<td>Health Dept.</td>
<td>214,691</td>
<td>217,308</td>
<td>10,175</td>
<td>227,483</td>
<td>5.96%</td>
</tr>
<tr>
<td>522</td>
<td>Nursing Dept.</td>
<td>165,829</td>
<td>123,705</td>
<td>46,200</td>
<td>169,905</td>
<td>2.46%</td>
</tr>
<tr>
<td>540</td>
<td>Social Services</td>
<td>35,000</td>
<td>0</td>
<td>35,000</td>
<td>35,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>541</td>
<td>Senior Services</td>
<td>231,800</td>
<td>224,962</td>
<td>13,500</td>
<td>238,462</td>
<td>2.87%</td>
</tr>
<tr>
<td>543</td>
<td>Veterans</td>
<td>88,320</td>
<td>0</td>
<td>103,500</td>
<td>103,500</td>
<td>17.19%</td>
</tr>
<tr>
<td></td>
<td><strong>Total 500s</strong></td>
<td><strong>735,640</strong></td>
<td><strong>565,975</strong></td>
<td><strong>208,375</strong></td>
<td><strong>774,350</strong></td>
<td><strong>5.26%</strong></td>
</tr>
<tr>
<td>610</td>
<td>Library</td>
<td>991,595</td>
<td>826,470</td>
<td>179,437</td>
<td>1,005,907</td>
<td>1.44%</td>
</tr>
<tr>
<td>630</td>
<td>Recreation</td>
<td>229,684</td>
<td>203,877</td>
<td>48,725</td>
<td>252,602</td>
<td>9.98%</td>
</tr>
<tr>
<td>650</td>
<td>DPW - Parks</td>
<td>25,850</td>
<td>0</td>
<td>30,850</td>
<td>30,850</td>
<td>19.34%</td>
</tr>
<tr>
<td>671</td>
<td>Hoxie / Grist Mill</td>
<td>53,500</td>
<td>53,500</td>
<td>0</td>
<td>53,500</td>
<td>0.00%</td>
</tr>
<tr>
<td>693</td>
<td>Memorial Day</td>
<td>1,200</td>
<td>0</td>
<td>1,200</td>
<td>1,200</td>
<td>0.00%</td>
</tr>
<tr>
<td>694</td>
<td>Historic District</td>
<td>14,800</td>
<td>2,250</td>
<td>13,300</td>
<td>15,550</td>
<td>5.07%</td>
</tr>
<tr>
<td></td>
<td><strong>Total 600s</strong></td>
<td><strong>1,316,629</strong></td>
<td><strong>1,086,097</strong></td>
<td><strong>273,512</strong></td>
<td><strong>1,359,609</strong></td>
<td><strong>3.26%</strong></td>
</tr>
</tbody>
</table>

**GEN. GOVT. TOTAL**

(no School)

| FY21 @ 3.00% = | 18,331,108 |
| Current Difference vs. 3.00% = | 0 |

**GRAND TOTAL**

(incl. School)

| 54,091,786 | 51,760,099 | 3,837,164 | 55,597,262 | 2.78% |
FY'21 RECOMMENDED GENERAL GOVERNMENT BUDGET

Summary of Significant Budget Changes at 3.00% (+/- $10,000)

*(Contracted & Estimated Wage Increases Included in Appropriate Operating Budgets)*

<table>
<thead>
<tr>
<th>Acct.</th>
<th>Budget - Description</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>123</td>
<td>Selectmen/Town Manager - Personnel Expenses/Wage Adjustment</td>
<td>-175,000</td>
</tr>
<tr>
<td></td>
<td>· Elimination of School Safety Group Funding (School Capital)</td>
<td>-20,000</td>
</tr>
<tr>
<td>141</td>
<td>Assessing - Eliminate Administrative Assistant Position</td>
<td>-39,667</td>
</tr>
<tr>
<td>145</td>
<td>Treasurer - New P-T Financial Assistant Position</td>
<td>19,760</td>
</tr>
<tr>
<td>162</td>
<td>Elections &amp; Registrations - Up Year in Two-Year Cycle; Postage</td>
<td>26,000</td>
</tr>
<tr>
<td>190</td>
<td>Facilities - Increase Electric Power, Septic &amp; Repair Line Items</td>
<td>55,512</td>
</tr>
<tr>
<td>220</td>
<td>Fire - Additional Amb. Fund Transfer for Department Expenses</td>
<td>-150,000</td>
</tr>
<tr>
<td>244</td>
<td>Sealer of Weights &amp; Measures - Restructuring of Barnstable IMA</td>
<td>13,800</td>
</tr>
<tr>
<td>410</td>
<td>DPW - Engineering - NPDES &amp; Compliance Work</td>
<td>40,000</td>
</tr>
<tr>
<td></td>
<td><em>(If Funded, Eliminates Annual Capital Funding Need &amp; Request)</em></td>
<td></td>
</tr>
<tr>
<td>543</td>
<td>Veterans - Insufficient Funds for Required Medical Expenses</td>
<td>11,990</td>
</tr>
<tr>
<td></td>
<td><em>(75% of Actual Costs Offset by State Revenue the Next FY)</em></td>
<td></td>
</tr>
<tr>
<td>630</td>
<td>Recreation - Net Additional Program Staff Funds</td>
<td>11,720</td>
</tr>
</tbody>
</table>

FY'21 ENTERPRISE FUND BUDGETS

Summary of Significant Budget Changes (+/- $10,000)

<table>
<thead>
<tr>
<th>Acct.</th>
<th>Enterprise Fund Budget - Description</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>620</td>
<td>Sandwich Hollows Golf Club - Decrease Internal Capital Line Item</td>
<td>-32,000</td>
</tr>
<tr>
<td>632</td>
<td>Marina - Fuel Purchase Line Item</td>
<td>25,000</td>
</tr>
<tr>
<td></td>
<td>· Capital Improvements = Replace Boat &amp; Improve WiFi</td>
<td>192,500</td>
</tr>
<tr>
<td></td>
<td>· Engineering/Design Services for Dock, Etc. Work</td>
<td>25,000</td>
</tr>
<tr>
<td>Acct.</td>
<td>Non-General Government Operating Budget - Description</td>
<td>Change</td>
</tr>
<tr>
<td>-------</td>
<td>-------------------------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>940</td>
<td>Property &amp; Liability Insurance Budget - OSHA Compliance Efforts</td>
<td>25,000</td>
</tr>
</tbody>
</table>
# 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>Truck/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 Replacement</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>EMS Equipment Upgrades (AF)</td>
<td>184,000</td>
</tr>
<tr>
<td></td>
<td>Active Shooter Equipment (AF)</td>
<td>13,000</td>
</tr>
<tr>
<td>Public Safety</td>
<td>Communication System Upgrade (AF)</td>
<td>10,000</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>Lifeguard Chair Replacements</td>
<td>9,450</td>
</tr>
<tr>
<td></td>
<td>Beach Accessibility 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>
<tr>
<td></td>
<td><strong>Subtotal Town Departments</strong></td>
<td><strong>853,112</strong></td>
</tr>
<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</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>
<tr>
<td></td>
<td><strong>Subtotal School Department</strong></td>
<td><strong>330,000</strong></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL CAPITAL APPROPRIATION</strong></td>
<td><strong>1,183,112</strong></td>
</tr>
<tr>
<td></td>
<td>Less Ambulance Fund Transfer</td>
<td>-207,000</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL NET CAPITAL APPROPRIATION</strong></td>
<td><strong>976,112</strong></td>
</tr>
</tbody>
</table>
Town of Sandwich
Special Town Meeting

WARRANT

Monday, March 23, 2020
7:00 p.m. – Sandwich High School

BOARD OF SELECTMEN
David J. Sampson, Chair
Michael J. Miller, Vice-Chair
Robert J. George
Shane T. Hoctor
Charles M. Holden

MODERATOR
Garry N. Blank

FINANCE COMMITTEE
Mark Snyder, Chair
Matthew Anderson, Vice-Chair
Nancy Crossman
Gwenn Dyson
Robert Guerin
James McCormick
James W. Pierce
Megan Terrio
Laura Wing
March 23, 2020 – Special Town Meeting
Index of Warrant Articles

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

NOTE: Petition articles have been printed as submitted and may contain typographic and other errors.

Reference Material:

1. A Glossary of Commonly Used Terms (p. ___)
2. Table of Basic Points of Motion (p. ___)
TOWN OF SANDWICH
2020 SPECIAL TOWN MEETING
March 23, 2020

Warrant

Barnstable, ss.

To the Constables of the Town of Sandwich, in the County of Barnstable,

GREETINGS:

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of the Town of Sandwich qualified to vote in elections and Town affairs to meet at the Sandwich High School, 365 Quaker Meetinghouse Road, in said Sandwich on

Monday, March 23, 2020, at 7:00 p.m.,

then and there to act on the following articles.

ARTICLE 1
To see if the Town will vote to raise and appropriate or transfer from available funds an additional sum of money for the design and for making extraordinary repairs and renovations to the existing Town municipal office building and structures located at 100 Route 6A, and known as Assessor’s Map 88, Lot 1, including all costs incidental and related thereto, or take any other action relative thereto.

Recommended by the Board of Selectmen and Finance Committee.

ARTICLE 2
To see if the Town will vote to transfer and appropriate the sum of $854,193.00, or any other amount, received or to be received pursuant to the Town’s withdrawal from the Cape Cod Municipal Health Group in accordance with the provisions Article 12 of the Agreement for Joint Negotiation and Purchase of Health Coverage, to be appropriated in accordance with the following list, or take any action relative thereto:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Employee Committee (PEC) Fund</td>
<td>$213,549</td>
</tr>
<tr>
<td>FY'20 Group Health Insurance Budget</td>
<td>$640,644</td>
</tr>
</tbody>
</table>

Recommended by the Board of Selectmen and Finance Committee.
ARTICLE 3
To see if the Town will vote to amend the purpose for which Assessor's Map 29, Lot 099 known as 245 Quaker Meetinghouse Road and Assessors Map 28, Lot 266 known as 1-31 Terrapin Ridge, and identified as Tract A on a plan drafted by Edward S. Kelly, revised May 1987, and recorded at the Barnstable County Registry of Deeds in Book 436, Page 68, consisting of a combined 10.00 acres more or less, were transferred to the Sandwich Housing Authority by a vote of the 1988 Annual Town Meeting under Article 34 from "public housing purposes" to "affordable or public housing purposes", or take any other action relative thereto.

(2/3 Vote Required)

Recommended by the Board of Selectmen.

ARTICLE 4
To see if the Town will vote to hear the report of the Capital Improvement Planning Committee, and further, to raise and appropriate or transfer from available funds the sum of $976,112.00, or any other amount, and to transfer and appropriate the sum of $207,000.00, or any other amount, to be expended under the direction of the Board of Selectmen, for the purpose of purchasing and repairing equipment, vehicles, and buildings, and providing related services in accordance with the following list, for a total capital appropriation of $1,183,112.00:

<table>
<thead>
<tr>
<th>Capital List</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPW – Ride-On Mower</td>
<td>13,000</td>
</tr>
<tr>
<td>DPW – Crew Cab Pick-up</td>
<td>33,605</td>
</tr>
<tr>
<td>DPW – Truck &amp; Basin Cleaner Replacement</td>
<td>98,000</td>
</tr>
<tr>
<td>DPW – Backhoe/Loader Replacement</td>
<td>139,800</td>
</tr>
<tr>
<td>DPW – Design DPW Facility Improvements</td>
<td>25,000</td>
</tr>
<tr>
<td>Information Technology – IT &amp; GIS Improvements</td>
<td>76,138</td>
</tr>
<tr>
<td>Police Department – Ballistic Equipment Replacement</td>
<td>50,000</td>
</tr>
<tr>
<td>Police Department – Taser Replacement</td>
<td>15,370</td>
</tr>
<tr>
<td>Fire Department – EMS Equipment Upgrades</td>
<td>184,000</td>
</tr>
<tr>
<td>Fire Department – Active Shooter Equipment</td>
<td>13,000</td>
</tr>
<tr>
<td>Public Safety – Communication System Upgrade</td>
<td>10,000</td>
</tr>
<tr>
<td>Recreation Department – Beach Sign Program</td>
<td>9,000</td>
</tr>
<tr>
<td>Recreation Department – Beach Accessibility Chair</td>
<td>1,749</td>
</tr>
<tr>
<td>Recreation Department – Lifeguard Chair Replacements</td>
<td>9,450</td>
</tr>
<tr>
<td>Recreation Department – Supervisor Vehicle Replacement</td>
<td>35,000</td>
</tr>
<tr>
<td>Planning &amp; Development – Local Comprehensive Plan Consulting</td>
<td>15,000</td>
</tr>
<tr>
<td>Facilities Department – Town Building Repairs/Improvements</td>
<td>125,000</td>
</tr>
<tr>
<td>School Department – School Building Repairs/Improvements</td>
<td>125,000</td>
</tr>
<tr>
<td>School Department – Oak Ridge &amp; Forestdale Phone &amp; PA Systems</td>
<td>75,000</td>
</tr>
<tr>
<td>School Department – Accessible Van Replacement</td>
<td>60,000</td>
</tr>
<tr>
<td>School Department – Classroom Furniture Replacements</td>
<td>50,000</td>
</tr>
<tr>
<td>School Department – School Safety Group Projects</td>
<td>20,000</td>
</tr>
<tr>
<td>Capital List Total</td>
<td>1,183,112</td>
</tr>
</tbody>
</table>

4
<table>
<thead>
<tr>
<th><strong>Transfer Funding Sources</strong></th>
<th><strong>Amount</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulance Fund</td>
<td>207,000</td>
</tr>
<tr>
<td>Capital Offset Total</td>
<td>207,000</td>
</tr>
</tbody>
</table>

or take any other action relative thereto.

**Recommended by the Board of Selectmen, Finance Committee, and Capital Improvement Planning Committee.**

**ARTICLE 5**
To see if the Town will vote to amend the purpose for which $25,000.00 was appropriated at the May 1, 2017 Annual Town Meeting under Article 7 for Fire Department “IV Medication Pumps” to “EMS Equipment and Supplies”, or take any other action relative thereto.

**Recommended by the Board of Selectmen, Finance Committee, and Capital Improvement Planning Committee.**

**ARTICLE 6**
To see if the Town will vote to appropriate the sum of money, received or to be received, from the Chapter 90 State Aid to Highways Program for highway construction and/or maintenance on any State approved road during FY’21, or take any other action relative thereto.

**Recommended by the Board of Selectmen and Finance Committee.**

**ARTICLE 7**
To see if the Town will vote to transfer and appropriate the sum of $32,577.00, or any other amount, to be expended under the direction of the School Committee, from the Sandwich High School cellular antenna lease receipt reserved for appropriation account, under Chapter 154 of the Acts of 2009, for the purpose of the maintenance and improvement of exterior athletic fields and facilities at Sandwich High School, or take any other action relative thereto.

**Recommended by the Board of Selectmen and Finance Committee.**

**ARTICLE 8**
To see if the Town will vote to transfer and appropriate the sum of $63,446.00, or any other amount, from the beach renourishment receipts reserved for appropriation account, as established at the 2013 Annual Town Meeting under Article 23, to be
expended under the direction of the Board of Selectmen, for the purpose of funding future public ocean beach and dune renourishment projects, or take any other action relative thereto.

Recommended by the Board of Selectmen and Finance Committee.

**ARTICLE 9**
To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $23,119.00, or any other amount, to be expended under the direction of the Board of Selectmen, for the purpose of funding the FY’21 Sandwich Promotions Fund as established under Chapter 227 of the Acts of 1997, or take any other action relative thereto.

Recommended by the Board of Selectmen and Finance Committee.

**ARTICLE 10**
To see if the Town will vote to transfer the care, custody, and control of the Henry T. Wing School property effective December 31, 2021, consisting of Assessor’s Map 43, Lot 005, from the School Committee for School Department purposes to the Board of Selectmen for the purpose of conveyance and for general municipal purposes; and further, to vote in accordance with Article 20 of the May 7, 2018 Annual Town Meeting to authorize the Board of Selectmen to dispose of a portion of the Henry T. Wing School parcel, pursuant to the terms and conditions of the Option Agreement between the Town of Sandwich and SCG Development Partners, LLC, a copy of which is on file with the Town Clerk’s Office;

**AND FURTHER,**

To see if the Town will vote to raise and appropriate or transfer from available funds under the Community Preservation Act affordable housing program the sum of $2,650,000.00, or any other amount, to be expended under the direction of the Board of Selectmen, for the purpose of providing a grant to SCG Development Partners, LLC for affordable senior rental housing purposes for the Henry T. Wing School project, subject to an affordable housing restriction on the property; that to meet this appropriation the Town transfer from the Community Preservation Fund a sum of money for this purpose, and that the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow up to $2,650,000.00 and issue bonds and notes therefor pursuant to M.G.L. c.44, sections 7 and 8, M.G.L. c.122B, section 20, and M.G.L. c.44B, §11, or any other enabling authority; and further, to authorize the Board of Selectmen to enter into a grant agreement with said SCG Development Partners, LLC, on such terms and conditions as the Board of Selectmen deems appropriate;

or take any other action relative thereto.

*(2/3 Vote Required)*
Recommended by the Board of Selectmen & Finance Committee.
And you are hereby directed to serve this Warrant by posting attested copies thereof, one at the Town Hall, and one at each of the Post Offices in Sandwich, the last posting to be at least fourteen days prior to the time of holding said meeting,
given under our hands this 5th Day of March, 2020.

________________________________________
David J. Sampson, Chairman

________________________________________
Michael J. Miller, Vice-Chairman

________________________________________
Robert J. George

________________________________________
Shane T. Hoctor

________________________________________
Charles M. Holden

SELECTMEN OF SANDWICH

I hereby certify that I have posted attested copies of this warrant at Sandwich Town Hall, Town Hall Annex, Sandwich Post Office, East Sandwich Post Office and Forestdale Post Office, all located within the Town of Sandwich, on

_______________________________
Date

_______________________________
Constable
100 ROUTE 6A RENOVATION COST ESTIMATE

Construction: 3,155,008
Scope Reduction (Site Work & Septic): -350,000
Revised Estimate: 2,805,008
Construction Contingency @ 12.5%: 350,626
Total: 3,155,634

General Conditions @ 9%: 252,451
Bonds Insurance @ 3%: 84,150
Overhead and Profit @ 4.5%: 126,225
Design: 151,350
Owner's Project Manager = In-House: 0
MEP/Testing: 30,000
FF&E: 75,000
Total: $3,874,810

Existing May 2019 Appropriation: -1,850,000
Estimated Shortfall: $2,024,810

Scope Reduction:

| #1 - Demo of Canopy/Paving | $20,000 |
| #2 - Revised Parking | $120,000 |
| #3 - Front Parking In-House | $180,000 |
| #4 - Septic By Others | $30,000 |
| **Total Reduction** | **$350,000** |
BOARD OF SELECTMEN MEETING SCHEDULE
WINTER – SUMMER 2020

February 6  Meeting
February 13 Meeting
February 20  No Meeting — School Vacation Week
February 27 Meeting

March 5    Meeting
March 12   Meeting
March 19   No Meeting
March 23   SPECIAL TOWN MEETING
March 26   Meeting

April 2   Meeting
April 9   Meeting
April 16  No Meeting
April 23  Meeting
April 30  Meeting

May 4    ANNUAL TOWN MEETING
May 7    No Meeting — Annual Town Election
May 14   Meeting
May 21   Meeting
May 28   No Meeting — MMMA Annual Spring Conference

June 4   Meeting
June 11  No Meeting
June 18  Meeting
June 25  No Meeting

July 2   No Meeting
July 9   Meeting
July 16  No Meeting
July 23  Meeting
July 30  No Meeting

August 6 Meeting
August 13 No Meeting
August 20 Meeting
August 27 No Meeting

September 3 No Meeting
September 10 Meeting
September 17 No Meeting
September 24 Meeting
Hanelt, Diane

From: Hanelt, Diane
Sent: Thursday, February 6, 2020 4:24 PM
To: 'Lisa Hassler'
Subject: RE: (EXTERNAL) New SHC member request

Hi Lisa,
This is great! Let me check with Bud and see which Selectmen’s meeting he can schedule the appointment for and I’ll get back to you.

Have A Great Day!
Diane

Diane M. Hanelt, Administrative Assistant
Office of the Board of Selectmen/Town Manager
Town Hall
130 Main Street
Sandwich, MA 02563
Tel. #508-888-4910/5144
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From: Lisa Hassler [mailto:lisa@historichomescapecod.com]
Sent: Thursday, February 6, 2020 4:07 PM
To: Hanelt, Diane
Subject: (EXTERNAL) New SHC member request

Hi Diane,

I am forwarding a bio for a possible new appointment to the Sandwich Historical Commission. Maria Nye has attended 3 meetings and has already helped out by meeting with Deb Rich, the archivist to help clean up some of our files on historic properties.

She has many skills that would make her a wonderful addition as an alternate. The historical commission voted to recommend her for appointment by the BOS. Thanks for your help in forwarding to the BOS.

Best,
Lisa

Begin forwarded message:

From: Gerry Nye <gerryrve1@gmail.com>
Subject: Re: Bio request
Date: February 3, 2020 at 5:17:50 PM EST
To: Lisa Hassler <lisa@historichomescapecod.com>
Cc: Maria Bag <littlewhitehairedlady@gmail.com>
As requested, here is a bio:

Maria Nye has been living in Sandwich since June 1, 2019 when she and Gerry Nye were married.

Before retiring to Cape Cod in 2002, Maria taught at the University of Rhode Island, Department of Human Development and Counseling. She also was in private practice as a Clinical Counselor.

During that time Maria was also employed at Mystic Seaport in Connecticut as Manager of Staff Development and Volunteer Training and in that role she eventually rose to serve as President of the American Association of Museum Volunteers, a national organization.

Maria recently joined the staff of the Nye Museum as Manager of Staff Development and Training. Maria also is a substitute teacher in Bourne.

Hope this helps, call if you need more information.

Maria V. Nye
508 566 2262
Littlewhitehairedlady@gmail.com

On Sat, Feb 1, 2020, 12:12 Lisa Hassler <lisa@historichomescapecod.com> wrote:

Hi Maria,

I’m sorry to be a bother, just wondering if you have a quick bio (even a paragraph) so that I can send it to the Board of Selectman so they can appoint you to the SHC.

Thanks!
Lisa