BOARD OF SELECTMEN AGENDA
May 14, 2020 – 7:00 P.M.
Sandwich Town Hall at 130 Main Street & Via Remote Participation Software

Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, M.G.L. c.30A, §18, and the Governor’s March 15, 2020 Order imposing strict limitation of the number of people that may gather in one place, this meeting of the Town of Sandwich Board of Selectmen will be conducted via remote participation to the greatest extent possible. Special information and the general guidelines for remote participation by the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town’s website, at www.sandwichmass.org. For this meeting, members of the public who wish to listen and watch the meeting may do so via the Sandwich Community Television website, at www.sandwichtv.org. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post of the Town’s website an audio or video recording, transcript, or other comprehensive record of the proceedings as soon as possible after the meeting. Thank you for your consideration and understanding during this unique public health emergency.

1. Convene Open Session in Auditorium
2. Pledge of Allegiance
3. Review & Approval of Minutes – 3/5/20, 4/2/20
4. Town Manager Report
5. Correspondence / Statements / Announcements / Future Items / Follow-up
6. Old Business
   a. Authorize Town Treasurer to Sign Bond Anticipation Note (BAN) for Ongoing Library Renovation & Center for Active Living Work
   c. Special State Election & Annual Town Election – 5/19/20
   d. FY'21 Budget Update & Related Issues
   e. Annual Town Meeting Warrant & Related Issues – 6/15/20
   f. Other Matters Not Reasonably Anticipated by the Chairman

TOWN CLERK
TOWN OF SANDWICH
MAY 12 2020
2 H 24M
RECEIVED & RECORDED
7. New Business
   - School Committee Vacancy & Scheduling of Special Town Election
   - Liquor License Hearings & Flexibility as Restaurants Become Operational
   - Report on Any Approved Vendor & Payroll Warrants
   - Other Matters Not Reasonably Anticipated by the Chairman

8. Public Comment – publiccomment@sandwichmass.org

9. Closing Remarks

10. Adjournment

**NEXT MEETING:** To Be Decided...
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: Robert Thompson

Mr. Miller opened the meeting at 7:00 PM

PLEDGE OF ALLEGIANCE

REVIEW AND APPROVAL OF MINUTES
Mr. Hoctor moved to approve the February 27, 2020 minutes. Seconded by Mr. Holden. Approved unanimously.

PUBLIC FORUM
Mr. Robert Thompson spoke to thank the Board of Selectmen for his appointment to the Library Board of Trustees. He was not able to be present at last week’s meeting.

TOWN MANAGER REPORT
1. Meetings – Finance Committee will meet on March 10; Mr. Tilton, DPW Director, will be presenting and giving an update on grants, especially the application for a federal grant for a generator. Dr. Dutch from Upper Cape gave a good presentation at the last meeting. Their next meeting is on March 17; they will review and hopefully support the requests for 100 Rte. 6A. The next Board of Selectmen meeting is on March 19.
2. 100 Rte. 6A – The sub-bids were opened and there were bids on six of eight categories. There were no bidders on the plumbing or fire suppression system. The general contractor will be responsible for finding subs for those two areas. Because of this additional responsibility, the opening of the general bids has been moved to Friday, March 13.
3. Wastewater updates – The joint operations group has met about the Base wastewater operation. Officials are flying up from Washington next week and hopefully will give a final decision then. There is a federal program where neighbors of a military base can identify needed projects that might require assistance. One of the things highlighted was the wastewater system. Officials flew to Washington to support the project. If the grant is received, work has to be completed by 9/30. The goal is to increase the capacity of the infiltration beds. Five towns, EPA and DEP met about two weeks ago with guests from Buzzards Bay coalition and Army Corps, with the focus being on the infiltration beds. With the right science and proof, the Buzzards Bay coalition is open to some solutions, probably not direct discharge into the canal. The Cape Cod and Islands Water Protection Fund receives 2.75% of the short term rental income. There is a subcommittee that oversees what is actually eligible for the funds. There has been much discussion about what would be allowed, and at a meeting last week, the State clarified the use – from the DEP and Clean Water Trust – the money has to be used for mostly large
projects, such as sewer line or treatment system, and it must be for actual work, not design. Soon they will release the regulations that will specify what the money can be used for. One other recommendation is that the Fund does allow for innovative projects, if specified in the Section 208 Plan. Funds started coming in in July, but there were a number of weeks where the whole amount was not collected because of room reservations made prior to the law being enacted. Sandwich won't see the true numbers until next July, but has brought in about $400,000 through November. WIIF collections begin after July 1. There is a big difference between the WIIF funds and CPA money; in CPA the estimated funds from next year’s collection can be allocated, but for the WIIF, funds must already be in the fund in order to appropriate. A BAN is permitted, however. Dave Mason and group have been meeting to decide whether to put an article on the May Town Meeting or wait until a special in the fall. The focus is on drainage at Upper and Lower Shawme Pond and Snake Pond, but the major work is what is needed before designing the sewer collection system. There is a list of about 12 different projects that could be done for less than $250,000. The plan is to let people know what projected plans might be, but not be so specific that a change would trigger a specific Town Meeting vote. Dave Mason will be in shortly after the Special Town Meeting to talk to the Board about it.

4. Charter Committee - Mr. Sampson and Mr. Dunham have been working on a Charter Review Committee, talking with department heads and trying to come up with people willing to serve. Emails were sent to some people who had expressed interest, and as of this week, there are seven interested people, most of whom have served on committees before. This will be on the agenda for the next meeting. Mr. Dunham will distribute the list.

5. Town clean-up - Mr. Dunham reminded people about the clean-up week in April. Call 833-8002 and they will give the proper bags and equipment.

6. Ms. Harper spoke about the online permitting program for building and inspectional services. The launch will take place on March 16; everyone who comes in after that date will need to participate in the electronic program. Staff assistance will be available. Applicants will need to have an email address, and completed documents will need to be uploaded electronically. For those who do not have an email address there is capability at the building department to scan documents.

7. Ms. Harper provided an update on the community forum for the Wing School. Ralph Vitacco and Ms. Harper provided information and answered questions for about an hour and a half. They learned a lot about what information people would like to know. That information has been included in an interview done with Greg Anderson on Sandwich Community TV. They are also looking at the possibility of an additional community forum on March 19 at 5:00 PM. That could also include an update on the status of the 100 Rte. 6A project. SC-TV will be there.

There has been a release of information about COVID-19 under the leadership of the Director of Public Health and the Fire Chief who are on the incident command system team. The team includes police and fire chiefs, emergency management director, town manager, assistant town manager, school superintendent, director of public health, and the public health nurse. The team set up a virtual command center, close communication via email system, and receives daily updates related to the spread of the virus across the nation and the region. Individual members will not be responding to questions; that is the function of the command team. The term period is seven days, so the team will
be meeting Monday to review progress and the Town’s readiness. Each member of the team has specific responsibilities; the Town Manager’s office is working with the IT department to ensure the technology for remote operations.

Questions: Mr. George wanted to know if money has been set aside for purchase of additional protective equipment if needed. Ms. Harper stated that there is an appropriate supply at the present time. Mr. Dunham said there is money in the Reserve Fund if needed. There was a suggestion that the upcoming Wing School forum could be added to the agenda for March 19. That way the Board could be involved. Mr. Miller asked about the road bond; $1.8 million of the $4 million bonded has been used, mostly on drainage work. Mr. Holden complimented Ms. Harper and Mr. Vitacco for a great job with the Wing Forum.

Mr. Dunham commented that interest rates are very low at present and the Board should think about bonding the entire amount for the large projects, instead of a smaller amount. In the first year alone, the Town would save approximately $250,000 if this is done all at once. He also reported that the phone call sit-in with the New England Division of the Army Corps and the Northeast Division about the Section 111 recommendations has been postponed. There will be a call with the New England Division on Monday (3/9) and with the Northeast Division later in the month.

CORRESPONDENCE/STATEMENTS/ANNOUNCEMENT
Mr. Hoctor reported on a mock town meeting he had with the third graders at the Oakridge School. He said the children had a lot of questions, especially about whether they could still jump off the Boardwalk. Mr. Holden accompanied the field trip taken by the Junior Citizens Police Academy and all went well.

STAFF MEETING
Alcohol License – At 7:30 PM Mr. Sampson read the public hearing notice regarding a change of annual wine and malt common victualler license from the Dunbar Tea Corporation to Dunbar Restaurant and Tea Room Inc. d/b/a Dunbar Restaurant and Tea Room – Kathryn Wolstenholme, Manager. Mr. Miller moved to open the public hearing. Mr. George seconded. Approved unanimously.

Ms. Wolstenholme appeared with her lawyer to answer questions from the Board. There was a question about the numbers for the outdoor seating. Mr. Dunham said the seating was very close to the boundary of Town owned land and should not cross that boundary. All background checking is fine and she is TIP certified. No one from the public commented.

Mr. Miller moved to close the public hearing. Mr. George seconded. Approved unanimously.
Mr. George moved to approve the transfer of license to Kathryn Wolstenholme, proposed manager of the Dunbar Restaurant and Tea Room. Mr. Hoctor seconded. Approved unanimously.

OLD BUSINESS
FY ’21 Budget: Mr. Dunham reminded the Board that he added $50,000 to the abatement overlay for the Veterans’ abatements, which have increased. Also, Mr. Childs plans to come before the Board to discuss the senior exemption. The recommendations are within the State guidelines. The Board of Assessors will vote on the change within the next few weeks.
Mr. Dunham questioned whether the Board wished to vote on the general government and Upper Cape Tech budgets this week. A discussion about the school budget followed. Mr. Dunham reported that he had talked with Dr. Gould and she said that she had heard from more staff than she had thought who are planning to retire. Because of this, she thinks that she can absorb the decrease from what was voted by the School Committee without impacting returning staff. She is comfortable with the 3.75% increase, which would include the Chapter 70 money. Mr. Dunham said that this plan, using the Governor’s figure for Chapter 70, would decrease the local contribution to 3.45%; if the Chapter 70 money is higher, the local contribution would decrease further. Mr. Miller wanted more definite figures – how many would be retiring and exactly how much money that would save. Mr. Dunham referred the Board to the table included with the school presentation that looked at the differences by percentage; there would be a savings of approximately $300,000 through the retirements. One of them is an administrator. Mr. Miller is concerned that voting a budget that is higher than the previous year’s budget when students are still leaving is not appropriate from a perception standpoint. However, the student numbers have leveled off and some other budget increases are out of Dr. Gould’s control because they are related either to salary increases or State mandates. Mr. Sampson is concerned that there is not enough time to have a tri-board meeting before needing to submit the Warrant and that the Board would need to consider the factual information as presented. There was consensus that discussions about the school budget need to occur earlier in the year, as future projections indicate a continual need for increases. Mr. Dunham suggested having a tri-board workshop in September when the final legislative numbers are known.

**Mr. George moved to approve the school budget as presented with a 3.75% increase including the Chapter 70 money. Mr. Sampson seconded. Motion carried with three yes votes and two no.**

**Mr. Miller moved to approve the general government at 3% and Upper Cape Tech budget (-1%) as presented. Mr. George seconded. Approved unanimously.**

**SCG Option Agreement** – The developer would like the agreement signed before Special Town Meeting. The lawyers have worked on it. Ms. Harper noted one addition – page 9, section ii. This section makes SCG responsible for the cost of upgrading the wastewater treatment facility if more than the existing capacity is needed. The land development agreement will come later. Mr. Hoctor asked if the buildings would be built to stretch code; they will. Mr. Hoctor had a concern about the termination language because it does not address reimbursing the Town’s expenses should the developer terminate the project. Via the RFP the Town retains the $50,000 deposit, so early termination expenses would not be worthwhile to try to recoup; a late termination would leave the Town with the building having been demolished, which in and of itself is value to the Town. She can check with the lawyers to see if their answer would be different and it will be put on the agenda for 3/19.

**Warrant** – The Special Town Meeting Warrant has been signed and will be posted tomorrow.

**Design Services Contract** – The architect interview team conducted a review of several applications and selected two firms to interview. They are recommending BH+A. The project manager from Pomeroy has been working with them on the scope of the work. This contract is strongly supported by Pomeroy, Ms. Harper, and Mr. Dunham. The company has made requested changes. The contract amount is $1,288,350 plus $60,000 for other allowances, which might not be needed.

**Mr. Miller moved to recommend BH+A for design services for the Center for Active Living and authorize Mr. Dunham to execute the agreement. Seconded by Mr. George. Approved unanimously.**
Meeting Schedule: The updated schedule was provided. There may be a change to the late April meeting.

Other Old Business not Reasonably Anticipated: Mr. Holden asked about the date for the Special Town Meeting warrant walk-through. This has not been decided yet.

NEW BUSINESS
Appointment: Mr. Hoctor moved to approve the appointment of June Bowser-Barrett to the Sandwich Cultural Council. Seconded by Mr. Holden. Approved unanimously.

SC-TV Board: There was an agreement made with SC-TV that a member of the Board of Selectmen serve on their Board of Directors; Mr. Sampson would like to serve in that capacity. Mr. Miller moved to appoint Mr. Sampson to the SC-TV Board of Directors. Mr. George seconded. Approved with Mr. Sampson abstaining.

One-Day Alcohol License: There is a request for a one-day alcohol and entertainment license for STEM Trivia night at Town Hall. The Board would like a representative to come before the vote to address some issues. This will be put on the next agenda.

Warrants: Mr. Miller signed the warrants. All in order.

Other New Business not Reasonably Anticipated: Mr. Holden said that Ms. Holt from the Green Association would like the Board to do a walk-through at Woods Hole with her. Mr. Holden will go and possibly Mr. Hoctor.

PUBLIC FORUM
None.

CLOSING REMARKS
Mr. Miller wanted to emphasize how important it is for people to attend the Special Town Meeting on March 23. Mr. Holden agreed, as the items to be discussed represent real progress for the Town’s future. Mr. Sampson suggested people watch or participate in the forum on March 19.

ADJOURNMENT
Mr. Miller moved to go into executive session in accordance with M.G.L. Ch 30A, §21(a) because the chair declares that having an open session might have a detrimental effect on the Town’s bargaining, litigating, or negotiating position as applicable. Purpose #7 to comply with Open Meeting Law GL Chapter 30 A, §22(f) review, potential approval and potential release of executive session minutes from February 27, 2020. Seconded by Mr. George. Approved unanimously by roll call vote.

Meeting adjourned at 8:44 PM.

Respectfully submitted,
Supporting Documents:

1. Public Hearing Notice – Transfer of License Dunbar Tea Shop
2. Portion of Dunbar Tea Shop Application (5 pages)
3. Projected General Fund Revenues and Expenses FY21
4. FY 21 General Fund Operating Budget Totals (2 pages)
5. FY21 Recommended General Government Budget (2 pages)
6. FY21 Capital Budget – Final Recommendation
7. Sandwich Public Schools FY2021 Budget (8 pages)
8. Memo from Pam Gould to Finance Committee re: Answers to FinCom member questions (3 pages)
9. Option Agreement with SCG (16 pages)
10. Special Town Meeting Warrant Monday, March 23, 2020 (8 pages)
11. Letter from BH&A re: Architectural Design Services for a new Center for Active Living Facility (4 pages)
12. Board of Selectmen Meeting Schedule
13. Request for appointment of June Browser-Barrett to Cultural Council
14. SCT Agreement Section 13 SCT Board of Directors
15. Application for One-Day Liquor License Trivia Fundraiser (2 pages)
Present for the Board of Selectmen: Dave Sampson, Michael Miller, Robert George, Shane Hoctor, Charles Holden
Town Manager George Dunham, Assistant Town Manager Heather Harper
Others Present: None

Mr. Sampson opened the meeting by reading Governor Baker’s order relative to the Open Meeting Law during the COVID-19 pandemic. There will be no in-person attendance for Selectmen’s meetings, however the meeting will be live-streamed and comments from the public will be taken through technologic means.

PLEDGE OF ALLEGIANCE

REVIEW AND APPROVAL OF MINUTES
Approval of the March 5, 2020 minutes was delayed.

PUBLIC FORUM
None.

TOWN MANAGER REPORT
1. Mr. Dunham reported that the sound system in Town Hall has been addressed, supported by SCTV and funding from the Town Hall trust. It is much improved. A second phase will come later.
2. All meetings will be conducted according to the Governor’s order. Regulatory boards have only a set number of days to approve permits, so the Town is waiting for possible changes to that. There is a municipal relief bill currently before the legislature. There is no decision yet on Finance Committee meetings.

Questions/Comments from the Board: Mr. Miller asked about putting telephone poles at the end of the Boardwalk. He wonders if there could be a grant opportunity for better lighting. Mr. George provided a phone number – 888-4737 – that people can call for assistance during this crisis. He would like to see a portable street sign with this information. Ms. Marancik is handling requests for the seniors. The schools have done a great job with the breakfasts and lunches. Seniors and people with positive cases are eligible for these as well. The COA can be reached usually from 9 to 3 each day; otherwise people should leave a message on the answering machine and someone will follow-up. Mr. Holden commended the work being done by the COVID-19 Response Team.

CORRESPONDENCE/STATEMENTS/ANNOUNCEMENT
None.

STAFF MEETING
None.
OLD BUSINESS

COVID-19 Impact and Town Response: The Covid-19 response team consists of: Police and Fire Chiefs, Emergency Management – Brian Gallant and Chip Riley, Heather Harper, George Dunham, Joanne Geake – Public Health Nurse, David Mason – Team Leader, Dr. Gould, Sean Miller and department heads. The Team formed in February, but has been meeting regularly since March 14. Hard data relative to case numbers is presented, but not details about names or locations. Public Service Announcements have been keeping residents up-to-date. As of today, there are 33 cases, 7 of which are near the end of their symptoms. Ms. Geake has been doing contact tracing and an additional nurse and one school nurse have been added. Mr. Twomey and his staff have gone above and beyond with technology so people can work from home. They are looking for ways to video conference while protecting sensitive data. Only department heads are present in offices, social distancing observed. Many businesses – hardware stores, nail salons and the power plant – have donated personal protective equipment to first responders. Jack Neal has a fogger that can be used to decontaminate transport vehicles. The Town is addressing public spaces, but some have become too crowded and needed to be shut down. Sandwich Hollows is no longer open, as Mass Golf got a ruling from the State that it is not an essential service. It may reopen at some point. The beaches and boardwalk remain open. Mr. Mason is impressed at how local businesses have responded. Mr.. Vitacco is looking into information about small business loans. There was a 2-hour call to the architect for the library – everything is progressing. Plans for the Center for Active Living are at the beginning but moving forward. Mrs.. Buckner is already looking at some personnel changes.

Questions/Comments from the Board: Mr.. Miller asked how many people were in the hospital. Five were hospitalized, but one discharged. The most concerning ones seem to be getting better. Some employees have been quarantined and have come off. Mr. George asked how to locate the PSAs – there is a link on the Town website. Sandwich TV has a separate YouTube channel. Mr. Sampson said if needed more areas will be closed; people need to use common sense and take responsibility for their actions. There is a significant food operation at the schools and is supported by donations of food. There may be a veteran’s donation of food as well. Mr. Dunham also reported that the Fund for Sandwich has donated funds. Meals on Wheels has moved to the Human Services building. The food pantry has doubled its volume.

Mr. Dunham reported that the Town staff has been outstanding. There has been a lot of forward looking by all departments. If anyone calls 911, they will be first assessed by the dispatcher and first responders will stay outside a house until the risk has been determined. Mr. Sampson urged people to check on their neighbors and thanked the Covid team and Town departments for getting out ahead of this.

100 Rte. 6A: Bids were opened. The low bidder is APC Development at $2,928,087. There were six general contractor bids, four within about $60,000 of each other. The intent was to approve funding at the special town meeting. There is a municipal relief bill that might allow the Selectmen to access free cash after June 30. John Giorgio thinks this is a unique case and that the State might agree to allow access earlier.

M. Miller moved that the contract for renovations of 100 Rte. 6A be awarded to the lowest qualified bidder, APC Development Group for the amount of $2,928,087, and to authorize the Town Manager to execute any related contract documents once sufficient funding has been received for the project. Seconded by Mr. George. Approved unanimously.
March 23 Special Town Meeting: Mr. Dunham requested a postponement of the Special Town Meeting because of the COVID-19 emergency. Some of the articles can be placed on the Annual Town Meeting warrant. The general contractor for 100 Rte. 6A will be asked to wait an additional 45 days.

Mr. George moved as follows: In accordance with Governor Baker’s March 15, 2020 order and March 23, 2020 order that imposed strict limitations on the number of people that may gather in one place, and in accordance with the Town of Sandwich’s March 14, 2020 declaration of a local emergency, all related to the COVID-19 public health response, the Board of Selectmen hereby cancels the Special Town Meeting originally scheduled for March 23, 2020 that was continued by the Town Moderator to April 13, 2020. Seconded by Mr. Hoctor. Approved unanimously.

Special State Election: The State has moved the Special State Election to Tuesday May, 19, 2020.

FY ‘21 Update: The Town has not heard back from the State about what can be done if the budget is not approved before the end of the fiscal year. The understanding is that 1/12 of the prior year’s budget can be available for each month. Five department personnel have left; the money saved has been put into the IT budget.

Other Old Business not Reasonably Anticipated: None.

NEW BUSINESS

Town Meeting Delay: Mr. Dunham suggested delaying the Annual Town Meeting.

Mr. Sampson moved as follows: Move pursuant to Section 1 of Chapter 45 of the Acts of 2020 and the state of emergency declared by the Governor, pursuant to Executive Order 591, Declaration of a State of Emergency to Respond to COVID-19, and after consultation with the Town Manager, the Town Clerk and public safety offices, the Annual Town Meeting scheduled for May 4, 2020 is hereby postponed to Monday, June 15, 2020. Seconded by Mr. George. Approved unanimously.

Delay of Special Town Elections: Mr. Dunham suggested delaying the Town Elections to coincide with the Special State elections.

Mr. Sampson moved as follows: Move pursuant to Section 1 of Chapter 45 of the Acts of 2020 and the state of emergency declared by the Governor, pursuant to Executive Order 591, Declaration of a State of Emergency to Respond to COVID-19, and after consultation with the Town Manager, the Town Clerk and public safety offices, the municipal town election, scheduled for May 7, 2020 is hereby postponed to Tuesday, May 19, 2020. Seconded by Mr. Hoctor. Approved unanimously.

FY’20 4th Quarter Tax Bills: The Municipal Relief Bill allows for a 30 day extension to June 1, 2020. This has not yet been approved by the State legislature but has broad support. This will not change anyone’s tax bill.

Authorization to Sign Documents: There is a time issue with signing documents normally signed by the Board of Selectmen, including abatements and seasonal alcohol licenses that are due. In accordance with provisions in the Charter the Town Manager or designee can sign these in an emergency. Mr. Dunham has done so, but would like formal approval from the Board.
Mr. Miller moved that the Town Manager or his designee be allowed to sign warrants during a public health emergency if the Board of Selectmen is not available. Seconded by Mr. George. Approved unanimously.

Remote Participation Language: Governor Baker has issued a statement about remote participation in meetings. There is explanatory language providing for virtual meetings, which Town Counsel has reviewed. Mr. Hoctor moved to accept the Remote Participation Explanatory language as described on pages 29 and 30 in the Agenda Packet. Seconded by Mr. George. Approved unanimously.
The language is available on the Town website.

Warrants: Mr. Miller has signed all warrants. No irregularities noted.

Questions/Comments from the Board: There was a question about the status of the Section 111 report and a question about the wastewater at JBCC. Mr. Dunham reported that the ACOE personnel are working from home, so there has been no decision on recommendations yet. The federal government personnel did fly up to JBCC, but no decision has been made. JBCC will most likely have a remote field hospital on base. There was a question about possibly keeping the transfer station open 7 days and stagger the staff. This might enhance social distancing. The blue bags are in a variety of stores. Mr. Hoctor asked about summer hiring. Sixty to seventy percent are planning to return. Other vacancies have been advertised.

PUBLIC FORUM
A link was supplied for accessing Public Forum. There were no questions or comments.

CLOSING REMARKS
Various members of the Board thanked all Town and School staff, as well as the local businesses. It is important to stick together during this time and support local restaurants. The Public Service Announcements are on the Town website, as well as on the radio.

ADJOURNMENT
The meeting adjourned at 8:28 PM.

Respectfully submitted,

Kathleen Coggeshall

Supporting Documents:

1. Recommended motion for100 Route 6A Renovations Contract Award
2. Filed Sub-bid recommendation from BLF&R Architects
3. General Bid Results – town of Sandwich Renovation for Town Offices (2 pages)
4. Email from Attorney John Giorgio re: Municipal finance issues
5. Proposed motion to cancel Mach 23, 2020 Special Town Meeting which was continued to April 13, 2020
6. Notice of Declaration to continue the March 23, 2020 Special Town Meeting to April 13, 2020
7. Memo from KP Law re: Process for Continuing Town Meeting (2 pages)
8. Proposed Motion to Delay 5/7/20 Annual Town Election
9. Update – Anticipated Legislation Concerning Postponement of Local and Station Election, dated March 19, 2020
11. FY21 Budget Projected General Fund and Revenues and Expenses FY21
12. FY21 General Fund Operating Budget Totals
13. FY21 Capital Budget – Final Recommendation
14. Responsibilities of Town Manager under Charter
16. Town of Sandwich Board of Selectmen Explanatory Language on the Use of Virtual Meetings on the Town’s Website (2 pages)
Hi,

When you have time today, I need to discuss the BAN sale of $500K for the Library/COA Project and how to do this with the Selectmen.

Thanks,

Bill

Bill Jennings
Finance Director/Treasurer/ Collector
Town of Sandwich

Phone: (508) 888-6508 - Treasurer's Office
       (508) 833-8012 - Tax Collector Office
Fax:   (508) 888-8655

Please note my new email address: wjennings@sandwichmass.org
VOTE OF THE BOARD OF SELECTMEN

I, the Clerk of the Board of Selectmen of the Town of Sandwich, Massachusetts, certify that at a meeting of the board held May 14, 2020, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: to approve the sale of a $500,000 XXX percent General Obligation Bond Anticipation Notes (the “Notes”) of the Town dated May 29, 2020, and payable May 28, 2021, to XXX at par and accrued interest, if any, plus a premium of XXX.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes and to comply with relevant securities laws.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

Further Voted: that each member of the Board of Selectmen approve and understand that their signature on the BAN be made by facsimile. The only live signature on the BAN will be of Town Treasurer, William Jennings. This arrangement has been approved by Bond Counsel and approved under emergency measures.

Further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located, at least 48 hours, not including Saturdays, Sundays and legal holidays, prior
to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: May 14, 2020

Clerk of the Board of Selectmen
Town of Sandwich - COVID-19 Case Summary

- **Deaths**
- **Recovered Cases**
- **Positive Cases**
Four-Phase Approach to Reopening Massachusetts

Current state: Stay at home

Phase 1: Start
- Limited industries resume operations with severe restrictions.

Phase 2: Cautious
- Additional industries resume operations with restrictions and capacity limits.

Phase 3: Vigilant
- Additional industries resume operations with guidance.

Phase 4: New Normal
- Development of vaccine and/or therapy enables resumption of "new normal".

Potential reversion if public health metrics worsen

- If public health metrics fall below thresholds, may move back to a prior phase
- Potential for focused interventions to prevent local outbreaks from spreading as part of reopen process (e.g., at the business, business type or city level)
We will provide overall social guidance, safety standards, and sector specific protocols for Phase 1 reopening process on three dimensions

- **Overall social guidance**
  - E.g., restrictions on gathering sizes, social distancing, face coverings, limitations for vulnerable population

- **Mandatory safety standards for workplaces**
  - E.g., limitations on office opening, allowed capacity, required distancing, cleaning protocols
  - Supported by safety protocol checklists / templates

- **Sector specific safety protocols and best practices**
  - E.g., specific precautionary measures and safety protocols to protect employees or public (face coverings, separators)
  - Supported by sector specific safety protocol checklists / templates

Will also provide easy to digest public facing communication across each type of safety protocol and best practice
# Mandatory Safety Standards for Workplaces

**Safety Standards**

*NOTE: These safety standards are applicable to all sectors and industries. There will be sector-specific safety protocols and recommended best practices which provide further details and limited exceptions.*

## Social Distancing
- All persons, including employees, customers, and vendors should remain at least six feet apart to the greatest extent possible, both inside and outside workplaces.
- Establish protocols to ensure that employees can practice adequate social distancing.
- Provide signage for safe social distancing.
- Require face coverings or masks for all employees.

## Hygiene Protocols
- Provide hand washing capabilities throughout the workplace.
- Ensure frequent hand washing by employees and adequate supplies to do so.
- Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site.

## Staffing and Operations
- Provide training for employees regarding the social distancing and hygiene protocols.
- Employees who are displaying COVID19-like symptoms do not report to work.
- Establish a plan for employees getting ill from Covid-19 at work, and a return-to-work plan.

## Cleaning and Disinfecting
- Establish and maintain cleaning protocols specific to the business.
- When an active employee is diagnosed with COVID19, cleaning and disinfecting must be performed.
- Disinfection of all common surfaces must take place at intervals appropriate to said workplace.
# Town of Sandwich
## Official Ballot
### Annual Town Election
**SANDWICH, MASSACHUSETTS**
**MAY 19, 2020**

### Instructions to Voters
A. TO VOTE, completely fill in the OVAL to the RIGHT of your choice(s) like this: ○
B. Follow directions as to the number of candidates to be marked for each office.
C. To vote for a person whose name is not printed on the ballot, write the candidate’s name and address on the line provided and completely fill in the OVAL.

### Board of Assessors
<table>
<thead>
<tr>
<th>Position</th>
<th>VOTE FOR NOT</th>
<th>For Three Years</th>
<th>MORE THAN ONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROBERT G. JAMES</td>
<td>○</td>
<td>46 Pinkham Road, Sandwich</td>
<td>Re-election</td>
</tr>
<tr>
<td>(Write-in)</td>
<td></td>
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</tbody>
</table>

### Board of Health
<table>
<thead>
<tr>
<th>Position</th>
<th>VOTE FOR NOT</th>
<th>For Three Years</th>
<th>MORE THAN ONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAMELA D. DANA-SNYDER</td>
<td>○</td>
<td>29 Wolf Hill, East Sandwich</td>
<td>Re-election</td>
</tr>
<tr>
<td>(Write-in)</td>
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### Board of Selectmen
<table>
<thead>
<tr>
<th>Position</th>
<th>VOTE FOR NOT</th>
<th>For Three Years</th>
<th>MORE THAN TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROBERT J. GEORGE</td>
<td>○</td>
<td>401 Service Road, Sandwich</td>
<td>Re-election</td>
</tr>
<tr>
<td>MICHAEL JOSEPH MILLER</td>
<td>○</td>
<td>34 Turtle Cove Road, East Sandwich</td>
<td>Re-election</td>
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<tr>
<td>(Write-in)</td>
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</table>

### Planning Board
<table>
<thead>
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<th>Position</th>
<th>VOTE FOR NOT</th>
<th>For Three Years</th>
<th>MORE THAN TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROBERT E. KING</td>
<td>○</td>
<td>9 Summer Street, Sandwich</td>
<td>Re-election</td>
</tr>
<tr>
<td>MARK CALLAHAN</td>
<td>○</td>
<td>8 Gull Lane, East Sandwich</td>
<td>Nom Papers</td>
</tr>
<tr>
<td>JOHN RUSSELL CASALI</td>
<td>○</td>
<td>1 Lallier Lane, Sandwich</td>
<td>Nom Papers</td>
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<tr>
<td>(Write-in)</td>
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### Sandwich Housing Authority
<table>
<thead>
<tr>
<th>Position</th>
<th>VOTE FOR NOT</th>
<th>For Five Years</th>
<th>MORE THAN ONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BARBARA J. HADLEY</td>
<td>○</td>
<td>6 Barbary Mere, Sandwich</td>
<td>Re-election</td>
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<tr>
<td>(Write-in)</td>
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</table>

### School Committee
<table>
<thead>
<tr>
<th>Position</th>
<th>VOTE FOR NOT</th>
<th>For Three Years</th>
<th>MORE THAN TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUSAN FUCARINO MILLER</td>
<td>○</td>
<td>34 Turtle Cove Road, East Sandwich</td>
<td>Nom Papers</td>
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<tr>
<td>MICHAEL J. PELL</td>
<td>○</td>
<td>31 Mill Road, East Sandwich</td>
<td>Nom Papers</td>
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<tr>
<td>(Write-in)</td>
<td></td>
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<td></td>
</tr>
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</table>

### Trustee, Sandwich Public Library
<table>
<thead>
<tr>
<th>Position</th>
<th>VOTE FOR NOT</th>
<th>For Three Years</th>
<th>MORE THAN THREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>JEANIE M. VANDER PYL</td>
<td>○</td>
<td>12 State Street, Sandwich</td>
<td>Re-election</td>
</tr>
<tr>
<td>WILLIAM D. WAGNER</td>
<td>○</td>
<td>4 Princess Pine Path, Forest Dale</td>
<td>Re-election</td>
</tr>
<tr>
<td>MARK A. WIKLUND</td>
<td>○</td>
<td>9 Robin Road, Sandwich</td>
<td>Re-election</td>
</tr>
<tr>
<td>(Write-in)</td>
<td></td>
<td></td>
<td></td>
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### Trustee, Weston Memorial Fund
<table>
<thead>
<tr>
<th>Position</th>
<th>VOTE FOR NOT</th>
<th>For Three Years</th>
<th>MORE THAN ONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOSEPH V. MARUCA</td>
<td>○</td>
<td>190 Great Hill Road, East Sandwich</td>
<td>Nom Papers</td>
</tr>
<tr>
<td>(Write-in)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You have now completed voting.
To vote for a candidate, fill in the oval ☒ to the right of the candidate's name. To vote for a person not on the ballot, write the person's name and residence in the blank space provided and fill in the oval.

SENATOR IN GENERAL COURT
PLYMOUTH & BARNSTABLE DISTRICT

VOTE FOR ONE

JAMES R. McMATHON, III Republican
14 Canal View Rd., Bourne

SUSAN LYNN MORAN Democratic
408 West Plymouth Hwy, Plymouth

DO NOT VOTE IN THIS SPACE.
USE BLANK LINE BELOW FOR WRITE-IN.

WRITE-IN SPACE ONLY
## FY'21 Budget

### 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

- **Other Revenue:**
  - Mass. School Building Authority Funds: 1,279,534
  - State Aid: Discretionary (-6.30%): 2,250,000
  - State Ch. 70 Aid: School (0.00%): 7,151,788
  - Est. Local Receipts: 5,000,000
  - Surplus Revenue / Free Cash: 2,640,082
  - FY'20 Health Insur. to 100 Route 6A: 800,000
  - CCMHG Fund Balance Receipt (25%): 213,549
  - Overlay Release: 50,000

- **Transfer from Stabilization Fund:** 0

- **Total Estimated Revenues:** 86,575,474

#### Expenses

- **ReCap Sheet Items:**
  - State Assess: Tuition Assess (10.00%): 4,895,534
  - State Assess: All Other (3.00%): 633,854
  - Abatements / Overlay: 550,000
  - FY'20 Snow & Ice Deficit: 6,079,388

- **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: 25,000
  - 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: 1,800,000
  - Transfer to PEC Fund (25% of CCMHG): 213,549
  - Transfer to Stabilization Fund: 25,000

- **Operating Budgets:**
  - School Budget: Local (3.75%): 27,992,918
  - Ch. 70 (0.00%): 7,151,788
  - **Total Estimated Expenses:** 86,500,684
  - **UCCRVTS Budget (-1.21%):** 2,135,468
  - **General Gov't. Budget (3.00%):** 18,331,108
  - **Total Estimated Expenses:** 86,500,684

### Stabilization Fund & OPEB Trust Fund Balances:

<table>
<thead>
<tr>
<th></th>
<th>Stab. Fund</th>
<th>OPEB Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Balance on 7/1/19:</td>
<td>1,829,888</td>
<td>921,925</td>
</tr>
<tr>
<td>Proposed Transfer From/To Fund:</td>
<td>25,000</td>
<td>25,000</td>
</tr>
<tr>
<td>Projected Post ATM Balance:</td>
<td>1,854,888</td>
<td>946,925</td>
</tr>
</tbody>
</table>

**Estimated FY'21 Budget Balance:** 74,790
**FY'21 BUDGET**

**PROJECTED GENERAL FUND REVENUES AND EXPENSES - FY'21**

**REVENUES**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY'21 Tax Levy:</td>
<td>66,281,547</td>
</tr>
<tr>
<td>FY'20 Levy Limit</td>
<td></td>
</tr>
<tr>
<td>2.5% Increase</td>
<td>1,657,039</td>
</tr>
<tr>
<td>Est. New Growth</td>
<td>500,000</td>
</tr>
<tr>
<td><strong>Excess Levy Reserve Est.</strong></td>
<td>-3,550,000</td>
</tr>
<tr>
<td>Overrides / Exclusions</td>
<td>0</td>
</tr>
<tr>
<td>County Assess. Outside 2.5: CCC</td>
<td>190,835</td>
</tr>
<tr>
<td>Debt Outside 2.5 (- Non-Levy &amp; MSBA)</td>
<td>2,111,100</td>
</tr>
<tr>
<td></td>
<td>67,190,521</td>
</tr>
<tr>
<td><strong>Other Revenue:</strong></td>
<td></td>
</tr>
<tr>
<td>Mass. School Building Authority Funds</td>
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<tr>
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</tr>
<tr>
<td>CCMHG Fund Balance Receipt (25%)</td>
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</tr>
<tr>
<td>Overlay Release</td>
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<td><strong>Total Estimated Revenues</strong></td>
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**EXPENSES**

<table>
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<tr>
<td>Medicare (4.00%)</td>
<td>676,000</td>
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<tr>
<td>Unemployment Account</td>
<td>100,000</td>
</tr>
<tr>
<td>OPEB Trust Fund</td>
<td>25,000</td>
</tr>
<tr>
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</tr>
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<tr>
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<td>25,000</td>
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<tr>
<td><strong>24,810,014</strong></td>
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<tr>
<td>Operating Budgets:</td>
<td></td>
</tr>
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</tr>
<tr>
<td>Ch. 70 (0.00%)</td>
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<tr>
<td><strong>35,144,706</strong></td>
<td></td>
</tr>
<tr>
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</tr>
<tr>
<td><strong>General Gov't. Budget (3.00%)</strong></td>
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<td>946,925</td>
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</tbody>
</table>

**ESTIMATED FY'21 BUDGET BALANCE**

74,790
<table>
<thead>
<tr>
<th>NO.</th>
<th>DEPARTMENT</th>
<th>FY19 APPROP</th>
<th>FY20 APPROP</th>
<th>FY21 APPROP</th>
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<tbody>
<tr>
<td>114</td>
<td>Moderator</td>
<td>450</td>
<td>450</td>
<td>450</td>
</tr>
<tr>
<td>123</td>
<td>Selectmen/Manager</td>
<td>512,583</td>
<td>529,874</td>
<td>523,830</td>
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<td></td>
<td>Personnel Expenses</td>
<td>247,271</td>
<td>500,000</td>
<td>325,000</td>
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<tr>
<td>131</td>
<td>Finance Committee</td>
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<td>3,400</td>
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</tr>
<tr>
<td>135</td>
<td>Accounting</td>
<td>216,347</td>
<td>222,961</td>
<td>187,865</td>
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<tr>
<td>141</td>
<td>Assessing</td>
<td>377,372</td>
<td>394,166</td>
<td>370,249</td>
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<tr>
<td>145</td>
<td>Treasurer</td>
<td>231,977</td>
<td>232,727</td>
<td>267,922</td>
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<tr>
<td>146</td>
<td>Tax Collector</td>
<td>210,855</td>
<td>212,154</td>
<td>220,987</td>
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<tr>
<td>147</td>
<td>Tax Title</td>
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<tr>
<td>151</td>
<td>Legal</td>
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<td>300,000</td>
<td>300,000</td>
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<td>152</td>
<td>Human Resources</td>
<td>186,761</td>
<td>179,354</td>
<td>186,413</td>
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<tr>
<td>161</td>
<td>Town Clerk</td>
<td>188,406</td>
<td>192,156</td>
<td>202,590</td>
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<tr>
<td>162</td>
<td>Elect. &amp; Registration</td>
<td>60,750</td>
<td>49,750</td>
<td>75,750</td>
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<td>171</td>
<td>Natural Resources</td>
<td>287,093</td>
<td>303,997</td>
<td>315,118</td>
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<tr>
<td>175</td>
<td>Planning &amp; Development</td>
<td>225,857</td>
<td>231,213</td>
<td>239,008</td>
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<td>190</td>
<td>Facilities Management</td>
<td>613,232</td>
<td>642,652</td>
<td>723,288</td>
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<td>195</td>
<td>Town Reports</td>
<td>11,000</td>
<td>11,000</td>
<td>12,500</td>
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<td>196</td>
<td>Blind Records</td>
<td>7,000</td>
<td>7,000</td>
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<td>197</td>
<td>Info. Technology</td>
<td>656,517</td>
<td>663,873</td>
<td>699,430</td>
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<tr>
<td></td>
<td><strong>Total 100s</strong></td>
<td><strong>4,371,871</strong></td>
<td><strong>4,711,727</strong></td>
<td><strong>4,695,800</strong></td>
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<tr>
<td>210</td>
<td>Police Department</td>
<td>4,567,104</td>
<td>4,558,510</td>
<td>4,782,241</td>
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<tr>
<td>220</td>
<td>Fire Department</td>
<td>3,701,971</td>
<td>3,679,534</td>
<td>3,798,102</td>
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<tr>
<td>241</td>
<td>Inspections</td>
<td>293,402</td>
<td>291,605</td>
<td>302,746</td>
</tr>
<tr>
<td>244</td>
<td>Sealer of Weights &amp; Measures</td>
<td>200</td>
<td>200</td>
<td>14,000</td>
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<tr>
<td>291</td>
<td>Emergency Management</td>
<td>17,500</td>
<td>17,500</td>
<td>22,500</td>
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<tr>
<td>294</td>
<td>Forest Warden</td>
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<td>1,500</td>
<td>1,500</td>
</tr>
<tr>
<td>297</td>
<td>Bourne Shellfish</td>
<td>4,000</td>
<td>4,000</td>
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<tr>
<td>299</td>
<td>Greenhead Fly</td>
<td>2,000</td>
<td>2,500</td>
<td>2,500</td>
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<tr>
<td></td>
<td><strong>Total 200s</strong></td>
<td><strong>8,587,677</strong></td>
<td><strong>8,555,349</strong></td>
<td><strong>8,927,589</strong></td>
</tr>
<tr>
<td>300</td>
<td>School Department</td>
<td>33,273,259</td>
<td>34,132,914</td>
<td>35,144,706</td>
</tr>
<tr>
<td>313</td>
<td>UCCRVTS</td>
<td>2,288,389</td>
<td>2,161,680</td>
<td>2,135,468</td>
</tr>
<tr>
<td></td>
<td><strong>Total 300s</strong></td>
<td><strong>35,561,648</strong></td>
<td><strong>36,294,594</strong></td>
<td><strong>37,280,174</strong></td>
</tr>
<tr>
<td>410</td>
<td>DPW - Engineering</td>
<td>207,514</td>
<td>227,086</td>
<td>279,322</td>
</tr>
<tr>
<td>420</td>
<td>DPW</td>
<td>1,750,218</td>
<td>1,825,761</td>
<td>1,874,438</td>
</tr>
<tr>
<td>421</td>
<td>Snow &amp; Ice</td>
<td>400,000</td>
<td>400,000</td>
<td>400,000</td>
</tr>
<tr>
<td>424</td>
<td>Streetlights</td>
<td>25,000</td>
<td>25,000</td>
<td>20,000</td>
</tr>
<tr>
<td></td>
<td><strong>Total 400s</strong></td>
<td><strong>2,382,732</strong></td>
<td><strong>2,477,847</strong></td>
<td><strong>2,573,760</strong></td>
</tr>
<tr>
<td>Code</td>
<td>Department</td>
<td>FY'19</td>
<td>FY'20</td>
<td>FY'21</td>
</tr>
<tr>
<td>------</td>
<td>---------------------------------</td>
<td>-------</td>
<td>-------</td>
<td>-------</td>
</tr>
<tr>
<td>510</td>
<td>Health Department</td>
<td>208,531</td>
<td>214,691</td>
<td>227,483</td>
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<tr>
<td>522</td>
<td>Nursing Department</td>
<td>151,925</td>
<td>165,829</td>
<td>169,905</td>
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<tr>
<td>540</td>
<td>Social Services</td>
<td>35,000</td>
<td>35,000</td>
<td>35,000</td>
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<tr>
<td>541</td>
<td>Senior &amp; Community Services</td>
<td>241,427</td>
<td>231,800</td>
<td>238,462</td>
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<tr>
<td>543</td>
<td>Veterans</td>
<td>73,320</td>
<td>88,320</td>
<td>103,500</td>
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<td></td>
<td><strong>Total 500s</strong></td>
<td>710,203</td>
<td>735,640</td>
<td>774,350</td>
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<tr>
<td>610</td>
<td>Library</td>
<td>997,589</td>
<td>991,595</td>
<td>1,005,907</td>
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<tr>
<td>630</td>
<td>Recreation</td>
<td>190,533</td>
<td>229,684</td>
<td>252,602</td>
</tr>
<tr>
<td>650</td>
<td>DPW - Parks</td>
<td>25,850</td>
<td>25,850</td>
<td>30,850</td>
</tr>
<tr>
<td>671</td>
<td>Hoxie / Grist Mill</td>
<td>25,500</td>
<td>53,500</td>
<td>53,500</td>
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<tr>
<td>693</td>
<td>Memorial Day</td>
<td>1,200</td>
<td>1,200</td>
<td>1,200</td>
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<tr>
<td>694</td>
<td>Historic District</td>
<td>14,750</td>
<td>14,800</td>
<td>15,550</td>
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<tr>
<td></td>
<td><strong>Total 600s</strong></td>
<td>1,255,422</td>
<td>1,316,629</td>
<td>1,359,609</td>
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<tr>
<td></td>
<td><strong>Operating Budget Subtotal:</strong></td>
<td>52,869,553</td>
<td>54,091,786</td>
<td>55,611,282</td>
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<tr>
<td>135</td>
<td>Sanitation, Marina &amp; SHGC Indirect Costs Transfers</td>
<td>60,000</td>
<td>60,000</td>
<td>60,000</td>
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<tr>
<td>171</td>
<td>Waterways Fund Transfer</td>
<td>7,500</td>
<td>7,500</td>
<td>7,500</td>
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<tr>
<td>220</td>
<td>Ambulance Fund Transfer</td>
<td>1,650,000</td>
<td>1,650,000</td>
<td>1,650,000</td>
</tr>
<tr>
<td>630</td>
<td>Beach &amp; Recreation Account Transfers (incl. Sandy Neck)</td>
<td>298,191</td>
<td>298,191</td>
<td>298,191</td>
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<tr>
<td>650</td>
<td>Cemetery Trust Fund Transfer</td>
<td>35,000</td>
<td>35,000</td>
<td>35,000</td>
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<tr>
<td>671</td>
<td>Hoxie House / Grist Mill Transfer</td>
<td>27,500</td>
<td>27,500</td>
<td>27,500</td>
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<tr>
<td></td>
<td><strong>Inter-Fund Transfers Subtotal:</strong></td>
<td>2,078,191</td>
<td>2,078,191</td>
<td>2,078,191</td>
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<tr>
<td>132</td>
<td>Reserve Fund</td>
<td>500,000</td>
<td>500,000</td>
<td>500,000</td>
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<tr>
<td>710</td>
<td>Borrowing Expenses</td>
<td>100,000</td>
<td>100,000</td>
<td>100,000</td>
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<tr>
<td>750</td>
<td>Debt</td>
<td>3,834,470</td>
<td>3,834,470</td>
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<td>910</td>
<td>Group Health Insurance</td>
<td>11,500,000</td>
<td>11,500,000</td>
<td>11,500,000</td>
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<tr>
<td>912</td>
<td>Medicare</td>
<td>676,000</td>
<td>676,000</td>
<td>676,000</td>
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<tr>
<td>940</td>
<td>Property &amp; Liability Insurance</td>
<td>1,290,000</td>
<td>1,290,000</td>
<td>1,290,000</td>
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<tr>
<td>941</td>
<td>Unemployment Account</td>
<td>100,000</td>
<td>100,000</td>
<td>100,000</td>
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<tr>
<td>950</td>
<td>Retirement Assessment</td>
<td>3,769,883</td>
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<td></td>
<td><strong>Other Budget Accounts Subtotal:</strong></td>
<td>21,770,353</td>
<td>21,770,353</td>
<td>21,770,353</td>
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<tr>
<td></td>
<td><strong>FY'20 BUDGET TOTAL:</strong></td>
<td>79,459,826</td>
<td>79,459,826</td>
<td>79,459,826</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>
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<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>
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<tr>
<td>Police</td>
<td>Ballistic Equipment Replacement</td>
<td>50,000</td>
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<tr>
<td></td>
<td>Taser Replacement</td>
<td>15,370</td>
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<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>
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<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>
</tbody>
</table>

**Subtotal Town Departments** 853,112

| School Department           | Annual Building Maintenance Funds         | 125,000  |
|                            | Oakridge and Forestdale Phone & PA        | 75,000   |
|                            | Vehicle Replacement                       | 60,000   |
|                            | School Safety Group                       | 20,000   |
|                            | District Wide Classroom Furniture         | 50,000   |

**Subtotal School Department** 330,000

**TOTAL CAPITAL APPROPRIATION** 1,183,112

Less Ambulance Fund Transfer 207,000

**TOTAL NET CAPITAL APPROPRIATION** 976,112
An Act to Address Challenges Faced by Municipalities and State Authorities Resulting From COVID-19

TO: Local Officials
FROM: Mary Jane Handy, Director of Accounts
DATE: May 2020
SUBJECT: Deficit Spending Authority for Continued Operation After June 30, 2020 In the Event of a Delay in FY2021 Budget Adoption

This Bulletin provides guidance to local officials regarding the procedures for obtaining deficit spending authority for continued operation beginning July 1, 2020 as authorized by section 5 of An Act to Address Challenges Faced by Municipalities and State Authorities Resulting From COVID-19, Chapter 53 of the Acts of 2020, (the Act). Section 5 provides an option for towns and districts for expenditure without appropriation if the town’s or district’s annual budget is delayed beyond June 30, 2020 due to the current COVID-19 emergency (“emergency”).

Section 5 authorizes the Division of Local Services’ Director of Accounts (director) to approve expenditure from any appropriate fund or account of an amount necessary to continue uninterrupted government operations of not less than 1/12th of the town’s or special purpose district’s FY2020 approved budget. The director’s authority continues provided the emergency prevents budget adoption by a town or special purpose district meeting. Once the FY2021 budget is adopted, the deficit expenditure authority approved by the director terminates and spending authority thereafter will be pursuant to the budget approved by the town or district meeting.

Towns and districts may not spend beginning July 1, 2020 without either a FY2021 budget approved by the town or district meeting or approval of monthly deficit spending by the director under section 5 through the procedures described in this Bulletin. If it is possible that a scheduled town or district meeting may not be held by June 30, we strongly encourage that a monthly expenditure plan under this Bulletin be submitted as soon as possible to ensure spending authorization starting July 1.
I. Process to Receive Deficit Expenditure Approval by the Director

A. Delay of Town or Special Purpose District Meeting

Section 5 applies to a town or district where the adoption of its annual budget is delayed beyond June 30, 2020 due to the current COVID-19 emergency ("emergency").

Bulletin 2020-02 explains sections 1 through 4 of Chapter 53 of the Acts of 2020. These provisions grant authority to boards of selectmen and town councils to delay town meetings beyond June 30 and to moderators to recess and continue scheduled meetings due to the emergency. Towns are advised to consult with their local counsel regarding the responsibilities of the board or council and the form of vote to delay the meeting. Districts are advised to post their annual meeting warrants and have the moderator recess and delay the meeting if necessary.

B. Develop a Monthly Expenditure Plan

Section 5 requires that the selectboard, town council or board of commissioners approve an expenditure plan for the month of July for submission to the director that provides sufficient expenditure authority necessary to achieve uninterrupted government operations and prudent fiscal restraint. The plan development and approval process will continue for each successive month while the emergency continues and prevents the adoption of a budget by the town or district meeting.

The monthly expenditure plan should include:

- an expenditure estimate for operations in the general fund and enterprise fund (estimates should consider that a reduction in estimated revenues may be required during the FY2021 tax rate setting process);

- amounts sufficient to cover regional school district, pension or other similar assessments; and

- debt service payments.

The monthly budget plan should not include:

- any activities which you have reason to believe will not be supported by the relevant appropriations (once adopted);

- increases in salaries called for in collective bargaining agreements that have not previously been approved by the legislative body;

- appropriations such as reserved premiums, overlay surplus, free cash, stabilization or other similar funds balances;

- capital or other items that ordinarily require special purpose appropriation by town or district meeting; and
• estimated FY2020 COVID-19 emergency expenditure deficits or other emergency expenditure deficits given authorization by the director under G.L. c. 44, § 31.

FY2020 encumbrances, borrowing proceeds, gifts, grants, final judgments of courts or other adjudicatory agencies and other similar expenditures that do not require town or special purpose district appropriation for expenditure may be spent as usual without the director’s authority.

Questions as to specific expenditures which can or cannot be added to the plan may be sent to the director for a decision.

C. Approve the Monthly Expenditure Plan

The monthly expenditure plan must be approved by the selectboard, town council or board of commissioners by majority vote pursuant to the open meeting law, as revised per Governor Baker’s Executive Order on March 12, 2020. The vote need only indicate that the board or council approves the plan being submitted. The clerk of each board or council must certify that a vote to approve the plan was properly taken.

D. Submit the Monthly Request for Deficit Expenditure Authority

Towns and districts are required to complete and submit in Gateway for each month the Deficit Expenditure Approval form found in the “Misc Forms” Module along with these additional requirements:

• the uploaded monthly expenditure plan approved by the selectboard, town council or board of commissioners;
• completion of the summary of expenditures section of the form;
• an uploaded Clerk’s certificate of vote stating the submitted plan was approved by the selectboard, town council or board of commissioners, the date and time of the meeting and vote results; and
• the Clerk’s electronic signature.

Spending is not allowed beginning July 1 without a FY2021 budget approved by the town or district meeting or approval of monthly deficit spending by the director under this Bulletin. If it is possible that a scheduled town or district meeting may not be held by June 30, we strongly encourage that a monthly expenditure plan under this Bulletin be submitted as soon as possible to ensure spending authorization starting July 1.

II. Director’s Approval

Section 5 authorizes the director to allow deficit expenditures for continued operations beginning July 1, 2020 of not less than 1/12th of the town’s or district’s FY2020 budget. For non-tax rate setting special purpose districts, the director will rely on FY2020 budget information received from the district’s board of commissioners.
The director will approve monthly expenditures for July if the submittal is in compliance with section 5 and the instructions contained in this Bulletin. If the emergency continues to prevent budget adoption by a town or special purpose district meeting, the process described above will continue as long as necessary.

III. Accounting for Approved Expenditures

Once the town or special purpose district receives expenditure approval by the director, local officials must use best practices to manage spending so as not to exceed the director’s expenditure allowance. When the annual budget is approved by the town or district meeting, the director’s expenditure approval terminates and spending authority for the town or district is then pursuant to its adopted budget.

All expenditures made under the director’s approval must be fully raised or otherwise funded on the FY2021 Tax Rate Recap.
April 13, 2020

Dealing with the Impact of COVID-19 on a Local Government’s Financial Health – Things to Consider

The following is designed to help local officials navigate through some of the municipal finance concerns that have arisen over the last few weeks. This is in addition to recent guidance provided by DLS related to Chapter 53 of the Acts of 2020 ("An Act to Address Challenges Faced by Municipalities and State Authorities Resulting from COVID-19").

Financial Management

Cash Flow

Due to the current unstable economy, cash flow may be severely impacted. The treasurer should prepare a detailed cash flow analysis by using historic warrants and monthly revenue reports to project spending and collection patterns to determine whether cash flow will be sufficient when large bills for debt service, regional school and pension assessments are due. Discuss activity in the capital market with your financial advisor if issuance of revenue anticipation notes, or any other short- or long-term debt instruments is anticipated. A sample cash flow spreadsheet can be found on DLS’ Municipal Finance Training and Resource Center.

Forecasting Assumptions

Local officials should revisit their FY2021 financial forecast assumptions that may have been made prior to the onset of the pandemic. As a living document, a forecast includes reasonable assumptions that must be continually evaluated and updated to reflect changing circumstances and events. By doing so, the forecast provides a fair representation of the community’s fiscal future to help guide the budget and strategic planning process. You can also visit Municipal Finance Training and Resource Center for information on revenue and expenditure forecasting.

Accurate Recordkeeping

For federal reimbursement: As federal funding for emergency measures related to the pandemic will be made available to local governments, it is important to maintain an accurate tracking of costs for the duration of the response to prepare for reimbursement.

Supporting a Commonwealth of Communities

mass.gov/DLS
P.O. Box 9569 Boston, MA 02114-9569
(617) 626-2300
For emergency expenditures: As outlined in Bulletin 2020-01, upon request, the Director of Accounts will allow COVID-19-related emergency expenditure liabilities in excess of appropriation to be paid under G.L. c. 44, § 31. The deficit created by this account may then be raised without appropriation on the FY2021 Tax Rate Recap, if not already provided for, and will not be considered a reduction in the calculation of free cash as of July 1, 2020. Further guidance will be provided by the Bureau of Accounts.

For deficit amortization: As outlined in Bulletin 2020-02, Chapter 53 of the Acts of 2020 allows a city, town or special purpose district with COVID-19 emergency expenditures approved under G.L. c. 44, § 31 to amortize any spending or revenue deficit over three fiscal years beginning in FY2021. These will not be considered a reduction in the calculation of free cash as of July 1, 2020. Further guidance will be provided by the Bureau of Accounts.

Remote Deposit Services

Due to closure to the public of many city and town halls, the treasurer/collector should consider engaging with a financial institution to use a lockbox and remote deposit service, if one is not already being used. This bank provided service collects tax or other payments by mail, processes the payments through the bank’s collection system, automatically deposits payments into a municipal bank account and produces daily receipt reports that are sent to the treasurer/collector.

FY2020 End-of-Year Transfers

City and town officials should monitor their FY2020 expenditures to identify budgetary surpluses available for transfer to other parts of the budget that may be in deficit. IGR 17-13 outlines transfer procedures for cities and towns that may occur during May and June, and the first 15 days of July in the new fiscal year.

Planning for FY2021

Appropriating Free Cash/Retained Earnings

Chapter 53 of the Acts of 2020 allows a city council, town or special purpose district, with prior permission of the Director of Accounts, to appropriate from free cash or enterprise fund retained earnings certified as of July 1, 2019, provided an unappropriated amount remains as of June 30, 2020 and provided the city, town or district meeting has been delayed beyond June 30, 2020 due to the emergency. Further guidance will be provided by the Bureau of Accounts.

Budgeting

Local governments should prepare (or revisit) their FY2021 budgets based on the current economic climate. If budgets cannot be approved by June 30, Chapter 53 of the Acts of 2020 allows the Director of Accounts, upon notification and approval of the mayor or select board, to approve spending of at least 1/12th of the prior fiscal year’s budget until a final FY2021 budget has been approved. Further guidance will be provided by the Bureau of Accounts.
Financial Policies

In light of a changing economy, consider developing a set of documented financial policies and procedures to provide important guidance and consistency around local fiscal policy decisions and financial operations. DLS recommends developing policies on capital planning, debt management, forecasting, investments, OPEB and reserves, including the use of free cash. If such policies exist, consider revisiting them considering the change in the economy.

Setting the Tax Rate

For cities, towns and special purpose districts that levy property taxes, setting the FY2021 tax rate may be delayed due to revaluation or another valuation-related delay. Based on this possibility, we recommend the following:

- cities and towns using a semi-annual tax billing system consider issuing semi-annual optional preliminary tax bills which provide a source of revenue until the tax rate is finally determined next spring
- cities and towns using a quarterly tax billing system consider issuing 3rd quarter preliminary tax bills
- special purpose districts may be authorized to issue these bills if at least one of the cities or towns constituting the district has been so authorized.

Assessors should review requirements for issuing either semi-annual or 3rd quarter preliminary tax bills after approval of a Pro Forma Recap by the Bureau of Accounts. DLS will soon provide further guidance in this matter.

Website

Communities might revisit their websites to ensure they provide departmental listings and contact information, community links, access to forms, electronic payment options, news, and announcements. Effective use of the website helps residents interact more effectively with their local government, generates public awareness and promotes confidence in their government.

Expand Remote Capabilities

Conferencing Using Available Technology

Many local governments are using laptops and other technology to work remotely as well as to hold meetings, both public and private, from remote locations. Recent news stories report that remote school classes and other meetings have been disrupted by "video hackers." Users of this technology should discuss how to protect their video activity from violators with their IT staff and to notify their local police department should an attack occur.
Remote Data Entry

Communities should consider opportunities to expand remote entry capability to departments. With proper training, departmental staff could be given responsibility for data entering their vendor bills and payroll information. This would distribute the burden of data entry without weakening financial controls. The accounting or treasury staff would match the departments’ electronic submissions against their submitted back-up documents before accepting and posting the data to the appropriate system (e.g., warrant, general ledger, or cash book).

Open Meeting Law Modifications

Governor Baker’s Executive Order of March 12, 2020 modified certain requirements of the Open Meeting Law. The Massachusetts Attorney General’s Office has issued guidance on public meetings and hearings on its website, along with telephone and email contact information. Local boards and committees can meet remotely provided certain conditions are met. Clerks should advise local boards and committees to proceed according to the modifications and contact the Attorney General’s Office for further guidance if needed.

DLS

Along with DLS Alerts notifications, DLS will continue to provide updates and information through our COVID-19 Resources page, which includes current information on our services, guidance on issues and new legislation. Sign up for Alerts by using the Contact Us link on our website.

Our website also includes telephone numbers and email addresses for our field and administrative staff who are currently working remotely, but check their voicemail and email accounts regularly. To streamline incoming communications, we have temporarily suspended our DLSLaw attorney hotline and email but have created a COVID19DLS@ dor.state.ma.us email account into which all inquiries go and will be responded to.

If we can help, please contact us.
Town of Sandwich
Annual Town Meeting

WARRANT

Monday, June 15, 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

FINANCE COMMITTEE
Mark I. Snyder, Chair
Matthew D. Anderson, Vice-Chair
Gwenn H. Dyson
Robert Guerin
James McCormick
James W. Pierce
Laura B. Wing

MODERATOR
Garry N. Blank
Dear Residents of Sandwich,

As you all know, our community, region, state, and nation have been living in a very unique period in our history with the ongoing COVID-19 public health emergency. We want to thank you for your patience and support as we have tried to address this crisis in the best interests of our residents and the community as a whole.

Because of our collective efforts and the prudent leadership and cooperation with our state and regional partners and Town Counsel, KP Law, decisions have been made by the Board of Selectmen and Town staff over the last several months to change how and when we normally complete municipal business. These actions were taken in accordance with Governor Baker’s March 15, 2020 Order and March 23, 2020 Order that imposed strict limitations on the number of people that may gather in one place, and in accordance with the Town of Sandwich’s March 14, 2020 declaration of a local emergency, all of which were related to the COVID-19 public health response.

The March 23, 2020 Special Town Meeting, which was initially rescheduled until April 13, 2020, was officially cancelled in its entirety by the Selectmen in early April. Any warrant articles scheduled for the Special Town Meeting that still needed to be acted upon appear in the Annual Town Meeting warrant before you.

The Annual Town Election, originally scheduled for May, 7, 2020, was officially moved to May 19, 2020 to align with the special State election for the vacant State Senate seat. This decision not only saved us the added expense of a separate election, but it allowed us to limit the public’s health exposure to just one election rather than two.

By reading the Annual Town Meeting warrant closely, you will see that a few standard votes and actions do not appear on the warrant. We have purposefully attempted to reduce the number of articles that have to be voted upon at this time and are trying to be prudent with Sandwich’s financial projections, not knowing yet how the COVID-19 emergency will impact the finances of the State and our community over the next fiscal year or more. In light of this, we have delayed some normal budget votes until a future Town Meeting and have focused only on the essential votes we need to move our community forward heading into FY’21.

As we write this, we do not know if we will be forced for public health reasons to move the planned June 15, 2020 Annual Town Meeting even further into FY’21. If this happens, we will take the appropriate votes as allowed under State law to address the FY’21 Budget for town and school operations to continue. We also plan to take whatever actions we can to address the capital projects and purchases recommended in the warrant.

We thank you for your patience and understanding during this unprecedented public health emergency. Without question, by working together we are better able to function in a reduced capacity and expedite our return to more normal living conditions and operations. We could not have done this without all of you.

Thank you again for your patience, understanding, and support.

Sincerely,

Board of Selectmen
INDEX OF WARRANT ARTICLES

June 15, 2020 Annual Town Meeting

1. Report of Town Officials (p. ___)
2. FY’21 Budget (p. ___)
3. FY’21 DPW – Sanitation Division Operating Budget (p. ___)
4. FY’21 Golf Department Operating Budget (p. ___)
5. FY’21 Marina Operating Budget (p. ___)
6. FY’21 Cable Television Licensing Fee Operating Budget (p. ___)
7. FY’21 Revolving Fund Appropriation Limits (p. ___)
8. FY’21 Capital Budget (p. ___)
9. Amend Purpose for Fire Department Capital Appropriation (p. ___)
10. Transfer to Stabilization Fund (p. ___)
11. Transfer to OPEB Trust Fund (p. ___)
12. Ch. 90 State Aid to Highways Program (p. ___)
13. Appropriation to Fund 100 Route 6A Renovations (p. ___)
14. Appropriation to Public Employee Committee Fund (p. ___)
15. Deed Clarification for Terrapin Ridge Project Site (p. ___)
16. Authorization to Expand Senior Exemption Program Qualifying Standards (p. ___)
17. CPA Fund Expenditure – Administrative Costs, 10% Allocations, & Debt Payment (p. ___)
18. Authorization to Dispose of Henry T. Wing School to SCG Development & Approve CPA Appropriation for Community Housing Resources (p. ___)
19. Petition: Increased Security at Pilgrim Nuclear Power Station (p. ___)
20. Petition: Commercial Single-Use Plastic Water Bottle Ban Town Bylaw (p. ___)
21. Petition: Adoption of Climate Policy Town Bylaw (p. ___)

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

Reference Material:
1. Article 2 – FY’21 Estimated General Fund Revenues & Expenses (p. ___)
2. Article 20 – Authorization to Dispose of Henry T. Wing School (p. ___)
3. A Glossary of Commonly Used Terms (p. ___)
4. Table of Basic Points of Motions (p. ___)
TOWN OF SANDWICH
2020 ANNUAL TOWN MEETING
June 15, 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 East Sandwich on

Monday, June 15, 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 hear the reports of all Town Officers and Committees and to act thereon, or take any other action relative thereto.

Recommended by the Board of Selectmen.

ARTICLE 2
To see if the Town will vote to hear the report of the Finance Committee and to see if the Town will vote to raise and appropriate or transfer from available funds the sum of $79,459,826.00, or any other amount, to defray Town expenses for the Fiscal Year July 1, 2020 to June 30, 2021 as itemized below in the third column entitled FY’21 Recommendation, or take any other action relative thereto.

Recommended by the Board of Selectmen and Finance Committee.

Fiscal Year 2021 Finance Committee Budget Message:
## FY'21 GENERAL FUND BUDGET TOTALS

<table>
<thead>
<tr>
<th>No.</th>
<th>Department</th>
<th>FY'19 Appropriation</th>
<th>FY'20 Appropriation</th>
<th>FY'21 Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>114</td>
<td>Moderator</td>
<td>450</td>
<td>450</td>
<td>450</td>
</tr>
<tr>
<td>123</td>
<td>Selectmen/Manager</td>
<td>512,583</td>
<td>529,875</td>
<td>523,830</td>
</tr>
<tr>
<td></td>
<td>Personnel Expenses</td>
<td>247,271</td>
<td>500,000</td>
<td>325,000</td>
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<tr>
<td>131</td>
<td>Finance Committee</td>
<td>3,400</td>
<td>3,400</td>
<td>3,400</td>
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<tr>
<td>135</td>
<td>Accounting</td>
<td>216,347</td>
<td>222,961</td>
<td>187,865</td>
</tr>
<tr>
<td>141</td>
<td>Assessing</td>
<td>377,372</td>
<td>394,166</td>
<td>370,249</td>
</tr>
<tr>
<td>145</td>
<td>Treasurer</td>
<td>231,977</td>
<td>232,727</td>
<td>267,922</td>
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<tr>
<td>146</td>
<td>Tax Collector</td>
<td>210,855</td>
<td>212,154</td>
<td>220,987</td>
</tr>
<tr>
<td>147</td>
<td>Tax Title</td>
<td>35,000</td>
<td>35,000</td>
<td>35,000</td>
</tr>
<tr>
<td>151</td>
<td>Legal</td>
<td>300,000</td>
<td>300,000</td>
<td>300,000</td>
</tr>
<tr>
<td>152</td>
<td>Human Resources</td>
<td>186,761</td>
<td>179,354</td>
<td>186,413</td>
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<tr>
<td>161</td>
<td>Town Clerk</td>
<td>188,406</td>
<td>192,156</td>
<td>202,590</td>
</tr>
<tr>
<td>162</td>
<td>Elect. &amp; Registration</td>
<td>60,750</td>
<td>49,750</td>
<td>75,750</td>
</tr>
<tr>
<td>171</td>
<td>Natural Resources</td>
<td>287,093</td>
<td>303,997</td>
<td>315,118</td>
</tr>
<tr>
<td>175</td>
<td>Planning &amp; Development</td>
<td>225,857</td>
<td>231,213</td>
<td>239,008</td>
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<tr>
<td>190</td>
<td>Facilities Management</td>
<td>613,232</td>
<td>642,652</td>
<td>723,288</td>
</tr>
<tr>
<td>195</td>
<td>Town Reports</td>
<td>11,000</td>
<td>11,000</td>
<td>12,500</td>
</tr>
<tr>
<td>196</td>
<td>Bind Records</td>
<td>7,000</td>
<td>7,000</td>
<td>7,000</td>
</tr>
<tr>
<td>197</td>
<td>Info. Technology</td>
<td>656,517</td>
<td>663,873</td>
<td>699,430</td>
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<td></td>
<td><strong>Total 100s</strong></td>
<td>4,371,871</td>
<td>4,711,728</td>
<td>4,695,800</td>
</tr>
<tr>
<td>210</td>
<td>Police Department</td>
<td>4,567,104</td>
<td>4,558,510</td>
<td>4,782,241</td>
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<tr>
<td>220</td>
<td>Fire Department</td>
<td>3,701,971</td>
<td>3,679,534</td>
<td>3,798,102</td>
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<tr>
<td>241</td>
<td>Inspections</td>
<td>293,402</td>
<td>291,605</td>
<td>302,746</td>
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<tr>
<td>244</td>
<td>Sealer of Weights &amp; Measures</td>
<td>200</td>
<td>200</td>
<td>14,000</td>
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<tr>
<td>291</td>
<td>Emergency Management</td>
<td>17,500</td>
<td>17,500</td>
<td>22,500</td>
</tr>
<tr>
<td>294</td>
<td>Forest Warden</td>
<td>1,500</td>
<td>1,500</td>
<td>1,500</td>
</tr>
<tr>
<td>297</td>
<td>Bourne Shellfish</td>
<td>4,000</td>
<td>4,000</td>
<td>4,000</td>
</tr>
<tr>
<td>299</td>
<td>Greenhead Fly</td>
<td>2,000</td>
<td>2,000</td>
<td>2,500</td>
</tr>
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<td></td>
<td><strong>Total 200s</strong></td>
<td>8,587,677</td>
<td>8,555,349</td>
<td>8,927,589</td>
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<tr>
<td>300</td>
<td>School Department</td>
<td>33,273,259</td>
<td>34,132,914</td>
<td>35,144,706</td>
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<tr>
<td>313</td>
<td>UCCRVTS</td>
<td>2,288,389</td>
<td>2,161,680</td>
<td>2,135,468</td>
</tr>
<tr>
<td></td>
<td><strong>Total 300s</strong></td>
<td>35,561,648</td>
<td>36,294,594</td>
<td>37,280,174</td>
</tr>
<tr>
<td>410</td>
<td>DPW - Engineering</td>
<td>207,514</td>
<td>227,086</td>
<td>279,322</td>
</tr>
<tr>
<td>420</td>
<td>DPW</td>
<td>1,750,218</td>
<td>1,825,761</td>
<td>1,874,438</td>
</tr>
<tr>
<td>421</td>
<td>Snow &amp; Ice</td>
<td>400,000</td>
<td>400,000</td>
<td>400,000</td>
</tr>
<tr>
<td>424</td>
<td>Streetlights</td>
<td>25,000</td>
<td>25,000</td>
<td>20,000</td>
</tr>
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<td></td>
<td><strong>Total 400s</strong></td>
<td>2,382,732</td>
<td>2,477,847</td>
<td>2,573,760</td>
</tr>
<tr>
<td>No.</td>
<td>Department</td>
<td>FY'19 Appropriation</td>
<td>FY'20 Appropriation</td>
<td>FY'21 Recommendation</td>
</tr>
<tr>
<td>-----</td>
<td>----------------------------</td>
<td>---------------------</td>
<td>---------------------</td>
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</tr>
<tr>
<td>510</td>
<td>Health Department</td>
<td>208,531</td>
<td>214,691</td>
<td>227,483</td>
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<tr>
<td>522</td>
<td>Nursing Department</td>
<td>151,925</td>
<td>165,829</td>
<td>169,905</td>
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<tr>
<td>540</td>
<td>Social Services</td>
<td>35,000</td>
<td>35,000</td>
<td>35,000</td>
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<tr>
<td>541</td>
<td>COA</td>
<td>241,427</td>
<td>231,800</td>
<td>238,462</td>
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<tr>
<td>543</td>
<td>Veterans</td>
<td>73,320</td>
<td>88,320</td>
<td>103,500</td>
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<td></td>
<td><strong>Total 500s</strong></td>
<td>710,203</td>
<td>735,640</td>
<td>774,350</td>
</tr>
<tr>
<td>610</td>
<td>Library</td>
<td>997,589</td>
<td>991,595</td>
<td>1,005,907</td>
</tr>
<tr>
<td>630</td>
<td>Recreation</td>
<td>190,533</td>
<td>229,684</td>
<td>252,602</td>
</tr>
<tr>
<td>650</td>
<td>DPW - Parks</td>
<td>25,850</td>
<td>25,850</td>
<td>30,850</td>
</tr>
<tr>
<td>671</td>
<td>Hoxie / Grist Mill</td>
<td>25,500</td>
<td>53,500</td>
<td>53,500</td>
</tr>
<tr>
<td>693</td>
<td>Memorial Day</td>
<td>1,200</td>
<td>1,200</td>
<td>1,200</td>
</tr>
<tr>
<td>694</td>
<td>Historic District</td>
<td>14,750</td>
<td>14,800</td>
<td>15,550</td>
</tr>
<tr>
<td></td>
<td><strong>Total 600s</strong></td>
<td>1,255,422</td>
<td>1,316,629</td>
<td>1,359,609</td>
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<tr>
<td></td>
<td><strong>Operating Budget Subtotal:</strong></td>
<td>52,869,553</td>
<td>54,091,787</td>
<td>55,611,282</td>
</tr>
<tr>
<td>135</td>
<td>Sanitation, Marina &amp; SHGC Indirect Costs Transfers</td>
<td>60,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>171</td>
<td>Waterways Fund Transfer</td>
<td>7,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>220</td>
<td>Ambulance Fund Transfer</td>
<td>1,650,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>630</td>
<td>Beach &amp; Recreation Account Transfers (incl. Sandy Neck)</td>
<td>298,191</td>
<td></td>
<td></td>
</tr>
<tr>
<td>650</td>
<td>Cemetery Trust Fund Transfer</td>
<td>35,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>671</td>
<td>Hoxie House / Grist Mill Transfer</td>
<td>27,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Inter-Fund Transfers Subtotal:</strong></td>
<td>2,078,191</td>
<td></td>
<td></td>
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<tr>
<td>132</td>
<td>Reserve Fund</td>
<td>500,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>710</td>
<td>Short Term Debt</td>
<td>100,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>750</td>
<td>Debt</td>
<td>3,834,470</td>
<td></td>
<td></td>
</tr>
<tr>
<td>910</td>
<td>Group Health Insurance</td>
<td>11,500,000</td>
<td></td>
<td></td>
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<tr>
<td>912</td>
<td>Medicare</td>
<td>676,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>940</td>
<td>Property &amp; Liability Insurance</td>
<td>1,290,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>941</td>
<td>Unemployment Account</td>
<td>100,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>950</td>
<td>Retirement Assessment</td>
<td>3,769,883</td>
<td></td>
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<tr>
<td></td>
<td><strong>Other Budget Accounts Subtotal:</strong></td>
<td>21,770,353</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FY'21 Budget Total:** 79,459,826
ARTICLE 3
To see if the Town will vote in accordance with the provisions of M.G.L. c.44, §53F½ to raise and appropriate or transfer from available funds a sum of money, to be expended under the direction of the Board of Selectmen, for the purpose of establishing the FY’21 enterprise fund budget for the Department of Public Works Sanitation Division, or take any other action relative thereto.

Recommended by the Board of Selectmen and Finance Committee that $1,072,165.00 be appropriated for said purpose.

ARTICLE 4
To see if the Town will vote in accordance with the provisions of M.G.L. c.44, §53F½ to raise and appropriate or transfer from available funds a sum of money, to be expended under the direction of the Board of Selectmen, for the purpose of establishing the FY’21 enterprise fund budget for Sandwich Hollows Golf Club, or take any other action relative thereto.

Recommended by the Board of Selectmen and Finance Committee that $953,914.00 be appropriated for said purpose.

ARTICLE 5
To see if the Town will vote in accordance with the provisions of M.G.L. c.44, §53F½ to raise and appropriate or transfer from available funds a sum of money, to be expended under the direction of the Board of Selectmen, for the purpose of establishing the FY’21 enterprise fund budget for the Sandwich Marina – East Boat Basin, or take any other action relative thereto.

Recommended by the Board of Selectmen and Finance Committee that $2,030,159.00 be appropriated for said purpose.

ARTICLE 6
To see if the Town will vote in accordance with the provisions of M.G.L. c.44, §53F½ to raise and appropriate or transfer from available funds a sum of money, to be expended under the direction of the Board of Selectmen, for the purpose of establishing the FY’21 enterprise fund budget for Cable Public Access purposes, or take any action relative thereto.

Recommended by the Board of Selectmen and Finance Committee and that $509,225.00 be appropriated for said purpose.
ARTICLE 7
To see if the Town will vote in accordance with the provisions of M.G.L. c.44, §53E1/2 and Section 2.11 of the Sandwich Town Bylaws to authorize the spending limits of revolving funds for the following Town departments for FY’21, to be expended under the direction of the Board of Selectmen, in accordance with the following list:

<table>
<thead>
<tr>
<th>Revolving Account</th>
<th>Expenditure Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recreation Programs</td>
<td>$525,000</td>
</tr>
<tr>
<td>Solar Energy / Town Utilities</td>
<td>$125,000</td>
</tr>
<tr>
<td>Town Hall Meeting Room</td>
<td>$10,000</td>
</tr>
<tr>
<td>Sand Hill School Community Center Expenses</td>
<td>$10,000</td>
</tr>
<tr>
<td>Oak Crest Cove Expenses</td>
<td>$12,000</td>
</tr>
<tr>
<td>Sandwich: A Cape Cod Town Book</td>
<td>$2,000</td>
</tr>
<tr>
<td>Senior &amp; Community Services Programs</td>
<td>$60,000</td>
</tr>
<tr>
<td>School Department Book Fines</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

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 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>
</tbody>
</table>
Information Technology – IT & GIS Improvements 76,138  
Police Department – Ballistic Equipment Replacement 50,000  
Police Department – Taser Replacement 15,370  
Fire Department – EMS Equipment Upgrades 184,000  
Fire Department – Active Shooter Equipment 13,000  
Public Safety – Communication System Upgrade 10,000  
Recreation Department – Beach Sign Program 9,000  
Recreation Department – Beach Accessibility Chair 1,749  
Recreation Department – Lifeguard Chair Replacements 9,450  
Recreation Department – Supervisor Vehicle Replacement 35,000  
Planning & Development – Local Comprehensive Plan Consulting 15,000  
Facilities Department – Town Building Repairs/Improvements 125,000  
School Department – School Building Repairs/Improvements 125,000  
School Department – Oak Ridge & Forestdale Phone & PA Systems 75,000  
School Department – Accessible Van Replacement 60,000  
School Department – Classroom Furniture Replacements 50,000  
School Department – School Safety Group Projects 20,000  
\textbf{Capital List Total} 1,183,112

\textbf{Transfer Funding Sources} \hspace{2cm} \textbf{Amount}
\begin{tabular}{|l|l|}
\hline
Ambulance Fund & 207,000 \\
\hline
\end{tabular}

\textbf{Capital Offset Total} 207,000

or take any other action relative thereto.

\textbf{Recommended by the Board of Selectmen, Finance Committee, and Capital Improvement Planning Committee.}

\textbf{ARTICLE 9}
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.

\textbf{Recommended by the Board of Selectmen, Finance Committee, and Capital Improvement Planning Committee.}

\textbf{ARTICLE 10}
To see if the Town will vote in accordance with M.G.L. c.40, §5B to raise and appropriate or transfer from available funds a sum of money to be transferred into the Stabilization Fund, or take any other action relative thereto.

\textbf{Recommended by the Board of Selectmen and Finance Committee.}
ARTICLE 11
To see if the Town will vote in accordance with M.G.L. c.32B, §20(b) to raise and appropriate or transfer from available funds a sum of money to be transferred into the Other Post-Employment Benefits Liability Trust Fund, or take any action relative thereto.

Recommended by the Board of Selectmen and Finance Committee.

ARTICLE 12
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 13
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, as shown on 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, Finance Committee, and Capital Improvement Planning Committee.

ARTICLE 14
To see if the Town will vote to transfer and appropriate the sum of $213,549.00, 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 of Article 12 of the Agreement for Joint Negotiation and Purchase of Health Coverage, to be appropriated to the Public Employee Committee (PEC) Fund, or take any action relative thereto.

Recommended by the Board of Selectmen and Finance Committee.

ARTICLE 15
To see if the Town will vote to amend the purpose for which the parcel of land shown on Assessor's Map 28, Lot 266, known as 1-31 Terrapin Ridge, and as "Tract A" containing 10.00 +/- acres on a plan entitled "Town of Sandwich Plan of Land on Quaker Meetinghouse Road," dated May 15, 1986, revised May 15, 1987, prepared by Edward S. Kelly, Town Engineer, recorded with the Barnstable County Registry of Deeds in Plan
Book 436, Page 68, was conveyed by the Board of Selectmen 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”, and to authorize the Board of Selectmen to execute a confirmatory deed to the Sandwich Housing Authority of the above-referenced parcel for the change in purpose, or take any other action relative thereto.

Recommended by the Board of Selectmen.

**ARTICLE 16**
To see if the Town will vote to adjust, commencing with Fiscal 2021; Clause 41C (M.G.L. c.59, §5, Clause 41C) eligibility requirements amended by Chapter 184 §51 of the Acts of 2002 to:

- increase exemption amount from 500.00 dollars to 1000.00 dollars to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2020, and;

- accept General Laws Chapter 59, Section 5, Clause 41D, which authorizes an annual increase in the income (gross receipts) and asset (whole estate) limits for exemptions granted to senior citizens under General Laws Chapter 59, Section 5, Clause 41C, by the percentage increase in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for the previous year as determined by the Commissioner of Revenue, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2020.

or take any other action relative thereto.

Recommended by the Board of Selectmen and Board of Assessors.

**ARTICLE 17**
To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the FY’21 Community Preservation budget and to appropriate from the Community Preservation Fund FY’21 estimated annual revenues the sum of $75,000.00, or any other sum, to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for FY’21; and further to reserve for future appropriation a sum of money from the Community Preservation Fund estimated annual revenues for open space, historic resources, and community housing purposes, as well as a sum of money to be placed in the FY’21 Budgeted Reserve for general Community Preservation Act purposes; and further to appropriate from the Community Preservation Fund a sum or sums of money for previously authorized Community Preservation Act debt payments; and further to appropriate from the Community Preservation Fund a sum or sums of money for Community Preservation projects or purposes as recommended by the Community Preservation Committee; or take any other action in relation thereto.
Recommended by the Board of Selectmen, Finance Committee, and Community Preservation Committee.

ARTICLE 18
To see if the Town will vote to transfer to the Board of Selectmen for the purpose of conveyance and for general municipal purposes, the care, custody, and control of a parcel land located at 33 Water Street, containing 6.2 +/- acres, being a portion of the Henry T. Wing School parcel, Assessor’s Map 43, Lot 005, as further shown on a sketch plan entitled “Henry T. Wing Residences”, a copy of which is one file with the Town Clerk’s Office, said transfer to take effect no sooner than December 31, 2021; and further, to vote in accordance with Article 20 of the May 7, 2018 Annual Town Meeting to authorize the Board of Selectmen to convey or otherwise dispose of the fee or lesser interest in said parcel for affordable housing purposes and historic preservation purposes; to convey and accept easements over, to and from the parcel including but not limited to construction, driveway and parking easements, for connection to the adjacent wastewater treatment facility, for the town’s use of its adjacent property, and for any other purposes deemed necessary for the development of the parcel, and to accept a permanent affordable housing restriction and a historic preservation restriction pursuant to G.L., c.183, §31-33, all of which is 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 appropriate 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; 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, including a permanent affordable housing restriction to the Town pursuant to G.L. c.183, §31-33;

or take any other action relative thereto.

(2/3 Vote Required)
Recommended by the Board of Selectmen, Finance Committee, and Community Preservation Committee.
ARTICLE 19

Public Advisory Question for the 2020 Spring Town Ballot or for increased security at the Pilgrim Nuclear Power Station on Cape Cod Bay in order to protect the public and the environment

Whereas, the high level nuclear waste will remain at Pilgrim for decades or more in dry casks that present safety concerns, each holding half the radioactive cesium released at Chernobyl;
Whereas, the spent fuel pool remains full and is vulnerable to terrorist attack or accident that could cause radioactive contamination rendering our communities uninhabitable;
Whereas, due to lack of proper security on the property, there has been open access beyond the posted “No Trespassing” signs to within line-of-sight of dry casks and spent fuel pool;
Whereas, during decommissioning, the Nuclear Regulatory Commission has abdicated its responsibility to protect the public by approving exemptions to requested by new Pilgrim owner Holtec for reduced offsite liability insurance, cybersecurity, and offsite emergency planning;
Whereas, safety is a human right;
Whereas, citizens of the Town of Sandwich find this to be an unacceptable threat to our health and safety and must be resolved in the most timely manner;
Therefore, shall the people of the Town of Sandwich direct the local government to communicate to Governor Baker and the State Legislature to employ all means available to ensure that: (1) spent nuclear fuel is secured in better quality dry casks and hardened onsite, storage; and (2) spent fuel pool and casks are protected with heightened security to prevent intrusion in order to protect the health, welfare, and economic interests of the Town of Sandwich and its inhabitants and visitors?

No Recommendation Required.

(Submitted by Petition)

ARTICLE 20

Article: Commercial Single-Use Plastic Water Bottle Ban
To see if the Town will vote to adopt the following as a general by-law and to insert it into the Code of the Town of Chatham, Massachusetts.

Article: Commercial Single-Use Plastic Water Bottle Ban
To see if the Town will vote to adopt the following as a general by-law and to insert it into the Code of Town of Sandwich, Massachusetts.

Section 1. Sale of Single-use Plastic Water Bottles
Effective on September 1, 2021, it shall be unlawful to sell non-carbonated, unflavored drinking water in single-use plastic bottles of less than one gallon in the Town of Sandwich. Enforcement of this regulation will begin September 1, 2021.

Section 2. Definitions
A single-use plastic bottle is a beverage container made from any type of plastic resin.

Section 3. Exemptions
Sales or distribution of non-carbonated, unflavored drinking water in single-use plastic bottles occurring subsequent to a declaration of emergency (by the Emergency Management Director or other duly authorized Town, County, Commonwealth, or Federal official) affecting the availability and/or quality of drinking water to residents of the Town shall be exempt from this bylaw until seven days after the declaration has ended.

**Section 4. Enforcement**

Enforcement of this article shall be the responsibility of the Town Manager or his/her designee. The Town Manager shall determine the inspection process to be followed, incorporating the process into other Town duties as appropriate.

Any establishment conducting sales in violation of this article shall be subject to a non-criminal disposition fine as specified in G.L. Chapter 40 § 21D. The following penalties apply:

- First violation: Written warning
- Second violation: $150 fine
- Third and subsequent violations: $300 fine

Each day a violation continues constitutes a separate violation, incurring additional fines. Any such fines collected shall be payable to the Town of Sandwich.

All businesses will be routinely inspected until the Town Manager deems the inspection to no longer be required.

**Rationale**

Single-use plastic bottles impact environmental health, and the health and longevity of other species, who may ingest plastic as food. Ultimately, plastic re-enters the human food chain where the adverse consequences are both known and emerging. Plastics pollute and impact our environment across their lifecycle from production to use to disposal.

Over 1,500 single-use plastic water bottles are used and discarded in the U.S. per second. Elimination of the use of single-use plastic water bottles will have a significant impact on future plastic-bound pollution including the nation’s greenhouse gas footprint and is consistent with protection of the natural environment in Sandwich, Barnstable County, our nation and our earth, which we have a common responsibility to protect and steward.

*(Submitted by Petition)*

**No Recommendation Required.**

**ARTICLE 21**

We, the undersigned Registered Voters of the Town, hereby petition your honorable board to insert the following Article in the Warrant for the Town Meeting of SANDWICH.

In accordance with Massachusetts General Laws c. 39, § 10, and §1.05 Part 1 of the Town ByLaws of the Town of Sandwich, the undersigned registered voters of Sandwich,
Massachusetts request the insertion of the following Article on the Warrant for the May 2020 Annual Town Meeting of Sandwich, Massachusetts:

To see if the Town will vote to adopt the following as a general bylaw and to insert it into Chapter 4 of the Town Bylaws of the Town of Sandwich, Massachusetts as Section 4.20:

Chapter 72 – CLIMATE POLICY

Section 4.20 Climate Policy

The Town of Sandwich recognizes that the climate emergency, driven by human activity including energy consumption and land use practices and leading to global warming, rising seas, deadly storms, dangerous heat waves, acidifying oceans, and melting ice sheets, poses an imminent threat to the health, safety and economic security of the residents of the Town. The Town of Sandwich therefore adopts as its policy the objective of reducing net greenhouse gas emissions from human activity within and by the Town to zero at the easiest technically and economically feasible time, and directs that all officers of the departments of the Town take such measures within the scope of their respective responsibilities and authority as may be necessary and prudent to facilitate such policy and objective.

(Submitted by Petition)

No Recommendation Required.
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 ___th Day of _____, 2020.

______________________________
David J. Sampson, Chairman

______________________________
Michael J. Miller, Vice Chairman

______________________________
Robert J. George

______________________________
Shane T. Hoctor

______________________________
Charles M. Holden

**SANDWICH BOARD OF SELECTMEN**

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
Reference Material

(NOTE: Reference material is provided for informational purposes only.)
ARTICLE 2 – FY’21 ESTIMATED GENERAL FUND REVENUES & EXPENSES

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 (-6.30%) 2,250,000
State Ch. 70 Aid: School (0.00%) 7,151,788
Est. Local Receipts 5,000,000
Surplus Revenue / Free Cash 2,640,082
FY’20 Health Insur. to 100 Route 6A 800,000
CCMHG Fund Balance Receipt (25%) 213,549
Overlay Release 50,000
Transfer from Stabilization Fund 0 19,384,953

Total Estimated Revenues 86,575,474

EXPENSES

ReCap Sheet Items:
State Assess: Tuition Assess (10.00%) 4,895,534
State Assess: All Other (3.00%) 633,854
Abatements / Overlay 550,000
FY’20 Snow & Ice Deficit 0 6,079,388

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 25,000
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 1,800,000
Transfer to PEC Fund (25% of CCMHG) 213,549
Transfer to Stabilization Fund 25,000 24,810,014

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 86,500,584

Stabilization Fund & OPEB Trust Fund Balances:

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<th>Fund Type</th>
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<th>OPEB Fund</th>
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<tr>
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<td>921,925</td>
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<td>Proposed Transfer From/To Fund:</td>
<td>25,000</td>
<td>25,000</td>
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<tr>
<td>Projected Post ATM Balance:</td>
<td>1,854,888</td>
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</table>

ESTIMATED FY’21 BUDGET BALANCE 74,790
A GLOSSARY OF COMMONLY USED TERMS

Appropriation – An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited to a specific amount and identifies the timeframe when it will be expended.

Assessed Valuation – A valuation set upon real estate or other property by a government as a basis for levying taxes. Equalized assessed valuation refers to a municipality’s assessed valuation, as determined by local assessors, adjusted by the State Department of Revenue to reflect a full and fair market value ("Equalized Valuation").

Betterment – An addition made to, or change made in, a fixed asset which is expected to prolong its life or to increase its efficiency. The term is also applied to sidewalks, water lines, and highways and the corresponding tax assessment abutters may authorize for repairs to their properties.

Bond – A written promise to pay a specified sum of money, called the face value (par value) or principal amount, at a specified date or dates in the future, called the maturity date(s) together with periodic interest at a specified rate. The difference between a note and a bond is that the latter runs for longer period of time and requires greater legal formality.

Bond Anticipation Note (BAN) – Short-term note of a government sold in anticipation of bond issuance. BANs are full faith and credit obligations.

Bond Ratings – Designations used by bond rating services to give relative indications of credit quality.

Budget – A plan of financial operations embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

Budget Message – Statement summarizing the plans and policies contained in the budget report, including an explanation of the principal budget items and recommendations regarding financial policy for the upcoming year.

Capital Budget – A plan for expenditure of public funds for capital purposes.

Capital Expenditure – Nonrecurring payments for capital improvements including construction, acquisition, site development and overhead costs. The fees for architects, engineers, lawyers, and other professional services plus the cost of financing may be included.

Cherry Sheet – An annual statement received by the Town from the Department of Revenue detailing estimated receipts for the next fiscal year from various state aid accounts, the lottery, and estimated charges payable in setting the tax rate.
Supplemental Cherry Sheets may be issued during the year and there is no guarantee that the estimated receipts and charges shown thereon will not vary from actual receipts and charges. The name was derived from the pink color of the document.

**Debt Service** – The cost (usually stated in annual terms) of the principal retirement and interest of any particular bond issue.

**Enterprise Fund** – Those funds which are established for specific uses under M.G.L. c.44, §53F1/2 that require an annual appropriation to operate (i.e. Sandwich Hollows Golf Club).

**Excess Levy Capacity** – The difference between a community’s maximum tax levy limit as established by Proposition 2.5 and its actual tax levy in the most recent year for which the community has set a tax rate. It is the additional tax levy that a community can raise at Town Meeting without going to the voters for an override or debt exclusion.

**Exclusions (Debt Exclusion or Capital Expenditure Exclusion)** – Proposition 2.5 allows communities to raise funds for certain purposes above the amount of their levy limits or levy ceilings. Subject to voter approval, a community can assess taxes in excess of its levy limit for the payment of certain capital projects and for the payment of specified debt service costs. Such an exclusion increases the amount of property tax revenue a community may raise for a limited or temporary period of time in order to fund the specific project. Unlike overrides, exclusions do not increase the community’s levy limit and do not become part of the base for calculating future years’ levy limits. Capital expenditure exclusions last for one year while debt exclusions last for the bond term.

**Fiscal Year** – The state and municipalities operate on a fiscal year which begins on July 1 and ends on June 30. For example, the FY’17 fiscal year is from July 1, 2016 to June 30, 2017.

**Free Cash (Surplus Revenue)** – Free cash represents the portion of surplus revenue which the municipality is able to appropriate. It is money that the community raised to spend for a particular item but was left over because the full appropriation was not expended. From this surplus the municipality’s liabilities are subtracted (i.e. any unpaid back taxes). The remainder, if any, is certified annually by the Department of Revenue as the community’s free cash. Amounts from certified free cash may be appropriated at Town Meeting by the community for expenditures or to offset property taxes.

**General Fund** – The fund into which the general (non-earmarked) revenues of the municipality are deposited and from which money is appropriated to pay the general expenses of the municipality.

**Growth Revenue (New Growth)** – The amount of property tax revenue that a community can add to its allowable tax levy from taxes from new construction, alterations, subdivisions, or changes of use. It is computed by applying the prior year’s tax rate to the increase in valuation.
Note - A short-term loan, typically of a year or less in maturity.

Overlay - The amount raised by the assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and state allowed exemptions.

Overrides - Proposition 2.5 allows a community to assess taxes in excess of the automatic annual 2.5% increase and any increase due to new growth by passing an override. A community can take this action as long as it is below its levy ceiling (2.5% of full and fair cash value of community). When an override is passed, the levy limit for the year is calculated by including the amount of the override. Unlike exclusions, the override results in a permanent increase in the levy limit of a community, which becomes part of the levy limit base and increases along with the base at the rate of 2.5% each year.

Proposition 2.5 - M.G.L. c.59, §21C was enacted in 1980 and limits the amount of revenue a city or town may raise from local property taxes each year. This amount is the community's annual levy limit. The law allows the levy limit to increase each year by 2.5% plus any new growth revenue derived from taxes from new construction and alterations. This amount may not exceed the community's levy ceiling. Proposition 2.5 also established two types of voter approved increases in local taxing authority – overrides and exclusions.

Receipts Reserved for Appropriation Account - A special revenue account established by Town Meeting where receipts for a specific program or purpose are set aside in the fund. Expenditures from the account must be approved by Town Meeting.

Reserve Fund - A fund established by Town Meeting which is under the control of the Finance Committee and from which transfers may be made for extraordinary and unforeseen expenditures. The appropriation cannot be greater than 5% of the tax levy for the prior fiscal year.

Revolving Funds - Those funds which may be used without appropriation and which are established for particular uses under M.G.L. such as continuing education programs, school lunch programs, self-supporting recreation and park services, conservation services, etc. (i.e. Sandwich Marina, Sandwich Community School).

Stabilization Fund - A special reserve account which is invested until used. Towns may appropriate into this fund in any year an amount no more than 10% of the prior year's tax levy. The outstanding balance in the account cannot exceed 10% of the Town's equalized valuation. Generally, it takes a 2/3 vote of Town Meeting to appropriate money from the Stabilization Fund.

Surplus Revenue - See "Free Cash".
# TABLE OF BASIC POINTS OF MOTIONS

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<tr>
<th>Rank</th>
<th>Type of Motion</th>
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<th>May Amend</th>
<th>Vote Req'd</th>
<th>May Recons</th>
<th>May Interrupt</th>
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<td>No</td>
<td>2/3*</td>
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</table>

* Unanimous if rule protects minorities; out of order if rule protects absentees

**Source:** Town Meeting Time, 3rd Edition
Hi John,

I’ve got a slightly strange one for you. We had a School Committee member resign last Friday night and, in reviewing our Town Charter, we may need to act fairly quickly to call for a special Town election this summer. In light of the public health issues we’re still dealing with, this couldn’t come at a worse time.

I’ve copied Section 4.3 of the Charter below related to the School Committee, with Section 4.3.4 being most relevant.

Would you have time for quick call later today? I’m pretty free for the rest of the day.

Thanks!

- Bud

Section 4.3 SCHOOL COMMITTEE

The school committee shall be composed of 7 members. Each member shall be elected from the town at-large to a three 3 year term. The 3 year terms of office for school committee members shall be staggered.

4.3.1 QUALIFICATIONS

In addition to any other qualifications prescribed by law, each member of the school committee shall be a qualified voter of the town and shall reside within the town while in office.

4.3.2 COMPENSATION

School committee members shall receive no compensation; provided, however, that they shall be entitled to all necessary expenses incurred in the performance of the members’ official duties upon approval by the school committee.

4.3.3 CHAIRMAN AND VICE CHAIRMAN

(a) A chairman shall be elected by the school committee at the first meeting following each regular town election. The chairman shall preside at all meetings of the committee. The chairman shall perform such other duties consistent with Massachusetts General Laws and this charter or as may be imposed by the committee.
(b) A vice chairman shall be elected by the school committee at the first meeting following each regular town election. The vice chairman shall act as chairman during the disability or absence of the chairman and in this capacity shall have the rights and duties conferred upon the chairman.

Section 4.3.4 VACANCIES

Vacancies in the school committee shall be filled by special election if the vacancy occurs at least 8 months prior to the next annual election. In this case, the board of selectmen shall, within 10 days after the occurrence of a vacancy, call a special election that shall be held not less than 65 days nor more than 90 days after issuing the call. Any vacancy which occurs less than 8 months prior to the next annual election shall be filled at the next annual election.

Section 4.3.5 GENERAL POWERS AND DUTIES

(a) The school committee shall have all the powers and duties given to school committees by the General Laws. The school committee shall have the power to select, oversee and to terminate the superintendent of schools and establish educational goals and policies for the schools consistent with requirements of the General Laws and standards established by the commonwealth.

(b) The superintendent of schools shall be chosen upon the basis of the individual’s executive and administrative training, education, experience and ability, and any other factors the school committee deems appropriate. The superintendent of schools shall be bonded at town expense.

(c) The superintendent of schools shall have the duties and responsibilities provided by the General Laws, this charter and vote of the school committee.

Section 4.3.6 MEETINGS OF THE BOARD

The school committee shall hold at least 1 regular meeting each month while school is in session. The committee shall fix the days, times and location of its regular meetings.

The school committee may hold such special meetings as it deems necessary and appropriate, which may be called by the chair or 4 members of the committee. Such regular or special meetings shall be held in any facility or at any location readily accessible to the public or handicap accessible.
Bud,

Please see the attached letter regarding the recent resignation of a School Committee member and resulting Special Election.

A hard copy is in the mail. Please let me know if you have any questions.

Regards,

Taylor

Taylor D. White
Sandwich Town Clerk
(Parking Clerk, Notary Public, Justice of the Peace, Registrar, Burial Agent, Records Access Officer)
145 Main Street
Sandwich, Massachusetts 02563
Office: (508) 888-0340
Cell: (617) 828-9728

The Commonwealth of Massachusetts
Secretary of State has determined that
e-mail is a public record.
May 11, 2020

Board of Selectmen
130 Main Street
Sandwich, MA 02563

Re: Resignation

Dear Chairman Sampson & Members of the Board,

I am writing to inform you that I am in receipt of an official letter of resignation from School Committee member, Angela Dalpe, effective May 8, 2020.

Per Massachusetts General Law Chapter 41, Section 109, her letter of resignation has been officially recorded with my office. I have included a copy for your review.

Please be advised that in accordance Section 4.3.4 of the Town Charter, this vacancy has occurred more than 8 months before the next Town Election. The Board of Selectmen will now have until May 18, 2020 to call for a Special Election to fill this vacancy. The election shall be called for not less than 65 days and not more than 90 days after issuing the call.

This timeline places a Special Election to fall on or around July 18th through August 12th. It’s preferred that due to several factors facing the Town Clerk’s Office, the election be scheduled sooner than later. I would be happy to discuss this matter of timing with the Board.

If you have any questions please do not hesitate to contact me at (508) 888-0340.

Regards,

Taylor D. White
Sandwich Town Clerk

Cc: Sean Rausch, School Committee Chairman
Hi Taylor,

Please accept the following resignation from School Committee Member, Angela Dalpe-Healy.

Best,

Sean P. Rausch  
Chairman  
Sandwich School Committee

-------- Forwarded message --------
From: Angela Dalpe-Healy <adalpehealy@sandwich.k12.ma.us>  
Date: Fri, May 8, 2020 at 7:08 PM  
Subject: Resignation  
To: Sean Rausch <srausch@sandwich.k12.ma.us>

Dear Sean,
Effective immediately I am no longer able to serve on the Sandwich school committee. I regret to send you this email however my personal life has to take priority during this time I am not feeling well and I am not feeling healthy lately and I need to address my issues.

Thank you for your understanding
Angela Dalpe

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