

Town of Sandwich

THE OLDEST TOWN ON CAPE COD

130 MAIN STREET
SANDWICH, MA 02563

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



BOARD OF
SELECTMEN

TOWN
MANAGER

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

BOARD OF SELECTMEN & SANDWICH BOARD OF LIBRARY TRUSTEES

July 26, 2018 – 7:00 P.M.
Sandwich Town Hall – 130 Main Street

1. Convene Open Session in Auditorium
2. Pledge of Allegiance
3. Review & Approval of Minutes – 6/28/2018 & 7/12/2018
4. Public Forum (15 Minutes)
5. Assistant Town Manager Report
6. Correspondence / Statements / Announcements / Future Items / Follow-up (10 Minutes)
7. Staff Meeting
 - Library Trustees – Joint Vote to Fill Vacancy
 - James Killion, Sandwich Delegate, Barnstable County Assembly of Delegates – County Update
 - Kristy Senatori, Acting Executive Director – Cape Cod Commission Update
8. Old Business
 - Other Matters Not Reasonably Anticipated by the Chairman
9. New Business
 - Recommended Authorization to Appoint Building Commissioner
 - Report on Any Approved Vendor & Payroll Warrants
 - Other Matters Not Reasonably Anticipated by the Chairman
10. Public Forum (15 Minutes)
11. Closing Remarks
12. Adjournment

TOWN CLERK
TOWN OF SANDWICH

JUL 23 2018

9 H 30 M A M
RECEIVED & RECORDED


Douglas Lapp

Next Meeting: Thursday, August 2, 2018, 7:00 P.M., Sandwich Town Hall.

PART I ADMINISTRATION OF THE GOVERNMENT

TITLE VII CITIES, TOWNS AND DISTRICTS

CHAPTER 41 OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS

Section 11 Appointment to fill vacancy in town office

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

Dunham, George

From: Dunham, George
Sent: Wednesday, July 11, 2018 2:23 PM
To: 'Mark A Wiklund'
Cc: Lamothe, Joanne
Subject: RE: Interim Trustee Position- Sand,dwich Library

Hi Mark,

There's no requirement for a quorum. The only stipulation in State law is the actual vote is taken by whomever Selectmen and Trustees are in attendance at the time of the vote and it has to be taken in a roll call fashion. In all the years an interim appointment has had to be voted, I can't remember one that wasn't unanimous. In short, you suffice and get to vote as does any other Trustee who would like to attend. I'll let Doug know this is all set for July 26. Thanks!

- Bud

From: Mark A Wiklund [<mailto:mwiklund@mit.edu>]
Sent: Tuesday, July 10, 2018 8:44 PM
To: Dunham, George
Cc: Lamothe, Joanne
Subject: RE: Interim Trustee Position- Sand,dwich Library

Hi Bud,

July 26th sounds excellent.

Does the whole or a quorum of the board of trustees need to be present, or would I suffice?

Thanks,
Mark

From: Dunham, George <gdunham@townofsandwich.net>
Sent: Tuesday, July 10, 2018 4:39 PM
To: Mark A Wiklund <mwiklund@mit.edu>
Cc: Lamothe, Joanne <jlamothe@ocln.org>
Subject: RE: Interim Trustee Position- Sandwich Library

Hi Mark,

That fastest we could do would be Thursday, July 26. Would that work for your guys? Incidentally, I'm on vacation that week so Doug will be organizing the agenda, but I can definitely add the joint appointment for that night. Sound good?

Thanks!

- Bud

From: Mark A Wiklund [<mailto:mwiklund@mit.edu>]
Sent: Monday, July 9, 2018 9:20 AM
To: Dunham, George

Cc: Lamothe, Joanne
Subject: Interim Trustee Position- Sandwich Library

Good morning Bud,

We would like the BOS to approve our selection of William Wagner and appoint him to fill the seat recently vacated by Jennifer Tickell, on an interim basis until the next town election. Bill's letter of interest is below.

How soon can we get this on the BOS agenda?

Thanks!
Mark Wiklund
SPL Board of Trustees, Chair

From: William Wagner <william.day.wagner@gmail.com>
Sent: Thursday, June 14, 2018 10:47 AM
To: Mark A Wiklund <mwiklund@mit.edu>
Subject: Interim Trustee Position/Sandwich Library

Mark:

I appreciate the encouragement to join the Sandwich Library Trustees as the interim appointee. My career as an attorney spans 33 years. Currently, I am Senior Underwriting Counsel for Old Republic National Title Insurance Company with an office in Plymouth.

Anne and I purchased a house in Forestdale shortly after moving here when Anne accept the position of Assistant Principal at Sandwich High School. For five years I have been a patron of your fine library. I am a reader and especially like to escape the law (the stress of my work, not as a criminal) by reading historical fiction. My current favorite author is Edward Rutherford. Sandwich Library has at last five of his books, all of which I am currently re-reading.

I consider a library to be an important part of any community. At the Sandwich Library I find what I need and meet others with similar interests. When I learned that there was an interim position open as a Library Trustee, I contacted your board figuring it was time I gave something back to the community.

The future of the library depends upon the support of the community. Hopefully, I can be part of the board as it decides how to realize that support.

Thank you, Bill

Bill Wagner
4 Princess Pine Path
Forestdale, MA 02644

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Town of Sandwich

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BOARD OF
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MEMORANDUM

TO: Board of Selectmen
FROM: George H. Dunham, Town Manager
Douglas A. Lapp, Assistant Town Manager *DL*
DATE: July 23, 2018
SUBJECT: Recommended Candidate for Building Commissioner

The purpose of this memorandum is to provide you with background information about my recommended candidate for the Building Commissioner vacancy. The interview team, which consisted of Board of Selectmen Chairman David Sampson, Assistant Town Manager Doug Lapp, Human Resources Director Marie Buckner and I recommend that the Board authorize me to appoint Brendan W. Brides to the position of Building Commissioner. If approved as recommended, it is expected this appointment will be effective on or about Monday, August 6, 2018 based on such terms and conditions as he and I mutually agree.

Mr. Brides is a Massachusetts certified Building Commissioner and Building Official. He also holds an unrestricted Construction Supervisor's License. Since 2013, he has been employed as the Town's Assistant Building Inspector where he has worked very closely with the Jan Sebastian Drive team of department heads and staff at improving the efficiency, timeliness and streamlining of the permit review process and all that it entails. Mr. Brides serves as the Town representative on the Sandwich Disability Commission and regularly attends Zoning Board of Appeals and Historic District Committee meetings where he provides his knowledge and insight to board members. Most recently, Mr. Brides has been very helpful by providing his expertise and insight with regard to the Public Safety and the Sand Hill School projects.

Mr. Brides' prior professional experience includes working as a self-employed builder for over 24 years and as a helicopter pilot.

References describe Mr. Brides as a thoughtful, smart, hard worker who really cares about the Town of Sandwich and specifically the building department and is dedicated to its continued improvement which includes fully embracing technology and other efficiencies to better serve the Town and its residents. They also laud his knowledge of the complicated building code and how he uses both his common sense and his years of experience in finding solutions while still upholding the integrity and

intent of the code in the process. Other references describe his availability to the public and willingness to deal with issues timely and how he has demonstrated his ongoing commitment to be fair, impartial and tactful. Further, he is known as a consummate professional and team player.

I believe Mr. Brides is committed to the Town and this position and will provide continued stability moving forward. I have attached his resume and cover letter which further outline his experience and credentials.

Thank you for your consideration of this recommendation to authorize me to appoint Brendan W. Brides as Building Commissioner.

Attachment

cc: Human Resources Director

#3

ROR 6.26.18

16 Widow Coomb's Walk
Sandwich, MA 02563

June 25, 2018

Marie L. Buckner, IPMA-CP
Human Resources Director
Town of Sandwich
130 Main Street
Sandwich, MA 02563

RECEIVED

JUN 26 2018

TOWN OF SANDWICH
HUMAN RESOURCES DEPARTMENT

Dear Ms. Buckner:

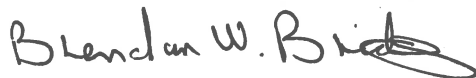
Please accept my enclosed resume as part of my application for the advertised position of Building Commissioner for the Town of Sandwich.

I have held the position of Assistant Inspector of Buildings for almost five years. In the first year, I achieved certification as a Local Inspector. Shortly thereafter, I achieved certification as a Building Commissioner (CBO).

In my position as Assistant Inspector of Buildings for the Town of Sandwich I perform various construction inspections, review permit applications, interpret and enforce the Zoning By-Laws as well as the Massachusetts State Building Code. Also, I regularly attend Zoning Board of Appeals meetings, Historic District Committee meetings, construction meetings relating to the new Public Safety Building and Disability Commission meetings. I serve as the town representative on the Disability Commission. Another important part of my position entails interaction with both home owners and contractors in the office environment in an attempt to streamline the process of their construction project.

With my ability to work well with others, my knowledge of the building code, the zoning by-laws and the general operating procedures for the Town of Sandwich, I believe I would make an ideal candidate for this position.

Sincerely,



Brendan W. Brides

Brides, Brendan

16 Widow Coombs Walk, Sandwich, MA 02563

Phone: [REDACTED] E-Mail: [REDACTED]

Objective

To achieve the position of Building Commissioner for the Town of Sandwich

Experience

Town of Sandwich, Building Inspector (2013 - Present)

- Conduct construction related field inspections
- Review Building permit applications for code compliance
- Issue permits with stipulated required inspections
- Review/interpret Protective Zoning By-Law requirements and convey interpretations to members of the public
- Respond to zoning complaints
- Enforce Massachusetts State Building Code and Town of Sandwich Protective Zoning By-Laws
- Working with Community Rating System (CRS) coordinators to advance the town's standing in the CRS program as well as enforcing additional standards in support of advanced flood-plain management.

Self-employed at Brides-Built Inc. (1989 - 2013)

- Managed and actively worked on building and remodeling projects
- Organized and coordinated materials and sub contractors
- Interacted with customers, engineers, architects and building inspectors
- Developed and coordinated project schedules and budgets

Construction/Carpentry Sub-Contractor (1986 - 1999)

- Worked for various building and roofing contractors in the Boston area often on a subcontract basis

Boston Helicopter Company (Part-time from 1994 - 1998)

- Certified flight instructor responsible for flight instruction in helicopters at all levels (part-time weekends)
- Commercial pilot in helicopters offering support to traffic reporting by flying various traffic routes (part-time two mornings per week)

Education

Diocese of Fall River (2009 - 2013)

- Completed a four-year part-time study program on theology as part of the process of completing the requirements to become a Permanent Deacon.

Cape Cod Community College (Ongoing)

- Completed courses in English, Macro Economics, CAD Drafting, Business Law, Accounting, (G.P.A. to date: 3.87)

Presentation Brothers College, Cork City, Ireland (1971 - 1977)

- Graduated 1977
- Active participant in school championship winning rugby team
- Selected to play on the provincial level school rugby team

Qualifications

- Massachusetts Certified Building Commissioner (License # BO 1950)
- ICC Certified Building Official (CBO)
- MA (unrestricted) Construction Supervisor's License (License # CS - 073449)
- Completed OSHA 10 training
- Fully versed with the complete Microsoft Office Suite
- Certified in ASIST (Applied Suicide Intervention Skills Training) suicide prevention
- United States citizenship (1999)

Community

- Town representative on Sandwich Disability Commission
- Active Member in The Knights of Columbus and Saint Vincent DePaul Society
- Lead Carpenter in the re-build project of the Greenville Schoolhouse, Forestdale, in the 1990's