Present: D. Sampson, M. Miller, B. George, S. Hoctor, C. Holden present by Zoom roll call. G. Dunham, Town Manager; Heather Harper, Assistant Town Manager
Others Present: None

Mr. Sampson opened the meeting by reading the March 12, 2020 Executive Order from Governor Baker suspending certain portions of the Open Meeting Law. 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 April 2, 2020 minutes was postponed until next meeting.

PUBLIC FORUM
None.

TOWN MANAGER REPORT
1. Mr. Dunham reported that all Town services are moving forward. Department Heads and office staff are at work and services are being provided by phone.
2. There have been 64 reported cases of COVID-19 and 2 deaths since March. Fifty-three have recovered and there are 9 positive; it is possible that household members are positive, but haven’t been tested. There is a spike of 7 cases, possibly due to Easter gatherings. H. Harper is spearheading the effort for planning for when staff will return. Sandwich has been chosen to Beta test a rapid response test; this began with first responders. The leadership team is meeting every day in the morning.
3. The Library renovation project is 100% designed. A contract has been signed with the architect for the Center for Active Living; documents will be available by the end of the year. Drainage projects are ongoing throughout the crisis.

Questions from the Board: Mr. Hoctor questions when the area for dumping grass and leaves will be open at the transfer station. Mr. Dunham will follow up on this matter; currently there is staggered staffing at the transfer station. Mr. Miller asked if there is a correlation between infections and relatives. Mr. Dunham responded that the first cases were hotspots resulting from work or social contact; the age range for cases is from 20 to 94 years. Mr. George commented about people in businesses wearing masks; some have been very responsive and others have needed reminding. Mr. Sampson commended the COVID-19 command team, police, and fire for going above and beyond, especially Dave Mason and Joanne Geake for staying on top of the situation.

CORRESPONDENCE/STATEMENTS/ANNOUNCEMENT
Mr. Hoctor thanked the fire and police departments for well-coordinated drive-throughs to celebrate birthdays.

**STAFF MEETING**

None.

**OLD BUSINESS**

*COVID-19 Update:* Mr. Dunham reported that Governor Baker’s original date for opening was May 4, but is now extended to May 18. He has been brainstorming with the Public Health Nurse and others about what is possible for reopening. Social distancing will be problematic until at least July 5. The Hoxie House and Grist Mill will be closed for the summer and July 4 festivities cancelled. There is no walk-in for the Annex; bills and other forms can be processed online. Most road races have been cancelled or rescheduled. Beaches will close at 6 PM and no beach fires will be allowed. If the situation changes, it can be revisited. There was a discussion about cars in the beach parking lots and whether the lots should be closed until May 18. Mr. Dunham responded that there has been much conversation about the issue, but the decision is to leave it as is. Mr. Hoctor asked whether the beach bathrooms will be available. Mr. Dunham responded that they will not be, partially due to experience of other towns with people taking things like sanitizer and toilet paper from the facilities; there will probably be a “Bouse House” at the beach. He said that the Recreation department has been the hardest hit with the restrictions; they are looking at plexiglass screens and other measures, but it is up to the people to do the right thing. Mr. George suggested that the PSAs have been educating the public about what needs to be done. Mr. Sampson reviewed the list of potential cancellations.

Mr. Miller moved to support the recommended event cancellations and closures list as prepared by the COVID-19 Command Team dated April 28, 2020. Seconded by Mr. George. Unanimously approved by roll call vote.

*Fourth Quarter Tax Bills:* The due date for the fourth quarter tax bills are due on May 1, 2020. Mr. Dunham would like action to move the due date to June 1, 2020.

Mr. Miller moved to extend the due date for the payment of the 4th quarter property tax bills from May 1, 2020 to June 1, 2020. Mr. George seconded. Approved unanimously by roll call vote.

*Elections May 19:* Both elections are to be held. The Clerk is encouraging people to vote ahead with an online application request and return ballots by mail. There will be three voting locations and all efforts will be made to keep them as safe as possible. There is a drop box right outside the Annex for return of ballots or for paying tax bills. There is only one contested race. Mr. Miller had concern that no one would be able to hear from the candidates. Mr. George was concerned about some voters not having access to email and would it be possible to have the application forms at the transfer station. Mr. Dunham will check. SCTV will be profiling the candidates.

*Intemunicipal Agreement with Barnstable r/t Sealer of Weights and Measures:* The services of the Sealer of Weights and Measures has been free, however, Barnstable needs to replace some capital items and wants to charge Sandwich a projected $15,000. The language of the Agreement has been reviewed and approved by Town Counsel.

Mr. Miller moved that the Board of Selectmen approve the intermunicipal agreement with the Town of Barnstable for the provision of Sealer of Weights and Measures services and to authorize the Town Manager to sign the intermunicipal agreement on behalf of the
Town of Sandwich. Mr. Hoctor seconded. Approved unanimously by roll call vote.

**FY’21 Budget:** Mr. Dunham reported that the Finance Committee unanimously approved the FY ’21 budget as presented. Estimated receipts are going to be more conservative, with decreases to $25,000 for OPEB and Stabilization. There has been no detail received from the State; any changes will require a special town meeting. Mr. Dunham is more concerned about the FY ’22 budget. Sandwich is in a better position than many towns, because of much less reliance on the rooms tax for budgeting. Neither he nor Dr. Gould has heard anything about cuts in Chapter 70, but it is likely there will be cuts. There was a short discussion about the schools, including the Charter School, returning money to the general fund, as classes haven’t been held, and a question about teacher contracts, as they have not been in class. Mr. Dunham said he has spoken to department heads about returning as much money as possible.

**Town Meeting Warrant:** The Warrant is in draft and not finalized yet, but the language of the articles is fine. There is going to be a letter at the beginning of the Warrant advising residents about the odd circumstances and why the number of articles needs to be reduced. Any comments should be submitted to Mr. Dunham. There is a list in the packet of articles proposed to be eliminated due to the fact that the Board has not had the opportunity to discuss them. These include the receipts from the antenna, the beach renourishment, and the promotions fund; these may be needed. There is a petition article; the petitioners would be contacted and asked to voluntarily postpone to a future Town Meeting. A motion to postpone to a date certain releases the petitioner from having to obtain additional signatures.

**Mr. George moved to finalize the articles for the Annual Town Meeting Warrant as presented and amended at tonight’s meeting, and to authorize the Town Manager to make any wording changes recommended by Town Counsel. Seconded. Approved unanimously by roll call vote.**

**Use of Free Cash Certification:** Mr. Dunham states that he is not sure Town Meeting could be held on June 15. If Town Meeting cannot be held before July 1, Selectmen could look at a partial budget. Money in the free cash certification was planned for the capital budget and the 100 Rte. 6A renovations. The Board of Selectmen can request the DOR to allow a carryover of the free cash certification until next year. Town Meeting approval would still be needed; it is possible that this could be changed by the State. The money must be use for the intended purposes. The general contractor for 100 Rte. 6A has been helpful, considering the circumstances. Mr. Dunham would like the State to authorize the Board of Selectmen to approve the budget for just this year.

**Mr. Miller moved to support the use of the July 1, 2019 free cash certification past July 1, 2020 if the holding of the Annual Town Meeting is delayed past July 1, 2020 and to authorize the Town Manager to seek permission from the Department of Revenue to use this certification past July 1, 2020 for the intended uses of funding all or a portion of the building renovations at 100 Rte. 6A and the FY ’21 Capital Budget. Seconded by Mr. Hoctor and approved unanimously by roll call vote.**

**Other Old Business not Reasonably Anticipated:** Boardwalk cameras and lighting issues. Mr. Dunham talked with Mr. DeConto about the grant to put in the cameras and lighting. The BOS had approved the grant request, but not a specific plan as to how this would be executed. The grant was for $15,000 and $8,000 has been spent. It might be possible to put the remainder toward the boardwalk reconstruction. Mr. Dunham will check to see if the deadline for spending could be extended, as he is concerned about the stated time frame. There may need to be modifications to the second telephone
pole. There have been complaints about the lights on the pole; safety is an issue. Mr. Miller inquired whether the lights on that pole could be turned off.

Mr. Miller asked about the auction for the Forestdale fire station. This has to be postponed, as there cannot be gatherings of more than 10 people.

**NEW BUSINESS**

*License Request:* There was a request for a seasonal beer and wine license. Two weeks’ notice is needed, so it will need to be discussed at the next meeting.

*Restaurant Openings:* If restaurants are allowed to open with the social distancing requirement, there is a possibility that they could be approved to use outdoor space. Owners would need to provide a written seating plan, use of fences, etc. The appropriate departments are supportive of this. Ms. Harper wants to see what the Governor’s plan for reopening is before going ahead.

*Hazard Mitigation Plan:* The Hazard Mitigation Plan needs to be updated periodically. The update is in the agenda packet. The Mitigation Plan makes it possible to apply for municipal vulnerability grants and others. The Plan describes what the Town is currently doing, not adding anything new. There was consensus by the Board to submit the Plan.

*Warrants:* Mr. Dunham signed all warrants. Nothing unusual.

*Other New Business not Reasonably Anticipated:* Mr. George had a question about getting the letter about the Town Meeting warrant to the public. Mr. Dunham said it should be put at the front of the Warrant.

**PUBLIC FORUM**

None.

**CLOSING REMARKS**

Members of the Board reminded everyone that we are all in this together, should exercise safety and caution, stay calm, and be respectful of others. There has been phenomenal support for providing food to those who need it and there are several programs available. Ms. Harper said that currently no in-person volunteers are needed and it would be better for interested people to contribute financially if possible. The Fund for Sandwich is one option, or other organization.

The next meeting is scheduled tentatively for May 21, 2020.

**ADJOURNMENT**

The meeting adjourned at 8:35 PM

Respectfully submitted,
Kathleen Coggeshall

Supporting Documents: