

Town of Sandwich  
Special Town Meeting

# WARRANT

Monday, October 25, 2010  
7:00 p.m. – Sandwich High School



**BOARD OF SELECTMEN**

Dana P. Barrette, Chair  
Linell M. Grundman, Vice-Chair  
John Kennan  
James W. Pierce  
Ralph Vitacco

**MODERATOR**

Jan L. Teehan

**FINANCE COMMITTEE**

Glenn Pare', Chair  
William Diederling, Vice-Chair  
Linda Bliss  
Courtney Bridge  
Thomas R. Hickey  
Paul C. Kilty  
Paul Sylvia  
John D. Vibberts  
Ellen Yaffe

**October 25, 2010 Special Town Meeting  
Index of Warrant Articles**

1. Reduce FY'11 School Department Appropriation (p. 3)
2. Debt Exclusion for Building Repairs & Improvements (p. 3)
3. Authority to Lease Town Land on Route 130 (p. 4)

**Reference Material & Volunteer Application Form:**

1. Article 2 – Summary of Anticipated Building Repairs with Debt Exclusion (p. 5)
2. A Glossary of Commonly Used Terms (p. 8)
3. Table of Basic Points of Motion (p. 11)
4. Town of Sandwich Talent Bank Application (p. 12)

**TOWN OF SANDWICH  
2010 SPECIAL TOWN MEETING  
October 25, 2010**

**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 on Quaker Meetinghouse Road in said Sandwich on

**Monday, October 25, 2010, at 7:00 p.m.,**

then and there to act on the following articles.

**ARTICLE 1**

To see if the Town will vote to reduce the amount raised and appropriated under Article 2 of the May 3, 2010 Annual Town Meeting for the FY'11 School Department budget by the sum of \$393,508.00, or any other amount, or take any action relative thereto.

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

**ARTICLE 2**

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money for the purpose of constructing improvements and remodeling, constructing, reconstructing and making extraordinary repairs to Town buildings, including design, site improvements, equipment, furnishings and costs incidental thereto, and to authorize the Treasurer, with the approval of the Board of Selectmen, to issue any bonds or notes that may be necessary for such purpose pursuant to M.G.L. c.44, §7(3A), or any other general or special law, and further to authorize the Board of Selectmen to enter into any and all contracts necessary to carry out such project; provided that said appropriation shall be contingent upon the passage of a so-called Proposition Two and One-half debt exclusion referendum in accordance with M.G.L. c.59, §21 C(k) on November 2, 2010, or take any action relative thereto.

**Recommended by the Board of Selectmen, Finance Committee and Capital Improvement Planning Committee that \$5,365,000.00 be appropriated for said purpose.**

**ARTICLE 3**


To see if the Town will vote to transfer the parcels identified below from the Board of Selectmen for the purposes for which the land is now held to the Board of Selectmen for the same purposes and also for the purpose of leasing, and authorize the Board of Selectmen to lease for the purpose of providing an information center and economic development office and related facilities that certain Town property located at 500 Route 130, shown as Assessors Map No. 38, Lot 235, and at 500F Route 130, shown as Assessors Map No. 38, Lot 272, for terms which may be up to or in excess of thirty years, or take any action relative thereto.

**Recommended by the Board of Selectmen.**

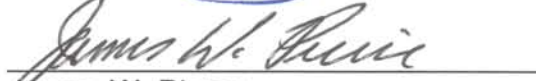
And you are hereby directed to serve this Warrant by posting attested copies thereof, one at the Town Hall, and one at each of the Post Offices in Sandwich, the last posting to be at least fourteen days prior to the time of holding said meeting,

given under our hands this 7th Day of October, 2010.

  
Dana P. Barrette, Chairman

  
Linell M. Grundman, Vice-Chairman

  
John Kennan

  
James W. Pierce

  
Ralph Vitacco

**SELECTMEN OF SANDWICH**

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

10 8 2010  
Date

  
Constable

## **REFERENCE MATERIAL & VOLUNTEER APPLICATION FORM:**

### **ARTICLE 2 – SUMMARY OF ANTICIPATED BUILDING REPAIRS WITH DEBT EXCLUSION**

#### **1. Fire Department Headquarters (115 Route 6A - \$990,000 estimate)**

- a) The exterior masonry needs to be pointed in several locations on the North side of the building
  - o The brick work is cracking and falling-out.
- b) The exterior wood siding needs paint and areas of trim require replacement. (All exterior trim should be replaced with (Azek composite lumber) although the roof is only ten years old periodic leaks due to improper flashing and installation over existing roof are problematic. The roof should be stripped to the sheathing and replaced, with thirty year architectural roof tiles, (Approximately 5000square feet)
  - o Exterior building needs paint. The building leaks. Trim is rotted.
- c) Doors are old, worn out, and require frequent maintenance. The doors do not have necessary safety stops – replacement is most cost effective option
- d) The living quarters have air quality issues; a ventilation and air exchange system needs to be designed and implemented.
  - o Installed air-tight door to living quarters. However, a proper air exchange system is required to provide adequate air quality to living quarters.
- e) The living quarters require the addition of second egress. A steel landing and staircase on the exterior North face of the building is preferable.
  - o The lack of a secondary egress is a safety issue and a code violation.
  - o Current area does not provide for adequate privacy.
- f) Replace VAT floors. (approximately 500 square feet)
  - o The tiles are old and worn, and include asbestos.

#### **2. Fire Station Three (85 Route 130 – \$145,000 estimate)**

- a) The living quarters need to be improved.
- b) There is no insulation of the exterior walls in the living quarters, (concrete block walls need to be furred out and insulation installed under sheetrock) the air quality is poor and requires a ventilation and air exchange system.
  - o Building is cold and inefficient to heat and cool due to lack of insulation, and a proper air exchange system is required to provide adequate air quality to living quarters.
- c) The roof should be replaced.
  - o The roof is nearing the end of its useful life.

#### **3. Police Station (117 Route 6A – \$200,000 estimate)**

- a) The exterior trim fascia and gutters require replacement (All trim boards will be Azek composite lumber wood gutters will be replaced with aluminum Gutters)

- Trim is rotted. Gutters are rotted.
- b) Windows require replacement (all windows should be double paned vinyl clad to eliminate air infiltration)
  - Original windows. Worn out. Trim is rotted. Not energy efficient.
- c) Masonry requires pointing in interior and exterior locations due to settling.
  - Bricks are cracked due to settling. Mortar joints are deteriorating.
- d) The exterior wood siding needs paint
  - Exterior needs paint.
- e) Cell block area and women's cell needs to be upgraded to meet current standards to be certified for use.

**4. Jan Sebastian Drive Town Office (16 Jan Sebastian Drive - \$60,000 estimate)**

- a) Five exterior doors need replacement (insulated steel doors will be required)
  - Doors are poor material, worn out, rusted, are not air-tight, not energy efficient.
- b) Approximately 20 windows should be replaced (all windows should be double paned vinyl clad to eliminate air infiltration)
  - Original windows. Worn out. Not energy efficient.
- c) Exterior trim will require replacement with Azek composite lumber
  - Trim is rotted.

**5. Human Services Building (270 Quaker Meetinghouse Road - \$120,000 estimate)**

- a) 26 windows, 6 exterior doors, and associated trim (interior and exterior) need replacement and paint (all exterior trim that is replaced will be Azek composite lumber; all windows should be double paned vinyl clad to eliminate air infiltration)
  - Doors are poor material, worn out, rusted, are not air-tight, not energy efficient.
  - Windows are original, broken, worn-out, and inefficient.
- b) A central station fire and security alarm needs to be provided.
  - Safety and code concern.

**6. DPW Building (500 Route 130 - \$140,000 estimate)**

- a) The steel building exterior requires paint; rubber roof should be inspected for replacement recommendations.
  - Exterior is rusted, worn, and needs repair and painting.
- b) The two waste oil heating systems in the garage should be consolidated and sized as one unit and installed to take advantage of the waste oil and used to heat the truck bays.
  - Current systems are broken and require frequent maintenance.

7. **Sandwich Public Library (142 Main Street - \$380,000 estimate)**
  - a) Replacement of the air handling unit in the 1911/1965 building, capable of servicing 10,000 square feet, with 5 zones and hot and cold deck.
    - o Base of unit is rusted out. Frequent repairs required.
  
8. **Forestdale School (151 Route 130 - \$1,240,000 estimate)**
  - a) Asphalt shingled roof needs replacing
  - b) Windows broken & many inoperable – replace springs
    - o Current roofs have exceeded their useful life. Roofs leak.
    - o Windows are broken, and cannot be opened by staff. Building does not have central A/C.
  
9. **Oak Ridge School (260 Quaker Meetinghouse Road - \$1,240,000 estimate)**
  - a) Asphalt shingled roof needs replacing
  - b) Windows broken & many inoperable – replace springs
    - o Current roofs have exceeded their useful life. Roofs leak.
    - o Windows are broken, and cannot be opened by staff. Building does not have central A/C
  
10. **Sandwich Hollows Club House (1 Round Hill Road - \$300,000 estimate)**
  - a) Construct ADA compliant elevator & restrooms
    - o Top floor of building does not meet ADA accessibility requirements.
    - o SHGC has hired and paid for architect and engineer to fully design elevator and accessible restrooms and complete construction documents
  
11. **Other Buildings, Costs, & Related Repairs / Improvements**
  - a) The cost estimating report identified more than \$26 million in recommended repairs and maintenance issues for dozens of Town and School buildings. In the event funding exists after the above-referenced repairs are made, additional work as deemed necessary will be completed. It should also be noted that all work needs to be publicly bid and recent experience has shown that bids come in different than the estimated amounts – some higher, some lower. Finally, based on past experience, it is also expected that as work is completed and building envelopes opened, unforeseen work may be identified as needing immediate repair.
  - b) The remaining amount requested reflects the required expense of hiring a project manager (**\$150,000**), an inflation amount (**\$300,000**) on the cost estimates considering a realistic timeframe when work will actually be completed, and a public safety study (**\$100,000**) to help address a future joint public safety building, including how many fire sub-stations would be needed with a centrally located headquarters.

## 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.

**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'04 fiscal year is from July 1, 2003 to June 30, 2004.

**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.

**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

Rank	Type of Motion	2nd Req'd.	May Debate	May Amend	Vote Req'd.	May Recons.	May Interrupt
	<b>MAIN MOTIONS</b>						
None	Main Motion	Yes	Yes	Yes	Varies	Yes	No
Same	Reconsider or Rescind	Yes	Same	No	Majority	No	No
None	Take from the Table	Yes	No	No	Majority	No	No
None	Advance an Article	Yes	Yes	Yes	Majority	Yes	No
	<b>PRIVILEGED MOTIONS</b>						
1	Dissolve or Adjourn	Yes	No	No	Majority	No	No
	Adjourn to Fixed						
2	Time/Recess	Yes	Yes	Yes	Majority	No	No
3	Point of No Quorum	No	No	No	None	No	No
4	Fix the Time to Adjourn	Yes	Yes	Yes	Majority	Yes	No
5	Question of Privilege	No	No	No	None	No	Yes
	<b>SUBSIDIARY MOTIONS</b>						
6	Lay on the Table	Yes	No	No	2/3	Yes	No
7	The Previous Question	Yes	No	No	2/3	No	No
8	Limit or Extend Debate	Yes	No	No	2/3	Yes	No
9	Postpone to Time Certain	Yes	Yes	Yes	Majority	Yes	No
10	Commit or Refer	Yes	Yes	Yes	Majority	Yes	No
11	Amend (or Substitute)	Yes	Yes	Yes	Majority	Yes	No
12	Indefinitely Postpone	Yes	Yes	No	Majority	Yes	No
	<b>INCIDENTAL MOTIONS</b>						
Same	Point of Order	No	No	No	None	No	Yes
Same	Appeal	Yes	Yes	No	Majority	Yes	No
Same	Division of a Question	Yes	Yes	Yes	Majority	No	No
Same	Separate Consideration	Yes	Yes	Yes	Majority	No	No
Same	Fix the Method of Voting	Yes	Yes	Yes	Majority	Yes	No
Same	Nominations to Committee	No	No	No	Plurality	No	No
Same	Withdraw or Modify Motion	No	No	No	Majority	No	No
Same	Suspension of Rules	Yes	No	No	2/3*	No	No

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

Source: Town Meeting Time, 3rd Edition

# TOWN OF SANDWICH TALENT BANK

## *Serve Your Community*

Town Government needs citizens who are willing to give time in the service of their community. The Talent Bank was adopted by the Board of Selectmen as a means of compiling names of citizens who are willing voluntarily serve on boards, committees, and as resource people. Names in this file are available for use by the public as well as the Selectmen and all Town offices.

Talent Bank files are being updated to include categories consistent with the changing needs of the Town of Sandwich. Please complete the questions listed below, indicate your areas of interest, and either drop the form off at Town Hall or send it to:

Town of Sandwich Talent Bank  
Sandwich Town Hall  
130 Main Street  
Sandwich, MA 02563

Name: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation / Background / Experience: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### LIST ORDER OF PREFERENCE:

<input type="checkbox"/> Beach Committee	<input type="checkbox"/> Econ. Develop. Comm.	<input type="checkbox"/> Personnel Board
<input type="checkbox"/> Board of Health*	<input type="checkbox"/> Energy Committee	<input type="checkbox"/> Planning Board*
<input type="checkbox"/> Cape Cod Commission	<input type="checkbox"/> Emergency Management	<input type="checkbox"/> Recreation Committee
<input type="checkbox"/> Capital Planning Comm.**	<input type="checkbox"/> Finance Committee**	<input type="checkbox"/> Sandwich Cultural Council
<input type="checkbox"/> Communications Technology	<input type="checkbox"/> Golf Advisory Comm.	<input type="checkbox"/> Sandwich Housing Authority*
<input type="checkbox"/> Conservation Comm.	<input type="checkbox"/> Historic District Comm.*	<input type="checkbox"/> Sandwich Historical Commission
<input type="checkbox"/> Council on Aging	<input type="checkbox"/> Library Trustees*	<input type="checkbox"/> Zoning Board of Appeals
<input type="checkbox"/> Disabilities Commission	Other: _____	

\* = Elected

\*\* = Appointed by Moderator