

# TOWN OF SANDWICH

THE OLDEST TOWN ON CAPE COD

130 MAIN STREET  
SANDWICH, MA 02563

TEL: 508-888-4910 AND 508-888-5144

FAX: 508-833-8045

E-MAIL: [selectmen@townofsandwich.net](mailto:selectmen@townofsandwich.net)

E-MAIL: [townhall@townofsandwich.net](mailto:townhall@townofsandwich.net)



BOARD OF  
SELECTMEN

TOWN  
MANAGER

## SANDWICH BOARD OF SELECTMEN AGENDA WITH SCHOOL COMMITTEE & FINANCE COMMITTEE

December 3, 2015 – 7:00 P.M.

Sandwich Town Hall – 130 Main Street

1. Convene Meeting & Pledge of Allegiance
2. Review & Approval of Minutes
3. Public Forum (*15 Minutes*)
4. Town Manager Report
5. Correspondence / Statements / Announcements / Future Items / Follow-up (*10 Minutes*)
6. Staff Meeting (*90 Minutes*)
  - Public Hearings:
    - 7:15 P.M. Liquor License – Change in Description of Premises – Merchants Square Liquors, 8 Merchants Road, Unit #1 – John Santoro, Manager
    - 7:25 P.M. Class II Used Car Dealer's License – 276 Cotuit Road, Juliano Santos, Owner
  - Joint Meeting of Board of Selectmen, School Committee, Finance Committee:
    - FY'16 & FY'17 Budget Overview
    - State School Foundation Budget & Net School Spending
    - New Positions
    - Potential UCCRVTS Expansion Plans
    - Other Matters Not Reasonably Anticipated by the Chairman
  - 8:30 P.M. Public Hearing: FY'16 Classification Workshop – Dir. of Assessing Ed Childs
  - Linell Grundman – Barnstable County Substance Abuse Council Update
7. Old Business (*10 Minutes*)
  - Recommended Appointments to Bikeways & Pedestrian Committee
  - Planned Police Department Reorganization
  - Other Matters Not Reasonably Anticipated by the Chairman
8. New Business (*5 Minutes*)
  - Annual Liquor License Renewals
  - Other Matters Not Reasonably Anticipated by the Chairman
9. Public Forum (*15 Minutes*)
10. Closing Remarks
11. Adjournment

**NEXT MEETING:** Thursday, December 17, 2015, 7:00 P.M., Town Hall

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BOARD OF  
SELECTMEN

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TOWN  
MANAGER

## SANDWICH BOARD OF SELECTMEN

### PUBLIC HEARING

#### REVISED TIME

In accordance with M.G.L. Ch. 138, the Sandwich Board of Selectmen will hold a public hearing on Thursday, December 3, 2015 at 7:15 p.m. in the Sandwich Town Hall, 130 Main Street, Sandwich to consider the application of John J. Santoro, LLC d/b/a Merchants Square Liquor to change the description of the licensed premises to include the addition of a 819 square foot second story storage area. Anyone wishing to be heard on the subject will be afforded an opportunity at that time.

Frank Pannorfi, Chairman  
Board of Selectmen

The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
239 Causeway Street  
Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

PETITION FOR CHANGE OF LICENSE

107400037  
ABCC License Number

Sandwich  
City/Town

The licensee John J Santoro LLC D/B/A Merchant's Signature respectfully petitions the Licensing Authorities to approve the following transactions:

- Change of Manager
- Pledge of License/Stock
- Change of Corporate Name/DBA
- Change of License Type (§12 ONLY, e.g. "club" to "restaurant")
- Alteration of Premises
- Cordial & Liqueurs
- Change of Location

Change of Manager

Last-Approved Manager:

Requested New Manager:

Pledge of License /Stock

Loan Principal Amount: \$  Interest Rate:

Payment Term:  Lender:

Change of Corporate Name/DBA

Last-Approved Corporate Name/DBA:

Requested New Corporate Name/DBA:

Change of License Type

Last-Approved License Type:

Requested New License Type:

Alteration of Premises: (must fill out financial information form)

Description of Alteration:

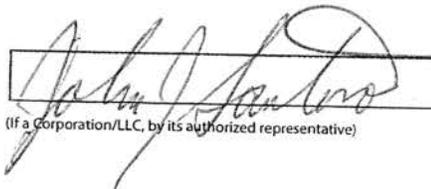
Add Second Story for Storage

Change of Location: (must fill out financial information form)

Last-Approved Location:

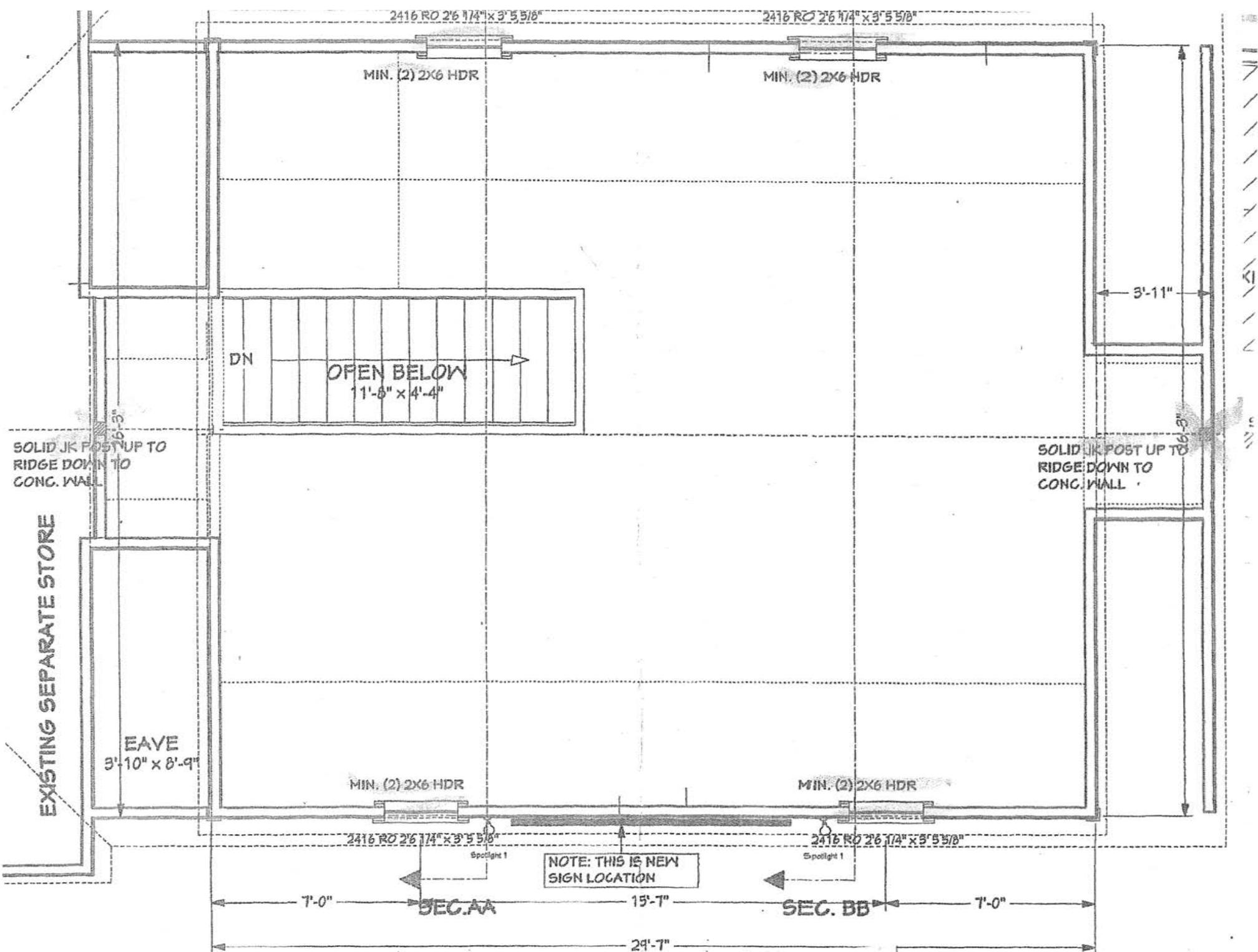
Requested New Location:

Signature of Licensee

  
(If a Corporation/LLC, by its authorized representative)

Date Signed

10/27/15



**SECOND FLOOR PLAN**  
LIVING AREA



TOWN OF SANDWICH  
Supplemental Application for Class II License

Applicant Name: Juliano P. Santos  
Business Name: JP Auto Wholesalers  
Business Address: 276 Cotuit Rd, Sandwich, MA  
Business Telephone: (508) 367-8880

1. Is the occupation of selling used cars your principal business? (Yes or No)

If no, what is your primary business? \_\_\_\_\_

2. Are you applying for a Class II license for the purposes of operating a retail or wholesale used car business? yes

3. Do you intend to apply for a Dealer's General Registration plate through the Registry of Motor Vehicles? (Yes or No)

4. Please provide a complete description of the business operations planned for the proposed licensed location.

The business operations planned for 276 Cotuit Rd will be purchasing cars from private parties, eBay, craigslist + other private people internet sites + then selling the cars at the auction.

5. Please describe the current use of the property and buildings (i.e., residence w/ home occupation, commercial, etc.) to be used for the proposed licensed activity. Do you plan to operate the proposed business from a separate and distinct facility? (Please explain)

276 Cotuit Rd is currently our personal home

7. Give a complete description of all the premises to be used for the purpose of carrying on the business.

I am going to be buying cars from Craigslist, EBay, and the street from private people and then sell the cars at the auction

8. Are you a recognized agent of a motor vehicle manufacturer? NO (Yes or No)

If so, state name of manufacturer \_\_\_\_\_

9. Have you a signed contract as required by Section 58, Class 1? NO (Yes or No)

10. Have you ever applied for a license to deal in second hand motor vehicles or parts thereof? NO (Yes or No)

If so, in what city — town \_\_\_\_\_

Did you receive a license? \_\_\_\_\_ (Yes or No) For what year? \_\_\_\_\_

11. Has any license issued to you in Massachusetts or any other state to deal in motor vehicles or parts thereof ever been suspended or revoked? No (Yes or No)

Sign your name in full \_\_\_\_\_ (Duly authorized to represent the concern herein mentioned)

Residence \_\_\_\_\_

**IMPORTANT**

EVERY QUESTION MUST BE ANSWERED WITH FULL INFORMATION, AND FALSE STATEMENTS HEREIN MAY RESULT IN THE REJECTION OF YOUR APPLICATION OR THE SUBSEQUENT REVOCATION OF YOUR LICENSE IF ISSUED.

NOTE: If the applicant has not held a license in the year prior to this application, he must file a duplicate of the application with the registrar. (See Sec. 59)

11-07-2015, 1835 hours, conducted a background investigation Juliano P. Santos. Mr. Santos has applied for a CLASS II auto dealer's license.

At this point in the process, I have two concerns.

1: The application packet does not have any paperwork regarding the obtaining of a bond as required by the statute.

2: The applicant states that the business will be operated from his residence. I feel the zoning of the location needs to be checked by the appropriate town department.

**SELECTMEN'S OFFICE INTERDEPARTMENTAL ADVISORY FORM**

**Owner/Applicant = Juliano P. Santos, JP Auto Wholesalers**

**Location - 276 Cotuit Road, Sandwich**

**Date - November 5, 2015**

**Request for new Class II Used Car Dealer's License**

**POLICE -** \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

**FIRE** \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

**BOARD OF HEALTH** \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

**INSPECTIONS**  Approve \_\_\_\_\_ Disapprove

Remarks *OK for application*

*as prepared*

*[Signature]* \_\_\_\_\_  
Signature (Date) *11-6-15*

**PLANNING/ZONING** \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

**FY'17 BUDGET MEETING**  
**BOARD OF SELECTMEN, SCHOOL COMMITTEE, FINANCE COMMITTEE**

December 3, 2015

**Index of Attachments:**

1. Proposed Timeline for FY'17 Budget with Town Charter Budget Language
2. FY'16 Budget Approved at Annual Town Meeting
3. FY'16 Budget Amended to Reflect "Final" FY'16 State Budget
4. Assumptions for Future Budget Planning Projections
5. FY'17 Draft Budget Using Long-Term Assumptions
6. FY'16 Free Cash Certification from State Department of Revenue – 11.10.15
7. FY'17 Draft Budget Using Certified Free Cash Amount
8. Excerpts from Foundation Budget Review Commission Report – 10.30.15
9. FY'15 School Year-End Report – Relevant Net School Spending Pages
10. Ch. 70 Trends Report – Sandwich Public Schools
11. Ch. 70 Trends Report – Upper Cape Cod Regional Vocational Technical School
12. Ch. 70 Trends Report – State Total
13. Potential UCCRVTs Expansion Plans



### PROPOSED TIMELINE FOR FY'17 BUDGET

Nov. – Dec. 2015	Town Manager Discusses General Budget Process with Board of Selectmen & Finance Committee
When Certified	Town Manager & Superintendent of Schools Meet to Discuss Free Cash Certification, Current Enrollment Figures, Estimates for Upcoming Budget
December 2015	Selectmen Issue FY'17 Budget Parameters, Timeframes, Etc. to School Committee & Town Manager (Likely Meeting Date = December 3, 2014)
February 1, 2016	Town Manager Submits Proposed General Government Budget to Selectmen & Finance Committee
February 1, 2016	School Committee Submits Proposed School Department Budget to Selectmen & Finance Committee
February 2016	Town Manager Finalizes Capital Budget Recommendation to Capital Improvement Planning Committee
February 11 or 18, 2016	Selectmen Hold Public Hearing on FY'17 Budget
March 2016	Capital Improvement Planning Committee Submits Capital Budget to Selectmen & Finance Committee
February 25, 2016	Selectmen Submit FY'17 Budget Recommendation to Finance Committee
March 30, 2016	Finance Committee Votes on Final Budget Recommendation to Selectmen ( <u>Note</u> : Warrant needs to be finalized by April 8, 2016)
April 15 or 22, 2016	Selectmen Hold Public Hearing on FY'17 Budget
May 2, 2016	Annual Town Meeting & Vote on FY'17 Budget



**SANDWICH TOWN CHARTER**

**ARTICLE VII  
FINANCIAL PROVISIONS AND ADMINISTRATION**

**Section 7.1 SUBMISSION OF BUDGET AND BUDGET MESSAGE**

(a) The town manager and school superintendent shall meet within 10 business days of state certification of surplus revenue or finalization of October 1 enrollment, whichever occurs later. Within 10 business days of that meeting, the town manager and school superintendent shall submit a draft budget in a mutually agreed format to the board of selectmen, school committee and finance committee.

(b) Annually, before November 1, the town manager shall establish and issue a budget schedule that shall set forth the calendar dates for developing the annual budget for the next fiscal year.

(c) On or before December 15, the board of selectmen shall meet in joint session with the school committee. At this meeting, the board of selectmen shall set guidelines for the preparation of the annual budget.

(d) On or before February 1, the town manager and school committee shall each submit to the board of selectmen and Finance Committee a proposed line item budget and accompanying message.

(e) The budget shall provide a complete financial plan of all town funds and activities, including details on debt and debt service, anticipated income, and proposed expenditures. The budget shall include proposals for capital improvements for the next 5 years. The budget message shall begin with a clear general summary of its content and explain in both fiscal terms and program objectives, proposed expenditures for each department, capital expenditures, and the projected tax rate.

(f) The board of selectmen shall review the proposed town budget and refer it, including the school department budget and recommendations, to the finance committee, on or before March 1.

(g) After the annual town meeting, but before June 15, the board of selectmen shall meet in joint session with the finance committee to review the assumptions used to project budgets for the next 2 fiscal years. If necessary, the board of selectmen shall vote to reset any of those assumptions.

**Section 7.3 PUBLIC NOTICE AND PUBLIC HEARING**

(a) The finance committee shall, within 60 days following the submission of the draft budget by the town manager, review the proposed budget and return it to the board of selectmen with its recommendations.

(b) The board of selectmen shall conduct at least 2 public hearings. The first shall be held in February to consider budget matters generally and notice of the time, date and place therefor shall be posted in town hall and on the town website and published in a daily newspaper of general circulation in the Town.

An additional public hearing shall be held prior to town meeting on the proposed budget, including the school budget and finance committee recommendations. Notice of such hearing shall be published as described above and included: the times and places where copies of the message and budget are available for inspection by the public.

**Section 7.4 BUDGET ADOPTION**

Town meeting shall adopt the annual operating budget, with or without amendments, before the beginning of the fiscal year.

**Section 7.5 ANNUAL AUDIT**

At the close of each fiscal year, and at such times as it may be deemed necessary, the board of selectmen shall cause an independent audit to be made of all accounts of the town by a certified public accountant. The certified public accountant so selected shall have no personal interest, directly or indirectly, in the financial affairs of the town or any of its offices. Upon completion of the audit, the results in a summary form, shall be placed on file in the town clerk's office and on the town website as a public record and in the sandwich public library for public information.

**Section 7.6 EMERGENCY APPROPRIATIONS, REDUCTIONS, and TRANSFERS**

Any and all emergency appropriations, reductions and transfers shall be made in accordance with the General Laws and the town by-laws.



PROJECTED REVENUES AND EXPENSES - FY'16

REVENUES

<u>FY'16 Tax Levy:</u>		
FY'15 Levy Limit	52,158,738	
2.5% Increase	1,303,968	
Est. New Growth	525,000	
Excess Levy Reserve Est.	0	
Overrides / Exclusions	0	
County Assess. Outside 2.5: CCC	162,847	
Debt Outside 2.5 (- Non-Levy & SBA)	1,022,577	55,173,130
 <u>Other Revenue:</u>		
Land Bank / CPA Debt	1,488,038	
Marina Debt	210,000	
Mass. School Building Authority Funds	1,279,534	
State Aid: Discretionary (-9.05%)	1,886,891	
State Ch. 70 Aid: School (0.00%)	6,665,593	
Est. Local Receipts (Includes Meals Tax)	4,400,000	
Surplus Revenue / Free Cash	1,741,440	
Overlay Release	100,000	
Transfer from Stabilization Fund	0	<u>17,771,496</u>
 <b>Total Estimated Revenues</b>		 72,944,626

EXPENSES

<u>ReCap Sheet Items:</u>		
State Assess: Tuition Assess (1.67%)	3,100,000	
State Assess: All Other (3.00%)	541,128	
Abatements / Overlay	400,000	
FY'15 Snow & Ice Deficit	400,000	4,441,128
 <u>Town Meeting Items:</u>		
Group Health Insur.+ Mitig. Plan (5.70%)	9,275,000	
County Retirement Assess. (5.38%)	3,147,347	
Property & Liability Insurance (1.82%)	840,000	
Medicare (1.96%)	600,000	
Unemployment Account	100,000	
Debt: Long Term	4,456,629	
Debt: Short Term	50,000	
Reserve Fund	500,000	
Capital Budget - Net	924,575	
Transfer to Stabilization Fund	200,000	
OPEB Trust Fund	100,000	20,193,551
 <u>Operating Budgets:</u>		
School Budget: Local (-1.56%)	24,250,000	
Ch. 70 (0.00%)	6,665,593	30,915,593
 UCCRVTS Budget (12.07%)		2,049,172
 General Gov't. Budget (4.25%)		<u>15,345,156</u>
 <b>Total Estimated Expenses</b>		 72,944,600

<b><u>Stabilization Fund Balance:</u></b>	
Actual Balance on 1/1/15:	1,022,450
Proposed Transfer From/To Stabilization Fund:	200,000
Projected Post ATM Balance:	<u>1,222,450</u>

**ESTIMATED FY'16 BUDGET BALANCE**

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PROJECTED REVENUES AND EXPENSES - FY'16

REVENUES

<u>FY'16 Tax Levy:</u>		
FY'15 Levy Limit	52,158,738	
2.5% Increase	1,303,968	
Est. New Growth	525,000	
Excess Levy Reserve Est.	0	
Overrides / Exclusions	0	
County Assess. Outside 2.5: CCC	162,847	
Debt Outside 2.5 (- Non-Levy & SBA)	1,022,577	55,173,130
<u>Other Revenue:</u>		
Land Bank / CPA Debt	1,488,038	
Marina Debt	210,000	
Mass. School Building Authority Funds	1,279,534	
State Aid: Discretionary (-7.44%)	2,002,190	
State Ch. 70 Aid: School (1.12%)	6,740,018	
Est. Local Receipts (Includes Meals Tax)	4,400,000	
Surplus Revenue / Free Cash	1,741,440	
Overlay Release	100,000	
Transfer from Stabilization Fund	0	<u>17,961,220</u>
<b>Total Estimated Revenues</b>		<b>73,134,350</b>

EXPENSES

<u>ReCap Sheet Items:</u>		
State Assess: Tuition Assess (7.00%)	3,265,743	
State Assess: All Other (2.20%)	536,879	
Abatements / Overlay	400,000	
FY'15 Snow & Ice Deficit	400,000	4,602,622
<u>Town Meeting Items:</u>		
Group Health Insur.+ Mitig. Plan (5.70%)	9,275,000	
County Retirement Assess. (5.38%)	3,147,347	
Property & Liability Insurance (1.82%)	840,000	
Medicare (1.96%)	600,000	
Unemployment Account	100,000	
Debt: Long Term	4,456,629	
Debt: Short Term	50,000	
Reserve Fund	500,000	
Capital Budget - Net	924,575	
Transfer to Stabilization Fund	200,000	
OPEB Trust Fund	100,000	20,193,551
<u>Operating Budgets:</u>		
School Budget: Local (-1.56%)	24,250,000	30,990,018
Ch. 70 (1.12%)	6,740,018	2,049,172
UCCRVTS Budget (12.07%)		<u>15,345,156</u>
General Gov't. Budget (4.25%)		73,180,519
<b>Total Estimated Expenses</b>		<b>-46,169</b>

<b>Stabilization Fund Balance:</b>	
Actual Balance on 1/1/15:	1,022,450
Proposed Transfer From/To Stabilization Fund:	200,000
Projected Post ATM Balance:	1,222,450

ESTIMATED FY'16 BUDGET BALANCE

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**REVENUES**

**FY'16 Assumptions**

**Future Assumptions (FY'17 & Beyond...)**

Tax Levy:

Tax Levy	Actual / Est. from Prior Year	Same
2.5% Increase	2.5% Allowed by Law	Same
Estimated New Growth	\$500,000 Annually	Same
Excess Levy Reserve Est.	\$0 Planned; Use As-Needed	Same
Overrides / Exclusions	None Planned	Same; Exclusions Reviewed Annually
County Assess. Out 2.5: CCC	Increase 2.5% Annually	Same
Debt Outside 2.5 (- Non-Levy & SBAB)	Actual Debt Schedule & SBAB	Same

Other Revenue:

CPA Debt	Actual from Debt Schedule	Same
Mass. School Building Authority Funds	Actual Approved Amount	Same
State Aid: Discretionary	Level Funded (0%)	Annual Decrease of -7.5% Based on Recent State Budget History
State Ch. 70 Aid: School	Level Funded (0%)	Same
Estimated Local Receipts	\$4,300,000 (Incl. Meals Tax)	Same
Surplus Revenue: Certified	1,250,000	Same
Overlay Release	\$100,000	Same
Stabilization Fund Usage	TBD each FY	Same



**EXPENSES**

**FY'16 Assumptions**

**Future Assumptions (FY'17 & Beyond...)**

ReCap Sheet Items:

Tuition Assessments	10.0% Annual Increase	Same
County / State Assessments	3.0% Annual Increase	Same, but add \$50,000 in FY'17 for CCRTA Assessment
Abatements / Overlay / STCP	\$400,000 Annually; \$450,000 in Reval	Same

Town Meeting Items:

Group Health Insurance	5.0% Annual Increase	7.5% Annual Increase Based on Current Projections; Mitigation Plan
County Retirement Assessment	7.5% Annual Increase	Same
Property & Liability Insurance	2.5% Annual Increase	Same
Medicare	6.0% Annual Increase	Same
Unemployment Account	\$100,000 Annually	Same (may need to adjust annually based on operating budgets)
Debt: Long Term	Actual Debt Schedule	Same (with retiring debt reflected in actuals)
Debt: Short Term	\$50,000 Annually	Same
Reserve Fund	\$500,000 Annually	Same
Capital Budget	\$500,000 Annually	Same (but goal of appropriating more)
Transfer to Stabilization Fund	TBD each FY	Same
GASB 45 Appropriation	\$100,000 Annually	Same
Snow & Ice Deficit	\$150,000 Annually	Same

Operating Budgets:

School Budget - Local	3.0% Annual Increase	Same
- Ch. 70	Match Revenue Assumption	Same
UCCRVTS Budget	5.0% Annual Increase	7.5% Annual Increase
General Government Budget	3.0% Annual Increase	Same



PROJECTED REVENUES AND EXPENSES - FY'17

REVENUES

<u>FY'17 Tax Levy:</u>		
FY'16 Levy Limit	54,242,318	
2.5% Increase	1,356,058	
Est. New Growth	500,000	
Excess Levy Reserve Est.	0	
Overrides / Exclusions	0	
County Assess. Outside 2.5: CCC	166,918	
Debt Outside 2.5 (- Non-Levy & SBA)	971,991	57,237,285
 <u>Other Revenue:</u>		
Land Bank / CPA Debt	1,453,638	
Marina Debt	210,000	
Mass. School Building Authority Funds	1,279,534	
State Aid: Discretionary (-7.50%)	1,852,026	
State Ch. 70 Aid: School (0.00%)	6,740,018	
Est. Local Receipts (Includes Meals Tax)	4,400,000	
Surplus Revenue / Free Cash	1,250,000	
Overlay Release	100,000	
Transfer from Stabilization Fund	0	<u>17,285,216</u>
<b>Total Estimated Revenues</b>		<b>74,522,501</b>

EXPENSES

<u>ReCap Sheet Items:</u>		
State Assess: Tuition Assess (10.00%)	3,592,317	
State Assess: All Other (3.00%+CCRTA)	602,985	
Abatements / Overlay	400,000	
FY'16 Snow & Ice Deficit	150,000	4,745,302
 <u>Town Meeting Items:</u>		
Group Health Insur.+ Mitig. Plan (7.50%)	9,970,625	
County Retirement Assess. (7.50%)	3,383,398	
Property & Liability Insurance (2.50%)	861,000	
Medicare (6.00%)	636,000	
Unemployment Account	100,000	
Debt: Long Term	4,360,974	
Debt: Short Term	50,000	
Reserve Fund	500,000	
Capital Budget - Net	500,000	
Transfer to Stabilization Fund	0	
OPEB Trust Fund	100,000	20,461,997
 <u>Operating Budgets:</u>		
School Budget: Local (3.00%)	24,977,500	
Ch. 70 (0.00%)	6,740,018	31,717,518
UCCRVTS Budget (7.50%)		2,202,860
General Gov't. Budget (3.00%)		<u>15,805,511</u>
<b>Total Estimated Expenses</b>		<b>74,933,188</b>

<b><u>Stabilization Fund Balance:</u></b>	
Actual Balance on 7/1/15:	1,224,369
Proposed Transfer From/To Stabilization Fund:	0
Projected Post ATM Balance:	1,224,369

**ESTIMATED FY'17 BUDGET BALANCE** -410,687





**Dunham, George**

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**From:** recapdata@dor.state.ma.us  
**Sent:** Tuesday, November 10, 2015 12:03 PM  
**To:** Childs, Ed; Assessing - for Ed Only; Dunham, George; Town Hall; Pierce, Jim; jgkesquire@comcast.net; Spahr, Mimi; O'Neill, Phyllis; Vitacco, Ralph; James, Susan; Jennings, William; dlsitgroup@dor.state.ma.us  
**Subject:** Freecash Approval Notification for Sandwich  
**Attachments:** Sandwich FC 6-30-15.pdf

**Massachusetts Department of Revenue Division of Local Services**  
Mark Nunnally, Commissioner of Revenue  
Sean R. Cronin, Senior Deputy Commissioner of Local Services

Tuesday, November 10, 2015

Marilyn Spahr  
Town Accountant  
Town of Sandwich

**Re: NOTIFICATION OF FREE CASH APPROVAL - Sandwich**

Based upon the unaudited balance sheet submitted, I hereby certify that the amount of available funds or "free cash" as of July 1, 2015 for the Town of Sandwich is:

General Fund		\$ 1,763,451
Golf Enterprise Fund	Enterprise Fund	\$ 473,745
Transfer Station Enterprise	Enterprise Fund	\$ 863,424

This certification is in accordance with the provisions of G. L. Chapter 59, §23, as amended.

Certification letters will be e-mailed to the mayor/manager, board of selectmen, prudential committee, finance director and treasurer immediately upon approval, provided an e-mail address is reported in DLS' Local Officials Directory. Please forward to other officials that you deem appropriate.

Sincerely,

Anthony A. Rassias  
Deputy Director of Accounts

cc: [echilds@townofsandwich.net](mailto:echilds@townofsandwich.net); [assessing@townofsandwich.net](mailto:assessing@townofsandwich.net); [gdunham@townofsandwich.net](mailto:gdunham@townofsandwich.net); [townhall@townofsandwich.net](mailto:townhall@townofsandwich.net); [hawkeyejw@aol.com](mailto:hawkeyejw@aol.com); [jgkesquire@comcast.net](mailto:jgkesquire@comcast.net); [mispahr@townofsandwich.net](mailto:mispahr@townofsandwich.net); [poneill@townofsandwich.net](mailto:poneill@townofsandwich.net); [vitaccora@aol.com](mailto:vitaccora@aol.com); [srjames46@gmail.com](mailto:srjames46@gmail.com); [wjennings@townofsandwich.net](mailto:wjennings@townofsandwich.net); [dlsitgroup@dor.state.ma.us](mailto:dlsitgroup@dor.state.ma.us)

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This email and any files transmitted with it are confidential and





PROJECTED REVENUES AND EXPENSES - FY'17

REVENUES

<u>FY'17 Tax Levy:</u>			
FY'16 Levy Limit	54,242,318		
2.5% Increase	1,356,058		
Est. New Growth	500,000		
Excess Levy Reserve Est.	0		
Overrides / Exclusions	0		
County Assess. Outside 2.5: CCC	166,918		
Debt Outside 2.5 (- Non-Levy & SBA)	971,991	57,237,285	
<u>Other Revenue:</u>			
Land Bank / CPA Debt	1,453,638		
Marina Debt	210,000		
Mass. School Building Authority Funds	1,279,534		
State Aid: Discretionary (-7.50%)	1,852,026		
State Ch. 70 Aid: School (0.00%)	6,740,018		
Est. Local Receipts (Includes Meals Tax)	4,400,000		
Surplus Revenue / Free Cash	1,763,451		
Overlay Release	100,000		
Transfer from Stabilization Fund	0	<u>17,798,667</u>	
<b>Total Estimated Revenues</b>		<b>75,035,952</b>	

EXPENSES

<u>ReCap Sheet Items:</u>			
State Assess: Tuition Assess (10.00%)	3,592,317		
State Assess: All Other (3.00%+CCRTA)	602,985		
Abatements / Overlay	400,000		
FY'16 Snow & Ice Deficit	150,000		4,745,302
<u>Town Meeting Items:</u>			
Group Health Insur.+ Mitig. Plan (7.50%)	9,970,625		
County Retirement Assess. (7.50%)	3,383,398		
Property & Liability Insurance (2.50%)	861,000		
Medicare (6.00%)	636,000		
Unemployment Account	100,000		
Debt: Long Term	4,360,974		
Debt: Short Term	50,000		
Reserve Fund	500,000		
Capital Budget - Net	500,000		
Transfer to Stabilization Fund	0		
OPEB Trust Fund	100,000		20,461,997
<u>Operating Budgets:</u>			
School Budget: Local (3.00%)	24,977,500		
Ch. 70 (0.00%)	6,740,018		31,717,518
UCCRVTS Budget (7.50%)			2,202,860
General Gov't. Budget (3.00%)			15,805,511
<b>Total Estimated Expenses</b>			<b>74,933,188</b>

<b>Stabilization Fund Balance:</b>	
Actual Balance on 7/1/15:	1,224,369
Proposed Transfer From/To Stabilization Fund:	0
Projected Post ATM Balance:	1,224,369

**ESTIMATED FY'17 BUDGET BALANCE** 102,764

Revenue & Expense Items Most Likely to Change =



8

# Foundation Budget Review Commission

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*Final Report*

October 30, 2015

8

# Foundation Budget Review Commission Membership

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## Commission Chairs

Senator Sonia Chang-Díaz, *Senate Chair of the Joint Committee on Education*

Representative Alice H. Peisch, *House Chair of the Joint Committee on Education*

## Commission Members

Tom Moreau, *Secretary of Education Designee*

Commissioner Mitchell D. Chester, *Department of Elementary & Secondary Education*

Commissioner Tom Weber, *Department of Early Education & Care*

Representative Michael Moran, *Speaker of the House Designee*

Senator Patricia Jehlen, *Senate President Designee*

Representative Kimberly Ferguson, *House Minority Leader Designee*

Edward Moscovitch, *Senate Minority Leader Designee*

Paul Reville, *Governor Designee*

Evan Ross, *House Ways & Means Chair Designee*

Senator Sal DiDomenico, *Senate Ways & Means Chair Designee*

Mayor Kevin Dumas, *Massachusetts Municipal Association Appointee*

Joe Esposito, *Massachusetts Business Alliance for Education Appointee*

Patrick Francomano, *Massachusetts Association of School Committees Appointee*

Mary Bourque, *Massachusetts Association of School Superintendents Appointee*

Barbara Madeloni, *Massachusetts Teachers Association Appointee*

John Coleman Walsh, *American Federation of Teachers Massachusetts Appointee*

John Lafleche, *Massachusetts Association of Vocational Administrators Appointee*

Michael Wood, *Massachusetts Association of Regional Schools Appointee*

David Verdolino, *Massachusetts Association of School Business Officials Appointee*

## Advisory Members (non-voting)

Mary Frantz, *League of Women Voters of Massachusetts Appointee*

Luc Schuster, *Massachusetts Budget and Policy Center Appointee*

JD Chesloff, *Massachusetts Business Roundtable Appointee*

Jennifer Francioso, *Massachusetts Parent Teacher Association Appointee*

Carolyn Ryan, *Massachusetts Taxpayers Foundation Appointee*

Jason Williams, *Stand for Children Massachusetts Appointee*

Chris Martes, *Strategies for Children Appointee*

## Commission Staff

Jennie Williamson, *Research Director of the Joint Committee on Education*

Nathanael Shea, *Chief of Staff in the Office of Senator Sonia Chang-Díaz*

David Bunker, *Staff consultant to the Commission*

# Overview

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## Mission

Sections 124 and 278 of the FY15 State Budget established the Foundation Budget Review Commission (Commission) to “determine the educational programs and services necessary to achieve the commonwealth’s educational goals” and to “review the way foundation budgets are calculated and to make recommendations for potential changes in those calculations as the commission deems appropriate.” In conducting such review, the Commission was charged with determining “the educational programs and services necessary to achieve the commonwealth’s educational goals and to prepare students to achieve passing scores on the Massachusetts Comprehensive Assessment System examinations.” The statute also directed the Commission to “determine and recommend measures to promote the adoption of ways in which resources can be most effectively utilized and consider various models of efficient and effective resource allocation.” In the FY16 State Budget, the Commission was granted an extension until November 1, 2015 to finish its work, and issue a final report.

The members of the Commission approached their work in the spirit of those who originally proposed the Education Reform Act of 1993, and the many from the educational, business, philanthropic, governmental, and civic communities who have advanced its work in a bipartisan and collaborative way since then. We are convinced that providing a high quality education to every student within the Commonwealth regardless of wealth, income, educational background, or zip code is not only a matter of constitutional obligation but of generational responsibility. It is not only the means by which our children grow into active participants in our democracy and productive members of our economy, but by which they are given the tools of self-reflection and personal growth that ensure happy, successful, and fulfilled lives that fully unlock their potential, utilize their skills, and realize their dreams. Massachusetts has made great strides since 1993 in realizing this kind of high quality public education. Indeed, on many metrics, the Commonwealth is the envy of many other states and industrialized countries. But reports from the field and the research community alike in recent years have suggested that the system is fiscally strained by the failure to substantively reconsider the adequacy of the foundation budget since 1993, and that the formula may need re-tooling to meet the needs of the 21st Century. Moreover, 22 years after the advent of education reform, the challenge we have not yet achieved desired results on is to deliver quality consistently to all geographies and all demographic groups across our state.

To meet these challenges, the Commission focused not only on identifying areas where the foundation budget and district spending might be poorly aligned or out-of-date, but asked questions about best practice, efficiency, and productivity, to ensure that gaps between foundation budget assumptions and actual spending were not simply filled because they existed, but were filled because exhaustive analysis showed that either maximum efficiencies had been sought, or that even maximizing efficiencies would not have allowed districts to fully close such gaps. The Commission also undertook its task recognizing that the Department of Elementary and Secondary Education (DESE) has, in recent years, consistent with both the original Education Reform Act, and subsequent amendments to the law, including the Achievement Gap Act of 2010, been ramping up efforts to hold districts and schools accountable for results, and to ensure that every effort is being made to identify, reduce, and eliminate remaining achievement gaps. It was a special moral and fiscal focus of the Commission’s, then, to make sure that the schools and districts most likely to be held accountable for bringing high-need students to proficiency, also had sufficient resources to meet those standards, and educate their high-needs populations to the same standards as other students by reviewing the adequacy and efficacy of the ELL and low-income rates in the formula.

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FY15 Net School Spending		School Committee	City or Town		Total
10	261 SANDWICH				
10	1. Administration (1000)	916,273	517,886	<FY15 Budget	1,434,159
11	2. Instruction (2000)	21,798,782	0	<FY15 Budget	21,798,782
12	3. Attendance-Health (3100, 3200)	477,022	0	<FY15 Budget	477,022
13	4. Food Services (3400)	0			0
14	5. Athletics/Student Activities/ Security (3500,3600)	693,022	0		693,022
15	6. Maintenance (4000)	2,847,138	0	<FY15 Budget	2,847,138
16	7. Employee Benefits (5100)	74,079	1,343,073		1,417,152
17	8. Insurance (5200)	0	6,043,784		6,043,784
18	9. Retired Employee Insurance (5250)	0	338,737		338,737
19	10. Rentals (5300)	0	0	<FY15 Budget	0
20	11. Short Term Interest RAN's (5400)	0	0		0
21	12. Tuition (9000)	2,486,892	2,903,040		5,389,932
22	13. Total School Spending (1 through 12)	29,293,208	11,146,520		40,439,728
23	14. School Revenues				
24	14a) FY15 School Revenues	0	0	<FY15 Budget	0
25	14b) FY15 Charter Reimbursement		273,640		273,640
26	14c) Subtotal, School Revenues (14a+14b)	0	273,640		273,640
27					
28	15. Net School Spending (13 - 14c)	29,293,208	10,872,880		40,166,088
29	16. FY15 Required Net School Spending				31,208,028
30	17. FY14 Carry-Over Into FY15				0
31	18. Total FY15 Requirement (16 + 17)				31,208,028
32	19. Unexpended Net School Spending (18 - 15)				0
33	20. Percent Unexpended (19 / 16)				0.00%
34	21. FY15 Carry-Over (19 or 5% of 16 or 0 if 17 > 0)				0
35	22. Penalty (19 - 21)				0



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Schedule 19 Annual School Budget 2014, 2015 and 2016

Estimated Expenditures by City/Town

210	General Administrative Services (1000) (line 7400, col 6)
211	Educational Media (2340, 2415) (line 7420, col 6)
212	Pupil Transportation (3300) (line 7440, col 6)
213	Operations and Maintenance (4000) (line 7450, col 6)
214	Extraordinary Maintenance (4300) (line 7460, col 6)
215	Employer Retirement Contributions (5100) (line 7470, col 6)
216	Insurance for Active Employees (5200) (line 7480, col 6)
217	Insurance for Retired School Employees (5250) (line 7490, col 6)
218	Other Non-Employee Insurance (5260) (line 7500, col 6)
219	Debt Service - Short-Term Interest RAN's (5400) (line 7515, col 6)
220	Short Term Interest-BAN's (5450) (line 7520, col 6)
221	Fixed Assets (7000) (line 7560, col 6)
222	Long-Term Debt Retirement/Sch Construction (8100) (line 7570, col 6)
223	Long-Term Debt Service/Sch Construction (8200) (line 7580, col 6)
224	Long-Term Debt Service/Educ and Other (8400, 8600) (line 7640, col 6)
225	Payments to Other Districts (9100, 9200, 9300) (lines 7645, 7665, & 7670, col 6)
226	School Choice/Charter Schools (9110 & 9120) (lines 7650, 7655, & 7660, col 6)
227	Payments to Collaboratives (9400) (line 7675, col 6)
228	Regional School Assessments (9500) (line 7680, col 6)
229	Total Expenditures by City/Town (line 7690, col 6)

FY13 EOY (FY14 Sch 19)	FY14 EOY (FY15 Sch 19)	FY15 EOY (FY16 Sch 19)	Chg FY15 Sch 19-FY16 Sch 19
510,606	517,886	560,573	8.24%
0	0	0	0.00%
0	0	0	0.00%
0	0	0	0.00%
175,000	0	59,766	100.00%
1,339,488	1,344,036	1,416,306	5.38%
5,950,000	6,037,500	6,422,500	6.38%
388,612	411,929	420,000	1.96%
660,000	618,750	630,000	1.82%
0	0	0	0.00%
0	0	0	0.00%
0	0	0	0.00%
1,310,000	1,425,000	1,505,000	5.61%
464,975	253,487	233,145	-8.02%
0	0	0	0.00%
1,407	817	3,230	295.35%
2,749,448	3,048,951	3,265,743	7.11%
0	0	0	0.00%
1,998,563	1,828,435	2,049,172	12.07%
15,548,099	15,486,791	16,565,435	6.96%



## Massachusetts Department of Elementary and Secondary Education Chapter 70 Trends

### 261 SANDWICH



	Foundation Enrollment	Pct Chg	Foundation Budget	Pct Chg	Required Local Contribution	Chapter 70 Aid	Pct Chg	Required		Actual Net School Spending	Pct Chg	Dollars Over/Under Requirement	Percent Over/Under
								Net School Spending (NSS)	Pct Chg				
FY06	3,965	-1.8	27,631,550	1.4	23,236,639	5,651,356	3.6	28,887,995	5.3	31,135,944	6.8	2,247,949	7.8
FY07	3,883	-2.1	28,541,824	3.3	23,538,127	6,229,598	10.2	29,767,725	3.0	32,294,719	3.7	2,526,994	8.5
FY08	3,758	-3.2	29,371,842	2.9	23,681,935	6,694,018	7.5	30,375,953	2.0	34,929,838	8.2	4,553,885	15.0
FY09	3,586	-4.6	29,341,478	-0.1	23,800,113	6,150,491	-8.1	29,950,604	-1.4	35,938,564	2.9	5,987,960	20.0
FY10	3,564	-0.6	30,244,193	3.1	24,197,825	6,735,852	9.5	30,933,677	3.3	36,347,652	1.1	5,413,975	17.5
FY11	3,589	0.7	29,670,857	-1.9	24,024,554	6,342,344	-5.8	30,366,898	-1.8	36,306,096	-0.1	5,939,198	19.6
FY12	3,374	-6.0	28,621,463	-3.5	24,051,894	6,376,393	0.5	30,428,287	0.2	36,535,353	0.6	6,107,066	20.1
FY13	3,310	-1.9	29,161,934	1.9	24,620,229	6,508,793	2.1	31,129,022	2.3	36,963,082	1.2	5,834,060	18.7
FY14	3,179	-4.0	28,830,810	-1.1	24,951,122	6,588,268	1.2	31,539,390	1.3	38,676,287	4.6	7,136,897	22.6
FY15	3,093	-2.7	28,304,004	-1.8	24,542,435	6,665,593	1.2	31,208,028	-1.1	40,703,944 *	5.2	9,495,916	30.1

**Dollars Per Foundation Enrollment**

	Foundation Budget	Ch 70 Aid	Actual NSS
FY06	6,969	1,425	7,853
FY07	7,350	1,604	8,317
FY08	7,816	1,781	9,295
FY09	8,182	1,715	10,022
FY10	8,486	1,890	10,199
FY11	8,267	1,767	10,116
FY12	8,483	1,890	10,828
FY13	8,810	1,966	11,167
FY14	9,069	2,072	12,166
FY15	9,151	2,155	13,160

**Percentage of Foundation**

	Ch 70	Required NSS	Actual NSS
FY06	20.5	104.5	112.7
FY07	21.8	104.3	113.1
FY08	22.8	103.4	118.9
FY09	21.0	102.1	122.5
FY10	22.3	102.3	120.2
FY11	21.4	102.3	122.4
FY12	22.3	106.3	127.7
FY13	22.3	106.7	126.8
FY14	22.9	109.4	134.1
FY15	23.5	110.3	143.8

**Chapter 70 Percent of Actual NSS**

FY06	18.2
FY07	19.3
FY08	19.2
FY09	17.1
FY10	18.5
FY11	17.5
FY12	17.5
FY13	17.6
FY14	17.0
FY15	16.4

\* Budgeted

To see earlier years back to FY93, unhide rows 10 to 22 and 36 to 48.

Foundation enrollment is reported in October of the prior fiscal year (e.g. FY15 enrollment = Oct 1, 2013 headcount).

Foundation budget is the state's estimate of the minimum amount needed in each district to provide an adequate educational program.

Required Net School Spending is the annual minimum that must be spent on schools, including carryovers from prior years.

Net School Spending includes municipal indirect spending for schools but excludes capital expenditures, transportation, grants and revolving funds.

Federal SFSF grants in FY09, FY10, FY11, and FY12 and federal Education Jobs grants in FY11, FY12 and FY13 are not included in these calculations. Net school spending is limited to Chapter 70 aid and appropriated local contributions. However, the SFSF and Education Jobs calculations were directly based upon the Chapter 70 formula and helped districts spend at foundation budget levels.

In FY09, this district received an SFSF grant of	\$722,827	In FY12 the combined SFSF/Ed Jobs amount was	489,852
In FY10, this district's SFSF grant entitlement was	\$0	In FY13 the Education Jobs amount was	0
In FY11, the combined SFSF and Educ Jobs entitlement was	\$483,233		





## Massachusetts Department of Elementary and Secondary Education Chapter 70 Trends

### 879 UPPER CAPE COD



	Foundation Enrollment	Pct Chg	Foundation Budget	Pct Chg	Required Local Contribution	Chapter 70 Aid	Pct Chg	Required Net School Spending (NSS)	Pct Chg	Actual Net School Spending	Pct Chg	Dollars Over/Under Requirement	Percent Over/Under
FY06	655	4.5	7,297,579	7.6	5,382,948	2,593,253	1.3	7,976,201	12.2	8,001,559	11.7	25,358	0.3
FY07	641	-2.1	7,871,760	7.9	6,175,413	2,762,062	6.5	8,937,475	12.1	8,973,455	12.1	35,980	0.4
FY08	647	0.9	8,334,135	5.9	6,672,582	2,884,730	4.4	9,557,312	6.9	9,574,069	6.7	16,757	0.2
FY09	670	3.6	9,055,851	8.7	7,109,422	2,747,270	-4.8	9,856,692	3.1	10,158,991	6.1	302,299	3.1
FY10	670	0.0	9,359,958	3.4	7,254,471	3,008,736	9.5	10,263,207	4.1	10,440,932	2.8	177,725	1.7
FY11	689	2.8	9,469,840	1.2	7,444,031	2,832,966	-5.8	10,276,997	0.1	10,652,563	2.0	375,566	3.7
FY12	692	0.4	9,659,521	2.0	7,711,247	2,848,175	0.5	10,559,422	2.7	11,382,275	6.9	822,853	7.8
FY13	664	-4.0	9,618,705	-0.4	7,624,553	2,874,735	0.9	10,499,288	-0.6	11,637,302	2.2	1,138,014	10.8
FY14	686	3.3	10,084,443	4.8	8,024,477	2,891,885	0.6	10,916,362	4.0	11,950,279	2.7	1,033,917	9.5
FY15	703	2.5	10,314,759	2.3	8,119,608	2,909,460	0.6	11,029,068	1.0	11,557,412 *	-3.3	528,344	4.8

**Dollars Per Foundation Enrollment**

	Foundation Budget	Ch 70 Aid	Actual NSS
FY06	11,141	3,959	12,216
FY07	12,280	4,309	13,999
FY08	12,881	4,459	14,798
FY09	13,516	4,100	15,163
FY10	13,970	4,491	15,583
FY11	13,744	4,112	15,461
FY12	13,959	4,116	16,448
FY13	14,486	4,329	17,526
FY14	14,700	4,216	17,420
FY15	14,672	4,139	16,440

**Percentage of Foundation**

	Ch 70	Required NSS	Actual NSS
FY06	35.5	109.3	109.6
FY07	35.1	113.5	114.0
FY08	34.6	114.7	114.9
FY09	30.3	108.8	112.2
FY10	32.1	109.7	111.5
FY11	29.9	108.5	112.5
FY12	29.5	109.3	117.8
FY13	29.9	109.2	121.0
FY14	28.7	108.2	118.5
FY15	28.2	106.9	112.0

**Chapter 70 Percent of Actual NSS**

FY06	32.4
FY07	30.8
FY08	30.1
FY09	27.0
FY10	28.8
FY11	26.6
FY12	25.0
FY13	24.7
FY14	24.2
FY15	25.2

\* Budgeted

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Required Net School Spending is the annual minimum that must be spent on schools, including carryovers from prior years.

Net School Spending includes municipal indirect spending for schools but excludes capital expenditures, transportation, grants and revolving funds.

Federal SFSF grants in FY09, FY10, FY11, and FY12 and federal Education Jobs grants in FY11, FY12 and FY13 are not included in these calculations. Net school spending is limited to Chapter 70 aid and appropriated local contributions. However, the SFSF and Education Jobs calculations were directly based upon the Chapter 70 formula and helped districts spend at foundation budget levels.

In FY09, this district received an SFSF grant of	\$322,869	In FY12, the combined SFSF/Ed Jobs amount was	118,568
In FY10, this district's SFSF grant entitlement was	\$0	In FY13, the Education Jobs amount was	0
In FY11, the combined SFSF and Educ Jobs entitlement was	\$192,995		



Massachusetts Department of Elementary and Secondary Education  
Chapter 70 Trends

999 STATE TOTAL



	Foundation Enrollment	Pct Chg	Foundation Budget	Pct Chg	Required Local Contribution	Chapter 70 Aid	Pct Chg	Required Net School Spending (NSS)		Actual Net School Spending	Pct Chg	Dollars Over/Under Requirement	Percent Over/Under
								Required	Actual				
FY06	955,486	-0.4	7,551,933,454	3.8	#####	3,288,603,062	3.3	7,988,990,015	3.5	9,031,484,761	5.2	1,042,494,746	13.0
FY07	951,287	-0.4	8,014,672,861	6.1	#####	3,505,192,039	6.6	8,399,194,818	5.1	9,517,716,420	5.4	1,118,521,601	13.3
FY08	949,580	-0.2	8,406,096,436	4.9	#####	3,725,343,327	6.3	8,728,682,766	3.9	9,978,220,111	4.8	1,249,537,345	14.3
FY09	944,224	-0.6	8,811,314,229	4.8	#####	3,536,496,064	-5.1	8,657,696,403	-0.8	10,062,456,334	0.8	1,404,759,931	16.2
FY10	940,985	-0.3	9,088,557,473	3.1	#####	3,869,526,145	9.4	9,132,909,041	5.5	10,398,293,771	3.3	1,265,384,730	13.9
FY11	938,333	-0.3	8,921,047,970	-1.8	#####	3,850,884,455	-0.5	9,172,639,502	0.4	10,581,836,319	1.8	1,409,196,817	15.4
FY12	937,307	-0.1	9,119,340,580	2.2	#####	3,990,228,732	3.6	9,420,891,979	2.7	10,875,258,087	2.8	1,454,366,108	15.4
FY13	934,763	-0.3	9,467,117,141	3.8	#####	4,170,667,652	4.5	9,780,978,100	3.8	11,276,650,306	3.7	1,495,672,206	15.3
FY14	938,083	0.4	9,711,217,585	2.6	#####	4,300,755,418	3.1	10,088,777,357	3.1	11,692,506,745	3.7	1,603,729,389	15.9
FY15	940,831	0.3	9,866,011,313	1.6	#####	4,400,237,013	2.3	10,273,785,376	1.8	12,191,597,408 *	4.3	1,917,812,032	19.0

Dollars Per Foundation Enrollment

	Foundation Budget	Ch 70 Aid	Actual NSS
FY06	7,904	3,442	9,452
FY07	8,425	3,685	10,005
FY08	8,852	3,923	10,508
FY09	9,332	3,745	10,657
FY10	9,659	4,112	11,050
FY11	9,507	4,104	11,277
FY12	9,729	4,257	11,603
FY13	10,128	4,462	12,064
FY14	10,352	4,585	12,464
FY15	10,486	4,677	12,958

Percentage of Foundation

	Ch 70	Required NSS	Actual NSS
FY06	43.5	105.8	119.6
FY07	43.7	104.8	118.8
FY08	44.3	103.8	118.7
FY09	40.1	98.3	114.2
FY10	42.6	100.5	114.4
FY11	43.2	102.8	118.6
FY12	43.8	103.3	119.3
FY13	44.1	103.3	119.1
FY14	44.3	103.9	120.4
FY15	44.6	104.1	123.6

Chapter 70 Percent of Actual NSS

FY06	36.4
FY07	36.8
FY08	37.3
FY09	35.1
FY10	37.2
FY11	36.4
FY12	36.7
FY13	37.0
FY14	36.8
FY15	36.1

\* Budgeted

To see earlier years back to FY93, unhide rows 10 to 22 and 36 to 48.

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Required Net School Spending is the annual minimum that must be spent on schools, including carryovers from prior years.

Net School Spending includes municipal indirect spending for schools but excludes capital expenditures, transportation, grants and revolving funds.

Federal SFSF grants in FY09, FY10, FY11, and FY12 and federal Education Jobs grants in FY11, FY12 and FY13 are not included in these calculations. Net school spending is limited to Chapter 70 aid and appropriated local contributions. However, the SFSF and Education Jobs calculations were directly based upon the Chapter 70 formula and helped districts spend at foundation budget levels.

In FY09, this district received an SFSF grant of  
In FY10, this district's SFSF grant entitlement was  
In FY11, the combined SFSF and Educ Jobs entitlement was

\$411,999,998  
\$173,630,555  
\$221,148,397

In FY12 the combined SFSF/Ed Jobs amount was 130,680,491  
In FY13 the Education Jobs amount was 6,681,006

# Responding To Increasing Demand, UCT Eyes Small Expansion

by MARY PETIET

With a student enrollment of 727 this year and 98 students on a waiting list, each hoping for a slot to open soon, the Upper Cape Cod Regional Technical School is in high demand.

With so many students on the waiting list, the school is eyeing an expansion—but only a small one, said Upper Cape Tech superintendent Robert A. Dutch.

Mr. Dutch said Upper Cape Tech will build at least one annex building to give the school more of a campus feel. The plan is to move some of the technical classes into this new space to create more classroom space in the main building. This expansion will create room for about 20 to 25 new students, Mr. Dutch said.

The regional public school serves the towns of Falmouth,

### Total students enrolled: 727

- From Wareham: 251 (243 last year)
- From Bourne: 195 (211 last year)
- From Falmouth: 132 (128 last year)
- From Sandwich: 132 (127 last year)
- From Marion: 17 (13 last year)

Total number of students on the school's waiting list: 98

Bourne, Sandwich, Wareham, and Marion.

Unlike these five districts, Upper Cape Tech does not have the weighty responsibility of educating every single student within

see UCT on Page 8

## UCT • School Eyes Expansion

■ Continued from Page 1

the districts. It selects its incoming students using an assessment process.

Applying to the Upper Cape Tech is a little bit like applying to college, or a job. It is a competitive process, based on a student's grades, attendance, disciplinary record, recommendation from their home district, and a face-to-face interview.

Supt. Dutch maintains that Upper Cape Tech's admission process prepares students for the future, which is the school's overall goal.

"Our admissions are based on qualifications. We are preparing students for the workplace, which is also based on qualifications," he said.

Mr. Dutch described the admissions process.

"Each prospective student starts with a score of 100, and we work our way back from there," Mr. Dutch explained. Possible points include scholastic achievement, which counts for a maximum of 20 points, attendance, which is worth up to 20 points, discipline and conduct, which are worth 20 points, a prospective student's local guidance counselor's recommendation, which is worth 10 points, and an

interview, which is worth a total of 30 points.

After a point total is determined for each applicant, potential students are accepted in order of their point total.

Upper Cape Tech accepts a total of 100 students annually from the five towns it serves.

Mr. Dutch said the school does not divide that enrollment number evenly between the five towns. The number of students the school accepts from each town depends on how well the students score on the assessment. But population size also plays a factor, he said. For instance, Wareham is a far larger town, population-wise, than Marion. That is part of the reason why Wareham's enrollment is larger than Marion's.

Twelve years ago, when Mr. Dutch first started at Upper Cape Tech, the average acceptance score was 65. Today he said, it is closer to 80.

"It's become a very competitive process," he said.

But Mr. Dutch takes issue with people saying that Upper Cape Tech is cherry-picking the best and brightest students from each of its sending towns. That is just not true, he said.

He pointed to the high number of special education students enrolled at the school as evidence of

this. He said nearly a quarter of Upper Cape Tech's students qualify for some degree of special education services.

"The percentage of students in special education in the sending towns is 14 percent, or lower," he said.

He said the reason why Upper Cape Tech has become so popular in recent years is not a real secret.

"People look at the economy, the cost of college, and return on the investment made for college," Mr. Dutch said. "Students are asking, 'Do I want to spend \$120,000 to \$150,000 on college without the guarantee I'll get a return on the investment?'"

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**LEGAL NOTICE  
TOWN OF SANDWICH  
PUBLIC NOTICE**

Under Chapter 40, Section 56, as amended by Chapter 369 of the Acts of 1982, and Chapter 79 of the Acts of 1983, the Board of Selectmen will conduct a public hearing on whether the Town of Sandwich should implement the Classification Act for Fiscal 2016.

Said hearing will be conducted on Thursday, December 3, 2015 at 8:30 p.m. in the meeting room at the Sandwich Town Hall, 130 Main Street, Sandwich, MA.

At the hearing, the Selectmen shall take testimony as to what will be the residential factor, which will determine the share of taxes each classification will pay for FY2016, what will be the open space factor, and whether there will be a residential exemption and/or small commercial exemption.

Per order of the Town of Sandwich Board of Selectmen.  
Frank Pannorfi, Chairman

November 27, 2015

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## TOWN OF SANDWICH FISCAL 2016 CLASSIFICATION WORKSHOP TERM DEFINITIONS

In compliance with **Chapter 40 Section 56**, Massachusetts General Laws, the **Board of Selectmen** will conduct annually a **Classification Hearing**. This hearing entails the Board of Assessors providing testimony to the Board of Selectmen, which will enable that Board to decide the administration of the tax rate for that Fiscal Year. (Note: The actual determination of the amount of a tax rate is **not** set at this hearing; it is done through the Recap process. This process is underway with the Bureau of Accounts)

The Selectmen then authorize to the Department of Revenue their decision in this hearing through signing the **LA-5** document.

The Selectmen hold the final determination as to **tax rate classification**. This is not to be confused with **use classification** (i.e. 101 = single family). Those determinations are under the authority of the Board of Assessors.

The following are brief definitions of the various terms utilized within the hearing.

**CLASS** - Refers to the five main categories of use as recognized by state law being:

**CLASS 1** - *Residential*

**CLASS 2** - *Open Space (no existing property in this class in Sandwich)*

**CLASS 3** - *Commercial*

**CLASS 4** - *Industrial*

**CLASS 5** - *Personal Property (Business, Utility and 2<sup>nd</sup> home contents)*

**FFCV** - **Full and Fair Cash Valuation** of all classes of property. For the purposes of this years hearing, the valuation date is of **January 1, 2015**. Values were determined as of that date after review of **2014 calendar year sales**. (Note: **Fiscal 2016 is an interim update year, in compliance with Department of Revenue guidelines.**)

**PERCENTAGE SHARE** - Percent that **each class' total value** represents of the **total town value**.

**MAXIMUM SHARE** - The most that a town may **shift tax burden** to the combined percentages of the *Commercial, Industrial, and Personal Property* classes. In the Town of Sandwich, the maximum percentage allowed at this time is **50%**.

**MINIMUM SHARE** - The remaining percentage share of tax burden to the *Residential and Open Space* classes after removing the maximum share.

**MRF (Minimum Residential Factor)** - A calculation that determines the "*bottom-line*" movement of tax burden shift in classification. (*Minimum Share / Actual Share of Residential and Open Space*) – In FY2015, 108 of 351 communities used a split rate. (Per Mass. Dept. of Revenue MDM-TAB)

**RESIDENTIAL EXEMPTION** - The placement of up to **20% of average residential taxable value**, as an exemption, on **primary domiciles**. The balance left is shifted to *all other residential and open space properties*. This was used in 14 of 351 cities/towns as of Fiscal 2015. (Per Mass. Dept. of Revenue MDM-TAB.) – **NOT RECOMMENDED**

**SMALL COMMERCIAL EXEMPTION** - The placement of up to **10% of taxable value**, as an exemption, on **Commercial/Industrial** properties under one million dollars in value that meet requirements of employee number as set forth by the Department of Employment Training. There are other nuances involved, which are subject to review by the assessors. The balance left is shifted to all other commercial and industrial properties. This was used in 4 of 351 cities/towns as of Fiscal 2015. All but one of these also adoption a classification factor over 1.000 (Per Mass. Dept. of Revenue MDM-TAB) - **NOT RECOMMENDED**

**OPEN SPACE DISCOUNT** - The placement of a factor up to **25% of taxable value** upon individual open space parcels. The balance left is shifted to all other residential and open space properties. There are other arrangements under state law to deal with individual properties that owners wish to keep in an open, natural state. (i.e. Chapter 61B or Conservation Restriction) This was used in of 351 cities/towns as of Fiscal 2015. (Per Mass. Dept. of Revenue MDM-TAB.) – **NOT APPLICABLE**

MASSACHUSETTS DEPARTMENT OF REVENUE

December 3, 2015

DIVISION OF LOCAL SERVICES

ASSESSMENT/CLASSIFICATION REPORT FY2016 with Average Values

SANDWICH as of January 1, 2015

City/Town/District

PROPERTY TYPE	ACCT/ PARCEL COUNT	CLASS 1 Residential Value	CLASS 3 Commercial Value	CLASS 4 Industrial Value	CLASS 5 Pers Prop Value	FY2016 Average Value Per Property Type	FY2015 Average Value Per Property Type	Average % change
101	8,435	3,073,344,155				364,400	349,500	4.26%
102	488	105,693,200				216,600	212,000	2.17%
Misc 103,109	96	57,493,720				598,900	555,100	7.89%
104	53	23,148,600				436,800	424,000	3.02%
105	7	2,873,200				410,500	389,700	5.34%
111-125	5	2,536,400				507,300	493,800	2.73%
130-32, 106	1,092	75,071,400				68,700	67,200	2.23%
200-231	0							
300-393	321		180,867,500			563,500	540,600	4.24%
400-452	152			54,723,500		360,000	347,300	3.66%
CH 61 Land	0		0					
CH 61A Land	36		3,232,525			89,800	88,900	1.01%
CH 61B Land	3		172,900			57,600	49,800	15.66%
012-043	81	20,150,119	17,866,681	2,429,700		499,300	481,300	3.74%
501	1,785				17,965,400	10,100	10,000	1.00%
502	222				6,715,700	30,300	29,900	1.34%
504,550-2	5				162,464,800	32,493,000	42,459,100	-23.47%
505	2				6,356,600	3,178,300	7,175,300	-55.70%
506	1				8,164,300	8,164,300	7,835,200	4.20%
508	5				1,862,900	372,600	412,500	-9.67%
<b>TOTALS</b>	12,789	3,360,310,794	202,139,606	57,153,200	203,529,700			
<b>REAL AND PERSONAL PROPERTY TOTAL VALUE</b>					<b>3,823,133,300</b>			
<b>EXEMPT VALUE</b>					<b>438,967,000</b>			

## Legend

101	Single Family Residential
102	Residential Condo
Misc 103,109	103 - Mobile homes, 109 - More than one dwelling on one lot
104	Two-Family Residential
105	Three-Family Residential
111-125	111- 4 to 8 units RES - 112 - 9 or more units - higher numbers for dorms, etc (we have none)
130-32, 106	130, 131, 132 - Residential Lots - 106 - Auxiliary (lot with outbuilding)
200-231	OPEN SPACE CLASS
300-393	Various Commercial Classes
400-452	Various Industrial Classes
CH 61 Land	Woodland under Chapter 61 (we have none)
CH 61A Land	Farmland under Chapter 61A
CH 61B Land	Recreation land under Chapter 61A
012-043	Mixed Use - (for example 013 is res/comm with higher % residential)
501	Personal Property non-incorp business, second home residential furnishings
502	Personal Property incorp business
503	Personal Property manufacturing incorp business
504,550-2	504 - Pub Utilities, Trans and Dist 550, 551, 552 - Various categories for Power Plants
505	Telephone and Telegraph (Poles, Wires, etc)
506	Pipelines 25 miles or more
508	Wireless Telephone Machinery and Equipment

CLASSIFICATION EXAM AT FACTOR OF					100%	(FACTOR OF 1)
THE TAX RATE USED IN THIS WORKSHOP IS FOR DEMONSTRATION PURPOSES ONLY						
FISCAL 2016		Town of SANDWICH		DEMO RATE PER 1,000 IN VALUE		\$ 14.50
CLASS	FFCV	PERCENT SHARE	SHARE AT NO shift	PERCENT CHANGE	INDICATED TAX RATE	
1 - Residential	\$ 3,360,310,794	87.8942%	87.8942%	0.0000%	\$	14.50
2 - Open Space	\$ -	0.0000%	0.0000%	0.0000%	\$	-
3- Commercial	\$ 202,139,606	5.2873%	5.2873%	0.0000%	\$	14.50
4 - Industrial	\$ 57,153,200	1.4949%	1.4949%	0.0000%	\$	14.50
5 - Personal Property	\$ 203,529,700	5.3236%	5.3236%	0.0000%	\$	14.50
<b>TOTALS</b>	<b>\$ 3,823,133,300</b>	<b>100.0000%</b>	<b>100.0001%</b>			

Maximum Levy Share (classes 3,4 and 5)	100% X	12.1058%	12.1058%
Minimum Levy Share (classes 1 and 2)	100% -	12.1058%	87.8942%

MRF Minimum Res Factor	87.8942%	/	87.8942%
	Min % Share		Actual % Share
Minimum Res Factor----->	100.0000%		

AVERAGE VALUES TEST			
Residential Average Value	\$ 364,400	saves	\$ -
Commercial Average Value	\$ 563,500	pays extra	\$ -

Rate Exhibit at FACTOR of 1 (No Shift)

CLASSIFICATION EXAM AT FACTOR OF <span style="float: right;">50%</span>					
THE TAX RATE USED IN THIS WORKSHOP IS FOR DEMONSTRATION PURPOSES ONLY					
FISCAL 2016	Town of SANDWICH	DEMO RATE PER 1,000 IN VALUE			\$ 14.50
CLASS	FFCV	PERCENT SHARE	SHARE AT 50% shift	PERCENT CHANGE	INDICATED TAX RATE
1 - Residential	\$ 3,360,310,794	87.8942%	81.8412%	-6.8866%	\$ 13.50
2 - Open Space	\$ -	0.0000%	0.0000%	0.0000%	\$ -
3- Commercial	\$ 202,139,606	5.2873%	7.9309%	50.0000%	\$ 21.75
4 - Industrial	\$ 57,153,200	1.4949%	2.2424%	50.0000%	\$ 21.75
5 - Personal Property	\$ 203,529,700	5.3236%	7.9855%	50.0000%	\$ 21.75
<b>TOTALS</b>	<b>\$ 3,823,133,300</b>	<b>100.0000%</b>	<b>100.0000%</b>		

Maximum Levy Share (classes 3,4 and 5)	150% X	12.1058%	18.1588%
Minimum Levy Share (classes 1 and 2)	100% -	18.1588%	81.8412%

MRF Minimum Res Factor	81.8412%	/	87.8942%
	Min % Share		Actual % Share
Minimum Res Factor----->	93.1133%		

AVERAGE VALUES TEST			
Residential Average Value	\$ 364,400	saves	\$ 363.87
Commercial Average Value	\$ 563,500	pays extra	\$ 4,085.38

**RESIDENTIAL EXEMPTION FOR FY 2016**

Example Tax Rate	\$14.50 PER THOUSAND
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**TOWN OF SANDWICH**

		IF PROPERTY OWNER OCC AND FULL ASSESSED VALUE IS.....											
EXEMPT %	% VALUE REDUCTION	245,000	275,000	305,000	335,000	364,400	387,700	415,000	445,000	475,000	550,000	750,000	
1%	\$3,300						Avg value	POINT WHERE TAX INC					
2%	\$6,600	THE BILL WILL BE REDUCED/OR INCREASE BY (INCREASE IN PARENTHESIS)											
3%	\$9,900												
4%	\$13,200	FOR A 5% EXEMPTION											
5%	\$16,500	\$91.96	\$72.62	\$53.29	\$33.95	\$15.00	(\$0.02)	(\$17.62)	(\$36.96)	(\$56.29)	(\$104.64)	(\$233.56)	
6%	\$19,800												
7%	\$23,100												
8%	\$26,400												
9%	\$29,700	FOR A 10% EXEMPTION											
10%	\$33,000	\$192.48	\$152.01	\$111.53	\$71.06	\$31.39	(\$0.04)	(\$36.88)	(\$77.35)	(\$117.83)	(\$219.01)	(\$488.84)	
11%	\$36,300												
12%	\$39,600												
13%	\$42,900												
14%	\$46,200	FOR A 15% EXEMPTION											
15%	\$49,500	\$302.81	\$239.13	\$175.46	\$111.78	\$49.38	(\$0.07)	(\$58.01)	(\$121.69)	(\$185.36)	(\$344.55)	(\$769.04)	
16%	\$52,800												
17%	\$56,100												
18%	\$59,400												
19%	\$62,700	FOR A 20% EXEMPTION											
20%	\$66,000	\$424.45	\$335.20	\$245.94	\$156.69	\$69.22	(\$0.10)	(\$81.32)	(\$170.57)	(\$259.83)	(\$482.96)	(\$1,077.99)	

TOTAL VALUE RES CLASS 1	3359973994	Represents		84.50% Owner/Occupied (estimated)	
TOTAL OCC PARCELS CLASS 1	10257				
NUMBER ELIGIBLE	8667	8667	8667	8667	8667
AMOUNT EXEMPTION	0%	5%	10%	15%	20%
ASSESSED VALUE EXEMPTED		16500	33000	49500	66000
TOTAL EXEMPTED	0	143,008,223	286,016,445	429,024,668	572,032,890
NEW TOTAL CLASS 1	3,359,973,994	3,216,965,772	3,073,957,549	2,930,949,327	2,787,941,104
LEVY TO BE RAISED	\$39,193,221	\$48,719,623	\$48,719,623	\$48,719,623	\$48,719,623
NEW TAX RATE FOR CLASS 1	\$11.66	\$15.14	\$15.85	\$16.62	\$17.48

Not to be confused with  
Statutory Exemption (ex. Senior, Veteran, Blind...)

**ESTIMATED IMPACT OF SMALL COMMERCIAL EXEMPTION**

<b>PROJECTED TAX RATE</b>	<b>\$14.50 PER THOUSAND</b>
COMMERCIAL/INDUSTRIAL LEVY FY 2016	\$3,759,746
FFCV FY16 - COMMERCIAL	202,139,606
FFCV FY16 - INDUSTRIAL	57,153,200
<b>TOTAL C/I VALUE</b>	<b>259,292,806</b>

<b>ELIGIBLE CLASS THREE(COMM) PARCELS (per list)</b>		
TOTAL VALUE (estimated)		79,500,000
EXEMPTION PERCENTAGE	10%	7,950,000
ASSESSED VALUE		71,550,000
REVISED C/I VALUE		251,342,806

<b>RATE WITH SMALL COMMERCIAL EXEMPTION (FOR COMM/IND CLASSES)</b>	<b>\$14.96</b>
--------------------------------------------------------------------	----------------

<b>TAX IMPACT ON AVERAGE VALUE COMM</b>			
		<b>475,000</b>	
	<b>W/OUT EXEMPTION</b>	<b>WITH 10% EXEMPTION</b>	<b>DIFFERENCE</b>
ELIGIBLE	\$6,887.50	\$6,394.82	\$492.68
NON-ELIGIBLE	\$6,887.50	\$7,105.35	(\$217.85)

<b>TAX IMPACT ON AVERAGE VALUE COMM</b>			
		<b>525,000</b>	
	<b>W/OUT EXEMPTION</b>	<b>WITH 10% EXEMPTION</b>	<b>DIFFERENCE</b>
ELIGIBLE	\$7,612.50	\$7,067.96	\$544.54
NON-ELIGIBLE	\$7,612.50	\$7,853.28	(\$240.78)

<b>TAX IMPACT ON AVERAGE VALUE COMM</b>			
		<b>563,500</b>	<i>Average Val</i>
	<b>W/OUT EXEMPTION</b>	<b>WITH 10% EXEMPTION</b>	<b>DIFFERENCE</b>
ELIGIBLE	\$8,170.75	\$7,586.27	\$584.48
NON-ELIGIBLE	\$8,170.75	\$8,429.19	(\$258.44)

<b>TAX IMPACT ON AVERAGE VALUE COMM</b>			
		<b>850,000</b>	
	<b>W/OUT EXEMPTION</b>	<b>WITH 10% EXEMPTION</b>	<b>DIFFERENCE</b>
ELIGIBLE	\$12,325.00	\$11,443.36	\$881.64
NON-ELIGIBLE	\$12,325.00	\$12,714.84	(\$389.84)

Town of Sandwich  
Fiscal 2016  
Classification Workshop

December 3, 2015

## **Workshop Definitions** handout p. 1-2

- Chapter 40, Section 56 – Mass General Laws

### CLASSES OF PROPERTY

- 1 – Residential*
- 2 – Open Space*
- 3 – Commercial*
- 4 – Industrial*
- 5 – Personal Property*

**FFCV – as of 1/1/2015**

**\$3,823,133,300**

**M.R.F. (Minimum Residential Factor)- Which:  
Shifts tax levy share from Residential to C/I/P**

## Fiscal 2016 values (as of 1/1/2015)

handout p.3-4

Property Type	Count	Average Value FY16	Average Value FY15
101 – Single Family	8,435	<b>\$364,400</b>	<b>\$349,500</b>
102 – Res. Condos	488	<b>\$216,600</b>	<b>\$212,000</b>
104 – Two Family	53	<b>\$436,800</b>	<b>\$424,000</b>
105 – Three Family	7	<b>\$410,500</b>	<b>\$389,700</b>
109 – Multi-Dwelling/Lot	96	<b>\$598,900</b>	<b>\$555,100</b>
130-132 Vacant Res Land	1,092	<b>\$ 68,700</b>	<b>\$ 67,200</b>
Commercial (300 series)	321	<b>\$563,500</b>	<b>\$540,600</b>
Industrial (400 series)	152	<b>\$360,000</b>	<b>\$347,300</b>
Mixed Use (0 series)	81	<b>\$499,300</b>	<b>\$481,300</b>

Overall Value Change FY15 to FY16 (129,630,200 or 3.510%)

# Residential versus C/I/P share

FY2011-2016

Class	%FY11	%FY12	%FY13	%FY14	%FY15	%FY16
Residential/ Open Space	<b>86.46</b>	<b>86.57</b>	<b>86.86</b>	<b>87.07</b>	<b>87.25</b>	<b>87.89</b>
Commercial/ Industrial/Pers Prop	<b>13.54</b>	<b>13.43</b>	<b>13.14</b>	<b>12.93</b>	<b>12.75</b>	<b>12.11</b>

**1.5 percent movement to Residential  
over six year period**

Calculate the FY 2016 MRF- AS USED ON p. 6 (50%)

<b>1. Residential</b>	<b>87.8942%</b>	<b>87.8942%</b>
<b>2. Open Space</b>	<b>0.0000%</b>	
<b>3. Commercial</b>	<b>5.2873%</b>	<b>12.1058%</b>
<b>4. Industrial</b>	<b>1.4949%</b>	
<b>5. Personal Property</b>	<b>5.3236%</b>	
<b>TOTALS</b>	<b>100.0000%</b>	

**Max Share of Levy for 150%  
times classes 3,4 and 5**

**12.1058%**

**18.1588%**

Max % Share

**Min Share of Levy for 100%  
minus classes One and Two:**

**18.1588%**

**81.8412%**

Max % Share

Min % Share

**MinRes Factor 81.8412%/  
(MRF) Min % Share**

**87.8942%**

**93.1133%**

**Minimum  
Residential  
Factor**

# Rate Shift Examination Handout p. 5-6

<b>Use Class</b>	<b>Rate at Factor of 1 p. 5</b>	<b>Rate 50% shift p. 6</b>
1-Res	\$ 14.50	\$ 13.50
2-OS	\$ 14.50	\$ 13.50
3-Com	\$ 14.50	\$ 21.75
4-Ind	\$ 14.50	\$ 21.75
5-PP	\$ 14.50	\$ 21.75

<b>FY 16 Average Values</b>	<b>Change</b>	<b>50%</b>
Residential (364,400)	<b>saves</b>	\$ 363.87
Commercial (563,500)	<b>increases</b>	\$ 4,085.38

**The Board of Assessors  
recommend the use of the  
“Factor of 1”, or equal treatment  
of Fiscal 2016 Tax Rate for  
all Use Classes.**

## Residential Value Exemption

Discount of up to **20%** off Assessed Value off of residential classed property proven to be owner occupied....(84% for Sandwich as of January 1, 2015) – Levy share **MUST** be absorbed within same value class

- **Results (see handout page 7)**– While qualified properties less than **\$387,700** (average value is **\$364,400**) in value derive savings;
- Bills for all **vacant lot owners** would be **increased**
- Bills for all non-domiciled owners, most of whom also pay personal property tax would be **increased**; and....
- Bills for ~ **34.5%** of **QUALIFIED** single family properties (>\$387,700) would be **INCREASED**.

Due to the uneven results of employing the residential exemption, the Board of Assessors recommend that it **NOT** be used.....

## Small Commercial Value Exemption

A discount of up to **10%** off Assessed Value off of commercial classed property as qualified from a rendition from the Division of Employment Training

- Results (see handout **page 8**) While savings may be realized by the owners of a qualified commercial property; there are flaws in the rendition as maintained by the DET, including;
- No Industrial property may benefit, but all would pay more
- If one business of a multi-business property is not on rendition, whole property does not qualify
- Lessees of property receive no direct benefit.

Due to the extremely poor formulation of the small commercial exemption, the Board of Assessors recommend that it **NOT** be used.....

## FY 2016 Recommendations

*The Board of Assessors voted at their December 1, 2015 meeting to recommend;*

*Adoption of a factor of 1 for the FY 2016 Tax Rate;*

- With NO Residential Exemption,*
- NO Small Commercial Exemption, and;*
- NO Open Space Discount.*

**Fiscal 2016 Excess Levy Capacity – \$ 28,444.00 (est)**

Motion for 12/3/15 Classification Hearing  
(if all goes according to recommendation)

**Move that the Board of Selectmen:**

Adopt a factor of 1 for the FY 2016 Tax Rate;

With NO Residential Exemption,

NO Small Commercial Exemption, and;

NO Open Space Discount.

## Coggeshall, Kathy

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**From:** Coggeshall, Kathy  
**Sent:** Thursday, November 19, 2015 2:18 PM  
**To:** Dunham, George  
**Subject:** FW: Bike Committee

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**From:** Woody [mailto:woodymitch@comcast.net]  
**Sent:** Wednesday, November 18, 2015 10:22 PM  
**To:** Coggeshall, Kathy  
**Subject:** Re: Bike Committee

Hi Kathy

Here are the current four ad-hoc members and their letters of interest that I would like to have appointed to serve on the Bikeways/Pedestrian Committee. they are:

Amanda Sullivan 185 Main St  
Kevin R Sareault 12 Old Farm Lane  
Gwenn Dyson 4 Avon Drive  
Lee Rindfuss 41 Buxus Shores Circle

I will be chairing the committee for the first year. We do have several ppl interested in serving as alternates. Right now I am waiting for a letter from William Burbank, but don't want that to delay these appointments.

If any questions, do not hesitate to contact me and thanks for all your help  
Woody



# LEE RINDFUSS

41 Buxus Shores Circle, Sandwich MA. 02563  
Leerindfuss@comcast.net|(508)364-9008

November 15, 2015

To: Sandwich Broad of Selectmen

Subject: Sandwich Bikeways & Pedestrian Committee

Dear Sandwich BOS:

For many reasons I am excited about the town bicycle & pedestrian committee and thank you for your affirmative votes last week. As a member of the initial ad hoc committee I agree and support the town committee objectives and mission statement and respectfully request membership on the committee. I have been a full time town resident for 26 years, once a serious cyclist, and note that recreational bicycling throughout Sandwich and across the Cape has been an integral factor in raising my family for years. I am certain my interests in cycling, cycling safety advocacy, my professional career in risk identification and mitigation, combined with my interest in the town of Sandwich's economic vitality will bring an interesting and meaningful perspective to the committee.

Respectfully,

Lee Rindfuss

Kevin R. Sareault  
12 Old Farm Lane  
East Sandwich, MA 02537  
(508) 566-4485  
[krsareault@gmail.com](mailto:krsareault@gmail.com)

November 14, 2015

Sandwich Board of Selectmen  
130 Main Street  
Sandwich, MA 02563

Re: Sandwich Bicycle Safety Committee

I am writing requesting to be appointed as a member of the proposed Sandwich Bike Safety Committee.

I'm a recently retired Coast Guard officer that first moved to Sandwich in 1994. Though I moved around the country on Coast Guard assignments over the years, I owned a home in Sandwich from 1994-2007. My family and I were fortunate to be reassigned to Massachusetts in 2010 and we have since called Sandwich home.

I'm avid bicycle enthusiast and have ridden the roads and trails of Sandwich and greater Cape Cod for several years. Stationed in Sitka, AK in the late 1990s,, I worked closely with the local Rotary Club to coordinate what is now an annual community kids 'Bike Rodeo' focused on safe riding skills. Returning to Sitka in the last 2000's, I was a member of a community team that led to Sitka being designated by the League of American Bicyclists as a Bike Friendly Community (the first community in Alaska to earn the designation).

Having chosen to call Sandwich home, I strongly support the Sandwich Ad Hoc Bike Committee's work to date to promote cycling as a more viable option for transportation, recreation and fitness in our community.

Growing up west of Boston, my father was involved in numerous town committees. He instilled in me the concept that each citizen has the responsibility to make the commitment to be a shareholder, and not just a tenant, in their community. Having made the decision to call Sandwich home, it is in that same spirit that I request to be appointed as a member of the proposed town chartered bike safety committee.

I appreciate your consideration of this request.

Best Regards,



Kevin R. Sareault

November 16, 2015

Board Of Selectman  
Town of Sandwich  
130 Main St.  
Sandwich, MA 02563

Re: Pedestrian and Bikeways Committee

To Whom It May Concern:

As a resident of Sandwich, I am interested in serving on the Pedestrian and Bikeways Committee.

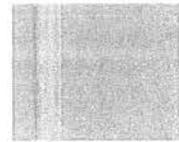
Thank you for your consideration,

*Gwenn Dyson*

Gwenn Dyson  
4 Avon Dr.  
Sandwich MA 02563

H: 508-888-3342  
W: 508-362-2131 x 4514

AMANDA E. SULLIVAN  
PO Box 982  
185 Main Street  
Sandwich, MA 02563  
Amandak2080@gmail.com



November 13, 2015

Board of Selectmen

Town of Sandwich

It has been a pleasure working with the Sandwich Ad Hoc Bike/Pedi Committee over the last six months. I am interested in serving on the now formalized committee to continue towards our shared goal of preserving, promoting and enhancing Sandwich's biking and pedestrian resources. I am excited at the prospect of being part of a team working to bring something positive to our community. Please feel free to contact me at the email address listed above. Thank you!

Warm Regards,

A handwritten signature in cursive script that reads "Amanda Sullivan".

Amanda Sullivan



# TOWN OF SANDWICH

THE OLDEST TOWN ON CAPE COD

130 MAIN STREET  
SANDWICH, MA 02563

TEL: 508-888-4910 AND 508-888-5144  
FAX: 508-833-8045  
E-MAIL: selectmen@townofsandwich.net  
E-MAIL: townhall@townofsandwich.net



BOARD OF  
SELECTMEN

TOWN  
MANAGER

## MEMORANDUM

**TO:** Board of Selectmen

**FROM:** George H. Dunham, Town Manager

**DATE:** November 23, 2015

**SUBJECT:** Recommended Police Department Reorganization & Relationship to General Government Funding Concerns

In accordance with Section 5.1.4.b of the Sandwich Town Charter, I am planning to reorganize the Sandwich Police Department as outlined in this memorandum. This recommendation is supported by Chief of Police Peter Wack and Human Resources Director Marie Buckner. Prior to implementing this change, I wanted to share my thoughts with the Board of Selectmen about why this reorganization makes the most sense for the Department and for the Town as a whole. In addition to explaining my reasoning for this reorganization, I also want to highlight some larger issues related to the funding needs of the overall municipal operations over the next several years and how Sandwich's educational funding allocation has hurt municipal departments.

The Police Department reorganization I plan to implement will:

- improve internal Department effectiveness;
- provide improved oversight of the Department's functions, including the newly created civilian public safety dispatch operations;
- retain the current number of Department staffing; and
- be able to be accomplished without necessitating additional Department funding for FY'16.

Prior to explaining the details of the reorganization, I want to highlight that this type of structure has been talked about for more than a decade with both Chief Wack and former Chief of Police Michael Miller. It has been my long-standing practice that any time a position becomes vacant in any department, an internal meeting is held to discuss this position and ways either the position or overall department could be restructured to improve operations. For broader reorganizations to occur, there oftentimes has been an opportune merger of an actual vacancy or series of vacancies, qualified individuals to fill the positions, and sufficient existing funding to implement the

changes. It is very rare when new funding is provided to implement all the organizational changes I'd like, so I have to wait for opportune moments to make these changes (recent examples: Finance Director; combined Town Treasurer/Town Collector positions). This is one of those opportunities to act.

Specifically, I am planning to reorganize the Sandwich Police Department by creating the position of Deputy Police Chief. This action would retain 2 Lieutenant positions but eliminate the Administrative Sergeant position for the reasons specified below and not change the overall number of employees in the Police Department.

The Sandwich Police Department currently has 35 authorized, sworn police positions with all positions at the rank of Sergeant and above being non-Civil Service positions. All Patrol Officers are in Civil Service. Current officer staffing includes 1 Chief of Police, 2 Lieutenants, 1 Administrative Sergeant, 6 Patrol Sergeants, 1 Detective Sergeant, and 24 Patrol Officers. Several of the Patrol Officers have specialty designations such as Detective, Court Liaison Officer, Community Services Officer, and School Resource Officer. Under its current structure the Sandwich Police Department has 24 line patrol personnel and 11 non-patrol personnel. With the proposed reorganization, the 35 positions would still consist of 24 line personnel and 11 non-patrol personnel. The structure of the Sandwich Police Department, when this reorganization is implemented, would consist of 1 Chief, 1 Deputy Chief, 2 Lieutenants, 6 Patrol Sergeants, 1 Detective Sergeant, and 24 Patrol Officers. Again, there would be no increase in the number of total, sworn positions.

The primary reasons for this reorganization would be to improve department efficiency, enable more consistent oversight of modern department operations, and better serve the department, public, and community at large. The reorganization would more clearly define the Department's command structure with a second in command Deputy Chief and two Lieutenants. Most importantly, it would make eminently clear who is in charge of the Department in the absence of the Chief.

The Deputy Chief would assist with the day-to-day operations and functions of the Department and would oversee the two Lieutenants and their responsibilities, the newly developed public safety dispatch operations and related personnel, and professional standards. Other responsibilities would include oversight of: internal affairs investigations, the complaint intake process, use-of-force reporting, pursuit reporting, auditing of evidence and financial accounts, information technology systems, computer aided dispatch system, report management system, records management, payroll, Criminal Justice Information System, and E-911 and EMD requirements.

The Patrol Lieutenant would oversee all patrol operations and the 24 assigned patrol positions. Other responsibilities would include management of records requests, the field training program, the Department armory, and reviewing incident logs and reports.

The Training & Community Services Lieutenant would oversee the Detective Unit, Community Service Officer, Court Liaison Officer, Regional Narcotics Taskforce Officer, and School Resource Officer. Other responsibilities of this position would include management of all in-service training mandates, training and development of personnel, fleet management, evidence, citizen academy, youth academy, women's personal safety program, firearms licensing, equipment management, civil service hiring, intern program, social media, elder services, school liaison, public information officer, media relations, building maintenance, and sex offender registry.

Position descriptions have been drafted for all 3 of the positions which clearly identify the specific responsibilities of each position. Copies of these position descriptions are attached. I have also attached the current and revised organizational charts of the Department reflecting the proposed reorganization and the updated position descriptions.

In addition to the primary duties listed above, each of the 3 positions would also assist the Chief of Police in the daily operations of the Department and perform all other related duties as assigned. The Deputy Chief and Lieutenant positions would also be expected to perform each other's duties when required. Financially, sufficient funds exist to implement the reorganization – which will have a net additional impact of about \$20,000 – within the Department's FY'16 budget. This cost does not include the savings we have experienced this year with several extended vacancies and veteran retirees being replaced by less expensive, new Patrol hires, which will offset the added cost of the reclassified position. Because the cost of the reorganization is affordable within the current budget, it is also sustainable in the future. As the Board knows, we have made the last override Sandwich received last a dozen years which is the very definition of sustainable.

I plan to move forward with filling the positions next week. The Deputy Chief and Lieutenant positions are non-union positions and would not need to be impact bargained. Initial, informal discussions with the Superior Officers Union President have been very positive and well received in terms of reclassifying the Administrative Sergeant position to a Lieutenant position. It, therefore, does not appear that there is any need for impact bargaining for this reorganization plan. Internal promotional lists currently exist for the Lieutenant positions. There is only one person who currently meets the requirements to fill the Deputy Chief Position. I would make appointments from these lists after receiving the recommendations of the Chief of Police and Human Resources Director.

Lastly, I feel it's important for me to explain to the Board why I think this is one of the final steps in addressing our overall public safety operating needs for the foreseeable future. With the FY'16 implementation of the local public safety dispatch operations, the hiring of an additional Detective position, the implementation of my proposed Police Department reorganization, and the hiring of 4 new Fire/EMS positions, the mid-range public safety operating needs have been met. The only additional changes we need to focus on for public safety are:

- more realistically funding Police and Fire overtime expenses to retain basic staffing standards, which I estimate to be approximately \$150,000 and \$50,000 respectively;
- the hiring of 8 additional Fire/EMS staff through an override only if and when a third staffed station is approved and constructed; and
- addressing long needed building needs and inadequacies through a debt exclusion.

Too many other General Government needs for non-public safety departments have been ignored for too long. Our small to mid-sized departments as a whole have not grown commensurate to the needs and demands of the community. Several have less staff than they did 15 years ago. Our overall municipal organizational structure is too flat with more than 20 departments reporting to the Town Manager's Office. Sandwich's staffing levels per capita of municipal operations are far and away the lowest of any municipality in our region. We need funding to properly organize our remaining departments and focus more on the needs of the small to mid-sized departments. As I regularly explain to the school and public safety leaders, if our smaller departments, particularly our financial offices, did not do their jobs properly, the largest ones would never be able to open their doors and their bills and staff would not get paid.

As Sandwich grew so rapidly from the 1970s through the early 2000s, it made sense that our greatest needs were focused on the School Department. The schools needed to receive the bulk of our funding not only in terms of operations, but also in terms of numerous new buildings, renovations, and other significant capital improvements. Now that enrollments have plummeted by more than 35%, or 1,500 students, from their peak in 2002, the General Government departments need to catch up in terms of both operational spending and building needs. To put those enrollment decreases in perspective, when the Oak Ridge and Forestdale Schools opened to the public in the 1990-91 school year, they were designed to accommodate 1,500 students combined. We need to refocus the Town's funding to improve municipal operations and buildings.

If anything, this funding dichotomy has only been exacerbated by the staggering increase in sending tuition costs for Sandwich students to attend charter schools and other public educational options outside our community. When the School was at its peak enrollment, all sending tuition costs were paid from the School operating budget as required by the then Department of Education and totaled less than \$150,000. Today, sending tuitions are required by the State to be taken from the overall Town budget and exceed \$3,200,000. Over this same period, the Town's assessment to the Upper Cape Cod Regional Vocational Technical School has increased from \$700,000 to \$1,900,000. More than 66% of the Town's operational funding has remained with the School Department and has not shifted commensurately with the enrollment decreases and increased public educational costs outside of Sandwich. The best example of this is Sandwich exceeds its net school spending requirement by 30%. We need to focus on moving funding to the General Government departments in order to be able to

continue to provide efficient and effective operations to the public for a community our size.

There needs to be a more equitable allocation of the Town's overall finances to support the municipal needs of Sandwich, many of which have been ignored and bypassed for decades to fund school priorities. This more equitable distribution of Sandwich's annual budget will be one of my goals moving forward with the FY'17 and future Town budgets. This shift does not need to happen in one year, but it does need to start happening.

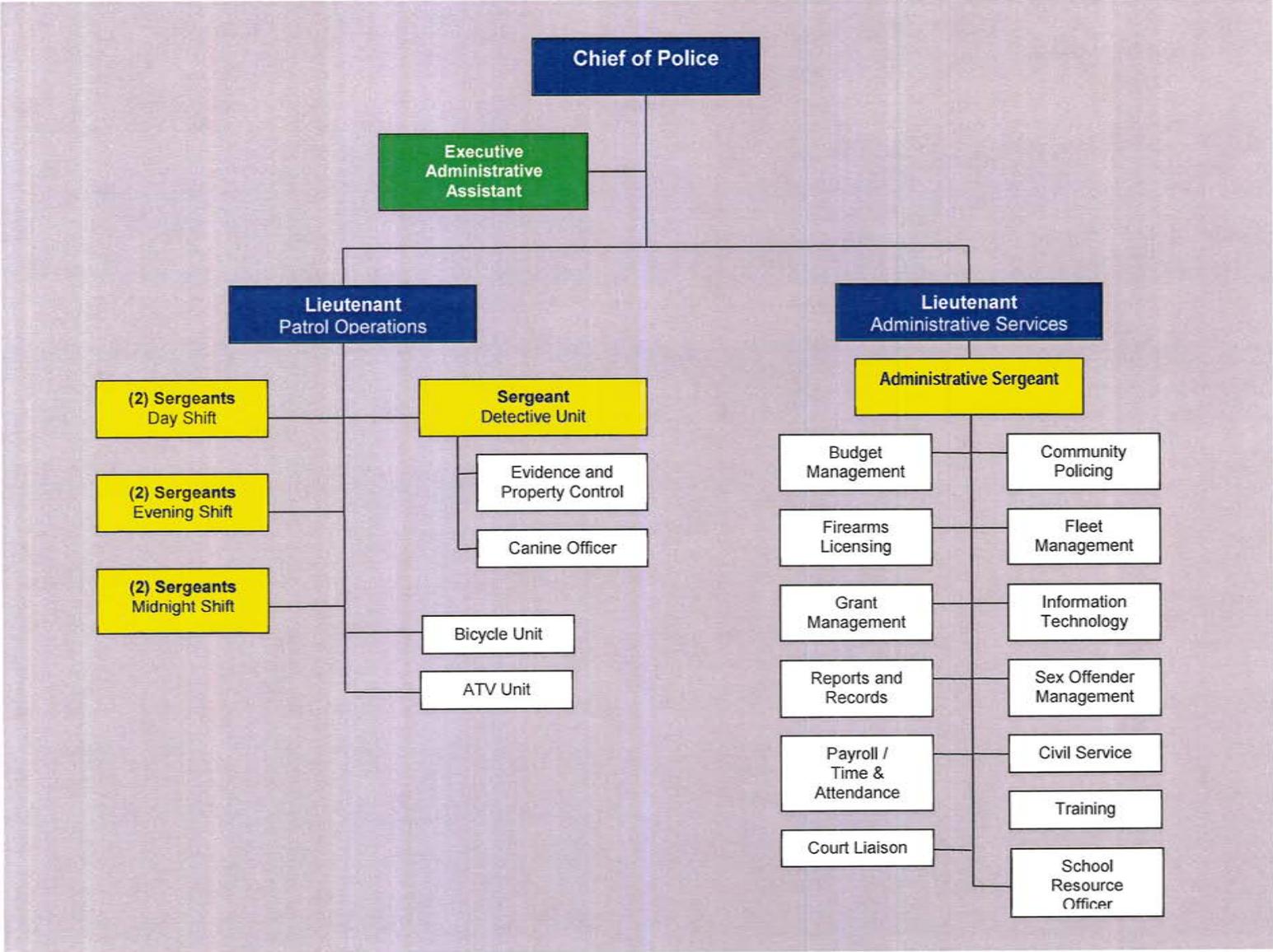
For example, even incrementally shifting the operating budget allocation from a 66% educational focus to a 63% educational focus over a 3-year period would give the municipal side sufficient funding to properly fund chronic shortfall accounts like Police and Fire overtime, budget our Snow & Ice expenses at the 5-year average expenditure amount, address the structural deficiencies of having too flat an organization, and provide the Department of Public Works with the operating funds needed to maintain a capital or debt exclusion for road and infrastructure improvements.

Thank you for your consideration of this input and if you have any concerns about me implementing the planned Police Department reorganization the week of November 30, please let me know. Ms. Buckner, Chief Wack, and I are available to attend any upcoming Selectmen meeting to answer any questions the Board may have. Thanks again.

cc: Assistant Town Manager  
Human Resources Director  
Chief of Police  
Finance Director  
Finance Committee  
Superintendent of Schools  
School Director of Finance & Business Operations

# Sandwich Police Department Organizational Chart

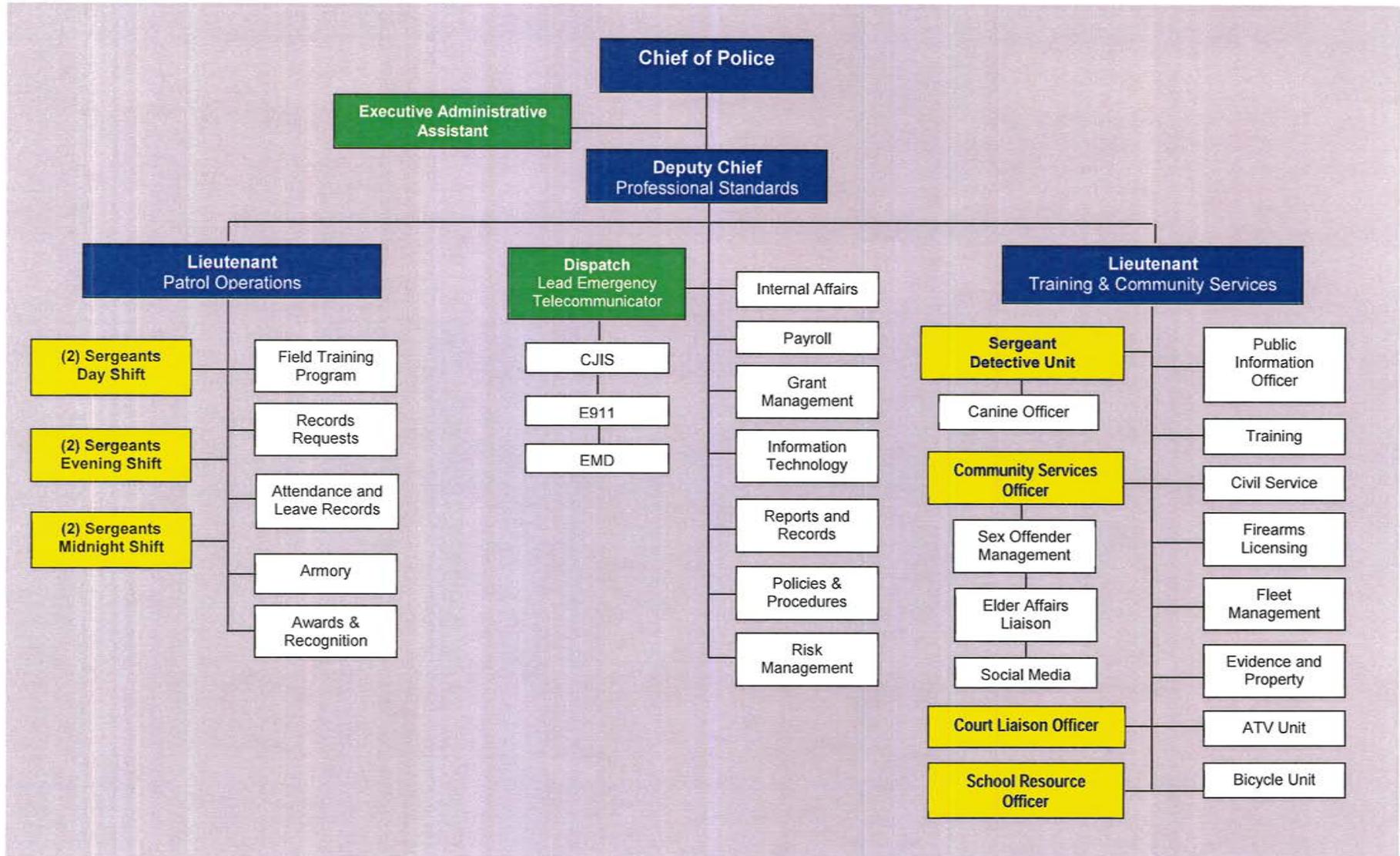
Current



# Sandwich Police Department

## Proposed New Organizational Chart

Proposed



**TOWN OF SANDWICH - POSITION DESCRIPTION  
DEPUTY POLICE CHIEF  
POLICE DEPARTMENT**

**SUMMARY:**

Assists the Chief of Police with the day-to-day operations of the Police Department. Responsible for the Patrol Operation, Training & Community Services and Professional Standards functions of the Police Department; in accordance with department policies, state and local laws, and local administrative requirements; all other work as required. Reports to the Chief of Police.

**PRIMARY DUTIES AND ESSENTIAL FUNCTIONS:**

Assists with day-to-day operations and functioning of the department.

Serves as second in command of the police department.

Supervises two Police Lieutenants, related commands and dispatch operations of the police department.

Oversees department internal affairs investigations, complaint intake process and conducts audit of related reports.

Audits the department's property evidence, narcotics evidence, equipment inventory and narcotics cash account.

Manages the department's use of force and pursuit reporting systems.

Manages all department IT systems, CAD/RMS and other related computer systems.

Manages policy development and management.

Oversees payroll.

Oversees the department's CJIS system and requirements.

Oversees E911, grants and related systems.

Oversees E911 EMD requirements.

Oversees cell block and processing rooms.

At any time may be required to perform duties of the Chief of Police.

Performs all other related work as may be required or assigned.

**TOWN OF SANDWICH – POSITION CLASSIFICATION SHEET  
DEPUTY POLICE CHIEF  
POLICE DEPARTMENT**

**EDUCATION/BASIC KNOWLEDGE**

Associate's degree in criminal justice, law enforcement, public administration or related field; or any equivalent combination of education and experience. Bachelor's degree preferred. Certification as a full-time regular police officer in Massachusetts required. Officer must be able to perform supervisory law enforcement duties under varying hazardous and serious conditions, properly directing and protecting oneself and others from unreasonable risk and/or injury. Knowledge of current and proper law enforcement practices, policies, and procedures. Thorough knowledge of applicable Massachusetts General Laws, Town bylaws, regulations, roadways and geography. Must possess and retain a Class D Massachusetts Driver's License.

**EXPERIENCE**

Ten years of experience as a regular, full-time police officer with an additional three years in the rank of Sergeant and two years in the rank of Lieutenant required. Once hired, up to one and a half years on job to become proficient.

**JUDGMENT AND INITIATIVE**

Performs varied and highly responsible duties requiring judgment and initiative in assisting in the control of the operation of the Sandwich Police Department and its employees.

**SUPERVISION REQUIRED**

Works under the supervision of the Chief of Police in carrying out policies and procedures, and enforcing all relevant Massachusetts General Laws, local bylaws and regulations. Normally works independently carrying out the requirements of the job, reporting any unusual circumstances and conditions to the Chief of Police as required.

**ACCOUNTABILITY**

Accountable for the work of those supervised and directly assigned duties.

**CONTACT WITH OTHERS**

Contacts require perceptiveness and discretion with other town, state and federal law enforcement agencies, the news media, and with the general public. Contacts must reflect a positive image for the Town and promote favorable public relations.

**CONFIDENTIALITY**

Has access to all department-related confidential information including personnel records, negotiating positions, and criminal investigations. Must exercise considerable discretion in dealing with information and investigations that if not properly handled could seriously affect the Town's image, performance, and perhaps its legal obligations.

**PHYSICAL ENVIRONMENT**

This position requires that most of the officer's time will be in an office environment. This officer will act as the on-scene commander in all serious incidents, and reports directly to the Chief of Police. This officer may be required to participate in law enforcement activities with unavoidable exposure to hazards affecting personal safety.

**PHYSICAL EFFORT**

Occasional moderate to strenuous physical effort required to successfully perform law enforcement duties. Minimal physical effort associated with office duties.

**OCCUPATIONAL RISKS**

Occasional and unavoidable risks associated with exposure to law enforcement hazards, including risks to own personal safety and well-being. Minimal exposure to hazards in office environment.

**CHARACTER OF SUPERVISION EXERCISED**

Under the general supervision of the Chief of Police, oversees the Professional Standards functions of the Town's police department, supervising the direct activities of up to 15 full-time personnel and indirectly the commands under his supervision. In absence of the Chief of Police oversees the entire department and all its functions.

(This position description is subject to change by the employer as the needs of the employer and requirements of the job change.)

**TOWN OF SANDWICH - POSITION DESCRIPTION  
TRAINING & COMMUNITY SERVICES  
LIEUTENANT  
POLICE DEPARTMENT**

**SUMMARY:**

Assists the Chief of Police and Deputy Police Chief with the day-to-day operations of the Police Department. Position is responsible for the direct supervision of the Detective Unit, Drug Taskforce Officer, School Resource Officer, Court Liaison Officer and Community Services Officer, training of all officers, and assisting the Chief with the annual budget preparation; in accordance with department policies, state and local laws, and local administrative requirements; all other work as required. Reports to the Deputy Chief.

**PRIMARY DUTIES AND ESSENTIAL FUNCTIONS:**

Assists Chief and Deputy Chief with the day-to-day operations and functioning of the department.

Supervises all administrative staff including the Detective Unit, Drug Taskforce Officer, School Resource Officer, Court Liaison Officer and Community Services Officer. Duties include daily supervision of all officers assigned to insure each officer performs their assigned duties.

Oversees the hiring process, including acting as a liaison with civil service commission, conducting background investigations, and the development and chairing the interviewing board. Makes recommendations to the Chief.

Oversees and conducts training of all officers and required certifications. Ensures that each officer is properly trained in accordance with state and local training mandates. Maintains department training record.

Oversees the department's property and narcotics evidence rooms and narcotics cash account.

Assists in conducting performance evaluations of assigned personnel.

Oversees the Department's social media and responsible for media relations.

Oversees building maintenance and facility services.

Maintains the Sex Offense Registry, including maintaining the data base, continuous tracking of sex offenders registered in the town, maintaining the sex offense binder for public viewing, and community notification for all level 3 offenses.

Reviews and oversees the maintenance of the department equipment and fleet. Ensures that all certifications on equipment are maintained.

Manages and oversees firearms licensing.

Maintains department breath analyzer and associated paperwork.

At any time may be required to perform some or all duties of the Patrol Operations Lieutenant.

Performs all other related work as may be required or assigned.

**TOWN OF SANDWICH – POSITION CLASSIFICATION SHEET  
TRAINING & COMMUNITY SERVICES  
LIEUTENANT  
POLICE DEPARTMENT**

**EDUCATION/BASIC KNOWLEDGE**

Associate's degree in criminal justice, law enforcement, public administration or related field; or any equivalent combination of education and experience. Bachelor's degree preferred. Certification as a full-time regular police officer in Massachusetts required. Officer must be able to perform supervisory law enforcement duties under varying hazardous and serious conditions, properly directing and protecting oneself and others from unreasonable risk and/or injury. Knowledge of current and proper law enforcement practices, policies, and procedures. Thorough knowledge of applicable Massachusetts General Laws, Town bylaws, regulations, roadways and geography. Must possess and retain a Class D Massachusetts Driver's License.

**EXPERIENCE**

Five years of experience as a regular, full-time police officer with an additional three years in the rank of Sergeant required. Once hired, up to one and a half years on job to become proficient.

**JUDGMENT AND INITIATIVE**

Performs varied and responsible duties requiring judgment and initiative in assisting in the control of the operation of the Sandwich Police Department and its employees.

**SUPERVISION REQUIRED**

Works under the supervision of the Deputy Police Chief in carrying out policies and procedures, and enforcing all relevant Massachusetts General Laws, local bylaws and regulations. Normally works independently carrying out the requirements of the job, reporting any unusual circumstances and conditions to the Deputy Police Chief and/or Chief of Police as required.

**ACCOUNTABILITY**

Accountable for the work of those supervised and directly assigned duties.

**CONTACT WITH OTHERS**

Contacts require perceptiveness and discretion with other town, state and federal law enforcement agencies, the news media, and with the general public. Contacts must reflect a positive image for the Town and promote favorable public relations.

**CONFIDENTIALITY**

Has access to all department-related confidential information including personnel records, negotiating positions, and criminal investigations. Must exercise considerable discretion in dealing with information and investigations that if not properly handled could seriously affect the Town's image, performance, and perhaps its legal obligations.

**PHYSICAL ENVIRONMENT**

This position requires that most of the officer's time will be in an office environment. This officer will act as the on-scene commander for serious incidents, and reports directly to the Deputy Police Chief and/or Chief of Police. This officer may be required to participate in law enforcement activities with unavoidable exposure to hazards affecting personal safety.

**PHYSICAL EFFORT**

Occasional moderate to strenuous physical effort required to successfully perform law enforcement duties. Minimal physical effort associated with office duties.

**OCCUPATIONAL RISKS**

Occasional and unavoidable risks associated with exposure to law enforcement hazards, including risks to own personal safety and well-being. Minimal exposure to hazards in office environment.

**CHARACTER OF SUPERVISION EXERCISED**

Under the general supervision of the Deputy Police Chief, oversees the Detective and Community Service functions of the Town's police department, supervising the activities of up to ten full-time personnel.

(This position description is subject to change by the employer as the needs of the employer and requirements of the job change.)

**TOWN OF SANDWICH - POSITION DESCRIPTION  
PATROL OPERATIONS  
LIEUTENANT  
POLICE DEPARTMENT**

**SUMMARY:**

Assists the Deputy Police Chief and Chief of Police with the day-to-day operations of the Police Department. Responsible for the patrol operation and line functions of the Police Department; in accordance with department policies, state and local laws, and local administrative requirements; all other work as required. Reports to the Deputy Police Chief.

**PRIMARY DUTIES AND ESSENTIAL FUNCTIONS:**

Assists with day-to-day operations and functioning of the department.

Oversees and supervises all patrol and line functions of the department. Responsible for the daily review of the shift schedule to insure that shifts are filled to proper levels, assigns responsibilities as needed and monitors the daily activities of patrol function. Coordinates and directs department resources to best benefit the patrol operation of the department while maintaining continuity of shift procedure.

Assists the Training & Community Services Lieutenant, Deputy Police Chief and Chief in the hiring process.

Assists in conducting performance evaluations of Patrol Officers and Sergeants.

Reviews all daily reports and records. These activities include reviewing all police reports for accuracy and statutory content. Reviews daily log entry for accuracy. Reviews all case folders to insure that all requirements specific to the case have been met and documented.

Oversees records requests made to the department.

Provides firearms licensing support to the Training & Community Services Lieutenant.

Oversees the department's armory and related weapons ensuring compliance with applicable laws.

Manages the department's read & sign book and monthly patrol training manual.

Oversees the department's field training program and evaluations.

Oversees the department's awards and recognition program.

At any time may be required to perform any and all duties of the Training & Community Services Lieutenant.

Performs all other related work as may be required or assigned.

**TOWN OF SANDWICH – POSITION CLASSIFICATION SHEET  
PATROL OPERATIONS  
LIEUTENANT  
POLICE DEPARTMENT**

**EDUCATION/BASIC KNOWLEDGE**

Associate's degree in criminal justice, law enforcement, public administration or related field; or any equivalent combination of education and experience. Bachelor's degree preferred. Certification as a full-time regular police officer in Massachusetts required. Officer must be able to perform supervisory law enforcement duties under varying hazardous and serious conditions, properly directing and protecting oneself and others from unreasonable risk and/or injury. Knowledge of current and proper law enforcement practices, policies, and procedures. Thorough knowledge of applicable Massachusetts General Laws, Town bylaws, regulations, roadways and geography. Must possess and retain a Class D Massachusetts Driver's License.

**EXPERIENCE**

Five years of experience as a regular, full-time police officer with an additional three years in the rank of Sergeant required. Once hired, up to one and a half years on job to become proficient.

**JUDGMENT AND INITIATIVE**

Performs varied and responsible duties requiring judgment and initiative in assisting in the control of the operation of the Sandwich Police Department and its employees.

**SUPERVISION REQUIRED**

Works under the supervision of the Deputy Police Chief in carrying out policies and procedures, and enforcing all relevant Massachusetts General Laws, local bylaws and regulations. Normally works independently carrying out the requirements of the job, reporting any unusual circumstances and conditions to the Deputy Police Chief and/or Chief of Police as required.

**ACCOUNTABILITY**

Accountable for the work of those supervised and directly assigned duties.

**CONTACT WITH OTHERS**

Contacts require perceptiveness and discretion with other town, state and federal law enforcement agencies, the news media, and with the general public. Contacts must reflect a positive image for the Town and promote favorable public relations.

**CONFIDENTIALITY**

Has access to all department-related confidential information including personnel records, negotiating positions, and criminal investigations. Must exercise considerable discretion in dealing with information and investigations that if not properly handled could seriously affect the Town's image, performance, and perhaps its legal obligations.

**PHYSICAL ENVIRONMENT**

This position requires that most of the officer's time will be in an office environment. This officer will act as the on scene commander in all serious incidents, and reports directly to the Deputy Chief of Police. This officer may be required to participate in law enforcement activities with unavoidable exposure to hazards affecting personal safety.

**PHYSICAL EFFORT**

Occasional moderate to strenuous physical effort required to successfully perform law enforcement duties. Minimal physical effort associated with office duties.

**OCCUPATIONAL RISKS**

Occasional and unavoidable risks associated with exposure to law enforcement hazards, including risks to own personal safety and well-being. Minimal exposure to hazards in office environment.

**CHARACTER OF SUPERVISION EXERCISED**

Under the general supervision of the Police Captain, oversees the patrol functions of the Town's police department, supervising the activities of up to twenty-five full-time personnel.

(This position description is subject to change by the employer as the needs of the employer and requirements of the job change.)

# 2016 LICENSE RENEWALS

2016

## TOWN OF SANDWICH LIQUOR LICENSE

### ANNUAL

#### COMMON VICTUALLER - ANNUAL ALL ALCOHOLIC

1. Amaria, Inc. d/b/a **AMARI RISTORANTE**, Robert Hixon, Manager  
674 Route 6A, East Sandwich, MA 02537 375-0011  
Amaribar6a@gmail.com
2. Sandwich Property LLC d/b/a **BRITISH BEER COMPANY**, Michael Walsh, Manager,  
46 Route 6A , Sandwich, MA 508-833-9590  
dianegarland@britishbeer.com
3. FPH, LLC d/b/a **Father's Kitchen and Taphouse**, John Downes, Manager, 406 Route 6A,  
East Sandwich, MA 02537
4. **THE BELFRY INN**, and **CW's** Christopher Wilson, Manager  
6 & 8 Jarves Street, Box 2211, Sandwich, Ma 888-8550  
cwilson@belfryinn.com
5. Gossios Corp. d/b/a **CAPTAIN SCOTTS SEAFOOD RESTAURANT**  
Virginia Gossios, Manager, 71 Tupper Road, Sandwich, MA 888-1675  
ggossios@aol.com
6. Debbie Levorce, **CANTERBURY CAFÉ OF SANDWICH**,  
331 Cotuit Road, Units 2 & 3, Sandwich, MA 508-888-8090  
levorce@comcast.net
7. Dan'l Webster Inn, Inc. d/b/a **DAN'L WEBSTER INN**, Steve Catania, Manager  
149 Main Street, Sandwich, MA 02563 888-3622  
steven@cataniahospitalitygroup.com
8. Middleton Golf Course, Inc. **HOLLY RIDGE CLUB**, William George, Manager  
Country Club Road, Sandwich, MA 428-5577
9. China Palace Restaurant, Inc. d/b/ **CHINA PALACE**, Joe Wai Chow Leung, Manager  
331 Cotuit Road, Sandwich, MA 888-3543  
chinapalacesandwich@gmail.com
10. Brandy Man Inc. d/b/a **BOBBY BYRNE'S PUB**, Jeffrey Moore, Manager  
Route 6A, Stop and Shop Plaza, P.O. Box 1659, Sandwich 888-6088  
jmoore@bobbybyrnes.com

## 2016 LICENSE RENEWALS

11. Marshland Group, Inc. **MARSHLAND TOO**, Henry Cooke, Jr. Manager  
315 Cotuit Road, Sandwich, MA 508-888-9747
12. Pilot Current Corp., d/b/a **PILOT HOUSE**, Robert Jarves, Manager  
14 Gallo Road, Sandwich, 888-8889
13. Tomatoes Restaurant, Inc. d/b/a **TOMATOES**, Janine Petralia, Manager  
280C Route 130, Forestdale, MA 02644 888-6008
14. T.A. Gossios Corp. d/b/a **SANDWICH TAVERNA**, Thanos Gossios, Manager  
290 Route 130, Sandwich, MA 02563 888-2200  
Sandwichtaverna@aol.com
15. Nikemma, Inc. d/b/a **TWO BROTHERS PIZZA AND MEXICAN**, Christian Newman,  
Manager, 331 Cotuit Road, Sandwich, MA 508-888-4555  
dimitriosnson@yahoo.com
16. Sweet Tomatoes, Inc. d/b/a **SWEET TOMATOES**, Carrie Yetman, Manager  
95 Tupper Road, Sandwich, MA 888-3896
17. Seventy-Nine Route 130 Corp. d/b/a **TASTE OF ASIA**, Lynn Le, Manager  
79 Route 130, Forestdale, MA 02644 617-697-1747.
18. Bacclubhouse, LLC, d/b/a **THE CLUBHOUSE SPORTS BAR AND GRILLE**, Mark  
McGowan, Manager, 1 Round Hill Road, Sandwich 508-888-0800  
p.o. Box 576, Forestdale, MA 02644
19. JDS Burger Co. LLC, d/b/a **JDs BURGER COMPANY**, John Neal Manager, 280 Route  
130, Unit 9C, Forestdale, MA 617-699-0877

### CLUB LICENSES - ALL ALCOHOLIC

1. **CLARK HADDAD POST NO. 188**, American Legion Building Corp., Donna Briand,  
Manager, 20 Old Main Street, Sandwich - VETERANS CLUB 888-9832  
Clark.haddad@aol.com
2. **THE RIDGE CLUB SGP, Inc. D/B/A THE RIDGE CLUB**, Robert Higgins, Manager  
70 Country Club Road, Sandwich , 428-6800  
bhiggins@ridgeclubcapecod.com

## 2016 LICENSE RENEWALS

### COMMON VICTUALLER – WINES AND MALT

1. Marshland Group Inc., **MARSHLAND RESTAURANT**, Kim Babiarz, Manager,  
109 Route 6A, Sandwich 888-9824
2. CC Lopes, LLC d/b/a **SURF'S UP PIZZA AND SEAFOOD**, Ronald Lopes, Manager  
289 Cotuit Road, Sandwich, MA 888-5944  
Cc32320@aol.com
3. Stef. Co. Corp. **ROUTE 6A CAFÉ**, James Stefos, Manager  
415 Route 6a, East Sandwich, MA 888-5220  
Jstefos@aol.com
4. Verchad Inc. d/b/s **SANDWICH PIZZA HOUSE**, Mark E. Peterson, Manager  
144 Route 6A, Sandwich 888-5104
5. Dunbar Tea Corp. d/b/a **THE DUNBAR HOUSE GIFT SHOP AND TEA ROOM**,  
Paula H. Hegarty, Manager, 1 Water Street, Sandwich 833-2485  
info@dunbarteashop.com

### RETAIL PACKAGE GOODS STORE – ALL ALCOHOL

1. A Bit of Blarney, Inc. d/b/a **BARRETT'S SPIRITS SHOPPE**, Edward J. Barrett, Manager  
495 Route 6A, East Sandwich, MA 888-6352
2. Sea Shore Corp. **CANTERBURY LIQUORS**, Richard F. Hurley, Manager  
331 Cotuit Road, Units 13, 14 and 15, Sandwich, MA 888-6099  
rhurley@canterburyliquors.com
3. Meetinghouse Road, Inc. d/b/a **MEETINGHOUSE PACKAGE & VARIETY**, Bernice  
Konary, Manager, Cotuit/Quaker Meetinghouse Roads, Sandwich, MA 477-4192  
d.konary@comcast.net
4. Pike Rock, Management, Inc. d/b/a **PARADISE WINES AND SPIRITS**, Louis Giammarco,  
Manager, Unit No. 6, 65 Route 6A, Stop and Shop Plaza 888-8810
5. Neelrish Corp d/b/a **SANDWICH PACKAGE STORE**, Mukesh V. Shah, Manager  
118 Route 6A, Sandwich, MA 888-0075  
Mukesh7424@yahoo.com
6. John J. Santoro, LLC d/b/a **MERCHANTS SQUARE LIQUORS**, 8 Merchants Road, Unit  
#1, Sandwich, MA 02563 888-6242  
innkeeperoncanal@aol.com

## 2016 LICENSE RENEWALS

### RETAIL PACKAGE GOODS STORES – WINES AND MALTS

1. **Forestdale Mobile, Inc.** Saeed Anwar Chaudhry, Manager, **FORESTDALE MOBILE**  
80 Route 130, Forestdale, MA 02644 477-4038
2. KOCC Corp, d/b/a **ROUTE 6A CONVENIENCE STORE**, Amita Patel, Manager  
422 Route 6A, East Sandwich, MA 02537 833-0586
3. LAMBERT'S OF CAPE COD INC.d/b/a **LAMBERT'S OF CAPE COD**, Adam Lambert,  
Manager, 271 Cotuit Road, Sandwich. 508-477-0655
5. Abdul Hafeez Main, Manager d/b/a **SANDWICH MART AND SPIRITS**,  
152 ROUTE 6A, Sandwich 888-4436
6. The Brown Jug, Inc. d/b/a **THE BROWN JUG**, Michael S. Johnston, Manager  
1 Jarves Street, Sandwich, MA 888-5760