

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

BOARD OF SELECTMEN AGENDA March 19, 2015 – 7:00 P.M. Sandwich Town Hall – 130 Main Street

1. Pledge of Allegiance
2. Review & Approval of Minutes (*Vote*)
3. Public Forum (*15 Minutes*)
4. Town Manager Report
5. Correspondence / Statements / Announcements / Future Items / Follow-up (*10 Minutes*)
6. Staff Meeting (*10 Minutes*)
The East Sandwich Friends Meeting – Requested Sign on Town Property (*Vote*)
Intersection of Route 6A & Quaker Meetinghouse Road
7. Old Business (*60 Minutes*)
Board of Selectmen Public Forum
FY'16 Budget
Annual Town Meeting – May 4, 2015
Other
8. New Business (*10 Minutes*)
Other
9. Public Forum (*15 Minutes*)
10. Closing Remarks
11. Executive Session
Disposition of Real Property –Town SSVC Land Sale RFP
12. Adjournment

NEXT MEETING: Thursday, March 26, 2015, 7:00 P.M., Town Hall

SELECTMEN
DEC 17 2014
RECEIVED

Bob Fawcett
74 John Ewer Rd
Sandwich, Ma 02563
508 419 1526
rjfawc@aol.com

Dear Selectmen

As a representative of The East Sandwich Friends Meeting I am requesting permission to place a sign on town property.

We own the Quaker Meetinghouse located at 6 Quaker rd. The building was built in 1810, the third on this site. The Sandwich Religious Society of Friends is the oldest Friends Meeting (Quakers) in the country.

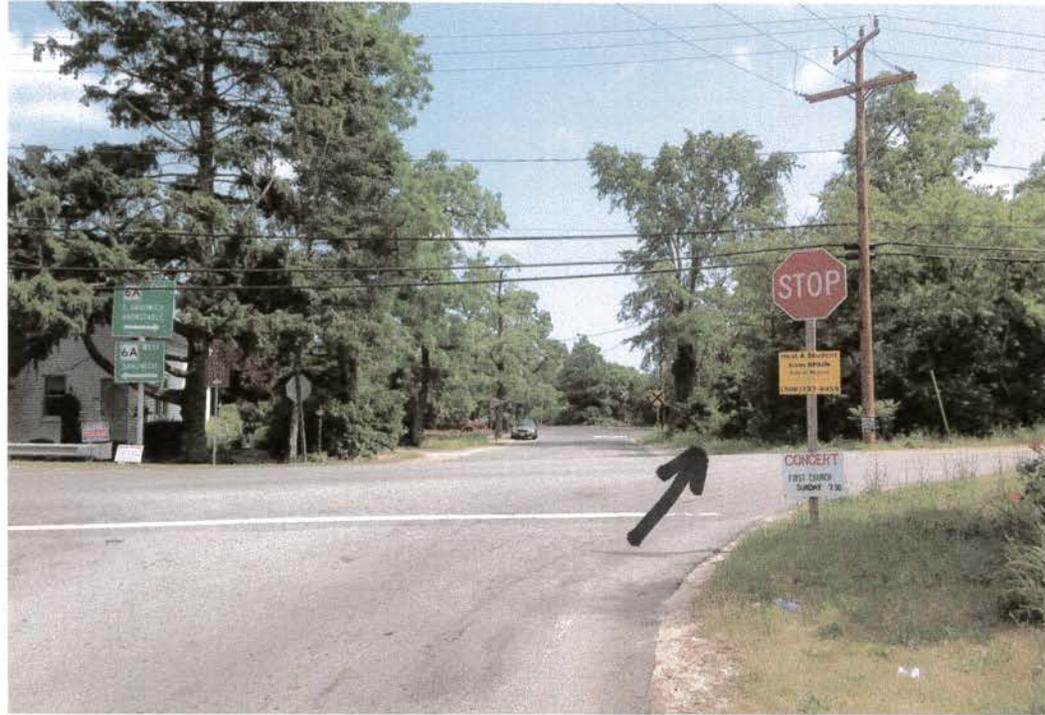
We often participate in the Sandwich historic days activities and have visitors that come from all over the world for our Meeting for Worship, activities and to tour the graveyard which dates back to 1694.

We would like your permission to use town land to post a sign that would read "Friends Meeting→" We would like this sign to be located at the intersection of 6A and Quaker Meetinghouse Rd, north of 6A on the east side of Spring Hill Rd., land that borders the property of Roots and Shoots. Enclosed is a picture of the location.

If you approve we will then go forward with an application to the sign committee/building inspector.

Thank you

Bob Fawcett



SELECTION

DEC 17 2014

RECEIVED

Hanelt, Diane

From: rjfawc@aol.com
Sent: Wednesday, February 11, 2015 9:31 AM
To: Hanelt, Diane
Subject: Re: Request to place private sign on Town Property



This sign would be permanent, replacing a sign that we had in this spot since the 70's. It is 14"x7" and would be on it's own pole and I would be glad to install it.

Thank you

-----Original Message-----

From: Hanelt, Diane <ghanelt@townofsandwich.net>
To: rjfawc <rjfawc@aol.com>
Sent: Thu, Feb 5, 2015 4:05 pm
Subject: FW: Request to place private sign on Town Property

Sorry, I misspelled your e-address below.

Diane Hanelt, Administrative Assistant
Office of the Board of Selectmen/Town Manager
Town Hall
130 Main Street
Sandwich, MA 02563
Tel. #508-888-4910/5144
Fax #508-833-8045

From: Hanelt, Diane
Sent: Thursday, February 05, 2015 4:03 PM
To: 'rjfawc@aol.com'
Subject: Request to place private sign on Town Property

Hi Bob,

Sorry for the delay in this process. Before the request is presented to the Board of Selectmen could you answer a few questions:

1. Is the sign going to be temporary or permanent.
2. Could you please supply us with a sketch or detailed picture with dimensions etc. of the proposed sign.
3. How is the sign going to be installed...is it going to be put on its own pole?

We look forward to hearing back from you.

Thanks.

Have A Great Day!
Diane

Diane Hanelt, Administrative Assistant
Office of the Board of Selectmen/Town Manager
Town Hall
130 Main Street
Sandwich, MA 02563
Tel. #508-888-4910/5144
Fax #508-833-8045

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Hanelt, Diane

From: Spiro, Paul
Sent: Thursday, January 22, 2015 12:51 PM
To: Hanelt, Diane
Cc: Brides, Brendan
Subject: RE: Request to place private sign on Town Property

Diane,

The sign is fine as long as it goes through OKHHDC and they approve its size, color, etc. After approval, they shall apply for a sign permit. As you know, the Selectmen would have to okay its location on town property.

Paul

From: Hanelt, Diane
Sent: Thursday, January 22, 2015 11:07 AM
To: Spiro, Paul
Cc: Brides, Brendan
Subject: FW: Request to place private sign on Town Property

Good Morning Paul,

Just following up on some information I sent to you on December 17, 2014. Mr. Fawcett was just at town hall inquiring again because he hadn't heard back from us.

Could you please review the request and let me know if you have any questions or comments.

Thanks

Have A Great Day!
Diane

Diane Hanelt, Administrative Assistant
Office of the Board of Selectmen/Town Manager
Town Hall
130 Main Street
Sandwich, MA 02563
Tel. #508-888-4910/5144
Fax #508-833-8045

From: Hanelt, Diane
Sent: Wednesday, December 17, 2014 11:59 AM
To: Spiro, Paul
Cc: Brides, Brendan
Subject: Request to place private sign on Town Property

Hi Paul,

Before I give this to the Selectmen to review and take a vote one way or the other...do you want to 'weigh' in on this two (2) page request (Letter and photo)? I'm sure the Selectmen will ask about the opinion of the sign inspector before they would approve...or not.

Thanks.

PUBLIC FORUM GUIDELINES

Thank you for attending this meeting of the Board of Selectmen.

We value your input and look forward to hearing your questions, comments or concerns. Therefore, to increase accessibility, we have expanded our agenda to include two public forum opportunities at our regular meetings.

The following guidelines have been established to make the best use of public forum. While offering two public forums it is important that the Selectmen are still allowed enough time to conduct our other business.

- Please feel free to speak on any topic affecting Sandwich residents.
- All speakers must come to the microphone and identify themselves.
- Please try to keep your comments short and to the point. Plan on being allowed approximately five minutes but the actual time limit will be at the discretion of the Chairman based on the agenda for the evening and the time available.
- Making a presentation using slide projectors or overhead projectors is not appropriate for public forum.
- If you believe that your topic requires more time or desire to make a more formal presentation than is allowed under these guidelines, please contact the Town Manager to ask to be put on a future agenda so that we can properly allocate enough time.
- You are free to make your point for all to consider. However, engaging in active debate with Board or audience members will not be allowed. All comments and questions must be directed at the Chairman.
- Public forum is not to be used as a candidate's forum.
- All remarks must be respectful and courteous, free of name-calling and personal attacks. Inappropriate language will not be tolerated. Remember that comments presented in a dignified manner have more credibility.

The Board of Selectmen appreciates your cooperation in honoring these guidelines. We look forward to hearing from you.

Ralph Vitacco, Chairman
Board of Selectmen

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	500,000		
Excess Levy Reserve Est.	0		
Overrides / Exclusions	0		
County Assess. Outside 2.5: CCC	162,847		
Debt Outside 2.5 (- Non-Levy & SBA)	1,022,574	55,148,128	
 <u>Other Revenue:</u>			
Land Bank / CPA Debt	1,252,561		
School Building Authority Funding	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>17,326,019</u>	
 Total Estimated Revenues		 72,474,147	

<u>Stabilization Fund Balance:</u>	
Actual Balance on 1/1/15:	1,022,450
Proposed Transfer From/To Stabilization Fund:	250,000
Projected Post ATM Balance:	1,272,450

EXPENSES

<u>ReCap Sheet Items:</u>			
State Assess: Tuition Assess (1.67%)	3,100,000		
State Assess: All Other (4.00%)	546,382		
Abatements / Overlay	400,000	4,046,382	
 <u>Town Meeting Items:</u>			
Group Health Insur.+ Mitig. Plan (5.98%)	9,300,000		
County Retirement Assess. (5.38%)	3,147,347		
Property & Liability Insurance (3.03%)	850,000		
Medicare (6.00%)	623,778		
Unemployment Account	100,000		
Debt: Long Term	4,011,147		
Debt: Short Term	50,000		
Reserve Fund	500,000		
Capital Budget - Net	925,000		
Transfer to Stabilization Fund	250,000		
GASB 45 Appropriation	150,000		
FY'15 Snow & Ice Deficit	225,000	20,132,272	
 <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%)			<u>2,049,172</u>
General Gov't. Budget (4.25%)			<u>15,345,157</u>
 Total Estimated Expenses			 72,488,576
 ESTIMATED FY'16 BUDGET BALANCE			 -14,430

FY'16 BUDGET TOTALS

NO.	DEPARTMENT	FY15 APPROP	FY16 SALARY	FY16 OPER	FY16 TOTAL	% CHANGE
114	Moderator	450	450	0	450	0.00%
123	Select./Manager	451,549	405,919	61,350	467,269	3.48%
	Personnel Expen.	252,254	244,875	0	244,875	-2.93%
131	Finance Comm.	3,400	2,000	1,400	3,400	0.00%
135	Accounting	217,367	206,060	20,750	226,810	4.34%
141	Assessing	373,800	359,893	24,925	384,818	2.95%
145	Treasurer	190,328	213,832	-7,950	205,882	8.17%
146	Tax Collector	193,336	150,900	50,900	201,800	4.38%
147	Tax Title	25,000	0	35,000	35,000	40.00%
151	Legal	275,000	0	300,000	300,000	9.09%
152	Human Resour.	161,271	162,163	8,000	170,163	5.51%
161	Town Clerk	158,168	162,677	3,000	165,677	4.75%
162	Elect. & Regist.	77,250	8,500	52,250	60,750	-21.36%
171	Natural Resour.	245,608	243,576	27,100	270,676	10.21%
175	Plan. & Devel.	202,623	201,174	21,125	222,299	9.71%
190	Facilities Mgmt.	502,862	199,955	322,500	522,455	3.90%
195	Town Reports	11,000	0	11,000	11,000	0.00%
196	Bind Records	6,000	0	6,000	6,000	0.00%
197	Info. Technology	492,219	171,829	357,500	529,329	7.54%
	Total 100s	3,839,485	2,733,803	1,294,850	4,028,653	4.93%
210	Police Dept.	3,479,919	3,779,429	318,835	4,098,264	17.77%
220	Fire Dept.	3,264,912	3,674,410	-463,200	3,211,210	-1.64%
241	Inspections	257,631	249,212	16,105	265,317	2.98%
244	Sealer of W & M	200	0	200	200	0.00%
291	Emerg. Mgmt.	11,500	3,000	8,500	11,500	0.00%
294	Forest Warden	1,500	0	1,500	1,500	0.00%
297	Bourne Shellfish	4,000	0	4,000	4,000	0.00%
299	Greenhead Fly	2,000	0	2,000	2,000	0.00%
	Total 200s	7,021,662	7,706,051	-112,060	7,593,991	8.15%
300	School Dept.	31,358,436	31,358,436	0	30,915,593	-1.41%
313	UCCRVTS	1,828,435	2,034,929	0	2,034,929	11.29%
	Total 300s	33,186,871	33,393,365	0	32,950,522	-0.71%

(Note: School Dep't. amount includes Ch. 70 aid.)

NO.	DEPARTMENT	FY15 APPROP	FY16 SALARY	FY16 OPER	FY16 TOTAL	% CHANGE
410	DPW - Engineer.	184,212	178,945	9,800	188,745	2.46%
420	DPW	1,449,207	909,533	558,025	1,467,558	1.27%
421	Snow & Ice	250,013	12,523	237,491	250,014	0.00%
424	Streetlights	30,000	0	30,000	30,000	0.00%
435	DPW - Sanitation	250,058	416,611	-416,611	0	-100.00%
Total 400s		2,163,490	1,517,612	418,705	1,936,317	-10.50%
510	Health Dept.	177,515	177,205	10,125	187,330	5.53%
522	Nursing Dept.	132,121	116,042	29,700	145,742	10.31%
540	Social Services	21,200	0	35,000	35,000	65.09%
541	COA	198,448	207,269	10,500	217,769	9.74%
543	Veterans	44,006	0	45,500	45,500	3.39%
Total 500s		573,290	500,516	130,825	631,341	10.13%
610	Library	985,336	739,303	204,714	944,017	-4.19%
630	Recreation	108,320	139,412	16,375	155,787	43.82%
650	DPW - Parks	13,850	0	20,850	20,850	50.54%
671	Hoxie / Grist Mill	0	20,000	0	20,000	#DIV/0!
693	Memorial Day	1,200	0	1,200	1,200	0.00%
694	Historic District	13,000	1,500	11,500	13,000	0.00%
Total 600s		1,121,706	900,215	254,639	1,154,854	2.96%
GEN. GOVT. TOTAL (no School)		14,719,633	13,358,198	1,986,959	15,345,157	4.25%
Gen. Gov't. Budget @ 4.25% =			15,345,157	Adjustment Needed =		0
GRAND TOTAL (incl. School)		47,906,504	46,751,563	1,986,959	48,295,679	0.81%

**FY'16 RECOMMENDED GENERAL GOVERNMENT BUDGET
Summary of Significant Budget Changes (+/- \$5,000)**

(Contracted & Estimated Wage Increases Included in Appropriate Operating Budgets)

<u>Acct.</u>	<u>Budget - Description</u>	<u>Change</u>
ALL	52.4 Weeks in Fiscal Year vs. Usual 52.2 Weeks	39,660
147	Tax Title - Increase Due to Activity (Generates Revenue)	10,000
151	Legal - Contracted Professional Services	25,000
162	Elections & Registrations - Down Year in Normal Cycle	-16,500
171	Natural Resources - Loss of Waterways Revenue Transfer	7,500
190	Facilities Department - Town Hall Monitor Expenses	5,000
197	IT - Contracted Support Services	25,000
210	Police - More Realistically Fund Expenses	23,000
210	Police - (1) Detective	65,500
220	Fire - (4) EMS / Firefighters & OT (\$11,326 Above Original Est.)	279,326
210 & 220	Joint, Public Safety Civilian Dispatch (Net, Both Budgets)	99,714
435	Sanitation - Reduce Town Appropriation to Enterprise Fund	-250,058
522	PH Nurse - Increase Innoculation Purchases (Generates Revenue)	10,000
540	Social Services - Increase Grants; Add Local Funding Source	13,800
541	Council on Aging - Part-time Van Driver	12,500
610	Library - Reinstate Weston Memorial Fund Transfer; Actual vs. Est.	-12,500
630	Recreation - New Program Coordinator Position	41,600
650	DPW - Parks - Net Increase Tree Warden Expenses	7,000
671	Hoxie House / Grist Mill - Offset Decrease in Carryover Funds	20,000

FY'16 CAPITAL BUDGET SUMMARY
Presented to Capital Improvement Planning Committee: March 23, 2015

<u>DEPARTMENT</u>	<u>ITEM</u>	<u>COST</u>
PROJECTS >\$10,000		
<u>General Government:</u>		
141 ASSESSING	Vehicle Replacement (Ford Escape 4x4)	\$23,150
171 NATURAL RESOURCES	Replace John Deere Tractor	\$39,000
190 FACILITIES DEPT.	Repairs to Town Buildings	\$125,000
190 FACILITIES DEPT.	(30) AEDs for Town Facilities	\$44,000
190 FACILITIES DEPT.	Town Neck Restroom/Concession Feasibility Study	\$25,000
294 EMERGENCY MGMT.	Battery Back-Up System for Emergency Communications	\$20,000
210 POLICE DEPARTMENT	Replace (4) Mobile Radios	\$20,000
210 POLICE DEPARTMENT	New Telephone System for Police & Fire	\$50,000
220 FIRE DEPARTMENT	(4) Automatic Chest Compression Systems (Amb. Fund)	\$60,000
220 FIRE DEPARTMENT	(4) Stretcher Lift Systems (Amb. Fund)	\$100,000
241 INSPECTIONS	Replace Vehicle (Ford Explorer 4x4)	\$32,500
410 ENGINEERING	Boardwalk & Beach Access Repairs	\$60,000
420 DPW - HIGHWAY	Replace 2005 International Dump Truck with Plow	\$150,000
420 DPW - HIGHWAY	Replace 2003 Chipper	\$50,000
510 HEALTH DEPARTMENT	Vehicle Replacement (Ford Escape 4x4)	\$23,150
522 & 541 NURSING & COA	Shared Vehicle (Ford Escape 4x4) (Donation Acct.)	\$23,150
610 LIBRARY	Elevator Improvements	\$85,000
610 LIBRARY	Fire Alarm System Upgrade	\$11,875
630 RECREATION	Vehicle Replacement (Ford 15-Person Passenger Van)	\$30,000
630 RECREATION	Replace Sailing Rescue Boat, Motor, Trailer	\$10,000
650 DPW - PARKS	Replace 1999 F-350 1-Ton Dump Truck w/ Plow	\$70,000
650 DPW - PARKS	Replace 2005 F-350 1-Ton Dump Truck w/ Plow	\$70,000
TOTAL > \$10,000 CAPITAL EXPENSES		\$1,121,825
PROJECTS <\$10,000		
<u>General Government:</u>		
123 SELECTMEN/MANAGER	Restoration of Town Hall Piano	\$10,000
171 NATURAL RESOURCES	Buoy Replacements - 2014 Damage	\$3,000
171 NATURAL RESOURCES	Conservation Lands Maintenance & Improvements	\$8,500
171 NATURAL RESOURCES	Equipment Upgrades (Mobile Radios, 800 MHz, UHF)	\$9,900
171 NATURAL RESOURCES	Replace Equipment Trailer & Related Accessories	\$10,000
210 POLICE DEPARTMENT	Replace Portable Radio Batteries	\$8,000
210 POLICE DEPARTMENT	Replace ATV	\$6,000
630 RECREATION	Oak Crest Cove Tennis Court Maintenance	\$8,800
630 RECREATION	Oak Crest Cove Retaining Wall Repairs	\$6,700
630 RECREATION	Purchase Kayaks	\$5,000
TOTAL < \$10,000 CAPITAL EXPENSES		\$75,900
TOTAL RECOMMENDED FY'16 CAPITAL EXPENSES		\$1,197,725
LESS SANITATION AMBULANCE FUND TRANSFER		(\$160,000)
LESS SHAWME HEIGHTS DONATION ACCOUNT TRANSFER		(\$23,150)
LESS LIBRARY HVAC BALANCE REAPPROPRIATION		(\$90,000)
TOTAL FY'16 CAPITAL MINUS TRANSFERS		\$924,575
*CAPITAL RESERVE FUND		\$425
TOTAL FY'16 CAPITAL EXPENSES		\$925,000

*Funds to be held for emergency/reserve purposes until released by CIPC and Town Manager.

RECENT STM

February 9, 2015 – Special Town Meeting Index of Warrant Articles

1. Reappropriate School Capital Expenditure Exclusion Balances to Oak Ridge & Forestdale Improvements (p. 3)
2. Additional Capital Appropriation for Oak Ridge & Forestdale Improvements (p. 4)
3. Reauthorize CPA Funds for Beach Restoration Project (p. 4)
4. Petition Article: Beach Restoration Fund (p. 4)
5. Petition Article: Non-Binding Referendum on Town SSSVC Land Sale (p. 5)
6. CPA Project: Grist Mill Wheel (p. 5)
7. Authorization to Bond for Marina Building Project (p. 5)
8. Transfer & Appropriate Funds for Unemployment Account (p. 6)
9. Establish Revolving Fund for Municipal Alternative Energy Payments & General Government Expenses (p. 6)
10. SHGC Enterprise Fund Transfer – Capital Funds (p. 6)
11. Transfer Care, Custody & Control of School Land at Sandwich High Property to Selectmen for General Municipal Purposes (p. 6)
12. School Department Cell Tower Lease Transfer and Appropriation of Funds (p. 7)
13. Fire Department Ambulance Fund Appropriation – (4) Chest Compression Systems (p. 7)
14. Zoning By-laws: Section 2410 – Use Abandonment (p. 7)
15. Zoning By-laws: Section 4126 – Exterior Storage (p. 7)
16. Zoning By-laws: Section 8000 – Medical Marijuana (p. 8)
17. Zoning By-laws: Definitions (p. 14) ← *One Change*
18. Town Bylaws: Section 2.01 – Capital Improvement Planning Committee (p. 15)
19. Establish Revolving Fund for Sale of Sandwich: A Cape Cod Town (p. 15)
20. CPA Project: Printing Sandwich: A Cape Cod Town (p. 15)
21. CPA Project: Civil War Memorial Plaque (p. 16)
22. CPA Project: Rescind Forestdale Village Affordable Housing Appropriation (p. 16)

Reference Material & Volunteer Application Form:

1. A Glossary of Commonly Used Terms (p. 18)
2. Table of Basic Points of Motion (p. 21)
3. Town of Sandwich Talent Bank Application (p. 22)

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

TYPICAL ATM ARTICLES

INDEX OF WARRANT ARTICLES

May 5, 2014 Annual Town Meeting

- ATM
1. Report of Town Officials & Long Range Plan Overview (p. 3)
 2. FY'15 Budget (p. 3)
 3. FY'15 DPW – Sanitation Division Operating Budget (p. 8)
 4. FY'15 Golf Department Operating Budget (p. 8)
 5. FY'15 Capital Budget (p. 8)
 6. School Department Multi-Purpose, Synthetic Turf Athletic Field: Capital Outlay Expenditure Exclusion (p. 9)
 7. Department of Public Works Public Roads & Public Infrastructure Improvements: Capital Outlay Expenditure Exclusion (p. 9)
 8. FY'14 Snow & Ice Deficit Appropriation (p. 9)
 9. Sandwich Promotions Fund Appropriation (p. 10)
 10. Ch. 90 State Aid to Highways Program (p. 10)
 11. Establish Variable Interest Rate for FY'15 Tax Deferral Program (p. 10)
 12. Approval of NRG Tax Valuation Agreement (p. 10)
 13. CPA Fund Expenditure – Administrative Costs & 10% Allocations (p. 10)
 14. CPA Fund Expenditure – Sandwich High School Athletic Field Lighting & Bleachers (p. 11)
 15. CPA Fund Expenditure – Matching Funds for Federal Coastal Resiliency Grant for Town Neck Beach Restoration (p. 11)
 16. CPA Fund Expenditure – Library Archives Improvements (p. 11)
 17. CPA Fund Expenditure – Cedarville Cemetery Assessment (p. 12)
 18. CPA Fund Expenditure – Lower Shawme Pond Dam & Grist Mill Assessment & Plans (p. 12)
 19. CPA Fund Expenditure – Land Purchase off Chase Road (p. 12)
 20. CPA Fund Expenditure – Land Purchase off Holway's Road (p. 13)
 21. Zoning By-laws Amendment: Article VIII, Temporary Moratorium on Medical Marijuana Treatment Centers (p. 13)
 22. Zoning By-laws Amendment: Section 4300, Flood Plain District (p. 13)
 23. Petition Article: Withdrawal from Cape Cod Commission (p. 17)
 24. Elect Officers & Ballot Question (p. 17)

Add'l.:
14. Other CPA Projects
15. Revolving Fund Caps

Reference Material & Volunteer Service Form:

1. Article 1 – Board of Selectmen – 2014 Long Range Plan (p. 21)
2. Article 2 – FY'15 Projected Revenues & Expenses (p. 28)
3. Article 12 – NRG Tax Valuation Agreement (p. 29)
4. A Glossary of Commonly Used Terms (p. 39)
5. Table of Basic Points of Motions (p. 42)
6. Volunteer Service Form (p. 43)

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