

# Town of Sandwich

THE OLDEST TOWN ON CAPE COD

130 MAIN STREET  
SANDWICH, MA 02563

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BOARD OF  
SELECTMEN

TOWN  
MANAGER

## BOARD OF SELECTMEN AGENDA April 16, 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 (*60 Minutes*)
  - Large-Scale Capital Planning Efforts & Discussion
    - Public Safety
    - Other Priorities
7. Old Business (*30 Minutes*)
  - FY'16 Budget Update
  - Sign May 4, 2015 Annual Town Meeting Warrant
  - Other
8. New Business (*15 Minutes*)
  - Authorize Recommended Appointment of Finance Director (*Vote*)
  - Approve Joint Base Cape Cod Easements for Monitoring Wells (*Vote*)
    - Grand Oak Road, Windsong Road, Pleasantwood Drive
  - Other
9. Public Forum (*15 Minutes*)
10. Closing Remarks
11. Executive Session
  - Contract Negotiations
12. Adjournment

**NEXT MEETING:** Thursday, April 30, 2015, 7:00 P.M., Town Hall

# LONG RANGE CAPITAL PLAN

November 19, 2012



## **BOARD OF SELECTMEN**

John G. Kennan, Jr., Chairman  
Ralph Vitacco, Vice Chairman  
Linell Grundman  
Frank Pannorfi  
James Pierce

Bud Dunham, Town Manager  
Doug Lapp, Assistant Town Manager

## **CAPITAL IMPROVEMENT PLANNING COMMITTEE**

John Juros, Chairman  
John Vibberts, Vice Chairman  
Mike Baker  
Michael Dwyer  
Don Leighton  
Chris Richards (Former Member)

## TABLE OF CONTENTS

1. Introduction and Executive Summary (p. 3)
2. Historical Perspective (p. 9)
3. Explanation of Funding Alternatives (p. 21)
4. Discussion of Capital Needs, Estimated Costs, and Likely Funding Sources (p. 25)
5. Recommended Priorities (p. 38)
6. Estimated Tax Impact (p. 42)
7. List of Attachments Found Electronically (p. 47)



## **Section 1: Introduction and Executive Summary**

### **Introduction**

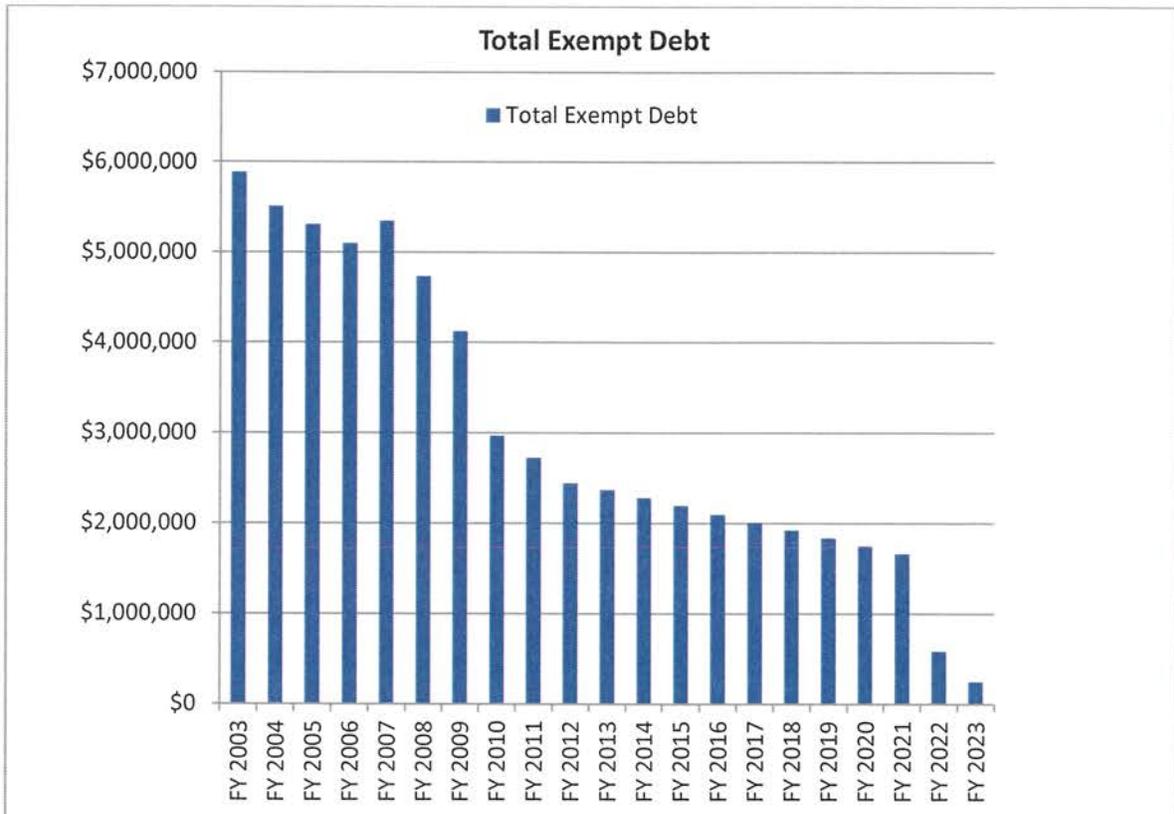
The Town of Sandwich has developed many Long Range Capital Plans and project-specific studies over the last several decades. While these plans have not been acted upon for the most part, they have been critical in raising the level of understanding about the larger capital needs of the Town and School Department. The Board of Selectmen, with the support of the Capital Improvement Planning Committee (CIPC), has identified the development of a new, comprehensive Long Range Capital Plan (LRCP) by the conclusion of 2012 as one of the primary goals of the current Long Range Plan (LRP).

It is important to point out that while there is no standard definition of the types of projects and improvements that make up a Long Range Capital Plan, the general definition we have followed is a significant project or improvement that could not be funded within the constraints of Proposition 2.5 or within the Town's existing tax levy capacity. A more detailed explanation of funding mechanisms for the projects included in this Plan is found in Section 3. These projects include the construction of new buildings, the renovation of existing buildings, and the improvement of existing public infrastructure. An example of a potential new building would be a joint public safety building. An example of renovating an existing building would be improving and reusing the Henry T. Wing School if the existing School services currently provided there were reconfigured and/or relocated to another School building. An example of improving existing public infrastructure would be a road bond and/or override to improve the condition of public roads, drainage, and other similar municipal infrastructure like access roads, parking lots, and outdoor recreation courts.

The Long Range Capital Plan does not include the replacement and purchase of vehicles, equipment and minor building repairs which are typically funded through the annual capital budget within the Town's tax levy capacity, not requiring an exclusion or override. The annual capital plan developed by the Town and approved by the Selectmen, CIPC, and Finance Committee addresses and identifies many of these needs. It should be noted that occasionally, very expensive pieces of capital equipment may need to be purchased through an exclusion. An example of this is the effort to purchase the Fire Department's ladder truck in 1992 and 1995. It's likely the eventual replacement of the existing ladder truck will need a future exclusion vote as its current replacement cost is approximately \$1.5 million.

Before identifying several needs and projects in the Long Range Capital Plan, it is important to point out why it is so critical to have a plan adopted by the Selectmen today. One of the primary reasons is because it is healthy for a community to realistically plan and project future needs and how they might be funded. The vast majority of long term capital needs are well known to Town officials and have been identified for many years. The real difficulty is determining how to fund these needs and actually implement the Plan.

The Town's debt payments outside of Proposition 2.5 have declined substantially over time. Since its recent peak in FY'07, annual debt payments have decreased by \$2.7 million by FY'13. The main reason for this significant decrease is that large School building projects – the construction of the Oak Ridge and Forestdale Schools and the major renovations to Sandwich High School – have either been fully paid off (Oak Ridge and Forestdale) or we're far enough along in the bonding schedule that annual payments have dropped over time (Sandwich High School). A chart depicting the dramatic decrease in annual debt payments since FY'07 is found below and as Attachment 1. We have also attached the Town's full Debt Schedule as it exists today as Attachment 2.



The concept of issuing new debt as previously approved debt is retired is not new. The 2005 Town of Sandwich Long Range Plan (2005 LRP) adopted by the Selectmen stated that the plan “gives the Selectmen the opportunity to prioritize projects and then schedule them when funds are available. In the case of capital building projects, this document would be used in conjunction with the Town’s debt schedule to time new capital expenditures as the debt on old ones is retired.” The 2005 LRP also set the following goal to achieve financial stability and to better manage the Town’s debt: plan future capital projects to coincide with retirement of existing debt as much as possible in order to stabilize the Town’s total debt level.

Another factor that makes the timing of this Plan so critical is the fact that the Town is very close to reaching its build out population. As explained in great detail below, Sandwich grew so rapidly from 1970 – 2000 that substantial building projects, almost exclusively School construction and renovation projects, had to be addressed. At one point in the early 1990s, Sandwich had the second largest amount of total authorized debt in the Commonwealth, behind only the City of Springfield. Now that we have approached build out, with an expected maximum future population of 28,750 based on a 30-year build out analysis in the latest Local Comprehensive Plan (p. 1-50), it’s likely that any future buildings we construct, or major renovations we undertake, will be sufficient for our maximum population in light of our current population of 22,000. This is particularly true now that it appears the 10-year trend of declining school enrollment figures will continue in the future and the possibility of reusing existing school facilities for other municipal needs is more of a reality. Attachment 3 shows the actual Town population and school enrollment figures for almost two decades.

Since the Town is so close to its projected build out population, we have a more accurate estimate of the square footage of buildings that are needed to serve this population. It’s clear that any new construction should include a reasonable amount of space to allow for future growth, but it’s also clear that the likelihood of needing substantial additions in the future to address a growing population is much less than if the buildings were constructed 20 years ago.

Yet another reason why the development of this Plan is so important at this time is the realization that the Town has, in many ways, neglected to approve the issuance of new debt to either renovate existing buildings and infrastructure or construct new ones. As identified by the primary municipal bond rating agencies, the issuance of debt is seen as a healthy sign that a community recognizes its long term infrastructure needs and takes the appropriate, responsible steps to fund these efforts for the benefit of future generations. Simply stated, towns that regularly agree to address growing

infrastructure needs are rated higher in terms of their credit ratings and are deemed healthier than towns that don't.

Today, Sandwich has the best bond rating it has ever had (AA- through Standard & Poors), interest rates to borrow money are at historic lows, and it's indisputable that the longer the Town waits to address its capital needs, the cost to do so will only increase over time. Projects that were analyzed 10-20 years ago with accurate cost estimates would cost more than double that amount today. This trend will continue in the future with public construction costs and prevailing wage rates increasing constantly.

Prior to reviewing the entire Plan, it should be noted that during the numerous, widespread capital planning efforts identified below, professional advice and input was sought from architects the Town had worked with previously, but in virtually every case, funding for these professionals was not provided, so cost figures are truly best educated estimates. The same holds true for square footage needs estimates. Except in the cases where professional architects have been retained to fully analyze space and programmatic needs and develop construction costs based on schematic design plans or detailed construction plans, it's important to remember estimates of both space requirements and project costs are purely estimates.

Finally, certain assumptions have to be made in terms of estimating construction costs, bonding rates and costs, and the commensurate impact on Town taxes. In discussing capital needs and estimated costs, the assumptions we have used in arriving at our figures, and the reasoning behind these assumptions, will be explained in greater detail in Section 6.

### Executive Summary

The prioritized listing of long term capital projects and infrastructure improvements, based on the Selectmen's prioritized project list, are explained in much greater detail in the remaining sections of this Plan. In listing the prioritized rankings, we have broken out the projects into three separate groupings. The first group – Group A – represents the highest priority projects, with the Joint Public Safety Building and Public Roads & Infrastructure projects being the clear, top two priorities. Group B represents the next several projects, most of which should be reviewed as part of the recommended feasibility study on potential reuse of the Henry T. Wing School if the School Department abandons use of this building. Group C represents the least important projects. In addition to this list, the CIPC also makes five separate recommendations to the Board of Selectmen which are explained in detail immediately following the prioritized grouping of long term capital projects.

## SUMMARY OF PRIORITIZED LARGE-SCALE CAPITAL PROJECTS

### **Group A – Top Priorities:**

1. Joint Public Safety Building
2. Public Roads / Infrastructure
3. Water Resources Management
4. Beach Erosion Prevention

### **Group B – Secondary Priorities:**

(Subject to Completion of Feasibility Study of Henry T. Wing School Re-Use)

5. Municipal Offices Consolidation
6. Henry T. Wing School Re-Use
7. School Consolidation (STEM)
8. Senior / Community Center
9. Library Facilities

### **Group C – Lowest Priorities:**

10. Recreation Field Development Plan
11. Marina Office Building
12. Pedestrian / Bike Path Improvements

## CIPC RECOMMENDATIONS TO BOARD OF SELECTMEN

1. The Board of Selectmen should proceed as soon as possible with debt exclusions for the Joint Public Safety Building and Public Roads & Infrastructure projects. These projects are the unanimous top priorities of both the Selectmen and the CIPC and are desperately needed.
2. The Board of Selectmen should support funding a feasibility study on the potential re-use of the Henry T. Wing School. Several of the projects on the LRCP list could potentially be addressed by the extensive renovation and/or construction of new space at the Henry T. Wing School if the School Committee declares the building surplus in the future. It is anticipated the cost to perform such a feasibility study based on the desired scope of work would be \$75,000.
3. In projecting future debt service obligations, the Board of Selectmen should plan on issuing new debt so it at least equals the levels funded in FY'07. The Town has not issued significant debt for several years which has led to the list of needed projects outlined in the LRCP. The only way the vast majority of these projects can be funded is through debt exclusions. Delaying project needs will undoubtedly increase costs over time. Projections of future debt exclusions are found in Section 6.
4. As required by M.G.L. c.44, §63, any funds from the sale of Town land and buildings need to be placed in a Sinking Fund, with specific restrictions on how the sale receipts can be used. The CIPC recommends that this fund only be used to pay for the issuance of new debt, not debt already issued. The Town's long range capital needs are too voluminous to spend these monies on previously issued debt.
5. The CIPC recommends a threshold be established for any New Growth over and above an amount to be determined by the Board of Selectmen, which would be dedicated for capital improvement purposes. The 10-year average of New Growth is \$550,000. Since debt payments made within the constraints of Proposition 2.5 would still need to be funded in difficult financial times, caution needs to be exercised if recurring debt payments are considered to be funded this way.

### Charts of Prioritized Projects:

In addition to the criteria-based ranking effort of the CIPC, the Selectmen also prepared a prioritized ranking following a slightly different ranking system which, when totaled, ranked projects from those with the highest scores as the top priorities to those with the lowest total scores. Listed below are two charts outlining the prioritized rankings of the projects identified in Section 4 based on the thoughts of the Board of Selectmen and CIPC. The first chart represents the Selectmen's prioritized list of capital projects based on their input on what projects are most important, regardless of the ranking categories explained above. The second chart represents the ranking of the same projects based on the criteria detailed above as determined by the CIPC.

#### **BOARD OF SELECTMEN – PRIORITIZATION OF LARGE SCALE CAPITAL NEEDS**

In a preliminary ranking exercise conducted by the Board of Selectmen, Town Manager, and Assistant Town Manager, a total of 50 points was assigned to the 12 projects with 10 being the maximum number of points that could be assigned to any one project. Every project had to have an assignment of at least 1 point. The ranked results, which were presented to the CIPC to provide guidance in developing the Long Range Capital Plan recommendations, were as follows:

<u>Rank</u>	<u>Project</u>	<u>Total Score</u>	<u>Ave. Score</u>
1.	Joint Public Safety Facilities	65	9.29
2.	Public Roads / Infrastructure	56	8.00
3.	Water Resources Management	39	5.57
4.	Beach Erosion Prevention	38	5.43
5.	Municipal Offices Consolidation	27	3.86
6.	Henry T. Wing School Re-Use	24	3.43
7.	School Consolidation (STEM)	24	3.43
8.	Senior / Community Center	23	3.29
9.	Recreation Field Development Plan	18	2.57
10.	Marina Office Building	16	2.29
11.	Library Facilities	12	1.71
12.	Pedestrian / Bike Path Improvements	8	1.14

When this list is compared to the list recommended by the CIPC in the Executive Summary of the Plan, you will see that all of the projects are listed in a very similar

prioritized ranking. The CIPC's recommended list – using the three grouping of projects outlined in the Executive Summary – is as follows:

### **CAPITAL IMPROVEMENT PLANNING COMMITTEE – SUMMARY OF PRIORITIZED LARGE-SCALE CAPITAL PROJECTS**

#### **Group A – Top Priorities:**

1. Joint Public Safety Building
2. Public Roads / Infrastructure
3. Water Resources Management
4. Beach Erosion Prevention

#### **Group B – Secondary Priorities:**

(Subject to Completion of Feasibility Study of Henry T. Wing School Re-Use)

5. Municipal Offices Consolidation
6. Henry T. Wing School Re-Use
7. School Consolidation (STEM)
8. Senior / Community Center
9. Library Facilities

#### **Group C – Lowest Priorities:**

10. Recreation Field Development Plan
11. Marina Office Building
12. Pedestrian / Bike Path Improvements

The Board of Selectmen's prioritization and the CIPC's summary of prioritized projects are extremely similar, with the only real difference being the grouping of Library Facilities under the Secondary Priorities. Any potential re-use of the Henry T. Wing School can only be considered if the building is no longer used for School Department purposes based on a vote of the School Committee.

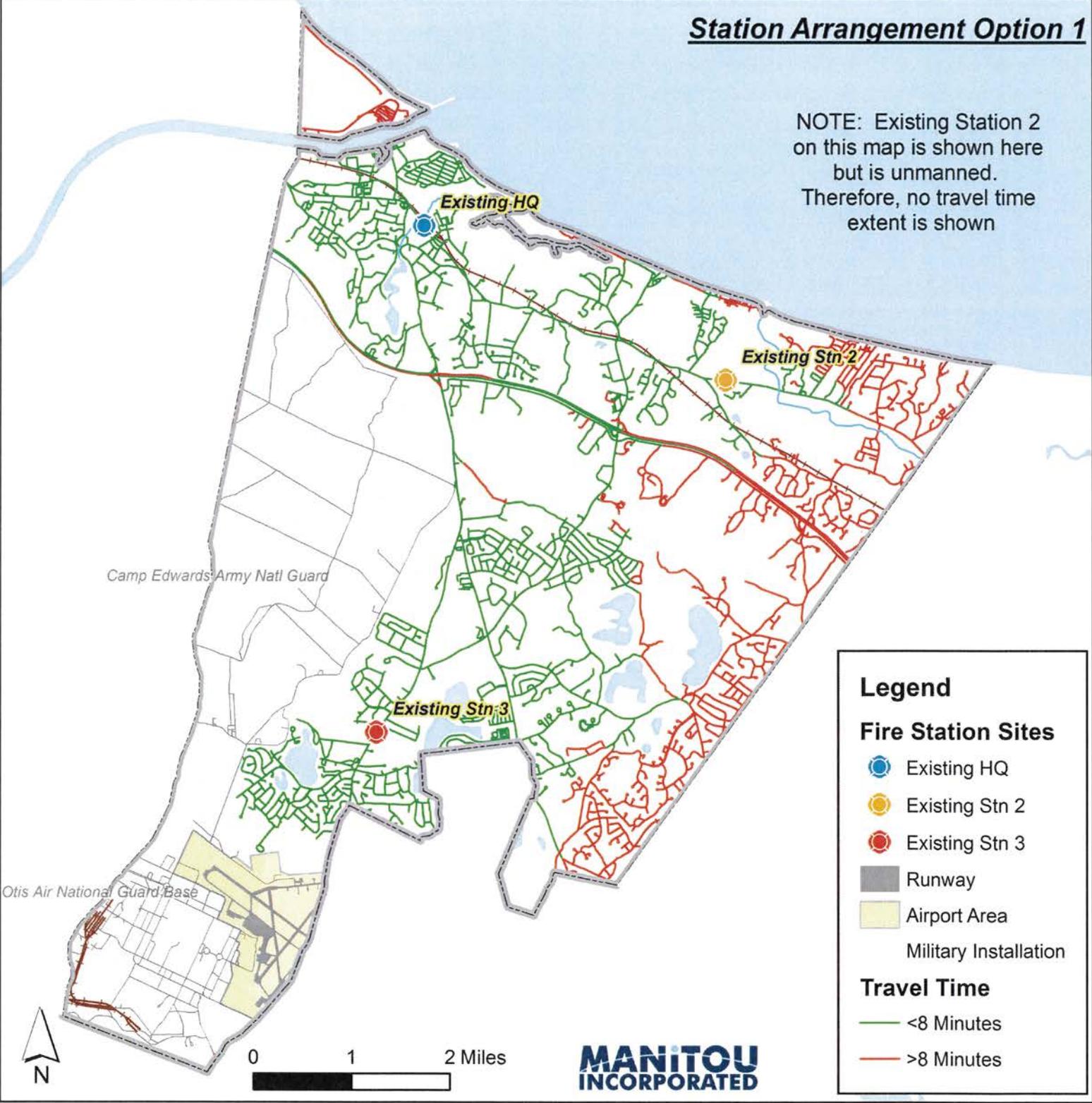
## PUBLIC SAFETY PLANNING GROUP PRIORITIZED RECOMMENDATIONS

October 9, 2014 – Board of Selectmen Meeting

1. Construct joint public safety headquarters at intersection of Quaker Meetinghouse and Cotuit Roads
  - Approximately 35,000 sq. ft., a 45% size reduction since March 2012
  - Addresses current Police & Fire Station building inadequacies & operational inefficiencies
  - Largest population & call volume served
  
2. Construct a new Fire Department substation in East Sandwich
  - Two stories, approximately 7,300 sq. ft.
  - Sandwich High School, 377 Quaker Meetinghouse Road **OR** Station #2, 466 Route 6A
  - PSPG recommends Sandwich High School location for response optimization & cost savings
  
3. Retain existing Fire Department headquarters to be used & renovated as a substation in the short term
  - Longer term goal of new substation near DPW facility on Route 130
  - Once Police Station vacated building could be offered to Sandwich Chamber of Commerce & SEIC
  
4. Immediate FY'16 staffing plan goal regardless of any new buildings
  - (1) Police Detective
  - (4) Firefighter/EMS personnel
  
5. Longer term staffing needs
  - Joint, civilian dispatch – address locally or regionally
  - (8) Firefighter/EMS personnel only if East Sandwich substation approved
  - Additional Police Department staff focusing on adding one additional Police Officer per shift once dispatch issue is resolved

# Station Arrangement Option 1

NOTE: Existing Station 2 on this map is shown here but is unmanned. Therefore, no travel time extent is shown



**Legend**

**Fire Station Sites**

- Existing HQ
- Existing Stn 2
- Existing Stn 3

Runway

Airport Area

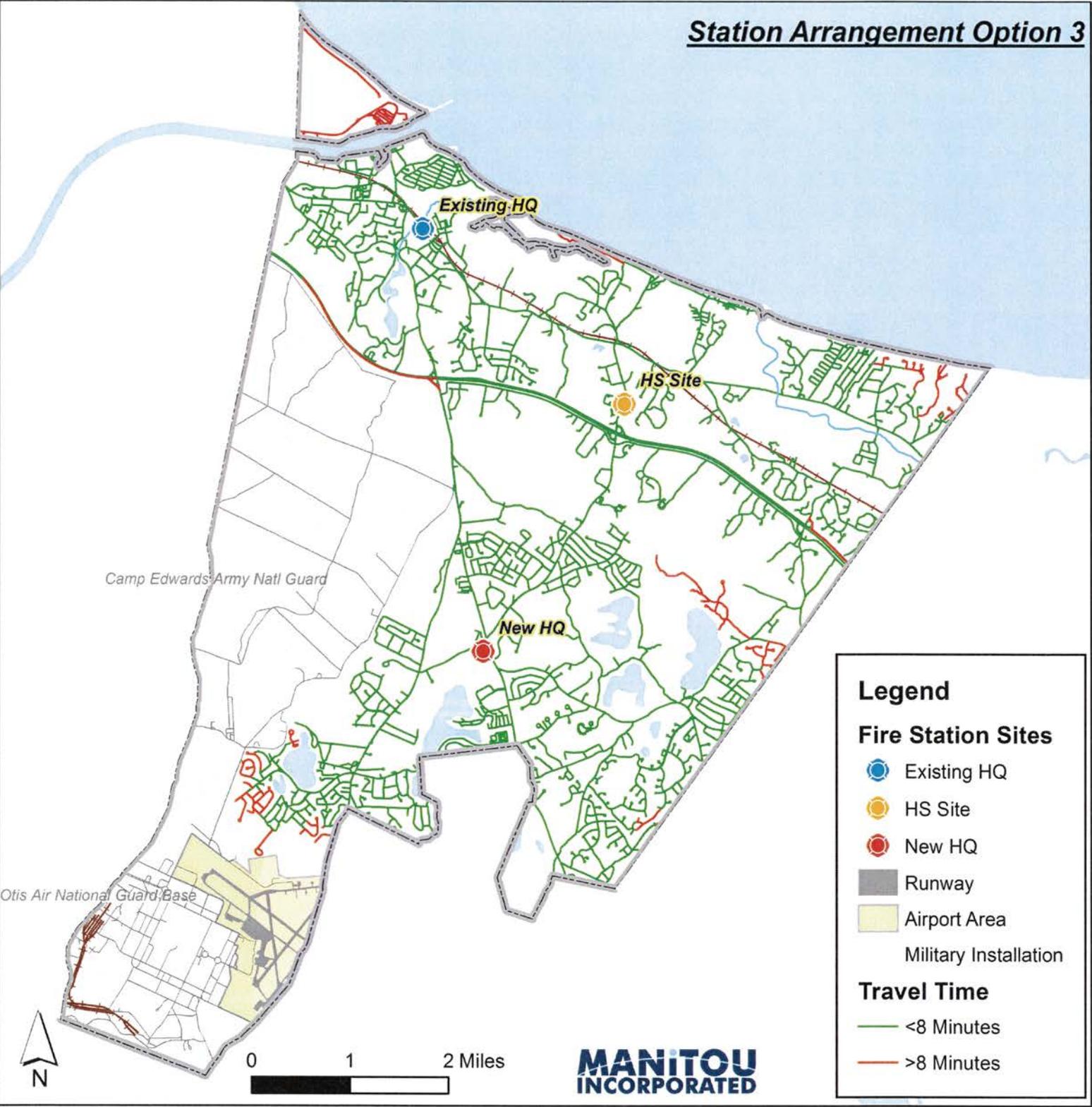
Military Installation

**Travel Time**

- <8 Minutes
- >8 Minutes

**MANITOU  
INCORPORATED**

**Station Arrangement Option 3**



**Legend**

**Fire Station Sites**

- Existing HQ
- HS Site
- New HQ
- Runway
- Airport Area
- Military Installation

**Travel Time**

- <8 Minutes
- >8 Minutes

**MANITOU  
INCORPORATED**



# Sandwich, Massachusetts

## Public Safety Facilities (New Headquarters & Substation at HS)

### Preliminary Opinion of Probable Project Cost

October 9, 2014



Item	Description	Sub Total	Cost	Comment
<b>Site Development Cost</b>				
	Combined Public Safety Headquarters	\$1,400,000		
	Substation Site (HS)	\$350,000		
<b>Building Construction Cost</b>				
	Main Bldg	33,100 SF @ 350 \$/SF	\$11,585,000	
	Substation	7,254 SF @ 275 \$/SF	\$1,994,850	
			<b>\$15,329,850</b>	
	Design & Pricing Contingency	15%	\$2,299,478	
		<i>Trade Cost Subtotal</i>	<b>\$17,629,328</b>	
	GC Mark-Ups			
	General Conditions	12%	\$2,115,519	
	Insurance	1%	\$197,448	
	Bonds	0.75%	\$149,567	
	Permit		\$0	
	G.C. Fee	3%	\$602,756	
		<i>Estimated Construction Cost</i>	<b>\$20,694,618</b>	
	Escalation allowance	6.0%	\$1,242,000	
		<i>Estimated Construction Cost (Fall 2015)</i>	<b>\$21,936,620</b>	
<b>Owner's Costs</b>				
	Land Survey		\$30,000	
	Geotech		\$18,000	
	Arch. & Eng. Fees		\$2,084,000	
	Reimbursable Expenses		\$100,000	
	Project Management		\$768,000	
	Structural Peer Review		\$20,000	
	Furnishings, Furniture & Equipment		\$404,000	
	Technology Equipment		\$182,000	based on \$10/sf designer estimate allowance
	Communications Equipment		\$450,000	designer estimate allowance
	Reproduction /Miscellaneous		\$25,000	
	Legal/Advertising		\$10,000	
	Material Testing		\$50,000	
	Owner's Contingency(5% of All Cost)		\$1,304,000	
		<i>Estimated Owner's Construction Phase Costs</i>	<b>\$5,445,000</b>	
	<b>Total Project Cost</b>		<b>\$27,381,620</b>	

## COMBINED ROADS, BEACH, WING, PUBLIC SAFETY PROJECT

**Note:** These estimates are presented without any input from qualified, professional architects, engineers, or consultants. The list is to exemplify what could potentially be accomplished with a total debt exclusion of \$50.0 million.

<b><u>Project:</u></b>	<b><u>Amount:</u></b>
Public Roads & Infrastructure	6,000,000
Town Neck Beach Reconstruction Project & Old Harbor Inlet	12,000,000
Henry T. Wing Demolition, Hazardous Material, & Playing Fields	4,000,000
1927 Henry T. Wing Building Rehabilitation	10,000,000
(2) Public Safety Sub-Stations	8,000,000
Required Renovations to Police & Fire Headquarters	<u>10,000,000</u>
<b>Total Project Costs:</b>	<b>50,000,000</b>

**COMBINED ROADS, BEACH, WING, PUBLIC SAFETY PROJECT**

**50,000,000**

	<u>Principal</u>	<u>Interest</u>	<u>Total Amount</u>	Annual Cost to Ave. <u>Taxpayer</u>	Monthly Cost to Ave. <u>Taxpayer</u>
FY 2019	1,666,667	1,933,333	3,600,000	\$341.58	\$28.46
FY 2020	1,666,667	1,866,667	3,533,333	\$335.25	\$27.94
FY 2021	1,666,667	1,800,000	3,466,667	\$328.93	\$27.41
FY 2022	1,666,667	1,733,333	3,400,000	\$322.60	\$26.88
FY 2023	1,666,667	1,666,667	3,333,333	\$316.28	\$26.36
FY 2024	1,666,667	1,600,000	3,266,667	\$309.95	\$25.83
FY 2025	1,666,667	1,533,333	3,200,000	\$303.62	\$25.30
FY 2026	1,666,667	1,466,667	3,133,333	\$297.30	\$24.77
FY 2027	1,666,667	1,400,000	3,066,667	\$290.97	\$24.25
FY 2028	1,666,667	1,333,333	3,000,000	\$284.65	\$23.72
FY 2029	1,666,667	1,266,667	2,933,333	\$278.32	\$23.19
FY 2030	1,666,667	1,200,000	2,866,667	\$272.00	\$22.67
FY 2031	1,666,667	1,133,333	2,800,000	\$265.67	\$22.14
FY'2032	1,666,667	1,066,667	2,733,333	\$259.35	\$21.61
FY 2033	1,666,667	1,000,000	2,666,667	\$253.02	\$21.09
FY 2034	1,666,667	933,333	2,600,000	\$246.69	\$20.56
FY 2035	1,666,667	866,667	2,533,333	\$240.37	\$20.03
FY 2036	1,666,667	800,000	2,466,667	\$234.04	\$19.50
FY 2037	1,666,667	733,333	2,400,000	\$227.72	\$18.98
FY 2038	1,666,667	666,667	2,333,333	\$221.39	\$18.45
FY 2039	1,666,667	600,000	2,266,667	\$215.07	\$17.92
FY 2040	1,666,667	533,333	2,200,000	\$208.74	\$17.40
FY 2041	1,666,667	466,667	2,133,333	\$202.42	\$16.87
FY 2042	1,666,667	400,000	2,066,667	\$196.09	\$16.34
FY 2043	1,666,667	333,333	2,000,000	\$189.77	\$15.81
FY 2044	1,666,667	266,667	1,933,333	\$183.44	\$15.29
FY 2045	1,666,667	200,000	1,866,667	\$177.11	\$14.76
FY 2046	1,666,667	133,333	1,800,000	\$170.79	\$14.23
FY 2047	1,666,667	66,667	1,733,333	\$164.46	\$13.71
FY 2048	1,666,667	0	1,666,667	\$158.14	\$13.18
	<u>50,000,000</u>	<u>29,000,000</u>	<u>79,000,000</u>		

**Assumptions:**

- Amount of Bond = 50,000,000
- Term of Bond in Years = 30
- Interest Rate of Bond = 4.00%
- Total Town Valuation = 3,683,503,100
- Average Home Value = 349,500

**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)	1,022,574	55,173,127
 <u>Other Revenue:</u>		
Land Bank / CPA Debt	1,252,561	
Marina Debt	210,000	
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>17,536,019</u>
<b>Total Estimated Revenues</b>		<b>72,709,146</b>

**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	4,041,128
 <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	4,221,147	
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	
FY'15 Snow & Ice Deficit	400,000	20,358,069
 <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>		<b>72,709,118</b>

<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** 28

## 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%
	<b>Total 100s</b>	<b>3,839,485</b>	<b>2,733,803</b>	<b>1,294,850</b>	<b>4,028,653</b>	<b>4.93%</b>
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%
	<b>Total 200s</b>	<b>7,021,662</b>	<b>7,706,051</b>	<b>-112,060</b>	<b>7,593,991</b>	<b>8.15%</b>
300	School Dept.	31,358,436	31,358,436	0	30,915,593	-1.41%
313	UCCRVTS	1,828,435	2,034,929	0	2,049,172	12.07%
	<b>Total 300s</b>	<b>33,186,871</b>	<b>33,393,365</b>	<b>0</b>	<b>32,964,765</b>	<b>-0.67%</b>

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

**NO. DEPARTMENT      FY15 APPROP      FY16 SALARY      FY16 OPER      FY16 TOTAL      % CHANGE**

<b>410</b>	DPW - Engineer.	184,212	178,945	9,800	188,745	2.46%
<b>420</b>	DPW	1,449,207	909,533	558,025	1,467,558	1.27%
<b>421</b>	Snow & Ice	250,013	12,523	237,491	250,014	0.00%
<b>424</b>	Streetlights	30,000	0	30,000	30,000	0.00%
<b>435</b>	DPW - Sanitation	250,058	416,611	-416,611	0	-100.00%
<b>Total 400s</b>		2,163,490	1,517,612	418,705	1,936,317	-10.50%

<b>510</b>	Health Dept.	177,515	177,205	10,125	187,330	5.53%
<b>522</b>	Nursing Dept.	132,121	116,042	29,700	145,742	10.31%
<b>540</b>	Social Services	21,200	0	35,000	35,000	65.09%
<b>541</b>	COA	198,448	207,269	10,500	217,769	9.74%
<b>543</b>	Veterans	44,006	0	45,500	45,500	3.39%
<b>Total 500s</b>		573,290	500,516	130,825	631,341	10.13%

<b>610</b>	Library	985,336	739,303	204,714	944,017	-4.19%
<b>630</b>	Recreation	108,320	139,412	16,375	155,787	43.82%
<b>650</b>	DPW - Parks	13,850	0	20,850	20,850	50.54%
<b>671</b>	Hoxie / Grist Mill	0	20,000	0	20,000	#DIV/0!
<b>693</b>	Memorial Day	1,200	0	1,200	1,200	0.00%
<b>694</b>	Historic District	13,000	1,500	11,500	13,000	0.00%
<b>Total 600s</b>		1,121,706	900,215	254,639	1,154,854	2.96%

**GEN. GOVT. TOTAL**      14,719,633      13,358,198      1,986,959      15,345,156      4.25%  
(no School)

Gen. Gov't. Budget @ 4.25% =      15,345,156      Adjustment Needed =      0

**GRAND TOTAL**      47,906,504      46,751,563      1,986,959      48,309,921      0.84%  
(incl. School)

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

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

<b><u>Acct.</u></b>	<b><u>Budget - Description</u></b>	<b><u>Change</u></b>
<b>ALL</b>	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>
<b>PROJECTS &gt;\$10,000</b>		
<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      \$0

**TOTAL FY'16 CAPITAL EXPENSES      \$924,575**

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

# 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

## MEMORANDUM

**TO:** Board of Selectmen  
**FROM:** George H. Dunham, Town Manager  
**DATE:** April 10, 2015

**SUBJECT:** Recommended Candidate for Finance Director – Marilyn M. Spahr

The purpose of this memorandum is to provide you with background information about my recommended candidate for the Finance Director vacancy. We received twenty-nine resumes for this position. The interview team, which consisted of Board of Selectmen Vice-Chairman Frank Pannorfi, Assistant Town Manager Douglas Lapp, Finance Director Doreen Guild, Human Resources Director Marie Buckner, and I, interviewed five candidates. A follow-up interview was also held with one of the five candidates.

The search committee agreed that while the candidate pool was strong, we unanimously felt that one candidate stood far apart from the others. After thorough discussion and careful consideration among the interview team, we recommend that the Board authorize me to appoint Marilyn M. Spahr to the position of Finance Director. If approved as recommended, it is expected this appointment will be effective on or about Monday, May 18, 2015, based on such terms and conditions as she and I mutually agree.

Ms. Spahr's work background includes both relevant municipal and private employment. She has worked for the last two years for the Town of Bridgewater, MA as the Town Accountant and was recently promoted to the position of Finance Director where she is fully involved in municipal budget preparation, revenue collections, payroll administration, and general oversight of all general town finance operations. Ms. Spahr has more than ten years of experience in municipal accounting laws and procedures with progressively responsible job duties, including eight years with the Town of Yarmouth, ultimately as the Assistant Town Accountant. Since 2010 she has been part of the Adjunct Faculty of Cape Cod Community College where she teaches financial and managerial accounting.

Ms. Spahr holds both a Bachelor of Science degree in Business Administration with a concentration in accounting and a Master's of Business Administration from Suffolk University. She also has been a Certified Governmental Accountant since 2010.

Ms. Spahr's credentials, work background, and capabilities were positively confirmed in feedback from her employers and colleagues. Her references spoke highly of her work ethic, professionalism, organization, high ethical standards, and dedication to the job. She was described as an excellent supervisor with high standards and a strong performance record. Throughout the process, the search committee was also impressed with her strong communication skills, educational background, varied work experience, and her obvious enthusiasm and overall demeanor.

I firmly believe Ms. Spahr will be an excellent Finance Director and I look forward to working with her for many years. The references who know both her and Town of Sandwich operations believe she will be a valuable addition to our organizational team.

Thank you for your consideration of this recommendation. I am prepared to answer any questions you may have and can explain the search process we followed in more detail, if desired. I have attached a copy of her resume and cover letter for your review.

**Marilyn Marie Spahr**

Marie Buckner, Director of Human Resources  
130 Main Street  
Sandwich, MA 02563

February 2, 2015

Dear Mrs. Buckner,

I am very excited to submit my application for the position of Finance Director, which has recently been posted. I fondly remember the interview I had in Sandwich for the Treasurer's position about 2.5 years ago. I am excited for another opportunity to become part of your organization.

You will find my resume reflects a genuine affinity for finance work and a level of experience well beyond my peers. I possess a Master's of Business Administration from Suffolk University, 8 years of professional finance and supervisory experience, and I am CGA certified through the MMAAA. I have been working as the Town Accountant for the Town of Bridgewater for almost 2 years. Previous to my current position, I was the assistant town accountant for the Town of Yarmouth for 6 years. In addition, I have been teaching Financial Accounting and Managerial Accounting at Cape Cod Community College since September 2010. I possess an extensive knowledge base of municipal finance, which would be of great benefit to your organization. I am proficient in management of revenues, tax title, various debt instruments, such as bonds, and can accurately manage reconciliations of accounts. I have experience in managing employees, payroll administration and associated responsibilities. Lastly, I have been asked to teach for the second year in a row at the MMAAA's Annual Education Program at UMASS Amherst.

I would love the opportunity to meet with your management team and discuss my qualifications for this position. I look forward to hearing from you.

Regards,

Mimi Spahr

**Marilyn Marie Spahr, MBA, CGA**

Employment History:

March 2013- current: **Town of Bridgewater Accounting Dept.**, 64 Central Square, Bridgewater, MA 02324

Employer: Michael Dutton, Esq., Town Manager

**Position: Town Accountant**

Requirements: Assists in the planning, organizing, and reviewing of general procedures, methods and results of budget preparation and execution, revenue collections, payroll administration, accounting and auditing work. Responsible for compliance with all federal, state, local, payroll and other applicable reporting requirements. Works closely with the Treasurer/Collector to reconcile general ledger cash balances to the Treasurer's cashbook and receivable balances. Participates in professional finance management programs and organizations to stay current on developments in public finance administration. Trains employees in accounting systems and procedures. Responsible for the submission of the Schedule A, Tax Recap, Year-end Checklist, Balance sheet submission to the DOR, and all Community preservation reporting requirements to the State. Direct supervision of employees and oversight of general finance operations. Position requires excellent communication and teamwork with Town Manager, Town Council, Finance Committee, Department Heads, clerical staff, Audit staff, and the Department of Revenue.

September 2010- current: **Cape Cod Community College**, 2240 Iyanough Road, W. Barnstable, MA 02668

Supervisor: Robert Cody, Ph D, Dean of Science, Technology, Math and Business

**Position: Adjunct Faculty in Accounting (ACC 201-63, Financial Accounting & ACC 202-89 Managerial Accounting)**

Course ACC 201-63 focuses on the four basic financial statements and accounting events that affect the statements such as accruals, deferrals, revenues, expenditures, long term debt, and fixed assets. Other topics covered are depreciation, merchandising, inventory, fraud, cash, the accounting cycle, internal controls, bank reconciliations and year closing entries. Course ACC 202-89 focuses on concepts and principles of management, Job Order & Process Costing, Cost-Volume-Profit Analysis, Master budgets, Flexible Budgets & Standard Costing, and Relevant Costing for Managerial Decisions.

January 2007-March 2013: **Town of Yarmouth Accounting Dept.**, 1146 Route 28, South Yarmouth, MA 02664

Employer: Susan Milne, Finance Director

**Position: Assistant Town Accountant**

Requirements: Reviews and reconciles all backup documentation supporting entries to be recorded in the general ledger; identifies, traces and otherwise resolves discrepancies in accordance with established procedures. Completes interim and year end adjusting entries and closing entries. Assists Town Accountant with year end: closing procedures, reconciliations and annual audit preparation. Assists the Town Accountant in compiling data necessary for completing financial reports pursuant to various federal and state regulations for submission to the Department of Revenue, Bureau of Accounts, IRS, and other town departments.

September 2006- January 2007: **Thevenin, Lynch, Bienvenue LLP**, 71 Legion Parkway Brockton, MA 02301

Employer: Robert Lynch & Richard Bienvenue

**Position: Staff Accountant**

Requirements: Auditing tasks such as reconciling accountants cash to treasurers cash, receivables analysis, debt analysis, preparation of appropriation and expenditure schedules, overlay analysis, fixed assets, depreciation, testing propriety of vendor payments, auditing of liabilities, and some bookkeeping using QuickBooks. High priority given to detail and performing tasks within deadlines.

June 2004-September 2006: **Town of Yarmouth Accounting Dept.**, 1146 Route 28, South Yarmouth, MA 02664

Employer: Susan Milne, Finance Director

**Position: Principal Department Assistant**

Performance of a wide variety of specialized clerical procedures related to department activities. Duties include maintenance of important departmental records requiring the careful recording of information such as updating personnel files, auditing and preparing payroll and bills for data entry and tracking expenses for grants, bids and contracts. Special attention is given to budgets, account balances, auditing procedures and closely monitoring the expenses of all departments within the town.

December 2002-March 2004: **Wright Chiropractic & Sports Injury Care**, 120 Route 28, West Harwich, MA 02671

Employer: Gregory Wright, DC

**Position: Billing Specialist**

In charge of all billing duties include insurance billing (primary and secondary insurances), personal injury billing, workers compensation billing, collecting and verifying insurance information from patients. Also in charge of posting insurance payments, follow-up on unpaid balances, delinquent accounts and insurance payment denials. Assisted with scheduling, answering phones, entering charges and payments, and new patient intake procedure.

December 2002-December 2003: **Andrews Billing Solutions**, 205 Worcester Court, Suite 4, Falmouth, MA 02540

Employer: Paul Andrews, owner

**Position: Billing Specialist**

In charge of all secondary insurance billing for all clients (physical medicine providers) and all follow-up work for Medicare insurance claims. Assisted with answering patient and provider questions, insurance payment posting to accounts and database entry of patient information.

June 2002-December 2002: **Singleton Physical Health Center**, 632 Main Street, Dennis, MA 02638

Employer: Richard Singleton, DC

**Position: Billing Specialist**

In charge of all insurance billing for both primary and secondary insurances. Also, in charge of keeping patient insurance information current, entering charges, posting patient and insurance payments and following up on unpaid balances or delinquent accounts. Also assisted with patient intake procedure, scheduling of appointments, appointment confirmation and writing bank deposits.

Education:

**Milton High School**, Alpharetta, GA Graduated May 1996

**Suffolk University - Cape Cod**, West Barnstable, MA Graduated May 2003  
Bachelors Degree in Business Administration with a concentration in accounting

**Suffolk University - Cape Cod: MBA Program** Graduated December 2008  
Masters Degree in Business Administration

**Certified Governmental Accountant** Certified March 2010

Additional Skills and Community Involvement:

Computer savvy with most Microsoft Office applications including Word, Excel, Access and PowerPoint. Proficient with 'Practice Studio' and 'DB' billing/practice management software, QuickBooks Pro and Peachtree accounting software. Also highly competent with Munis Financials Version 10.5, Crystal Reports, Fundware, and Data National.

Member of the Yarmouth Seaside Festival Committee since 2005. Responsibilities include but are not limited to: Coordinating the Annual Road Race, Marketing and Promotional Activities related to the Road Race, Volunteer Recruitment and Fund Raising.

## Bradstreet, Pamela S NAE

---

**From:** Hill, David L NFG NG MAARNG (US) [david.l.hill2.nfg@mail.mil]  
**Sent:** Monday, April 06, 2015 3:56 PM  
**To:** George Dunham (gdunham@townofsandwich.net)  
**Cc:** Richardson, Pamela J NFG NG MAARNG (US); Ehret, John F NAE; Gregson, Benjamin P NFG NG MAARNG (US); Bradstreet, Pamela S NAE  
**Subject:** J-1 Southern Plume (UNCLASSIFIED)  
**Attachments:** Fig1\_031715 (2).pdf  
**Signed By:** david.l.hill2.nfg@mail.mil

CLASSIFICATION: UNCLASSIFIED

Hello Bud-

As you recall the Army National Guard's Impact Area Groundwater Study Program recently installed an extraction well on Grand Oak Road to assist in the cleanup of the RDX-contaminated groundwater emanating from the J-1 Range on JBCCC. This extraction well was activated in December 2012 and has proven to be effective at stopping further migration and removing the contamination from the groundwater underlying the neighborhood. Under current system operations we expect that the RDX plume will be fully remediated by 2024. However, there are a couple of areas where we would like to install additional monitoring wells to enhance our confidence in our remediation time frame estimates. These new well locations (P-1, P-2 and P-3) are on Town-owned right-of-ways associated with Windsong, Pleasant Wood and Grand Oak Roads, as depicted on the attached figure. In keeping with the established protocols for property access we will need to obtain rights of entry and easements for the drilling, installation and periodic use of these wells. Therefore, you will shortly be receiving, via US mail, the necessary paperwork from our property agent, Pamela Bradstreet, of the Army Corps of Engineers. We very much appreciate the unhesitating cooperation and assistance we have received from the various departments of the Town of Sandwich in our past pursuits related to this project. Please do not hesitate to contact me if you have any questions or comments on this proposal.

Thanks

Dave Hill  
Impact Area Groundwater Study Program  
508 968-5621

CLASSIFICATION: UNCLASSIFIED

Bud,

As per this e-mail attached is the right-of-entry. Please return all copies for signature here and I'll forward you a fully executed copy. Thanks!

Pam

Bradstreet

DEPARTMENT OF THE ARMY  
RIGHT-OF-ENTRY FOR  
ENVIRONMENTAL ASSESSMENT AND RESPONSE  
(Installation of Monitoring Wells)

ROE No. 2620  
Town of Sandwich  
(Windsong Road, Grand Oak Road, Pleasant Wood Drive)

The undersigned, herein called the "Town", in consideration for the mutual benefits of the work described below, hereby grants to the UNITED STATES OF AMERICA, hereinafter called the "Government", a right-of-entry upon the following terms and conditions:

1. The Town hereby grants to the Government an irrevocable and assignable right to enter in, on, over and across the land described in Condition 5 herein, for a period not to exceed six (6) months, beginning with the date after May 15, 2015, on which the Government installs its first monitoring well on said land, for use by the United States, its representatives, agents, contractors and assigns, as a work area for environmental investigation, and response; including the right to store, move, and remove equipment and supplies; investigate, collect and remove samples; construct, operate, maintain, alter, repair, patrol, inspect, and remove three (3) groundwater monitoring wells and appurtenances thereto and perform any other such work which may be necessary and incident to the Government's use for the investigation on said lands; subject to existing easements for public roads and highways, public utilities, railroads and pipelines; reserving, however, to the Town, its successors and assigns, all rights, title, interest and privilege as may be used and enjoyed without interfering with or abridging the rights and right-of-entry hereby acquired.

2. This right-of-entry includes the right of ingress and egress on other lands of the Town as necessary to use the described lands for the purposes listed above.

3. All tools, equipment, improvements, and other property taken upon or placed upon the described land by the Government shall remain the property of the Government and may be removed by the Government at any time within a reasonable period after the expiration of this permit or right-of-entry but not to exceed 60 days.

4. If any action of the Government's employees or agents in the exercise of this right-of-entry results in damage to the real property, the Government will, in its sole discretion, either repair such damage or make an appropriate settlement with the Town. In no event shall such repair or settlement exceed the fair market value of the fee title to the real property at the time immediately preceding such damage. The Government's liability under this clause is subject to the availability of appropriations for such payment, and nothing contained in this agreement may be considered as implying that Congress will at a later date appropriate funds sufficient to meet any deficiencies. The provisions of this clause are without prejudice to any rights the Town may have to make a claim under applicable laws for any damages other than those

provided for herein.

5. The lands subject to this right-of-entry are located in the Town of Sandwich, County of Barnstable, Commonwealth of Massachusetts,, owned by the Town of Sandwich and within an area possibly affected by a plume of contaminants referred to as the J-1 Range Southern Plume, which lands include Windsong Road, Grant Oak Road, and Pleasant Wood Drive. The location of the new groundwater monitoring wells P-1, P-2, and P-3, and the construction area needed to install the wells, is shown generally on Exhibit "A" attached hereto and made a part hereof.

6. This right-of-entry is an interim permission for the Government to install, maintain, and sample the wells. The parties hereto understand that the Government requires a 25 year easement to maintain the wells, and by separate document the Government is asking the Town to grant a 25 year easement to maintain and sample the wells.

WITNESS MY HAND AND SEAL this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

TOWN OF SANDWICH  
By its Board of Selectmen

\_\_\_\_\_  
Ralph A. Vitacco, Chairman

\_\_\_\_\_  
Frank Pannorfi, Vice Chairman

\_\_\_\_\_  
Jim Pierce, Member

\_\_\_\_\_  
Susan James, Member

\_\_\_\_\_  
R. Patrick Ellis, Member

UNITED STATES OF AMERICA

\_\_\_\_\_  
Date

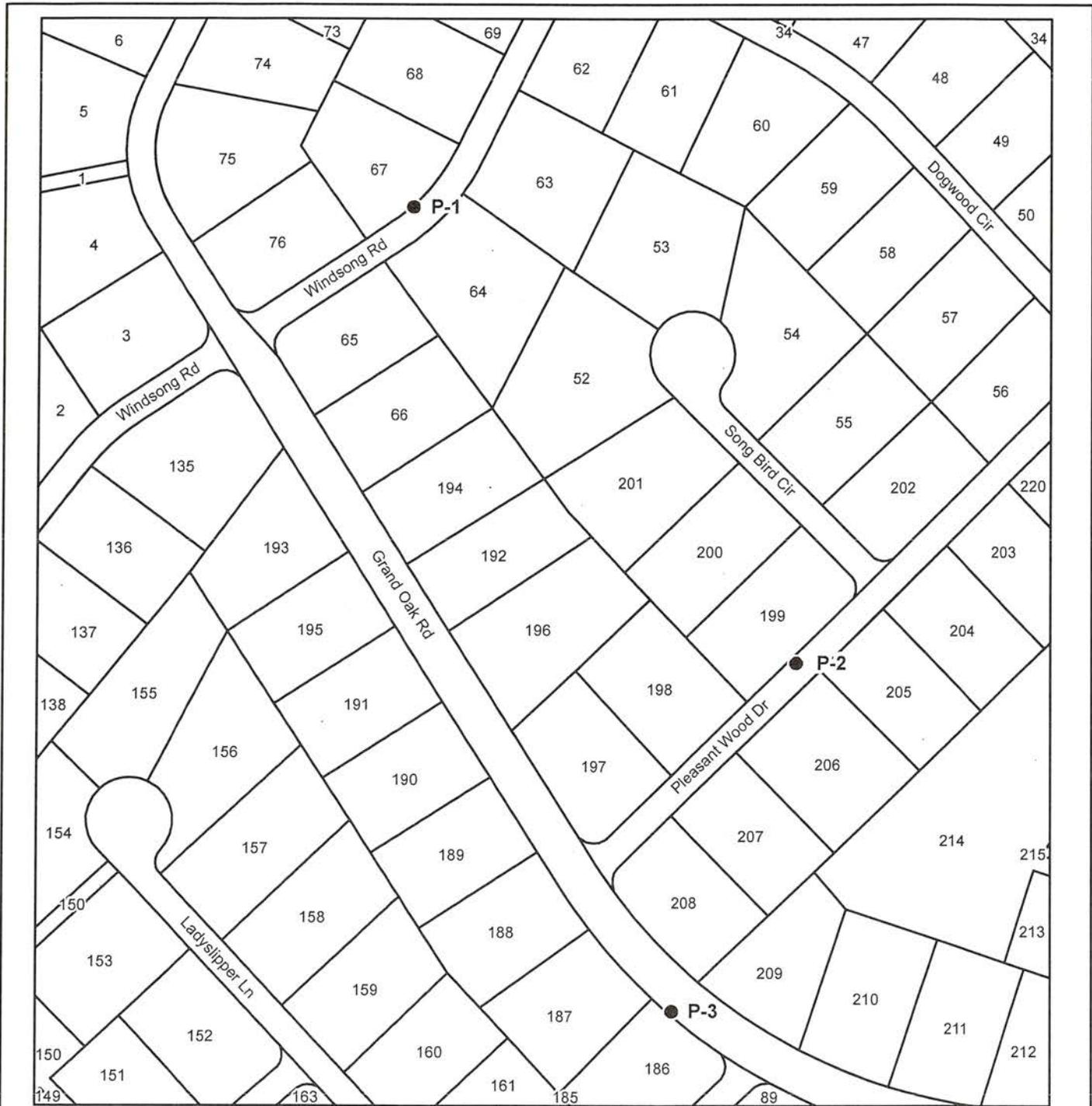
By: \_\_\_\_\_  
Maureen B. Davi  
Realty Specialist  
Real Estate Contracting Officer

CERTIFICATE OF AUTHORITY

I, Taylor White, certify that I am the Town Clerk of the Town of Sandwich, Massachusetts, and that Ralph A. Vitacco, Frank Pannorfi, Jim Pierce, Susan James, and R. Patrick Ellis, who signed the foregoing instrument on behalf of the Town, were then members of the Board of Selectmen of the Town of Sandwich. I further certify that the said officers were acting within the scope of powers delegated to this officer by the governing body of the Town in executing said instrument.

IN WITNESS WHEREOF, I have hereunto set my hand, and the seal of the Town of Sandwich, Massachusetts this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

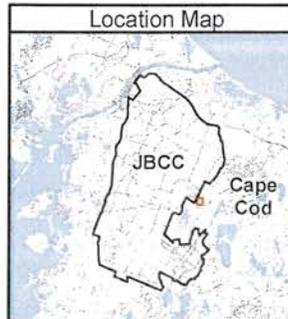
\_\_\_\_\_  
Taylor White, Town Clerk



**Legend**

● Proposed Monitoring Well - Approximate Location

151 Parcels



0 200 Feet

TITLE  
**Exhibit "A"**  
 Proposed Monitoring Wells



US Army Corps of Engineers  
 New England District  
 M:\MMR\2015\J1\Figures\REC\_RE\_032415.pdf  
 M:\MMR\2015\J1\SIMXD\REC\_RE\_011615.mxd  
 March 24, 2015 DWN: MTW CHKD: CJK

Impact Area Groundwater Study Program

FIGURE

1

**Right-of-Entry No. 2620  
 Town of Sandwich**