

# 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 30, 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 (*90 Minutes*)
  - Assembly of Delegates Rep. Jim Killion – Proposed FY'16 County Budget
  - 7:30 P.M. Public Hearing: FY'16 Budget Overview
  - Assistant Town Manager – Beach Management Plan Follow-up
  - Large-Scale Capital Planning Efforts & Discussion
    - Public Safety & Other Priorities
7. Old Business (*15 Minutes*)
  - May 4, 2015 Annual Town Meeting & May 7, 2015 Annual Town Election
  - Private Road Taking Policy Update
  - Other
8. New Business (*5 Minutes*)
  - Request for Temporary Mobile Home – 28 Craft Road
  - Request to Declare May Older Americans Month
  - Other
9. Public Forum (*15 Minutes*)
10. Closing Remarks
11. Executive Session
  - Disposition of Real Property – Sandwich Hollows Golf Club Recreation Land
12. Adjournment

**NEXT MEETING**: Thursday, May 7, 2015 – **NO MEETING** – Annual Town Election  
Thursday, May 14, 2015, 7:00 P.M., Town Hall

**TOWN OF SANDWICH  
PUBLIC HEARING  
FY'16 BUDGET**

In accordance with Section 7.3(b) of the Town Charter, the Sandwich Board of Selectmen will hold a public hearing on the proposed FY'16 budget being presented to the Annual Town Meeting. The hearing will take place on Thursday, April 30, 2015 at 7:30 p.m. in the Sandwich Town Hall, 130 Main Street, Sandwich. A summary of the recommended budget is available at the Selectmen's Office at Town Hall, 130 Main Street and is posed online at [www.sandwichmass.org](http://www.sandwichmass.org).

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	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>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:	<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>		
General Government:		
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**

General Government:		
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.



## MEMORANDUM

**To:** George H. Dunham, Town Manager  
**From:** Douglas Lapp, Assistant Town Manager  
**Date:** December 2, 2014  
**Re:** Beach Management Plan Implementation Recommendations

### **Background**

The purpose of this memorandum is to communicate staff recommendations to begin implementation of certain components of the Town's Beach Management Plan. As part of this effort, the following town staff has been meeting periodically to discuss their operations and areas of expertise, which forms the basis of these initial recommendations:

- Guy Boucher, Recreation Director
- William Carrico, Fire Chief
- David DeConto, Assistant Director of Natural Resources
- Mark Galkowski, Director of Natural Resources
- Ted Hamilton, Facilities Director
- Michael Nurse, Police Lieutenant
- Paul Tilton, DPW Director/Town Engineer
- Peter Wack, Police Chief

The following recommendations are prioritized in terms of importance, cost, and ease of implementation.

### **Recommendation No. 1 - DPW Laborers**

Hire two additional DPW full-time seasonal laborers dedicated to cleaning the following areas:

- Town Neck Beach East (Boardwalk beach)
- Town Neck Beach East parking lot
- Town Beach West (adjacent to Horizon's Restaurant)
- Town Beach West parking lot

- Snake Pond Beach
- Snake Pond Beach parking lot

The above areas will be cleaned daily, including weekends. Adjustments to the schedule and locations will be made as needed throughout the summer season. We estimate the cost to be \$12,000–\$14,000 annually (June, July & August), which can be accommodated within the DPW’s FY16 Sanitation Enterprise Fund budget, as these are direct sanitation expenses. We believe that the addition of these two staff dedicated to cleaning these beaches will have a significant positive effect at these areas. In addition, we recommend supplying these staff with two-way radios to report illegal activity at the beaches to the appropriate departments (e.g., vandalism, dogs, alcohol consumption, illegal bonfire material, intrusion into endangered plant or animal species areas, etc.).

Beach cleanings will be supplemented by Recreation Department gate attendant “sweeps” prior to and following regular beach hours.

### **Recommendation No. 2 - Snake Pond Security**

Install security lights, a building alarm system, and a security camera outside the ‘snack shack’ building at Snake Pond, which would be connected to the Sandwich Police Department dispatch. This will have an immediate positive effect to deter the recurring vandalism problems at Snake Pond Beach, and the other illegal activity that occurs there after-hours. We also recommend providing signage in the area notifying the public accordingly. The cost for these items is approximately \$2,000–\$3,000 in one-time costs, and annual alarm maintenance costs that can be absorbed within existing budgets.

### **Recommendation No. 3 - Beach Fire Regulations**

Amend the Town’s beach regulations to confine all beach fires to the Town Beach West in front of the parking lot adjacent to Horizon’s Restaurant. This would prohibit all fires on all other *public* beach areas, including Town Neck Beach in front of the Boardwalk and in East Sandwich.

To implement this item, we also recommend purchasing a half-dozen metal or concrete fire pits to further control the locations, and impacts, of allowable beach fires. Lastly, we recommend the Fire Chief limit all fire permits to single-event permits, and no longer issue seasonal or annual beach fire permits. The Fire Chief and Police Chief have indicated that restricting fires to this location will greatly increase their ability to enforce our beach regulations regarding beach fires. The Director of Natural Resources has indicated that this location is preferable for fires as it is further away from the sensitive natural resource areas, including fragile dunes, endangered animal species (i.e., piping plovers), and the most commonly used swimming areas. This will address one of the most common complaints the Town receives at Town Neck beach, which is

swimmers stepping on charred fire pit remnants (sometimes including nails from pallets) near the Boardwalk.

The only cost to implement this recommendation is the cost of the fire pits, which we believe will be a one-time cost that can be absorbed within existing budgets (i.e., \$1,000 - \$1,500).

#### **Recommendation No. 4 - Automatic Ticket Machines**

Purchase one electronic ticket machine to automate the collection of one day beach parking passes at the Town Beach West parking lot adjacent to Horizons Restaurant during the July – August summer beach season.

These types of machines are very commonly used in many other towns, such as Plymouth and Barnstable. They are cost effective because they remove the need to hire a person to be on-site collecting revenue or checking for parking stickers. This machine would enable the Town to begin collecting lost revenue at the currently unstaffed parking lot at the Town Beach West parking lot adjacent to Horizons Restaurant. This location could be considered a pilot to test its utility, with the potential expansion of this technology to other locations in the future, such as the East Sandwich Beach parking lot on the corner of Ploughed Neck Road and North Shore Boulevard.

We anticipate that there may be questions about ownership of certain parking spaces at the Town Beach West parking lot. Attached is a map for reference which clearly shows that all the parking spaces that would be subject to the new parking meter machine are on Town property within the Town roadway layout. We have intentionally excluded the parking spaces that abut the restaurant to honor the longstanding understanding that these spaces are to be made available to restaurant patrons at no cost. We would also recommend including several 15 minute drop-off parking spots that would not require a sticker or a parking fee.

We recommend purchasing this machine through a County-wide RFP for procurement of parking payment systems. The cost for one machine is approximately \$13,000 plus \$700 per year in maintenance fees. We estimate this could generate approximately \$5,000 in new parking revenue at the Town Beach West parking lot adjacent to Horizons. Enforcement would be done by the Sandwich Police Department and the Town's other parking enforcement officers, e.g., certain Recreation Department and Department of Natural Resources staff.

### **Recommendation No. 5 - Town Neck Beach Parking Lot Gate & Signage**

Install a metal gate and bollards at large Town Neck Beach East parking lot to better protect and maintain the area, and install new signage explaining current beach rules and regulations and general Town by-laws, e.g., “beach closes at 10:00pm.” This action would greatly improve the Town’s ability to enforce current beach rules and regulations, as well as the Town’s General By-laws. We believe that reasonable systems (e.g., Recommendation No. 6) could be put in place to allow for off-hour access for people fishing, while keeping out large groups of people that arrive by car and transport stacks of wooden pallets and other material inappropriate for beach fires. Thus, this recommendation would work in concert with Recommendation No. 3 to deter people from bringing in material for illegal beach fires in this area. We believe the cost for this item to be approximately \$10,000–\$20,000.

### **Recommendation No. 6 - Town Neck Beach Parking Lot Gate House & Staff**

Construct a small shed structure at the large Town Neck Beach East parking lot to house the gate attendants on-site during the beach season, and to house an evening shift attendant to open/close the gate included in Recommendation No. 5 to provide an on-site physical presence during the late-night hours when most of the problems occur at this location. With this recommendation, the Town will have 24-hour coverage at Town Neck Beach. We believe this on-site attendant would discourage a great deal of inappropriate activity, and would also be available to immediately call for Police, Fire, and Department of Natural Resources assistance when needed.

We estimate the cost for the shed structure, including electricity hookup and limited furnishings to be approximately \$5,000, and we estimate the cost for the additional evening shift to be approximately \$13,000–\$15,000 annually (June, July & August). We do not believe there are sufficient funds available in the current Beach Account for this purpose.

### **Recommendation No. 7 – Lifeguards at Town Neck Beach**

One of the most commonly requested items for a number of years has been for lifeguards at Town Neck Beach. The largest constraints making this difficult in the past have been lack of funding as well as the lack of the required facilities to support this operation. To properly and safely staff lifeguards at Town Neck Beach, we would need to hire a total of seven guards, composed of six regular lifeguards and one “head guard.”

The annual cost for seven lifeguards for the summer season (July & August) is approximately \$37,000. We would need to fund an additional \$800 for equipment for each guard (bathing suit, sweat suit top and bottom, whistle, hat, etc.). In addition, we would need to purchase seven radios that could communicate with our Police and Fire

Departments which would cost approximately \$2,500 in total. We would also need to fund approximately \$13,000 in additional equipment such as guard stands, rescue boards, handicapped beach access chair, etc., plus an additional \$500 per year to rent a large metal storage container to house all the equipment that must be securely stored each night. The total cost for adding lifeguards at this site is roughly \$50,000 per year.

This would essentially double the number of lifeguards hired by the Town each year. We are unsure at this time if we could even successfully recruit the necessary staff given other competing lifeguard opportunities on Cape Cod. And, unfortunately, in the future this cost will increase because of the competitiveness of other lifeguard positions, and future planned increases in the minimum wage (i.e., \$9, \$10, \$11). We do not believe there are sufficient funds available in the current Beach Account for this purpose.

It should also be noted that while we have concerns about the aesthetics of keeping a large metal storage container in the parking lot at this location, we can find no other reasonable alternative. We also have concerns about potential vandalism/tagging of the exterior of the container, however, this would be mitigated in the summer season with the presence of the 24-hour gate attendant recommended above.

Related to this item is the recommendation that we also purchase additional radios for our current lifeguards at Snake Pond, Peter's Pond (Oak Crest Cove), and Mashpee-Wakeby Pond (Ryder Conservation Area). This will cost approximately \$2,000.

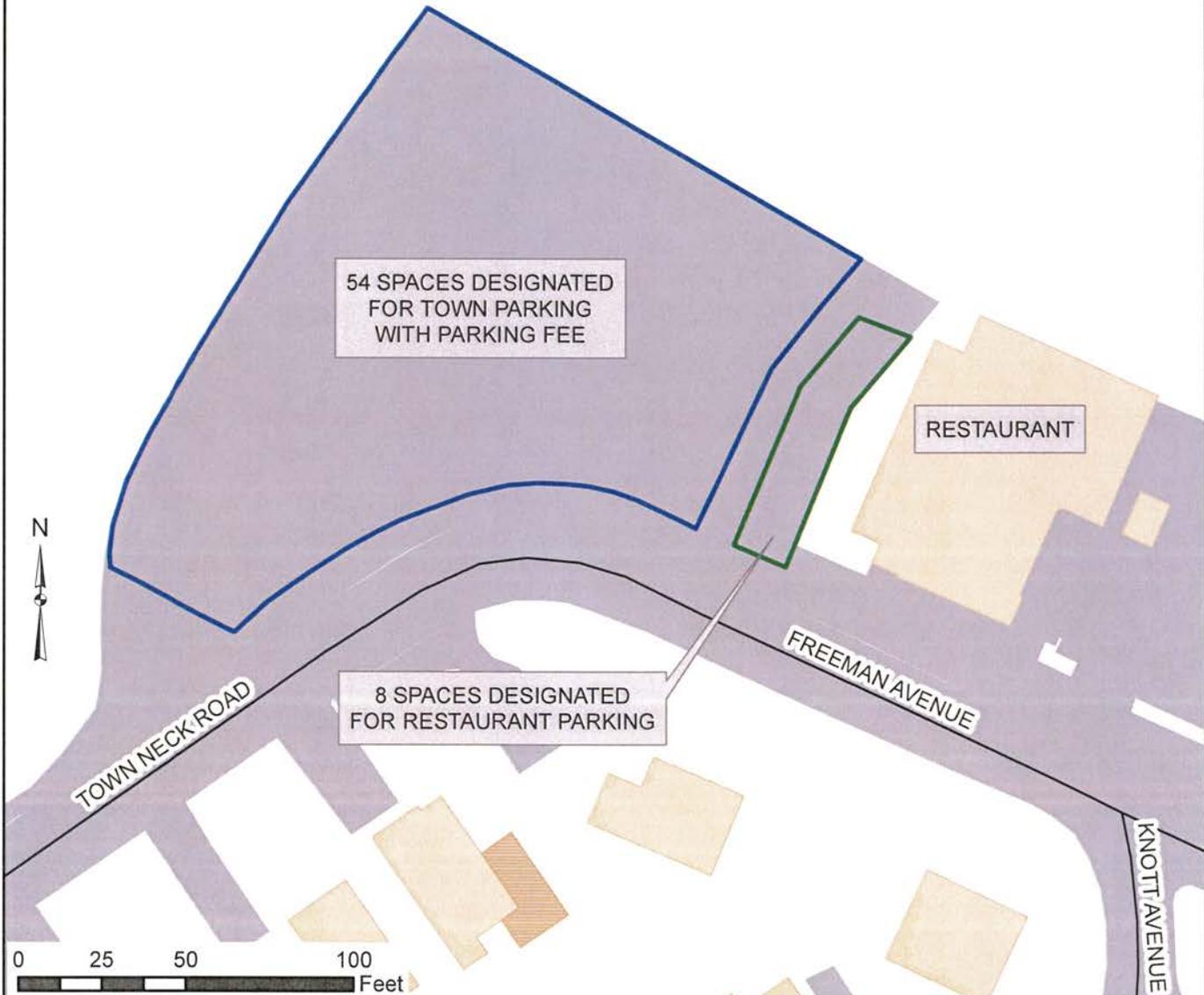
## **Summary**

We understand that some of these recommendations involve significant changes for the public (e.g., changes to locations for beach fires), and that others involve significant additional expenses that are not able to be funded within existing budgets (e.g., lifeguards at Town Neck Beach). However, we believe that it was important to highlight the most important activities/actions that could, and should ultimately, be taken to improve our management of public beaches in Sandwich.

We also evaluated our current, somewhat fragmented, management structure for our beaches and compared them to other Cape Cod towns. Our structure is essentially the same as many other towns, albeit with fewer financial and human resources. At this time, until additional funding is identified to hire additional, year-round personnel, we do not feel that any changes are warranted to our management structure.

# TOWN NECK BEACH - WEST / RESTAURANT PARKING LOT

## RECOMMENDATION NO. 4 AUTOMATIC TICKET MACHINE



- Restaurant Parking
- Town Parking
- Road Centerline
- Pavement
- Building
- Deck



**MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT**

The Town makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.



Remove barricades and put back along parking lot edge of dune

Fix potholes in road

Fix potholes throughout parking lot

Add porta-johns or possibly rent Black Tie & connect to yet-to-be installed water line

Rebuild walkover stairs

Rebuild Boardwalk stairs

# 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)

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

### **Introduction**

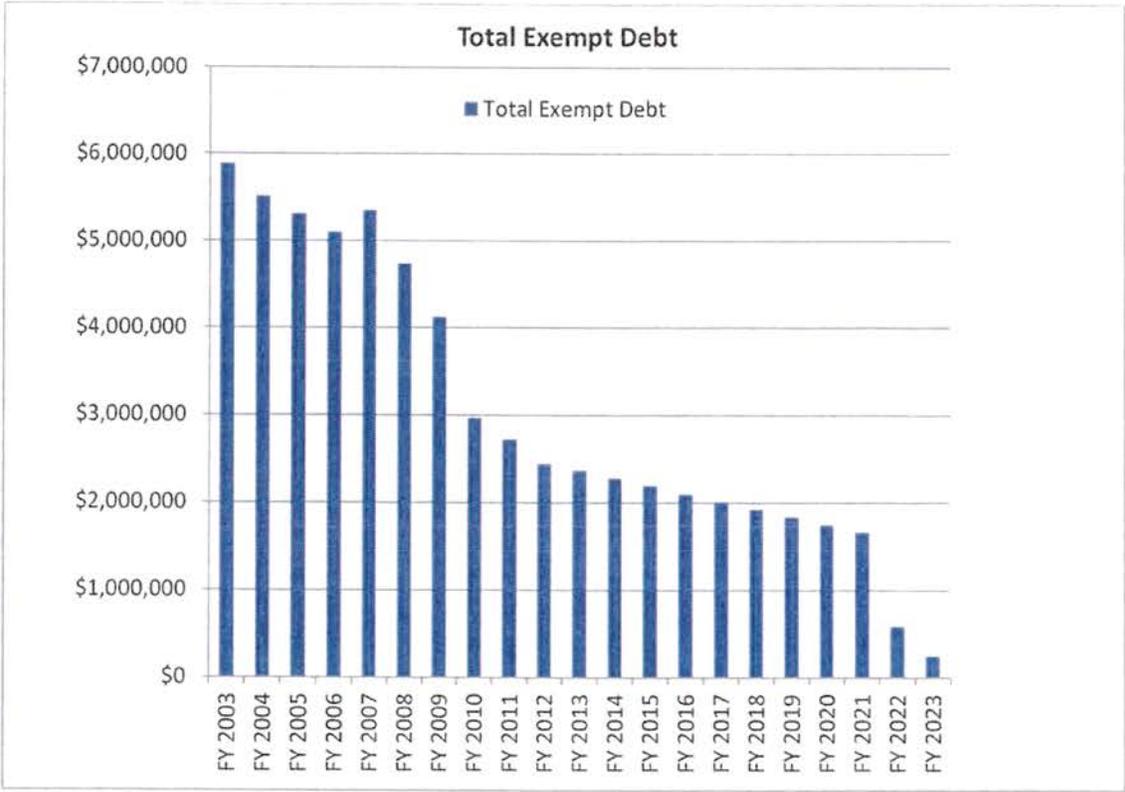
The Town of Sandwich has developed many Long Range Capital Plans and project-specific studies over the last several decades. While these plans have not been acted upon for the most part, they have been critical in raising the level of understanding about the larger capital needs of the Town and School 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.

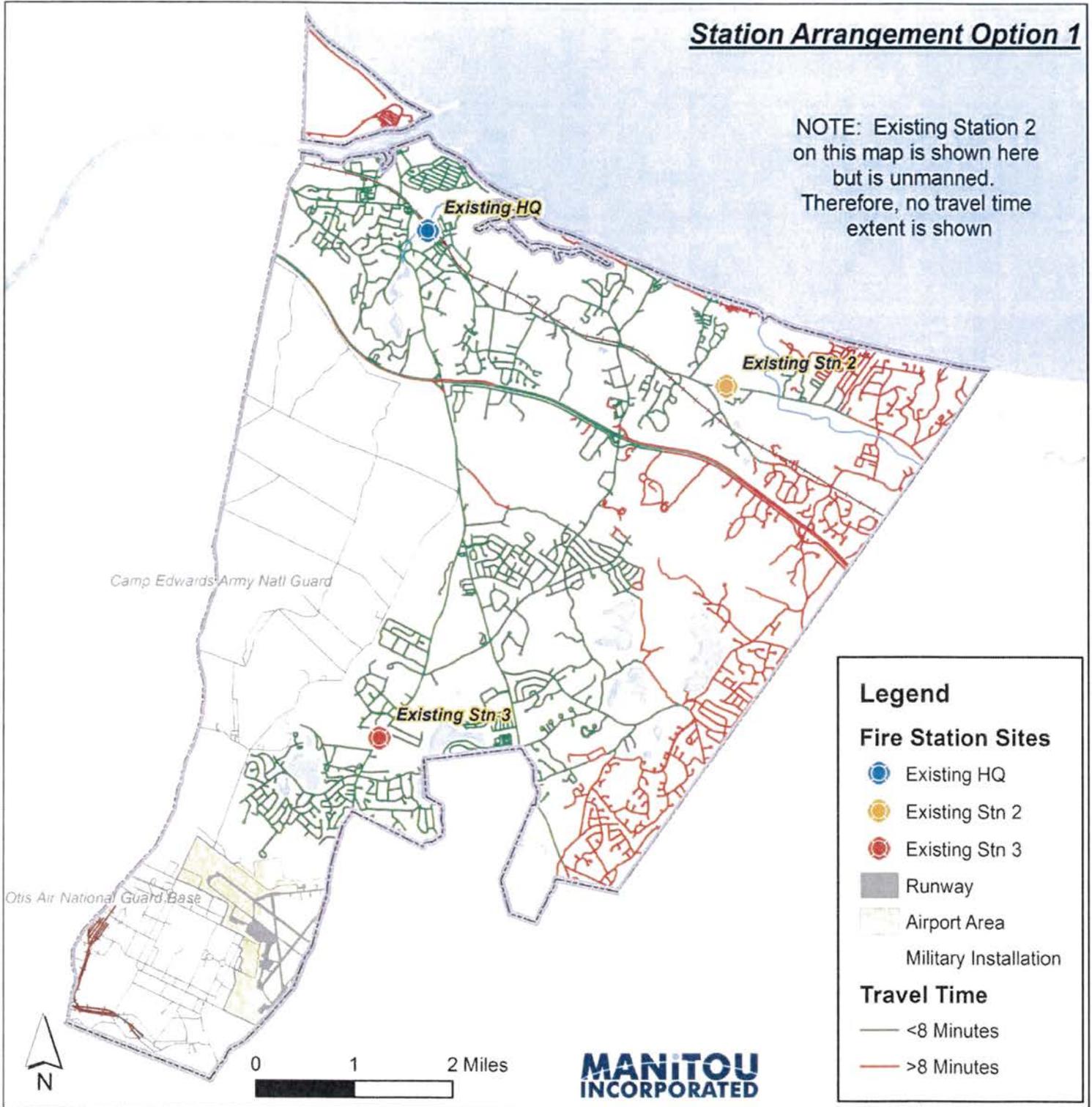
## PUBLIC SAFETY PLANNING GROUP PRIORITIZED RECOMMENDATIONS

October 9, 2014 – Board of Selectmen Meeting

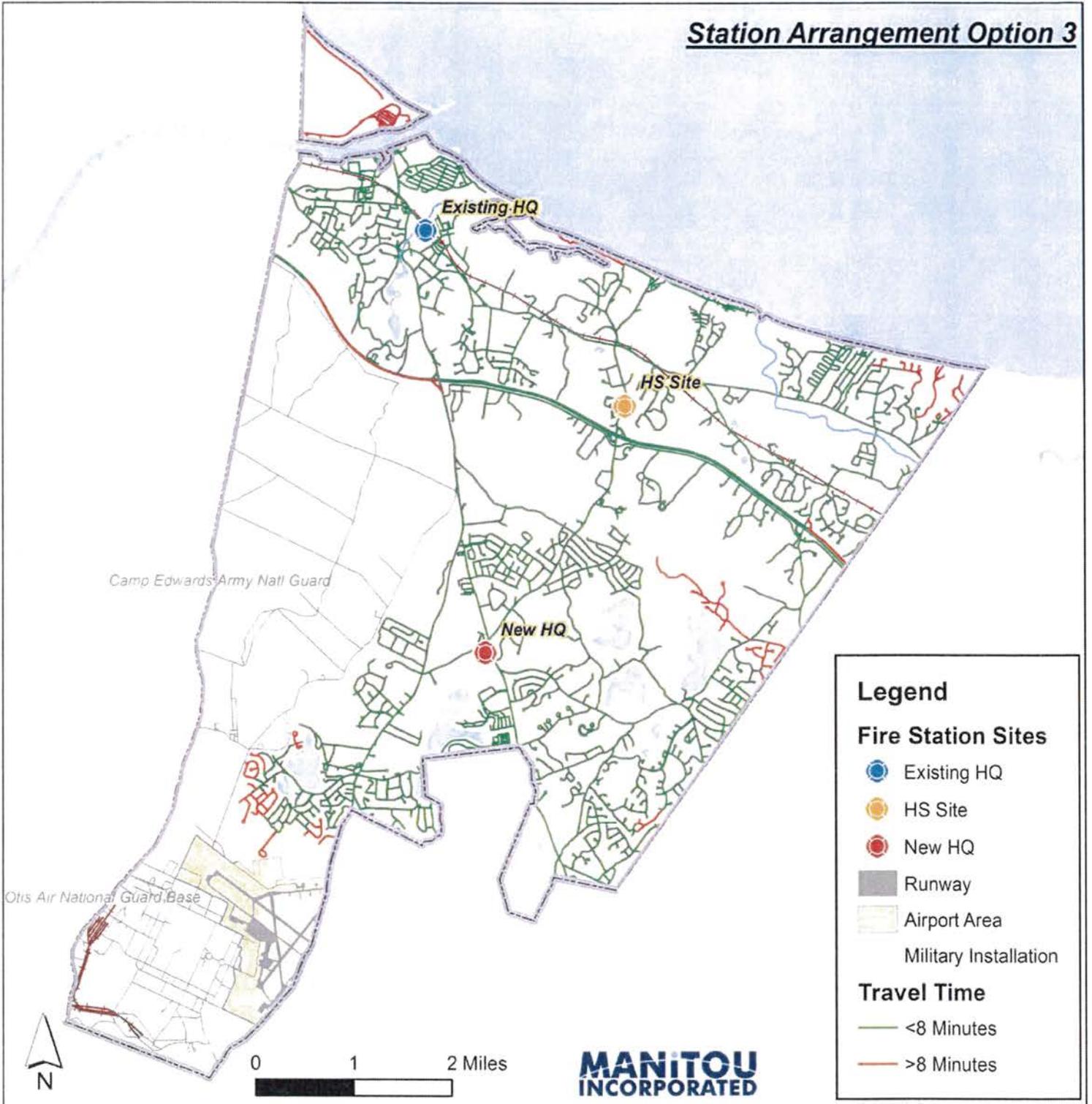
1. Construct joint public safety headquarters at intersection of Quaker Meetinghouse and Cotuit Roads
  - Approximately 35,000 sq. ft., a 45% size reduction since March 2012
  - Addresses current Police & Fire Station building inadequacies & operational inefficiencies
  - Largest population & call volume 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



# 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>	50,000,000

**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
	50,000,000	29,000,000	79,000,000		

**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

## Coggeshall, Kathy

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**From:** Frank Ward <fward@americanmobilehomes.com>  
**Sent:** Friday, April 24, 2015 4:34 PM  
**To:** Coggeshall, Kathy  
**Cc:** Mason, David; Spiro, Paul  
**Subject:** 28 Craft rd temp mobile home  
**Attachments:** Mcdermott - sandwich selectman letter 4.24.15.pdf

Hi Kathy

I enclosed a letter to the selectman's requesting the temp mobile home as we discussed. The reason for making this request a couple of months after the damages occurred is that the owner has had medical issues since these damages occurred and is going to be finishing her Rehabilitation soon.

If you have any additional questions or information is needed, please do not hesitate to call.

thanks

Frank Ward  
American Mobile Homes, Inc.  
781-331-0333

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## AMERICAN MOBILE HOMES INC.

51 Moore Road  
Weymouth, MA 02189  
www.americanmobilehomes.com  
(781) 331-0333  
1-800 232-9991

April 24, 2015

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

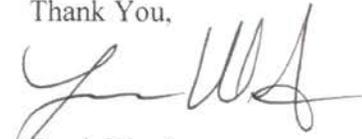
Re: 28 Craft rd. temporary mobile home

Dear Sir or Madam:

I am sending this letter on behalf of the McDermott family who recently suffered severe water damage to their home on 2/15/15, leaving their home unlivable. The water damage occurred from a burst frozen water pipe which was running for several days. The McDermott's would like to install a 12'x60' temp mobile home to be used as living quarters while the family rebuilds their damaged home. They will need the mobile home for six to nine months. According to MGL Ch. 40A they are allowed to have this for up to one year.

The utility connections for the mobile home will be connected to existing utilities on the property. A licensed plumber will be making a water connection to the main water service in the basement and connecting the drain line from the mobile home to the existing sewer line clean out in the basement. The electrician will be connecting to the existing service on the property. The utility connections will be inspected by the plumbing & electrical inspectors.

Thank You,



Frank Ward

## ARTICLE IV SPECIAL REGULATIONS

### 4100. ACCESSORY USES

- 4110. Home Occupations.** Home occupations are permitted if no more than thirty (30) percent of the floor area of the residence is used for the occupation, not more than one person not a member of the household is employed on the premises in the occupation, there is no exterior display or storage or other variation from the residential character of the premises, traffic generated does not exceed that normally expected in a residential neighborhood, and all parking required to service the occupation is provided off-street, other than within a required front yard.
- 4111. Home Occupations - Physician's Office.**  
In addition to uses allowed under Section 4110, a physician's office is permitted as a home occupation and may employ not more than three persons not members of the household on the premises in the occupation on lots containing not less than 40,000 square feet. All parking shall be contained on the lot and be screened using natural plantings so as to be non-offensive to abutting lots. For the purpose of this section, physician is defined as a Medical Doctor licensed by the Commonwealth of Massachusetts with a practice limited to family, geriatric, pediatric or internal medicine. (Added ATM 93)
- 4115. By-Right Accessory Apartment.** An accessory apartment is allowed as an accessory use to an owner occupied single-family dwelling in residential zoning districts in accordance with the following requirements. These requirements regulate the use and are not subject to relief through a variance.
- a. The accessory apartment shall contain a maximum floor area of 750 square feet and shall not contain more than one bedroom. Common entries and open decks shall not be included in the 750 SF calculation.
  - b. Accessory apartments are permitted only on lots with an area 10,000 SF or more or on lots of any size created by a cluster special permit where the overall density of the cluster development is 10,000 SF or more per dwelling unit.
  - c. In consideration of the overall density of development, accessory apartments are not allowed in single-family dwellings subject to a Comprehensive Permit, an Affordable Housing Conditional Density Special Permit or an Accessory Dwelling Unit Special Permit.
  - d. A deed rider in a form acceptable to the Inspector of Buildings and Town Counsel limiting the accessory apartment to one-bedroom shall be recorded at the Barnstable County Registry of Deeds and proof of such recording provided to the Building Inspector before the Building Permit or Occupancy Permit is issued.
  - e. The accessory apartment shall be within or attached to the single-family dwelling.
  - f. Any structural addition made to the single-family dwelling to accommodate an accessory apartment must meet all applicable front, side and rear setbacks, height and lot coverage requirements.
  - g. A minimum of one additional off-street parking space shall be provided, however, a separate driveway is prohibited.
  - h. Only one accessory apartment shall be constructed in any single-family dwelling. Accessory apartments are prohibited on lots where there are more than one single-family, one or more two-family or one or more multi-family dwelling units.
  - i. The owner of the single-family dwelling must occupy the single-family dwelling or the accessory apartment, except for bona fide temporary absences.
- 4120. Mobile Homes, Campers, and Trailers.**
- 4121.** A mobile home may be occupied only if incidental to construction of a permanent structure on the premises and only if granted a temporary permit by the Selectmen; or within a licensed mobile home park.
- 4122.** A single camper may be occupied on any residential premises by non-paying guests for a period not exceeding thirty (30) days in any calendar year if granted a permit by the Selectmen, or may be occupied within a licensed campground.
- 4123.** A camper (but not a mobile home) may be stored to the rear of a principal structure if placed so as to conform to yard requirements for accessory structures, and a mobile home or camper may be stored within a structure.
- 4124.** Other occupancy or storage of mobile homes or campers is prohibited.

## Coggeshall, Kathy

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**From:** Timmons, Jan  
**Sent:** Monday, April 27, 2015 2:21 PM  
**To:** Vitacco, Ralph  
**Cc:** Pannorfi, Frank; Lapp, Doug; Coggeshall, Kathy  
**Subject:** older americans month OAM15-SampleProclamation  
**Attachments:** older americans month OAM15-SampleProclamation.docx

Dear Ralph,

The Council on Aging Board and staff ask that the attached Proclamation to honor May as Older American's Month be read and the Board of Selectmen support and sign this proclamation.

Thank you.

Best wishes,  
Jan

Jan Timmons  
Director  
Sandwich Council on Aging  
270 Quaker Meetinghouse Road  
E. Sandwich, MA 02537  
Tel. 508-888-4737  
Fax 508-833-9154



## Older Americans Month May, 2015

### A PROCLAMATION

**Whereas**, *Sandwich, Massachusetts* includes a thriving community of over 5,881 older Americans age 60 and older who deserve recognition for their contributions and sacrifices to ensure a better life for future generations; and

**Whereas**, *Sandwich, Massachusetts and its Council on Aging* is committed to helping all individuals live longer, healthier lives in the communities of their choice for as long as possible; and

**Whereas**, since 1965, the Older Americans Act has provided services that help older adults remain healthy and independent by complementing existing medical and health care systems, helping prevent hospital readmissions, and supporting some of life's most basic functions, such as bathing or preparing meals; and

**Whereas**, these programs also support family caregivers, address issues of exploitation, neglect and abuse of older adults, and adapt services to the needs of Native American elders; and

**Whereas**, we recognize the value of community engagement and service in helping older adults remain healthy and active while giving back to others; and

**Whereas**, our community can provide opportunities to enrich the lives of individuals of all ages by:

- Promoting and engaging in activity, wellness, and social inclusion.
- Emphasizing home- and community-based services that support independent living.
- Ensuring community members of all ages benefit from the contributions and experience of older adults.

**Now therefore**, we of *Sandwich, Massachusetts* do hereby proclaim May 2015 to be Older Americans Month. We urge every resident to take time this month to celebrate older adults and the people who serve and support them as powerful and vital individuals who greatly contribute to the community.

Dated this 30<sup>th</sup> day of April, 2015

*Town of Sandwich*

*Board of Selectmen*

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