

TOWN OF SANDWICH

THE OLDEST TOWN ON CAPE COD

130 MAIN STREET
SANDWICH, MA 02563

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

FAX: 508-833-8045

E-MAIL: selectmen@townofsandwich.net

E-MAIL: townhall@townofsandwich.net



BOARD OF
SELECTMEN

TOWN
MANAGER

BOARD OF SELECTMEN AGENDA June 25, 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*)
 - Town Treasurer / Town Collector Bill Jennings & Cape Cod Five Senior Financial Advisor Jim Eldredge – Approval of Recent Sale of Bonds (*Vote*)

 - Human Resources Director Marie Buckner – Approval of Update to Personnel Policies & Procedures (*Vote*)

 - Doug Manley, McGinley Kalsow Architects – Overview of Clark-Haddad & Deacon Eldred House Feasibility Studies
7. Old Business (*15 Minutes*)
 - Board & Committee Annual Appointment List (*Vote*)
 - Town of Bourne Request for Reciprocal Beach Stickers from Sandwich
 - Other
8. New Business (*5 Minutes*)
 - Other
9. Public Forum (*15 Minutes*)
10. Closing Remarks
11. Executive Session
 - Disposition of Real Property – Siting of Future Water District Holding Tank
12. Adjournment

NEXT MEETING: Thursday, July 9, 2015, 7:00 P.M., Town Hall

Upcoming Calendar Overview Result Excel

Raymond James & Associates, Inc. - St. Petersburg , FL's Bid 
Sandwich (Town)
\$4,811,360 General Obligation Municipal Purpose Loan
of 2015 Bonds

For the aggregate principal amount of \$4,811,360.00, we will pay you \$5,094,462.55, plus accrued interest from the date of issue to the date of delivery. The Bonds are to bear interest at the following rate(s):

Maturity Date	Amount \$	Coupon %
06/15/2016	291.36M	2.0000
06/15/2017	290M	2.0000
06/15/2018	285M	4.0000
06/15/2019	285M	4.0000
06/15/2020	285M	4.0000
06/15/2021	275M	4.0000
06/15/2022	275M	4.0000
06/15/2023	275M	4.0000
06/15/2024	275M	4.0000
06/15/2025	275M	4.0000
06/15/2026	275M	2.4500
06/15/2027	275M	2.5500
06/15/2028	275M	2.6500
06/15/2029	275M	2.7500
06/15/2030	275M	2.8500
06/15/2031	125M	2.9500
06/15/2032	125M	3.1000
06/15/2033	125M	3.2000
06/15/2034	125M	3.3000
06/15/2035	125M	3.4000

Total Interest Cost: \$1,430,914.70
 Premium: \$283,102.55
 Net Interest Cost: \$1,147,812.15
 TIC: 2.492686
 Time Last Bid Received On:06/16/2015 10:57:36 EDST

This proposal is made subject to all of the terms and conditions of the Official Bid Form, the Official Notice of Sale, and the Preliminary Official Statement, all of which are made a part hereof.

Bidder: Raymond James & Associates, Inc., St. Petersburg , FL
 Contact: Robbie Specter
 Title: Managing Director
 Telephone:727-567-1293
 Fax:

RatingsDirect®

Summary:

Sandwich, Massachusetts; General Obligation

Primary Credit Analyst:

Victor M Medeiros, Boston (1) 617-530-8305; victor.medeiros@standardandpoors.com

Secondary Contact:

Timothy W Little, New York (212) 438-7999; timothy.little@standardandpoors.com

Table Of Contents

Rationale

Outlook

Related Criteria And Research

Summary:

Sandwich, Massachusetts; General Obligation

Credit Profile

US\$4.811 mil GO mun Purp loan bnds ser 2015 dtd 06/15/2015 due 06/15/2035

Long Term Rating AA+/Stable New

Sandwich Twn GO

Unenhanced Rating AA+(SPUR)/Stable Affirmed

Rationale

Standard & Poor's Ratings Services assigned its 'AA+' long-term rating to Sandwich, Mass.' series 2015 general obligation (GO) municipal purpose bonds. Standard & Poor's also affirmed its 'AA+' long-term rating on the town's existing GO debt. The outlook is stable.

The town's full faith and credit pledge, subject to Massachusetts Proposition 2-1/2 secures the bonds. Proceeds will be used to fund school-related costs as well as beach re-nourishment.

The rating reflects Sandwich's:

- Very strong economy, with access to a broad and diverse metropolitan statistical area (MSA);
- Strong management, with "good" financial policies and practices under our Financial Management Assessment methodology;
- Strong budgetary performance, with operating surpluses in the general fund and at the total governmental fund level;
- Adequate budgetary flexibility, with an available fund balance in fiscal 2014 of 6.8% of operating expenditures;
- Very strong liquidity, with total government available cash of 14.3% of total governmental fund expenditures and 3.1x governmental debt service, and access to external liquidity we consider strong;
- Very strong debt and contingent liability position, with debt service carrying charges of 4.5% of expenditures and net direct debt that is 29.9% of total governmental fund revenue and low overall net debt at less than 3% of market value and rapid amortization with 85.5% of debt scheduled to be retired in 10 years; and
- Strong institutional framework score.

Very strong economy

We consider Sandwich's economy very strong. The town, with an estimated population of 20,536, is located in Barnstable County in the Barnstable Town, MA MSA, which we consider to be broad and diverse. The town has a projected per capita effective buying income of 127% of the national level and per capita market value of \$179,379. Overall, the town's market value grew by 1.5% over the past year to \$3.7 billion in 2015. The county unemployment rate was 7.0% in 2014.

The town is primarily a residential community with an extremely strong and diverse tax base. Despite a softer real-estate environment that has reduced assessed values (AVs) over the past few years, we believe market valuations

remain high and are beginning to increase. The tax base is very diverse as the 10 leading taxpayers comprise 8% of AV. About 87% of the AV is residential properties, while the commercial and industrial base is a modest 6% of AV.

Looking ahead, based on our regional forecasts, we expect the regional economy to remain stable. Recent data indicate that the region's median home prices will continue to improve, and that housing starts will remain positive. This is important because Sandwich, along with other local governments in the region, largely looks to property taxes to meet rising expenditure demands.

Strong management

We view the town's management as strong, with "good" financial policies and practices under our Financial Management Assessment methodology, indicating financial practices exist in most areas, but that governance officials might not formalize or monitor all of them on a regular basis.

Highlights of management policies include a good focus on financial and capital planning evidenced by its five-year capital needs budget, which is updated annually. Funding sources for each project are identified and the plan is submitted as part of the town manager's report. The town does use some forecasting techniques to identify future revenue and expenditure trends to complement the capital budget. Budget assumptions are done conservatively and monitoring of budget-to-actual performance is done monthly. The town's formal investment policies mirror state guidelines, and the town treasurer monitors holdings on a monthly basis.

We note the town lacks formalized policies in the areas of debt management nor does it maintain a formal reserve and liquidity policy. It does maintain a minimum target for stabilization reserves.

Strong budgetary performance

Sandwich's budgetary performance is strong in our opinion. The town had operating surpluses of 2.3% in the general fund and 3.5% across all governmental funds in fiscal 2014.

For fiscal 2015, management indicates the general fund is anticipated to close with balanced operations. While there was a projected \$500,000 snow and ice deficit, management saw positive variances in total revenues compared to the budget and expects to close the deficit without having to use budgetary reserves. On the contrary, the town created an other postemployment benefit (OPEB) trust fund to begin funding that liability, and is anticipates to add to stabilization reserves, which should improve available reserves.

Currently, we expect operating performance to remain strong and in line with performance in years past. At the same time, we believe there will be budgeting challenges due to increasing fixed costs associated with long-term liabilities, but management has done well in managing those cost increases through careful planning and prudent budgetary practices. In our view, a recovery in local fees and taxes due to an improving economy and proactive budget management will likely allow for stable operations.

The town's primary revenue sources are stable overall. Property taxes account for 70% of revenues, while intergovernmental aid accounts for 22%. Property tax collections remain strong and stable, averaging 97% of the current-year tax levy. Education is the largest expenditure, accounting for 49% of the budget, along with employee benefit costs (20%) and public safety (12%). Recently, these costs have been manageable and accommodated through the increase in the tax levy. The town has not sought a Proposition 2-1/2 override and, based on current growth

trends, believes it won't need to do so for the time being. Based on management's current forecasts, revenues are in line with expectations and general fund expenditures are within budgeted estimates.

Based on our macroeconomic forecasts (see "U.S. Credit Conditions Forecast," published April 2, 2015, on RatingsDirect), credit conditions in New England should remain stable, which should translate to ancillary revenue and taxable levy growth coming in as expected.

Adequate budgetary flexibility

Sandwich's budgetary flexibility is adequate, in our view, with an available fund balance in fiscal 2014 of 6.8% of operating expenditures, or \$5.0 million.

Our calculation include unassigned and assigned fund balance on a GAAP basis. We note the town's available reserves have remained stable at these levels for several years. Management projects fiscal 2015 will close with an increase to available reserves, but we believe the increase would be modest and available reserves would remain less than 8% of expenditures. We would anticipate the town maintaining reserves at these levels over the next several years as expenditure demands increase, and as the town manage its long-range capital budget.

Very strong liquidity

In our opinion, Sandwich's liquidity is very strong, with total government available cash of 14.3% of total governmental fund expenditures and 3.1x governmental debt service in 2014. In our view, the town has strong access to external liquidity if necessary.

Our opinion is that liquidity will remain very strong as there is no significant deterioration of cash balances planned or anticipated. Further, we note the town does not have any contingent liquidity risk from financial instruments with payment provisions that change on the occurrence of certain events. Also, the town is not aggressive in its use of investments.

Very strong debt and contingent liability profile

In our view, Sandwich's debt and contingent liability profile is very strong. Total governmental fund debt service is 4.5% of total governmental fund expenditures, and net direct debt is 29.9% of total governmental fund revenue. Overall net debt is low at 0.8% of market value and approximately 85.5% of the direct debt is scheduled to be repaid within 10 years, which are in our view positive credit factors.

Following this issue, Sandwich will have roughly \$26.5 million of total direct debt outstanding. We expect for now that the town's debt service carrying charge will decrease over the near term given its rapid amortization. We acknowledge it has identified several long-range capital needs related to road improvements, schools, and potentially a new public safety building. No affirmative decisions have been made by the board of selectman at this time which we believe would deteriorate debt measures.

Sandwich's combined pension and OPEB contributions totaled 6.0% of total governmental fund expenditures in 2015. Of that amount, 3.5% represented contributions to pension obligations and 2.6% represented OPEB payments. The town made its full annual required pension contribution in 2015.

For pensions, the town participates in the Barnstable County Retirement System. Pension costs are currently

manageable. The pension system, which is a cost-sharing multiemployer defined-benefit pension plan is only 50.5% funded, and due to the low funded ratio, we believe this will likely remain a growing cost over the next few years. An additional long-term credit consideration is the town's long-term OPEB liabilities. As of July 1, 2012, the town's OPEB unfunded actuarial accrued liability was \$74.4 million, which is down from 103.5 million reported in 2010. The town has recently set up an OPEB trust fund and plans on applying some monies into the trust each year as voted in town meeting.

Strong institutional framework

The institutional framework score for Massachusetts municipalities is strong.

Outlook

The stable outlook reflects Standard & Poor's opinion of Sandwich's very strong economy and liquidity factors. A consideration of a positive rating action over time would involve the town continuing to improve and sustain its budgetary performance and flexibility at strong levels, as well as remaining proactive in mitigating the long-term costs pressures stemming from its long-term liabilities.

While unlikely in our two-year outlook due to the town's stable budgetary environment, significant declines in Sandwich's financial performance and flexibility would negatively pressure the rating.

Related Criteria And Research

Related Criteria

- USPF Criteria: Local Government GO Ratings Methodology And Assumptions, Sept. 12, 2013
- USPF Criteria: Financial Management Assessment, June 27, 2006
- USPF Criteria: Debt Statement Analysis, Aug. 22, 2006
- USPF Criteria: Limited-Tax GO Debt, Jan. 10, 2002

Related Research

- U.S. State And Local Government Credit Conditions Forecast, April 2, 2015
- S&P Public Finance Local GO Criteria: How We Adjust Data For Analytic Consistency, Sept. 12, 2013
- Institutional Framework Overview: Massachusetts Local Governments

Ratings Detail (As Of June 15, 2015)

Sandwich Twn GO		
<i>Long Term Rating</i>	AA+/Stable	Affirmed
Sandwich Twn GO rfdg bnds (Bank Qual)		
<i>Long Term Rating</i>	AA+/Stable	Affirmed
Sandwich Twn GO		
<i>Unenhanced Rating</i>	AA+(SPUR)/Stable	Affirmed
Many issues are enhanced by bond insurance.		

TOWN OF SANDWICH

THE OLDEST TOWN ON CAPE COD

HUMAN RESOURCES OFFICE



130 MAIN STREET
SANDWICH, MASSACHUSETTS 02563
TELEPHONE: 508-833-8061
FAX: 508-833-8045

MEMORANDUM

TO: Board of Selectmen
George H. Dunham, Town Manager

FROM: Marie L. Buckner, HR Director

DATE: June 23, 2015

SUBJ: Revised Personnel Policies & Procedures – DRAFT

As you know, for several months I have been working with the Board of Library Trustees, specifically Mary Gaffney, the Library Director and several other Department Heads to revise our Personnel Policies and Procedures to reflect the changes that were made to the Town Charter. This revised draft represents many hours of work, collaboration and compromise.

These policies and procedures apply to all Town employees. Where a Town employee is covered by a collective bargaining agreement, the provisions of any such agreement are controlling concerning wages, benefits and general working conditions and will supersede any conflicting provisions found herein. The Personnel Policies and Procedures represent the only document that covers the benefits and general working conditions of non-union, non-contracted employees.

I have attached the following for your review and approval:

1. Revised PPP dated 6-1-15 with proposed changes in red;
2. One page proposed update to the IT Policy – the remainder of the ITR Policy is proposed to stay as is – Policy # 5;
3. Revised Reimbursement Policy with proposed changes in red – Policy # 7;
4. New Domestic Violence Policy already adopted by BOS in January 2015 -- Policy # 9; and
5. New Parental Leave Policy in accordance with new state law – Policy #10.

All other existing policies that are currently included in your PPP are proposed to stay the same.

We will be seeking your approval of the revised PPP at your June 25 Selectmen meeting. If you have any questions and/or concerns, please let me know. Thank you.

TOWN OF SANDWICH
PERSONNEL POLICIES AND PROCEDURES



JUNE 17, 2015
DRAFT

Amended:

July 26, 2012
November 18, 2010
May 3, 2007
July 10, 2003
March 29, 2001
June 15, 1994
January 1, 1993
March 8, 1990

TABLE OF CONTENTS

1.0	General Provisions	Page
2.0	Administration	Page
3.0	Recruitment and Appointment	Page
4.0	Orientation and Probation	Page
5.0	Classification Plan	Page
6.0	Compensation & Benefit Plan	Page
7.0	Holidays	Page
8.0	Vacation Leave	Page
9.0	Sick Leave	Page
10.0	Sick Bank	Page
11.0	Personal Leave	Page
12.0	Bereavement Leave	Page
13.0	Military Leave	Page
14.0	Jury Leave	Page
15.0	Maternity Parental Leave	Page
16.0	Leaves of Absence	Page
17.0	Family Leave	Page
18.0	Small Necessities Leave	Page
19.0	Longevity Pay	Page
20.0	Professional Conduct and Conflict of Interest	Page
21.0	Disciplinary Policy	Page
22.0	Resignation	Page
23.0	Anti-Harassment and Discrimination Policy	Page
24.0	Drug and Alcohol Use Policy	Page
25.0	Information Technology Resources (ITR) Policy	Page
26.0	Anti-Fraud Policy	Page
27.0	Policy Against Violence in the Workplace	Page
28.0	Domestic Violence Policy	Page
29.0	Reimbursement Policy	Page
30.0	Training and Education	Page
31.0	Safety	Page
32.0	Personnel Records	Page
33.0	Retaliation Policy	Page
34.0	Disclaimer	Page

TOWN OF SANDWICH PERSONNEL POLICIES AND PROCEDURES

1.0 General Provisions

1-1. Authorization. These policies are promulgated in accordance with the authority granted by the Board of Selectmen and the Town Charter, as may be amended. These policies and procedures apply to all Town employees. Where a Town employee is covered by a collective bargaining agreement, the provisions of any such agreement are controlling concerning wages, benefits, and general working conditions and will supersede any conflicting provisions found herein.

1-2. Purpose. The purpose of these policies is to establish a system of personnel administration governing the terms and conditions of employment within the Town of Sandwich.

The Personnel Policies and Procedures (PP&P) have been prepared to provide information and guidance to employees and management. The Town reserves the right to change, add to or delete any of the provisions in the PP&P at any time. Any questions that arise from either the interpretation or the application of these guidelines will be reviewed and resolved by the Town Manager.

The PP&P are not a contract of employment. Unless the provisions of an applicable collective bargaining agreement or the Civil Service regulations provide otherwise, all employment with the Town is on an at-will basis. As such, you or the Town may terminate the employment relationship at any time and for any reason.

1-3. Rules of Interpretation.

(a) These policies are intended to be in accordance with all applicable State and Federal laws and those circumstances where Civil Service rules apply. In the event of inconsistencies, the applicable State or Federal law, or Civil Service rule will be controlling.

(b) Words imparting the singular number may extend and be applied to several persons; words imparting the masculine gender will include any gender.

1-4. Definitions. For the purpose of these policies, the following definitions apply to full-time, part-time, regular, seasonal and temporary employees. Employees in all of these categories are employed on an at-will basis, unless otherwise provided for by the provisions of a written employment contract or collective bargaining agreement.

(a) Full-time employee. A full-time employee is an employee working a minimum of twenty (20) hours per week or more. Any benefits made available to those employees working twenty (20) or more and less than forty (40) hours per week will be made on a pro-rata basis.

(b) Part-time employee. A part-time employee is an employee working less than twenty (20) hours per week. Any benefits made available to those employees working less than twenty (20) hours per week will be made on a pro-rata basis.

(c) Regular employees. Regular employees are those employees assigned to a position for an indefinite period of time.

(d) Temporary (**substitute**) employee. A temporary employee is an employee assigned to a position for a limited period of time of less than twelve (12) months.

(e) Seasonal employee. An employee hired and expected to work for a specific season within a calendar year.

1-5. Amendment of Policies. The Town Manager may recommend changes of these policies from time to time subject to the approval of the Board of Selectmen.

2.0 Administration

2-1. The Town Manager is responsible for the administration of these Personnel Policies and Procedures. The Town Manager may designate the Human Resources Director to be responsible for the daily administration of the personnel system. The Town will abide by all state, federal and local laws with regard to all aspects of the personnel system. **The Town Manager may also designate the department head to be responsible for the daily administration of their applicable department.**

2-2. The Town will provide employment opportunities to all persons regardless of sex, color, race, national origin, religion, ancestry, sexual orientation, gender identity, genetics, military status, age or physical handicap and provide equal treatment in all aspects of personnel management. For more information and relevant forms, please see the Town's "Equal Employment Opportunity and Affirmative Action Policy" which may be amended from time to time and is hereby made a part of these Policies and Procedures and is identified as Attachment # 1.

~~2-3. The Personnel Board will evaluate and classify positions, review requests for reclassification, and review the classification plans at the direction of the Town Manager.~~

3.0 Recruitment and Appointment

3-1. Coverage. All employees.

3-2. Policy. The Town will make every effort to attract and employ qualified persons in accordance with the "Town of Sandwich Equal Employment Opportunity and Affirmative Action Policy." Persons will be recruited from a geographic area as wide as necessary to assure that qualified candidates are attracted for various positions. Where appropriate, the recruitment, selection and promotion of candidates and employees will be based solely on job related criteria as established in the position descriptions and in accordance with proper personnel practices. The recruitment and appointment of individuals will be done in such a manner as to prohibit the establishment of a supervisor-subordinate relationship within a family unit including, but not limited to spouse, parent, sibling, or child.

3-3. Recruitment. All department heads will notify the Town Manager of personnel needs. The ~~department head, Town Manager and the Human Resources Department Town Manager along with the Human Resources Director is~~ are responsible for the personnel recruitment and selection process. The qualifications, classification and salary range for positions will be established in accordance with the classification and compensation plans, and/or applicable collective bargaining agreement.

(a) Notice of Vacancies. The Human Resources Director will review and approve all job notices before advertisement and posting. Recruitment of a position will not begin until the job vacancy notice is approved by the Town Manager and/or Human Resources Department and funds are appropriated. The job vacancy notice will include: the job title, major duties of the position, qualifications, salary, grade level if applicable, a closing date for applications, and application instructions.

(b) Posting and Advertisement of Job Vacancy Notices. Notices of vacant positions will be posted on the Town Clerk's official bulletin board, ~~the Town's website and may be posted on the applicable department bulletin board~~ for a minimum of ten (10) business days or for such other length of time as deemed appropriate by the Town Manager and/or Human Resources Department ~~in consultation with the department head~~. Advertising should be adequate to ensure that a sufficient number of qualified applicants apply for available vacancies. Seasonal positions will be posted and advertised only when a vacancy exists in that position. Seasonal positions may be filled by returning employees in good standing without need of posting and advertising. Temporary vacancies will be posted and advertised only if the temporary vacancy will exceed 6 months.

(c) Applications. All candidates being considered for employment in the Town will complete or submit the requested material to the Human Resources Department by the closing date specified in the position announcement. ~~The Human Resources Department shall then forward a copy of said material to the department head where said vacancy exists.~~ All candidates who submit the requested information accurately

and honestly are entitled to a fair and equitable review of their qualifications. Falsification of employment application information is grounds for immediate dismissal.

(d) Examinations. The Town of Sandwich may require an examination as one part of the selection process, provided said examination is relevant to the requirements of the position.

(e) References. Upon authorization, a candidate's former employers, supervisors, and other references may be contacted as part of the selection process. References and other background investigations will be documented and made part of the applicant's file.

(f) Application Records. The application, reference checks, and related documents submitted will be maintained by the Town of Sandwich for the period required by law. The Town will do everything possible to maintain the confidentiality of the application.

3-4. Appointment. All appointments will be ~~confirmed in writing by the Town Manager. made in accordance with the Town Charter and will be confirmed in writing by the Town Manager.~~ The written notice of appointment will include the salary, starting date, and any conditions of employment not covered in these personnel policies. The Town Manager will designate the term of appointment where required by statute. Copies of the notice of appointment will be provided to the Board of Selectmen, Human Resources Department, the Town Treasurer and the ~~Finance Director. Town Accountant.~~

3-5. Medical Examinations. A pre-employment physical may be required for certain positions as a condition of employment. The information obtained from said medical examination will be maintained on separate forms and remain confidential. Said examination will be conducted at the expense of the Town and will be performed by a physician appointed by the Town.

3-6. Failure to Report. An applicant who accepts an appointment and fails to report to work on the date set by the Town Manager ~~and/or department head~~ will be deemed to have declined the appointment and the offer of employment shall be withdrawn immediately unless a reason acceptable to the Town Manager ~~and department head~~ is tendered.

4.0 Orientation and Probation

4-1. Coverage. All regular full-time and regular part-time employees.

4-2. Policy. The Town Manager, **department head** or his/her designee will inform new employees of their rights, responsibilities, duties, and obligations. Performance of all new employees must meet acceptable work standards.

4-3. Orientation. The Town Manager, **department head** or his/her designee will:

(a) notify the new employee of a date, time and designated location for starting work.

(b) thoroughly explain all benefits and options the employee is entitled to and assist the employee with completion of appropriate forms. The Human Resources Department will provide the employee with a copy of all personnel policies.

(c) provide on-site training and orientation regarding specific rules, regulations, policies and procedures of the employee's assigned department including the safety policies and procedures.

4-4. Probationary Period. There is a one year probationary period for all employees. The probationary period is utilized to help new and promoted employees achieve effective performance standards and evaluate the employee's performance, conduct and work habits. **During the first six (6) months of actual work performance exclusive of sick leave, leave with pay, and time not worked, the Town Manager in consultation with the department head may discharge the employee with or without cause. In addition, at any point during the probationary period the Town Manager has the right to notify the employee that:**

(a) the employee's performance meets satisfactory standards and the individual will be retained in the position; or

(b) the employee's performance requires additional observation and that the probationary period will be extended an additional three (3) or (6) six months; or

(c) the employee's performance, conduct and/or work habits were unsatisfactory, stating the specific reasons, and that discharge will occur.

The employee may be discharged if it is revealed that the employee intentionally falsified information relating to application for employment, was unable or unwilling to perform the required duties, or displayed conduct, habits or dependability which did not merit continuing the employee in the position. **The employee will be notified in writing of the reasons for the termination and the effective date of this action.**

Successful completion of the probationary period does not change an employee's status as an at-will employee or in any way restrict the Town's right to terminate the employee or change the terms or ~~conditions~~ ~~condiditens~~ of employment.

5.0 Classification Plan

5-1. Coverage. All regular full-time and regular part-time employees.

5-2. Policy. The policy of the Town is to establish and provide a system(s) for classifying all positions and to establish proper relationships between positions based on the level of responsibilities assumed and the minimum qualifications required to perform the job so that a schedule of compensation may be applied to each position.

5-3. Reclassification of Positions. In updating a position description and requesting a review of a position classification, the following steps will be taken:

(a) Department head reviews existing position description and highlights significant changes in the responsibilities of the position. Proposed changes are presented in a clear and concise manner to the Human Resources Director. Position descriptions need only highlight the most important aspects of the job.

(b) Based on the merits of the proposed reclassification, the request will be submitted to the Personnel Board at the sole discretion of the Town Manager. The Personnel Board will review the request according to the appropriate classification system and make a recommendation to the Town Manager.

(c) If any reclassification results in an adjustment in compensation, said adjustment will not take effect until the reclassification has been approved and authorized by the Town Manager in writing.

5-4. Location of Classification Plans. Official Town classification plans are kept on file in the Human Resources Department office and are available for public review.

6.0 Compensation and Benefit Plan

6-1. Coverage. All regular full-time and regular part-time employees.

6-2. Policy. The compensation plans will consider relative responsibilities between various classifications; wage rates for comparative type of work; economic conditions in the labor market; fiscal policies of the Town; and ratified labor agreements. All employees will be paid in accordance with the rates in the compensation plan.

6-3. Starting Rates for New Appointments. Persons appointed to positions will be compensated at the advertised salary rate or range, or as negotiated with the Town

Manager. The Town Manager will ~~fix~~ **authorize** the compensation package of all Town employees. **The compensation package of the Library Director will be set by the Board of Library Trustees and Town Manager.**

6-4. Merit Increases. An employee may be eligible for merit advancements based on written performance evaluations after the completion of each year of satisfactory service until the maximum rate is reached. Receipt of pay increments or steps within the salary range will be based on merit. Employees must complete one (1) year of service in order to be eligible to receive a merit increase unless otherwise agreed upon with the Town Manager.

6-5. Promotion. An employee who receives a promotion will be compensated at the minimum rate of pay or at the employee's current rate of pay, whichever is greater, or at an amount within a range that the Town Manager **and/or department head** believes the employee's qualifications and performance warrant.

6-6. Part-time Employees. A part-time employee will be compensated at the proper hourly rate for the appropriate classification; or, in the absence of a specified hourly rate, at a pro-rated rate for the appropriate occupation for the portion of the full-time normal work week actually worked by the part-time employee.

6-7. Emergency Events. **Non-union Employees** may be additionally compensated when called in to work before, during or after an emergency event at the discretion of the Town Manager. Compensation time and/or rates during these events shall be determined by the Town Manager and Department Head.

6-8. Hourly employees who are called in outside of their regularly scheduled hours/shift shall be guaranteed a minimum of three (3) hours pay.

7.0 Holidays

7-1. Coverage. Regular full-time employees and regular part-time employees.

7-2. Recognized Holidays. The following holidays are recognized by the Town on the day on which they are legally observed by the Commonwealth of Massachusetts, and on these days employees, without loss of pay, will be excused from all duty except in cases where the department head determines that the employee is required to maintain essential town services:

New Year's Day
Martin Luther King Day
Presidents' Day
Patriots' Day
Memorial Day
Independence Day

Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
Christmas Day

If one of the above holidays falls on a Saturday, the holiday will be observed on the Friday before. If one of the above holidays falls on a Sunday, the holiday will be observed on the following Monday.

7-3. Essential Holiday Work & Terms of Compensation:

- (a) A salaried employee will receive one extra day off with pay for each of the above holidays he/she is required to work. Said day off must be used within the same fiscal year and reported to the Human Resources Department to ensure accurate tracking.
- (b) An hourly employee will receive one day's pay at the employee's regular rate of pay based on the number of hours regularly scheduled on the day on which the designated holiday occurs and will also be paid for actual hours worked on the holiday.

8.0 Vacation Leave

8-1. Coverage. Regular full-time employees and regular part-time employees.

8-2. Vacation Year. The vacation year is the period from July 1st to June 30th, inclusive. For the sole purpose of calculating years of continuous service under this policy, an employee whose anniversary date falls between July 1 and December 31 shall be deemed to have reached his/her one year of continuous service the following July 1. An employee whose anniversary date falls between January 1 and June 30 must wait until the next July 1 to have such date counted toward years of continuous service.

8-3. Vacation Eligibility.

Employees shall be granted vacation leave as follows:

- (a) During the first year of employment, one (1) working day of vacation after each month of service up to a maximum of ten (10) working days. Vacation leave is immediately available once accrued. After an employee has reached his/her actual anniversary date, vacation leave is earned at the rate of ten-twelfths (.833) days per month until June 30. Beginning July 1 an employee will receive an additional ten vacation days to be used during the next fiscal year if he/she has completed one year of continuous service. Otherwise the employee will earn vacation at the rate of ten-twelfths (.833) days per month until he/she has completed one year of continuous service. Once one year of continuous service has been reached an employee will receive ten days vacation beginning July 1.
- (b) An employee having five (5) years of continuous service prior to July 1st in any calendar year, is entitled to three (3) weeks (15 days) vacation with pay. Leave will

be earned at the rate of one and one-quarter (1.25) days per month not to exceed 15 days.

(c) An employee having ten (10) years of continuous service prior to July 1st in any calendar year, is entitled to four (4) weeks (20 days) vacation with pay. Leave will be earned at the rate of one and two-thirds (1.667) days per month not to exceed 20 days.

(d) An employee having fifteen (15) years of continuous service prior to July 1 in any calendar year, is entitled to five (5) weeks (25 days) vacation with pay. Leave will be earned at the rate of two and one-twelfths (2.083) days per month not to exceed 25 days.

8-4. Scheduling. ~~Vacation days may not be carried over to the following fiscal year.~~ The Town Manager may approve carrying forward up to 5 (five) unused vacation days to be used on or before August 15th of the subsequent fiscal year for emergency or unusual circumstances. ~~Requests to carry over vacation time must be in writing to the Town Manager by June 1st.~~ Vacations will be scheduled by department heads, with consideration given to staffing requirements, employee length of service and employee preferences, in the order listed.

8-5. Termination. Whenever employment is terminated by dismissal or resignation, or by retirement, or entrance into the military, the employee will be paid an amount equal to the vacation allowance earned and not taken at the time of termination.

8-6. Death. Whenever employment is terminated by death, the estate of the deceased will be paid an amount equal to the vacation allowance earned and not taken.

8-7. Other Uses of Vacation Leave. Other uses of vacation leave must be approved by the Town Manager in advance of its use.

8-8. Additional Vacation Day. Paid holidays that occur during an employee's scheduled vacation are not counted as vacation days.

9.0 Sick Leave

9-1. Coverage. Regular full-time employees and regular part-time employees.

9-2. Policy. Employees are eligible for sick leave with pay earned at a rate of one and one-quarter (1.25) days per month not to exceed fifteen (15) days each fiscal year. Sick leave must be earned in advance of its use.

9-3. Use of Sick Leave. Sick leave will be granted to an employee when the employee is incapacitated from the performance of his duties by personal sickness, injury or a

quarantine by public health authorities. Sick leave may be used by an employee to care for a sick spouse, child or parent of the employee.

9-4. Accrual of Sick Leave. Any unused sick leave will accrue and be carried over into the next fiscal year.

9-5. Extension of Sick Leave **following FMLA benefits**. Extended unpaid sick leave may, at the discretion of the Town Manager, be granted to an employee after all of an employee's sick leave and vacation leave has been used. Reasonable notice of intention to return to work must be given. **Time off needed for medical treatment will be deducted from sick leave.**

9-6. Notification. Sick leave will commence on the date and time that notification of the employee's sickness, injury or quarantine is given to the department head or supervisor by the employee or the employee's family or physician.

9-7. Proof of Illness or injury. The Town Manager, **department head and/or** Human Resources Department may request a proof of illness or injury from the employee's medical care provider after being absent three consecutive work days. The Town Manager, **department head and/or** Human Resources Department also shall have the right to require proof of illness or injury from the employee and/or the employee's medical provider under circumstances where the Town Manager has reason to suspect sick leave abuse, or where a pattern of sick leave use is evident.

9-8. Retirement Buy-Back. Upon "service retirement" of at least fifteen (15) years of satisfactory service with the Town, or upon "ordinary disability retirement," all of which are defined more specifically by the County Retirement System, an employee will be **paid compensated** twenty percent (20%) of all **earned and** accumulated sick leave, up to a maximum **accumulation of one hundred twenty (120) fifty days (150)** days at their current base rate of pay. It is requested that an employee notify the Town Manager at least thirty (30) days prior to his/her retirement or resignation after fifteen (15) years of satisfactory service. The Town may elect to defer payment until July 1 of the following fiscal year for budgetary reasons.

9-9. Annual Incentive Option. At the end of each fiscal year employees may convert unused sick leave, accrued in the previous twelve month period, to vacation days at the conversion rate of three (3) days of accrued sick leave to one (1) vacation day. Accumulated sick days converted to vacation days cannot be used following conversion. Employees must advise the Human Resources Department, in writing by July 10th, of the number of sick days, earned in the previous year, that they wish to convert to vacation leave. Converted vacation days must be used during the fiscal year in which they were converted. Employees who have earned twenty-five (25) or more days of vacation leave per year are not eligible for this benefit.

10.0 Sick Bank

10-1. Coverage. Regular full-time employees and regular part-time employees who have completed twenty-six (26) weeks of service. The purpose of this bank is to provide sick leave to those employees who have used all of their accrued sick leave, and are still absent because of illness.

10-2. Policy. Employees who have completed twenty-six (26) weeks of service following the date of original appointment are eligible for membership in the sick bank. Joining the sick bank is voluntary and requires the transfer of at least two (2) days sick leave, but not more than ten (10) days sick leave, per employee into the bank from his/her accumulated sick leave on each July 1. Each following July 1, members of the sick bank will contribute at least one (1) day of sick leave to retain membership in the bank, but may not contribute more than ten (10) days sick leave annually. Any active member of the sick bank who is leaving the employment of the Town may contribute up to ten (10) days sick leave to the bank through written notification to the Human Resources Department upon separation of employment.

10-3. Evidence. Adequate medical evidence of illness or disability must be provided prior to receiving sick leave payments from the bank.

10-4. Committee. A Sick Bank Committee will be chosen annually by the members of the bank and will consist of five (5) non-union employees who will vote to allocate days from the bank to members who are ill or disabled.

10-5. Record. The Human Resources Department will keep a record of the days in the bank and will be informed when sick leave is to be used by a member, so that records may be kept accurately. Written notification from the Sick Bank Committee will be provided to the Human Resources Department by July 10 of every year indicating all sick bank members and the number of days they will be contributing to the bank for the upcoming fiscal year.

10-6. Decision. The decision of the Sick Bank Committee to grant sick days to a member shall be subject to the final approval of the Town Manager. The decision of the Town Manager is final.

11.0 Personal Leave

11-1. Coverage. Regular full-time ~~and regular part-time~~ employees who have completed ~~twenty-six (26) weeks~~ ~~twelve (12) weeks~~ of service.

11-2. Policy. With the advanced approval of the ~~department head~~ ~~employee's immediate supervisor~~, an employee may have ~~three (3)~~ ~~two (2)~~ days off a year for the purpose of conducting personal business which would not otherwise be conducted

during normal working hours, provided that reasonable notice is given. Personal leave is not cumulative and is not to be combined with vacation days.

12.0 Bereavement Leave

12-1. Coverage. Regular full-time employees.

12-2. Policy. Bereavement leave of up to three (3) ~~consecutive working days, one of which is to be the day of the burial,~~ may be granted for a death in the employee's immediate family. Immediate family will include: spouse, mother, father, child, brother, sister, mother-in-law, father-in-law, ~~brother-in-law, sister-in-law~~ and grandchildren, grandparents or current member of household. The Town Manager shall have the discretion to allow additional bereavement time. Compensation is limited to the time lost from the employee's normal straight time schedule.

13.0 Military Leave

13-1. Coverage. ~~All employees. Regular full-time employees and regular part-time employees.~~

13-2. Policy. In accordance with Massachusetts General Law Chapter 33, Section 59 as adopted by Sandwich Town Meeting in May 2002, any employee who is a member of the armed forces of the Commonwealth (National Guard) will receive pay during the time of service for a maximum of 34 days in any state fiscal year (July 1-June 30). Any employee who is a member of a reserve component of the armed forces of the United States will receive pay during the time of service for a maximum of 17 days in any federal fiscal year (October 1-September 30). The Town will not seek reimbursement for any difference between an employee's regular pay and his/her military pay.

13-3. Active duty status.

(a) Pay Continuance. The Town will pay the difference between the employee's base rate of pay and the base rate of pay he/she receives in the military.

(b) Group Health Insurance Continuance. An employee called to serve in an active duty capacity with the Armed Forces of the Commonwealth or the Armed Forces of the United States shall be permitted to continue receiving health insurance coverage provided that he/she was already eligible and enrolled in the health plan prior to activation. Said employee must remain in the same health plan and will continue to be responsible for payment of the same monthly contribution rate as when he/she was an active employee.

13-4. Documentation. It is the employee's responsibility to provide the Town with any and all applicable documentation relating to his/her military leave.

14.0 Jury Leave

14-1. Coverage. ~~All employees.~~ Regular full-time employees and regular part-time employees.

14-2. Policy. Employees called for jury duty will be paid for the amount equal to the difference between the compensation paid for the normal working period and the amount paid by the court excluding allowance for travel. The amount due the employee will be certified by the Town Accountant upon presentation of proper evidence for monies received for jury duty. Employees dismissed from jury duty prior to 12:00 p.m. will report to work.

15.0 Maternity Parental Leave

15-1. Coverage. All full-time employees who have completed at least three (3) consecutive months of employment. See also Section 17.0 Family Leave.

15-2. ~~Female~~ Employees who do not meet the eligibility requirements of the Family and Medical Leave Act (FMLA), or who have exhausted their available FMLA leave prior to the birth or adoption of a child, may be eligible for up to eight weeks of unpaid leave pursuant to the Massachusetts Maternity Parental Leave Law, M.G.L. c.149, § 105D. Leave under this statute is available for the birth or adoption of a child under the age of eighteen (18) (or under the age of twenty three (23) if the child is mentally or physically disabled). ~~To be eligible for leave under this statute, the female employee must have been employed full-time for at least six (6) consecutive months.~~ Please note that if the female employee has not exhausted leave entitlement under the FMLA, the provisions of the Massachusetts Maternity Parental leave law will run concurrently with the FMLA leave period. This policy may be amended from time to time. For more information, please see the Town's "Parental Leave Policy" which is hereby made a part of these Policies and Procedures and is identified as Attachment # 10.

16.0 Leaves of Absence

16-1. Coverage. ~~Regular full-time~~ All employees.

16-2. Policy. The Town Manager, in consultation with the department head, may shall for good and sufficient cause, grant non-medical leaves of up to three (3) months absence without compensation. Leaves of absence of over three (3) months duration will be considered a break in employment and on return to work the employee will have the status of a new employee, unless an extension of leave beyond the three (3) month period has been authorized in advance by the Town Manager for good and sufficient cause. Sick time and vacation time will not accrue during said leave period. In addition, employees will be responsible for paying 100% of their health insurance during said leave period.

17.0 Family Leave (FMLA)

17-1. Coverage. Regular full-time employees who have completed twelve (12) months of employment and worked a minimum of one thousand two hundred fifty (1,250) hours during that period.

17-2. Policy. The appointing authority may grant up to twelve (12) weeks of leave during a twelve (12) month period without compensation in accordance with the Family and Medical Leave Act (FMLA). The FMLA is a federal law which entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - to care for the employee's spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness who is the spouse, son, daughter, parent, or next of kin to the employee (military caregiver leave).

The Town of Sandwich is committed to implementing the FMLA, as it may be amended from time to time. For more information and relevant forms, please see the Town's "FMLA Policy" which is hereby made a part of these Policies and Procedures and is identified as Attachment # 2. In the event of any conflict between our FMLA policy and the federal law and regulations, the federal law and regulations applicable to the Town and its employees shall prevail.

17-3. 12-Month Period. In the Town of Sandwich, the twelve (12) month period during which an eligible employee can take a leave under this policy is a "rolling period". This period is measured forward from the date an employee first uses FMLA leave. An eligible employee's leave entitlement consists of up to twelve (12) weeks of FMLA leave during this rolling twelve (12) month period.

17-4. Concurrent Use of Accrued, Unused Paid Leave. Employees taking FMLA leave will be required to use concurrently with FMLA leave any paid sick leave, vacation, emergency, and personal leave benefits accrued as of the beginning of such leave. Once these benefits have been exhausted, the remainder of FMLA leave shall be unpaid.

18.0 Small Necessities Leave

18-1. Coverage. Employees are eligible if they have been actively employed for twelve (12) months, and have worked at least one-thousand two-hundred fifty hours (1,250) hours during those twelve (12) months.

18-2. Policy. Eligible employees may be entitled to twenty-four (24) hours of unpaid leave per calendar year to attend school appointments for their children and medical and dental appointments for their children and their elderly relatives, or other professional services related to elder care, in accordance with State laws. Small Necessities Leave time is in addition to time provided by the Family Medical Leave Act. If available, and with the approval of your supervisor, personal time may be used for these purposes in blocks of two (2) hours or more.

19.0 Longevity Pay

19-1. Coverage. Regular full-time employees and regular part-time employees.

19-2. Policy. Effective July 1, 2012 the annual longevity payments shall be made on the payroll following the employee's anniversary date of employment. In order to receive payment, the employee must be employed by the Town at the time of his/her anniversary date.

Five (5) years of service	\$400.00
Ten (10) years of service	\$475.00
Fifteen (15) years of service	\$550.00
Twenty (20) years of service	\$625.00

20.0 Professional Conduct and Conflict of Interest

20-1. Coverage. All employees and Town officials appointed or elected.

20-2. Policy. Employees and Town Officials appointed or elected are expected to conduct themselves in their official relations with the public and their fellow employees in a manner which will enhance public respect for, and confidence in, the employee and the Town as a whole. Employees must not only perform their duties in a wholly impartial manner, but must avoid any conduct which gives a reasonable basis for the impression of acting otherwise. Specifically, all employees shall avoid any action which may result in or create a reasonable basis for the impression of:

- (a) Using public office for private gain;
- (b) Giving preferential treatment to any citizen;
- (c) Making work related decisions contrary to departmental/Town policy;

- (d) Using one's official position to harass or intimidate any person or entity; and
- (e) Engaging in any activity outlined in Section 21 of these Policies.

20-3. Personnel are expected to be mindful that they are public servants and are to conduct themselves accordingly in a manner which in no way discredits the Town, public officials, or Town employees, and are to abide by the provisions of M.G.L. c.268A, "Conduct of Public Officials and Employees." A complete copy of this document is available in the Human Resources Department, the Town Clerk's Office, and online.

21.0 Disciplinary Policy

21-1. Coverage. All employees.

21-2. Policy. All employees are responsible for observing regulations necessary for the proper operation of departments in the Town.

21-3. Reasons for Disciplinary Action. Disciplinary action may be imposed upon an employee for failure to fulfill responsibilities as an employee. The Town reserves the right to treat all disciplinary matters on a case by case basis. The following will be among, but not limited to, the sufficient causes for disciplinary action; this list is not all-inclusive and is intended to provide only an example of some of the situations in which discipline might be appropriate.

- (a) Incompetence or inefficiency in performing assigned duties.
- (b) Inability to perform one or more of the essential functions of the position.
- (c) Refusal to perform required work or violation of any official order or failure to carry out any lawful directive made by a supervisor, or any other form of insubordination.
- (d) Excessive tardiness or unexcused absence from work.
- (e) Wearing of inappropriate clothing.
- (f) Use or possession of an unprescribed controlled substance including alcohol, while on duty, or reporting to work intoxicated or under the influence of a controlled substance.
- (g) Misuse or unauthorized use of Town property, including use of public property for personal benefit.
- (h) Fraud in securing appointment/**employment**.

- (i) Disclosure of confidential information.
- (j) Abuse of sick leave or absence without leave.
- (k) Conviction of a felony.
- (l) Violation of safety rules, practices and policies.
- (m) Engaging in sexual harassment or any other form of harrassment.
- (n) Theft of Town property.
- (o) Theft of personal property at work.
- (p) Untruthfulness while performing work duties.
- (q) Any situation or instance which in the opinion of the Town is of such seriousness that disciplinary action is warranted under the circumstances.
- (r) Violation of any established Town Policy.
- (s) Engaging in any violent, hostile and/or intimidating behavior in the workplace or outside of the workplace while on Town business.
- (t) Poor attitude and/or work ethic.

21-4. Disciplinary Procedures. Department heads and supervisors are responsible for enforcing rules and regulations. Disciplinary action need not be progressive and may take any form as warranted, including but not limited to the following: oral reprimand, written reprimand, disciplinary probation or demotion, suspension, and discharge.

The Town reserves the right to treat disciplinary situations on a case by case basis. The disciplinary procedures set forth herein are intended as a guide for management and employees only and, depending upon the circumstances, all or none of the following forms of discipline may be used with regard to any particular employee. Because, absent contrary provisions of a collective bargaining agreement or civil service regulations, employment with the Town is on an at-will basis, either the Town or the employee may terminate the employment relationship at any time, with or without notice, for any reason, notwithstanding the provisions of this section.

- (a) Oral Reprimand. A department head or supervisor observing action of an employee warranting disciplinary action may issue an oral warning to the employee. The oral warning will be presented with maximum regard for minimizing embarrassment to the employee and will include a statement concerning the purpose of the warning. An oral reprimand will be noted in the employee's personnel file.

(b) Written Reprimand. The department head or supervisor may issue a written warning to the employee including reasons for the warning and an offer of assistance on the part of the department head in correcting the unsatisfactory situation. A copy of the written warning will be placed in the employee's personnel file and will include a specified period of time by which the employee's behavior must be improved.

(c) Disciplinary Probation or Demotion. If normal disciplinary or counselling procedures fail to correct an unacceptable situation, the employee may be placed in disciplinary probation for any period deemed appropriate, or may be demoted by the Town Manager.

(d) Suspension. At the discretion of a department head or supervisor and with sufficient cause a department head, with the approval of the Town Manager or his/her designee, may suspend an employee with or without pay. Such period may be reduced or extended upon review. Suspension may be in lieu of oral reprimand, written reprimand, and disciplinary probation and may be effective immediately. Within forty eight (48) business hours of the effective date of the suspension the employee will be provided with a written notice stating the reasons for and the length of the suspension.

(e) Discharge. An employee may be discharged for unsatisfactory job performance, violation of any relevant rules and policies, or for any reason deemed sufficient by the Town Manager. The Town Manager will provide the employee with a written notice stating the reason or reasons for the discharge and the effective date of the discharge. For reasons deemed sufficient by the Town Manager, suspension or discharge may apply without any prior warnings. Any decision made by the Town Manager regarding discipline or discharge shall be final.

21-5. Probationary Employee. A probationary employee can be terminated at any time for reasons deemed sufficient by the Town Manager during the one year period. Any decision made by the Town Manager regarding the discipline or discharge of a probationary employee shall be final.

22.0 Resignation

22-1. Coverage. All employees.

22-2. Procedure. If an employee resigns, it is requested that a minimum of two weeks notice be given to the department head and Town Manager. An exit interview may be requested by the employee, Town Manager, Human Resources Director and/or department head.

23.0 Anti-Harrassment and Discrimination Policy

23-1. Coverage. All employees.

23-2. Policy. The “Anti-Harassment and Discrimination Policy” describes the formal policy for all Town employees. Engaging in sexual harassment, harassment, and/or discrimination in any form is prohibited and will be grounds for disciplinary action up to and including discharge. This policy may be amended from time to time. For more information and relevant forms, please see the Town’s “Anti-Harassment and Discrimination Policy” which is hereby made a part of these Policies and Procedures and is identified as Attachment # 3.

24.0 Drug and Alcohol Use Policy

24-1. Coverage. All employees.

24-2. Policy. The “Drug and Alcohol Use Policy” describes the formal policy for all Town employees. Reporting to work under the influence or working with impaired abilities due to the effects of illegal drugs or alcohol, or the manufacture, possession, consumption, or distribution of illegal drugs or alcohol, is prohibited and will be grounds for disciplinary action up to and including discharge. This policy may be amended from time to time. For more information, please see the Town’s “Drug and Alcohol Use Policy” which is hereby made a part of these Policies and Procedures and is identified as Attachment # 4.

25.0 Information Technology Resources Use Policy

25-1. Coverage. All employees.

25-2. Policy. The “Information Technology Resources Use Policy ” describes the formal policy for employees and users of all Town of Sandwich Information Technology Resources (ITRs) including telephones, computer hardware, software and peripherals, networks, e-mail and the Internet. The purpose of this policy is to define and direct the responsible and appropriate use of ITRs. This policy may be amended from time to time. For more information, please see the Town’s “Information Technology Resources Policy” which is hereby made a part of these Policies and Procedures and is identified as Attachment # 5.

26.0 Anti-Fraud Policy

26-1. Coverage. All employees.

26-2. Policy. The “Anti Fraud Policy” describes the formal policy designed to prevent and deter all forms of fraud that could threaten the security of the Town’s assets. The Town is committed to the prevention, detection, investigation and corrective action relative to fraud. Engaging in any type of fraudulent activity is prohibited and will be grounds for disciplinary action up to and including discharge. This policy may be amended from time to time. For more information, please see the Town’s “Anti Fraud Policy” which is hereby made a part of these Policies and Procedures and is identified as Attachment # 6.

27.0 Policy Against Violence in the Workplace

27-1. Coverage. All employees.

27-2. Policy. Engaging in any type of violent, hostile and/or intimidating behavior in the workplace is prohibited and will be grounds for disciplinary action up to and including discharge.

28.0 Domestic Violence Policy

28-1 Coverage. All employees of the Town of Sandwich (“Town”), excluding those employees under the supervision and control of the School Committee (if applicable). Employees whose employment is governed by a collective bargaining agreement are subject only to those provisions of this Policy not specifically regulated by law or agreement.

28-2. Policy. This Policy describes the eligibility and procedural requirements relating to the administration of leave taken pursuant to the Massachusetts Domestic Violence Leave Act, G.L. c. 149, §52E (“DVLA” or “the Act”). The Town is committed to complying with the DVLA. In the event of any conflict between the Town’s DVLA policy and the state law and any applicable regulations, the state law/regulations applicable to the Town and its employees shall prevail. This policy may be amended from time to time. For more information, please see the Town’s “Parental Leave Policy” which is hereby made a part of these Policies and Procedures and is identified as Attachment # 9.

28-0 29.0 Reimbursement Policy

29-1. Coverage. All Employees.

29-2. Policy. Employees may be reimbursed for clothing allowances, travel, meals and tuitions that have been authorized and incurred within the scope of employment with

proper documentation. Goods or services purchased with Town funds must go through the proper warrant process. This policy may be amended from time to time. For more information, please see the Town's "Reimbursement Policy" which is hereby made a part of these Policies and Procedures and is identified as Attachment # 7.

29-0 30.0 Training and Education

30-1. Coverage. Regular full-time and regular part-time employees.

30-2. Policy. The Town will foster and promote programs of training and education for employees for the purpose of improving the quality of services provided by the Town. Employees may be reimbursed for programs and training costs subject to prior supervisor approval and the availability of funds. Out of State travel to trainings or conferences must be approved in advance. For more information, please see the Town's "Reimbursement Policy".

30-3. Professional Development. Employees who attend professional development meetings or workshops during their regularly scheduled work time, with prior approval of the department head, shall be paid their normal rate. If not scheduled to work, employees will be compensated appropriately based upon their position classification. Travel time to the approved workshop or meeting place will be considered part of said time off up to a maximum of four (4) hours per meeting.

30-0 31.0 Safety

31-1. Coverage. All employees.

31-2. Policy. The Town will provide and maintain safe working conditions and follow operating practices that safeguard all employees and result in safe working conditions and efficient operations.

31-3. Procedures. As appropriate, employees will be provided with necessary safety equipment and clothing. Employees are required to wear and use safety equipment at all times while undertaking the work for which the equipment is furnished. There are no exceptions.

31-4. Responsibilities of Department Heads and Employees.

(a) Department Heads and supervisors will: assume full responsibility for safe working areas; recommend correction of deficiencies noted in work procedures, facilities, safety clothing or equipment, or attitudes; insure the availability and utilization of appropriate protective clothing and equipment; observe working

conditions and field procedures to prevent possible safety hazards, including weather; and investigate and report all accidents promptly.

(b) Each employee will: observe all safety rules, operating procedures, and safety practices; use personal protective equipment; report unsafe areas, conditions, or other safety problems; report all accidents promptly to the appropriate supervisor.

31-5. Worker's Compensation. If an employee is absent due to a work-related accident and is covered under worker's compensation, the employee will continue to receive his/her regular wages from the Town for thirty calendar (30) days, and during this thirty (30) day period, the amount received under worker's compensation will be immediately signed over to the Town.

After thirty (30) calendar days, the Town shall provide only such compensation as is provided through the Town's worker's compensation program; however, the employee may use any available accrued sick time to provide any difference between the regular weekly wage and worker's compensation benefits.

While absent, the employee will pay for his or her-portion of all health insurance and voluntary benefits the employee wishes to continue to receive. Sick and vacation leave benefits will not be earned while the employee is absent from work. If the workers' compensation claim is rejected, any lost time shall be charged to the employee's accrued sick leave.

31-6. Modified Duty. The Town may transfer or assign an injured employee to modified duty, if modified duty is available and feasible, upon receiving written notification from a physician. Requests for modified duty will be evaluated in compliance with any applicable state and federal laws and regulations.

31-7. Inclement Weather. The Town Manager will determine closing or delayed opening of Town offices, including the Library, during the Town offices regular workweek of Monday through Friday 8:30 a.m. to 4:30 p.m. For times when Town offices are normally closed but the Library is scheduled to be open, the Library Director shall determine delayed opening or closing of the Library. If the Town offices remain open during a weather event and due to the weather an employee is unable to report to work, reports to work late or leaves early, that employee must take vacation or personal time for those hours or parts of hours absent from work. If neither of those options are available, the employee will not be compensated for those hours.

31-0 32.0 Personnel Records

32-1. Centralized Record Keeping. The Human Resources Department is responsible for establishing and maintaining personnel records as may be required by law, and as are necessary for effective personnel management. All employees will comply with and assist in furnishing records, reports and information as may be requested.

32-2. Contents of Records. The ~~Town Manager~~ Human Resources Department will maintain an individual personnel file for each employee, with copies available to the department head, which may include, but not be limited to, the following:

(a) The employment application.

(b) A report of all personnel actions reflecting the original appointment, promotions, demotions, reassignment, transfers, separation, or layoff. Results of tests, history of employment and correspondence directly related to the employee's past employment record, reclassification or change in the employee's rate of pay or position title, commendations, records of disciplinary action, grievances, training records, performance evaluations, and other records that may be pertinent to the employee's employment record.

(c) Any and all forms required by state and federal law.

32-3. Release of Information. The release of information to third parties shall only be released at the employee's option. Said release of information shall be required in writing.

32-4. Access to Records. Employees may, upon written request to the Human Resources Department, have access to review their personnel file. This review will be in the presence of a member of the Human Resources Department. The file will not be removed from the premises; however, copies may be made for the employee.

32.0 33.0 Retaliation Policy

33-1. Coverage. All employees.

33-2. Policy. The Town of Sandwich hereby adopts the provisions of Massachusetts General Laws Chapter 149, Section 185 which forbids retaliation against employees for reporting perceived or actual violations of law and/or risks to public health, safety or the environment.

33.0 34.0 Disclaimer

Notwithstanding anything stated hereinbefore, all employees are reminded that the Town of Sandwich is an at-will employer under Massachusetts law, and that nothing in the above policies and guidelines will be constituted as creating a contract between the employer and the employee.

POLICY ATTACHMENTS

1. Equal Employment Opportunity and Affirmative Action Policy
2. FMLA Policy
3. Anti-Harassment & Discrimination Policy
4. Drug and Alcohol Use Policy
5. Information Technology Resources Use Policy – 1 page updated
6. Anti-Fraud Policy
7. Reimbursement Policy
8. Vehicle Use Policy
9. Parental Leave Policy – new policy in accordance with new law
10. Domestic Violence Policy – already approved by BOS, new policy in accordance with new law

TOWN OF SANDWICH
INFORMATION TECHNOLOGY RESOURCES USE POLICY

(Policy Attachment #5)



DRAFT
JUNE 2015

Adopted:
July 26, 2012
May 3, 2007
August 23, 2001

PROPOSED CHANGES TO THE EXISTING ITR POLICY

7.3 Duty not to waste computer resources.

Employees must not perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to: sending or forwarding mass mailings or chain letters to any e-mail address; spending excessive amounts of time on the Internet; playing games; engaging in online chat groups; social media for personal (non-work related) use; printing multiple copies of documents; or otherwise creating unnecessary network traffic.

7.11 Games, entertainment software and social media.

Employees may not use the Town's Internet connection to download games or other entertainment software, including screen savers, play games over the Internet, or use social media for non-work related purposes.

TOWN OF SANDWICH
REIMBURSEMENT POLICY
(Policy Attachment #7)



REVISED DRAFT
JUNE 2015

APPROVED

JULY 26, 2012

TOWN OF SANDWICH

REIMBURSEMENT POLICY

Town of Sandwich Employees may be reimbursed for contractual clothing allowances, mileage and/or other transportation charges, meals and tuitions that have been authorized and incurred within the scope of employment with original documentation. Goods or services purchased with Town funds must go through the proper warrant process.

1. Clothing allowance reimbursements will be approved with the submission of the original paid receipt. The receipt will show the detail of the items purchased and will be for the sole use of the Employee.
2. Mileage is for Employees who use their own vehicles for Town business. Current mileage reimbursement rates will be provided to all departments by July 1st each year. Requests are to be submitted with an exact calculation and explanation of the destination. **The amount of mileage reimbursed shall be based upon the shortest, practical route.** Tolls and parking charges will be reimbursed with a receipt. **The employee should utilize Town vehicles that are available prior to using personal vehicles. Personal vehicle use to perform job responsibilities when other Town vehicles are available should not be done for the convenience of the employee but rather when it is the most practical use of time and resources.** Reimbursement for June travel must be submitted in time for processing of the final fiscal year warrant. **Employee mileage reimbursement may be limited or disallowed at the discretion of the Town Manager and/or Finance Director when proper documentation or procedures have not been followed. Mileage reimbursement requests must be submitted monthly.**
3. Employees may be reimbursed for meals, including taxes and reasonable tips paid with a detailed receipt up to the following amounts unless separate approval of the Town Accountant is received;
 - a. Breakfast \$15.00
 - b. Lunch \$25.00
 - c. Dinner \$40.00
 - d. Alcohol is not reimbursable.
4. Tuition for educational purposes and charges for rooms are allowed with proof of payment and course or program attended. Personal charges incurred, such as in room movies, gym or pool use charges, and phone charges that are not business related will not be reimbursed.

5. Reimbursements for accommodations and meals are allowed only for the time of the course or program attended.
6. Out of State travel is only permitted with advanced approval of the Town Manager with the exception of investigations conducted by the Sandwich Police Department.

TOWN OF SANDWICH
DOMESTIC VIOLENCE LEAVE POLICY

(Policy Attachment #9)



JUNE 2015

APPROVED:
JANUARY 8, 2015

TOWN OF SANDWICH

DOMESTIC VIOLENCE LEAVE POLICY

I. PURPOSE

This Policy describes the eligibility and procedural requirements relating to the administration of leave taken pursuant to the Massachusetts Domestic Violence Leave Act, G.L. c. 149, §52E (“DVLA” or “the Act”).

II. APPLICATION

This Policy applies to all employees of the Town of Sandwich (“Town”), excluding those employees under the supervision and control of the School Committee (if applicable). Employees whose employment is governed by a collective bargaining agreement are subject only to those provisions of this Policy not specifically regulated by law or agreement.

III. POLICY

The Town is committed to complying with the DVLA, as it may be amended from time to time. In the event of any conflict between the Town’s DVLA policy and the state law and any applicable regulations, the state law/regulations applicable to the Town and its employees shall prevail.

IV. PROCEDURES

A. Eligibility

To qualify for domestic violence leave under the DVLA, an employee or a covered family member must be the victim of “*abusive behavior*.” “Abusive behavior” includes any of the following behaviors: domestic violence, stalking, sexual assault or kidnapping.

Domestic violence is abuse against an employee or a covered family member by a current or former spouse, a person with whom the victim shares a child, a person cohabitating with or who has cohabitated with the victim in the past, a relative by blood or marriage, or a person with whom the employee or family member has or had a dating or engagement relationship.

A *Covered family member* includes a spouse, parent, step-parent, child, step-child, sibling, grandparent, grandchild, persons in a substantive dating relationship or who reside together, persons having a child in common, or persons in a guardian relationship. In the case of abuse of a family member, the employee is not entitled to leave if he or she is the alleged perpetrator.

B. Duration of Leave

If an employee or a covered family member of the employee is a victim of abusive behavior, he/she may take up to fifteen (15) days of unpaid leave in any 12-month period.

During such leave, an employee will be required to use any paid sick leave, vacation, emergency, and personal leave benefits accrued as of the beginning of such leave. Once these benefits have been exhausted, the remainder of such leave shall be unpaid.

C. Reasons for Requesting Leave

Employees may request leave to address issues directly related to the abusive behavior. This includes seeking medical attention, counseling or victim services. Leave may also be taken to obtain legal assistance, to attend or appear in court proceedings, or to meet with a district attorney or law enforcement personnel. It is not a requirement of the Act that the employee maintain contact with the alleged abuser before being eligible for leave.

D. Notice

Employees must provide sufficient advance notice of the decision to use domestic violence leave, unless there is a threat of imminent danger to the health or safety of the employee or a member of the employee's family. An employee who does not give advance notice must notify the employer within three (3) work days that leave is being taken pursuant to the DVLA. The notice may be provided by certain specified individuals other than the employee.

If an unscheduled absence occurs, the employee has 30 calendar days to produce documentation of the need for leave, in accordance with paragraph E, below.

E. Documentation

Employees taking leave pursuant to the DVLA may be required to provide documentation evidencing that the employee or employee's family member has been a victim of abusive behavior. If requested, an employee is required to provide such documentation within a reasonable period after the request is made. An employee can satisfy this requirement by providing any one of the following documents:

- A protective order issued by a court as a result of abusive behavior against the employee or employee's family member;
- A document under the letterhead of the court, provider or public agency which the employee attended for the purposes of acquiring assistance as it relates to the abusive behavior;

- A police report or statement of a victim or witness provided to police, including a police incident report, documenting the abusive behavior;
- Documentation that the perpetrator of the abusive behavior against the employee or family member of the employee has admitted to sufficient facts in court, or has been convicted of any offense constituting abusive behavior;
- Medical documentation of treatment as a result of the abusive behavior;
- A sworn statement provided by a counselor, social worker, or health care worker who has assisted the employee or the employee's family member; or
- A sworn statement from the employee attesting that the employee has been the victim of abusive behavior.

F. Return to Work

Employees who take leave pursuant to the DVLA will be restored to their original or equivalent position upon return from leave unless circumstances unrelated to the employee's use of leave would have caused a change in employment status. The Town shall not retaliate against an employee for exercising his/her rights under the DVLA.

G. Confidentiality

With limited exceptions set forth by law, information related to the employee's leave shall remain confidential.

TOWN OF SANDWICH
PARENTAL LEAVE POLICY

(Policy Attachment #10)



DRAFT

JUNE 2015

TOWN OF SANDWICH

PARENTAL LEAVE POLICY

I. PURPOSE

This Policy describes the eligibility, duration and procedural requirements relating to the administration of parental leave, in accordance with the provisions of G.L. c. 149, § 105D.

II. APPLICATION

This Policy shall apply to all full-time employees of the Town of Sandwich who have completed three (3) consecutive months of work.

III. POLICY

It is the policy of the Town to fully comply with the provisions of G.L. c. 149, § 105D.

IV. PROCEDURES

- A. Eligible employees shall be entitled to up to eight (8) weeks of unpaid leave for the following purposes:
1. the birth of a child; or
 2. placement of a child under the age of 18 (or under the age of 23 if the child is mentally or physically disabled) with the employee adopting or intending to adopt the child.

Note: If both parents work for the Town, they will be entitled to eight (8) weeks of parental leave in the aggregate, for the same child.

- B. To be eligible for leave under this Policy, an employee is required to provide two weeks' notice in advance of his or her anticipated date of departure, stating his or her intention to return and the anticipated date of return, or as soon as practicable, if the delay in notification is due to reasons beyond the employee's control. Upon return to work, the employee is entitled to be restored to his or her previous position, or to a similar position which has the same status and pay as his or her previous position, and to the length of service credit and seniority as of the date of leave.
- C. Leave taken pursuant to this Policy will be counted against an employee's annual FMLA leave allowance.
- D. Leave taken pursuant to this Policy shall be unpaid; however, an employee may elect to use any amount of accrued paid leave while on parental leave.

- E. The Town will continue to pay the employer's share of premiums for health insurance coverage while an employee is out on parental leave. An employee on parental leave under this Policy shall make arrangements to pay his or her share of the premium.

- F. The Town shall post a notice of employees' rights, together with a copy of this Policy, in a conspicuous place.

Clark Haddad Memorial Building and Deacon Eldred House



Clark Haddad Memorial Building - Sand Hill School - Jarvesville School



Exterior Photos



South Elevation



East Elevation



North Elevation



West Elevation

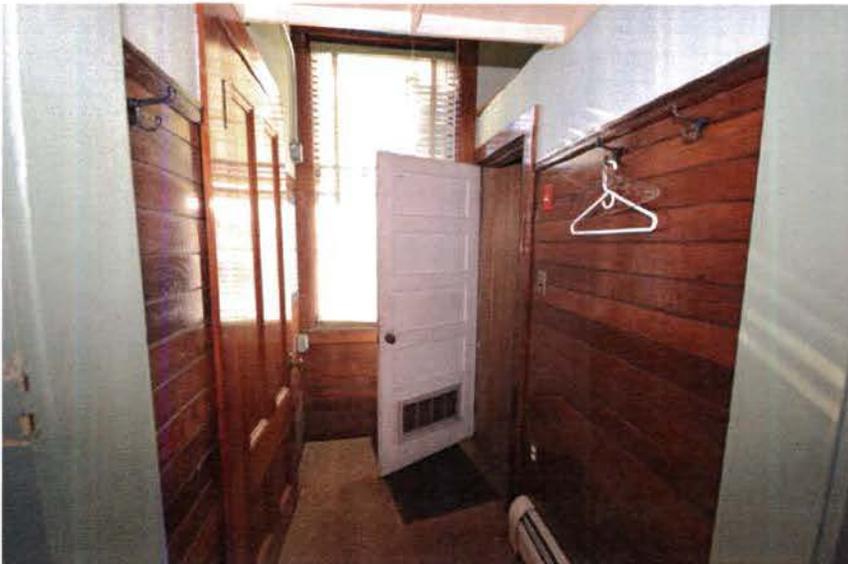
Exterior Condition Details



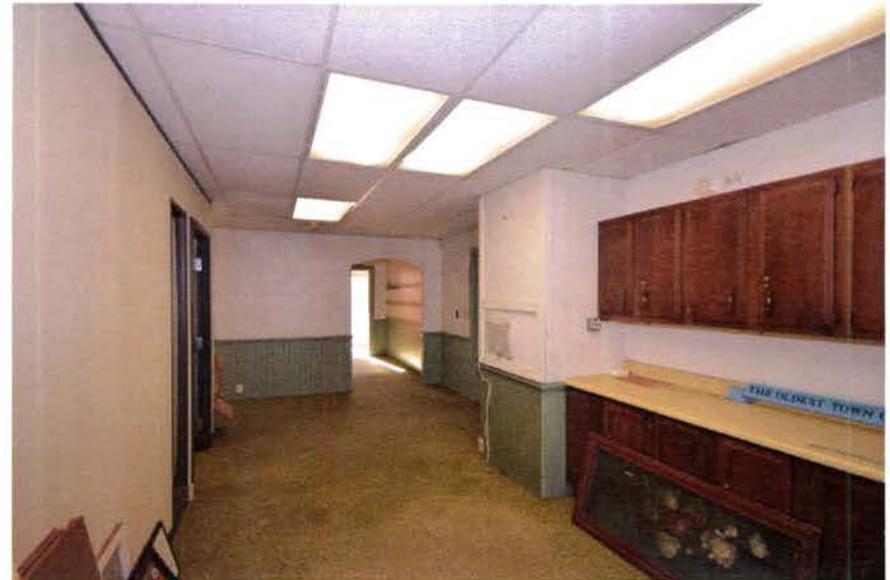
Exterior Condition Details



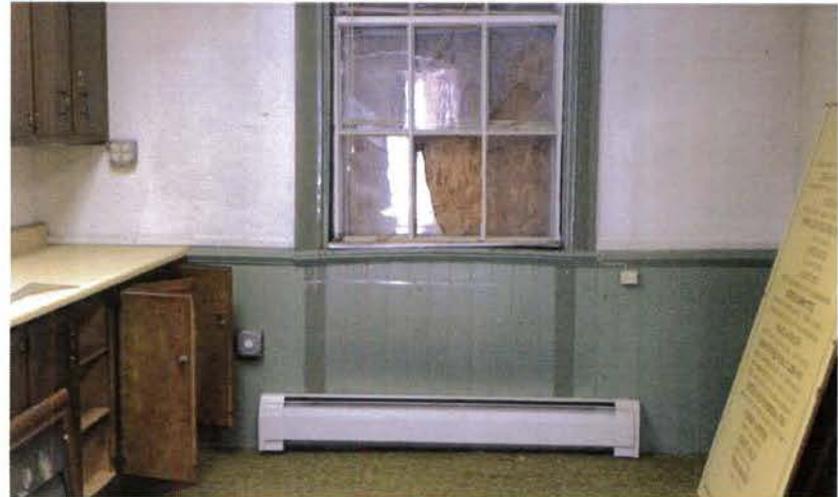
Interior



Interior



Interior



Attic



Basement

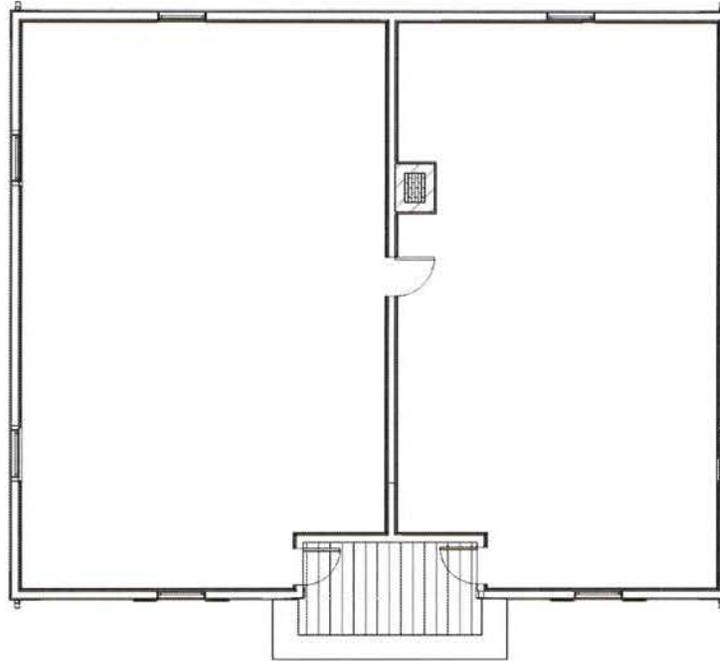


Structural Assessment

- Sill Repair / Replacement
- Vapor Barrier and Ventilation at Crawl Space
- Reinforce 1st Floor Beams
- Add Hangers in Attic to Support Ceiling
- Reinforce Roof Trusses
- Reinforce Roof Purlins
- Add Roof Rafter Connections



Historic Floor Plan



1

HISTORIC FIRST FLOOR PLAN
1/8" = 1'-0"



The Clark-Haddad
Memorial Building
16 Dewey Ave, Sandwich,
MA, 02563
Client Name

Date: 02/09/15
Scale: 1/8" = 1'-0"
Drawn By: AR
Reviewed By: DLM
Project No: 1731.00

MK & A McGinley Kalsow
& Associates, Inc.
ARCHITECTS & PRESERVATION PLANNERS
324 Broadway, P.O. Box 45244
Somerville, MA 02144
(617) 625-8900 - www.mcginkalsow.com

HISTORIC FIRST
FLOOR PLAN

No.

A1.2a

Existing Floor Plan



1 EXISTING FIRST FLOOR PLAN
1/8" = 1'-0"



The Clark-Haddad
Memorial Building
16 Dewey Ave, Sandwich,
MA, 02563
Client Name

Date: 02/09/15
Scale: 1/8" = 1'-0"
Drawn By: AR
Reviewed By: DLM
Project No: 1731.00

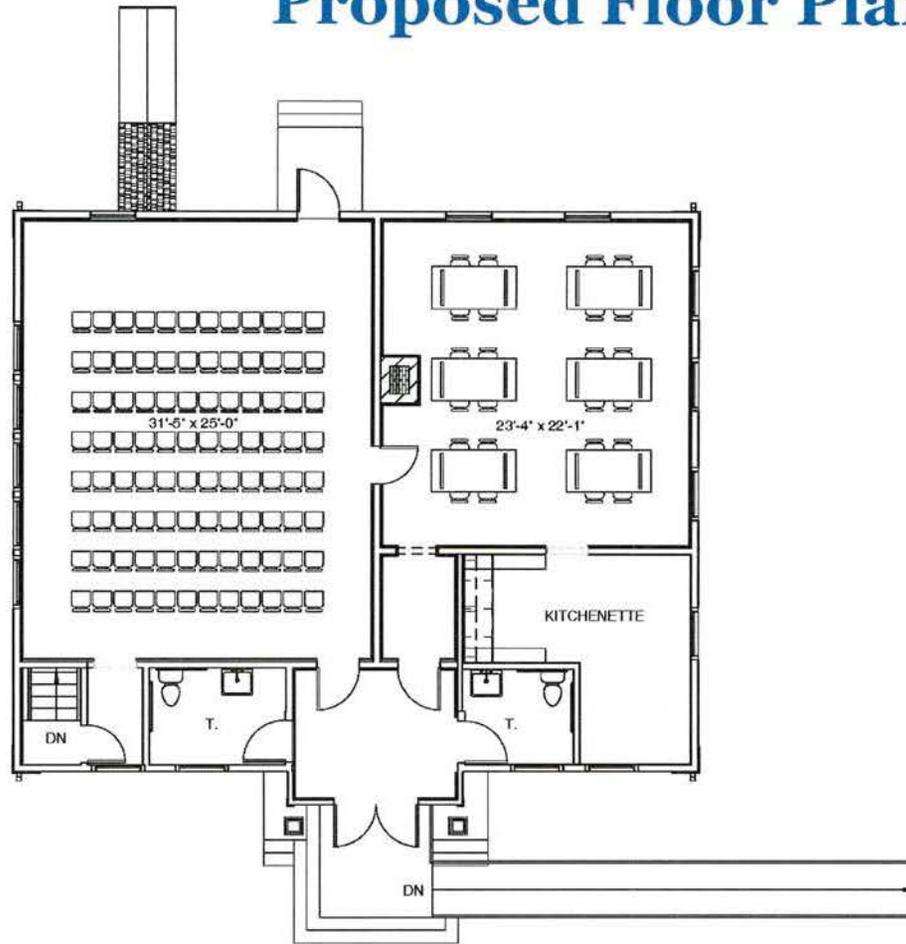
MK & A McGinley Kalsow
& Associates, Inc.
ARCHITECTS & PRESERVATION PLANNERS
324 Broadway, P.O. Box 45244
Somerville, MA 02143
617-273-8901 - www.mgkalsow.com

EXISTING FIRST
FLOOR PLAN

No.

A1.2b

Proposed Floor Plan





PROPOSED FLOOR PLAN - OPTION A - LECTURER/ MULTIPURPOSE
 1/8" = 1'-0"



**The Clark-Haddad
 Memorial Building**
 16 Dewey Ave, Sandwich,
 MA, 02563
 Client Name

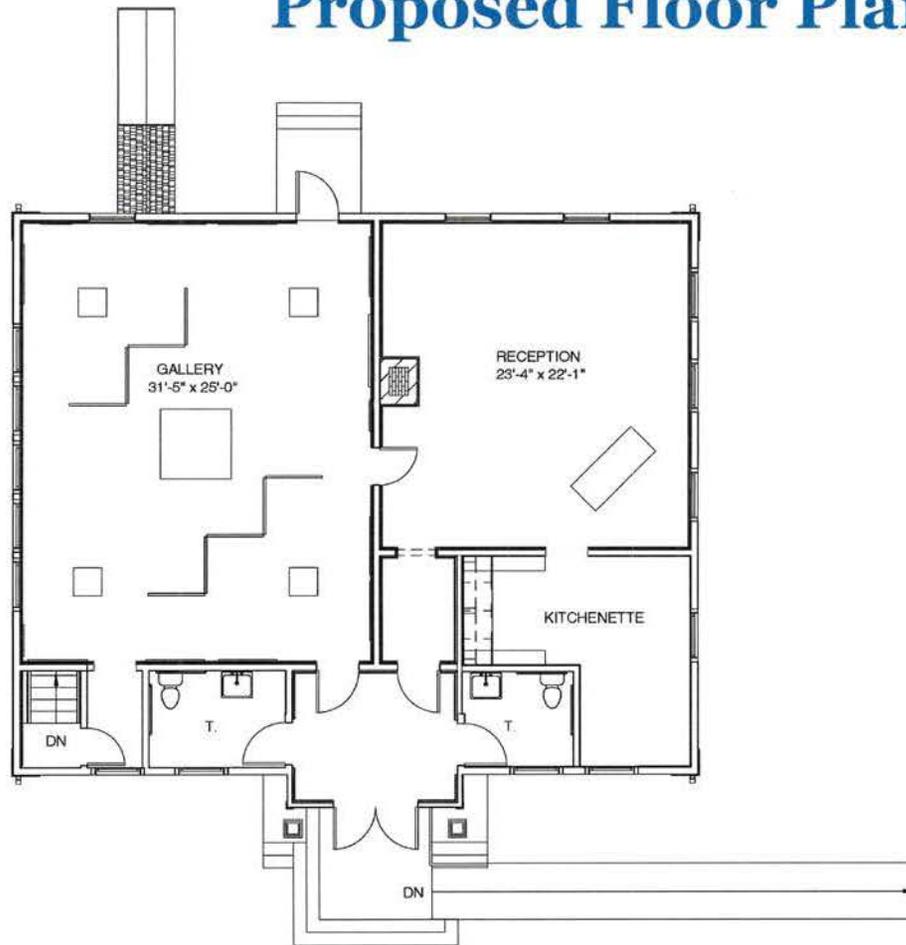
Date: 04/01/15
 Scale: 1/8" = 1'-0"
 Drawn By: AR
 Reviewed By: DLM
 Project No: 1731.00


**McGinley Kalsow
 & Associates, Inc.**
ARCHITECTS & PRESERVATION PLANNERS
 324 Broadway, PO Box 45248
 Somerville, MA 02143
 617 625 8901 - www.mginkalsow.com

**PROPOSED FLOOR
 PLAN - OPTION A -
 LECTURER
 MULTIPURPOSE**

No.
A1.2c

Proposed Floor Plan





PROPOSED FLOOR PLAN - OPTION A - GALLERY
 1/8" = 1'-0"



**The Clark-Haddad
 Memorial Building**
 16 Dewey Ave, Sandwich,
 MA, 02563
 Client Name

Date: 04/01/15
 Scale: 1/8" = 1'-0"
 Drawn By: AR
 Reviewed By: DLM
 Project No: 1731.00


**McGinley Kalsow
 & Associates, Inc.**
ARCHITECTS & PRESERVATION PLANNERS
 324 Broadway, P.O. Box 45248
 Somerville, MA 02143
 617-625-8901 - www.mcginleykalsow.com

**PROPOSED FLOOR
 PLAN - OPTION A -
 GALLERY**

No.
A1.2c



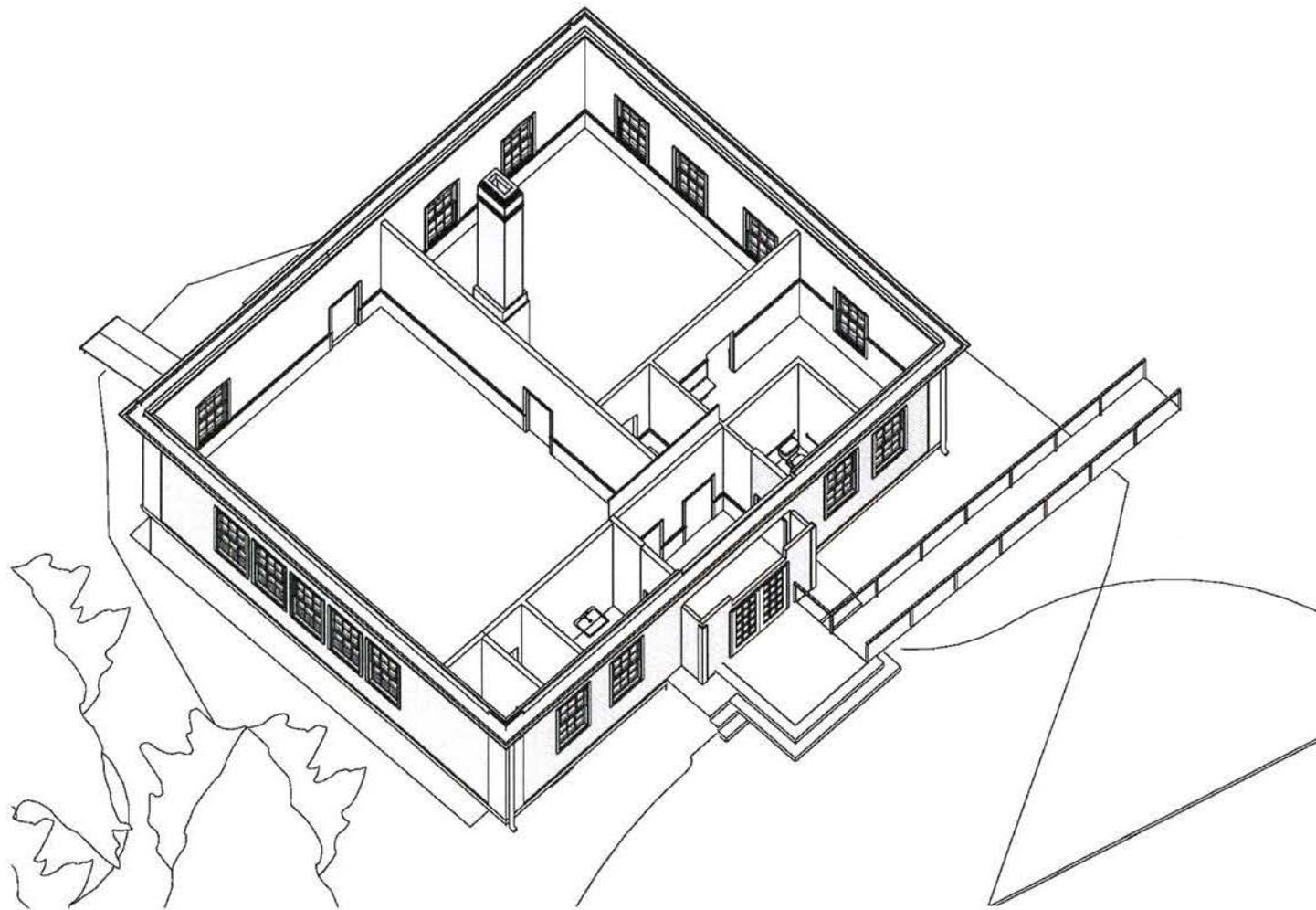
**The Clark-Haddad
Memorial Building**
16 Dewey Ave, Sandwich,
MA, 02563
Client Name

Date: 04/01/15
Scale:
Drawn By: AR
Reviewed By: DLM
Project No: 1731.00

 **McKinley Kalsow
& Associates, Inc.**
324 Broadway, PO Box 45248
Somerville, MA 02145
617.625.8901 - www.mckinleykalsow.com

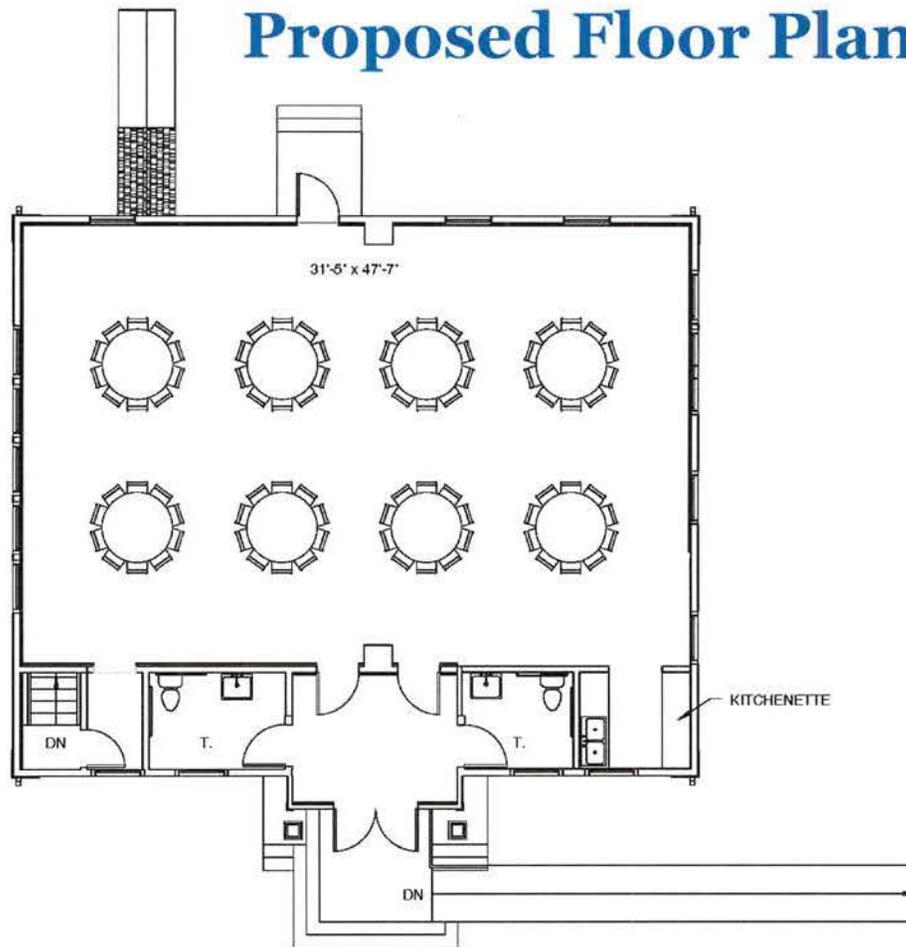
OPTION A - 3D

No.
A1.2c1



1 OPTION A - 3D

Proposed Floor Plan





PROPOSED FLOOR PLAN - OPTION B - TABLES & CHAIRS
 1/8" = 1'-0"



**The Clark-Haddad
 Memorial Building**
 16 Dewey Ave, Sandwich,
 MA, 02563
 Client Name

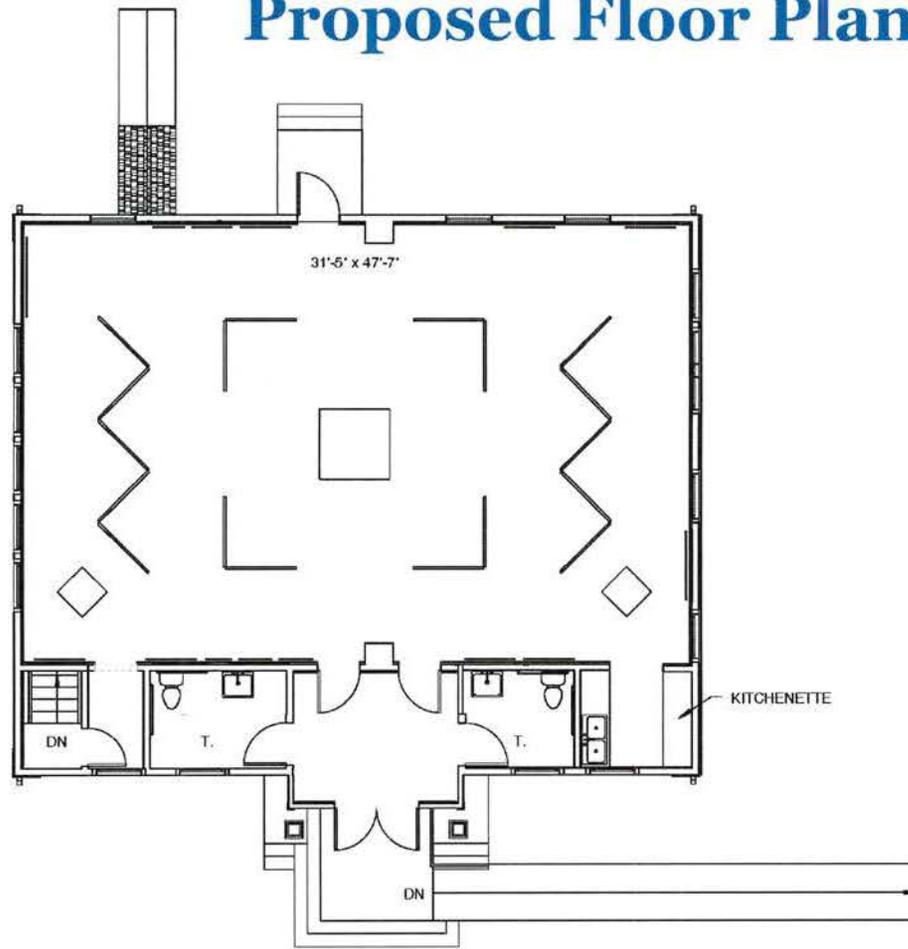
Date: 04/01/15
 Scale: 1/8" = 1'-0"
 Drawn By: AR
 Reviewed By: DLM
 Project No: 1731.00


**McKinley Kalsow
 & Associates, Inc.**
ARCHITECTS & PRESERVATION PLANNERS
 324 Broadway, P.O. Box 45248
 Somerville, MA 02143
 (617) 627-9901 - www.mckinleykalsow.com

**PROPOSED FLOOR
 PLAN - OPTION B -
 TABLES & CHAIRS**

No.
A1.2e

Proposed Floor Plan





PROPOSED FLOOR - OPTION B - GALLERY
 1/8" = 1'-0"



**The Clark-Haddad
 Memorial Building**
 16 Dewey Ave, Sandwich,
 MA, 02563
 Client Name

Date: 04/01/15
 Scale: 1/8" = 1'-0"
 Drawn By: AR
 Reviewed By: DLM
 Project No: 1731.00


**McGinley Kalsow
 & Associates, Inc.**
ARCHITECTS & PRESERVATION PLANNERS
 324 Broadway, PO Box 45248
 Somerville, MA 02145
 617 625 8901 - www.mcginkalsow.com

PROPOSED FLOOR
 PLAN - OPTION B1

No.
A1.2e



The Clark-Haddad
Memorial Building
16 Dewey Ave, Sandwich,
MA, 02563
Client Name

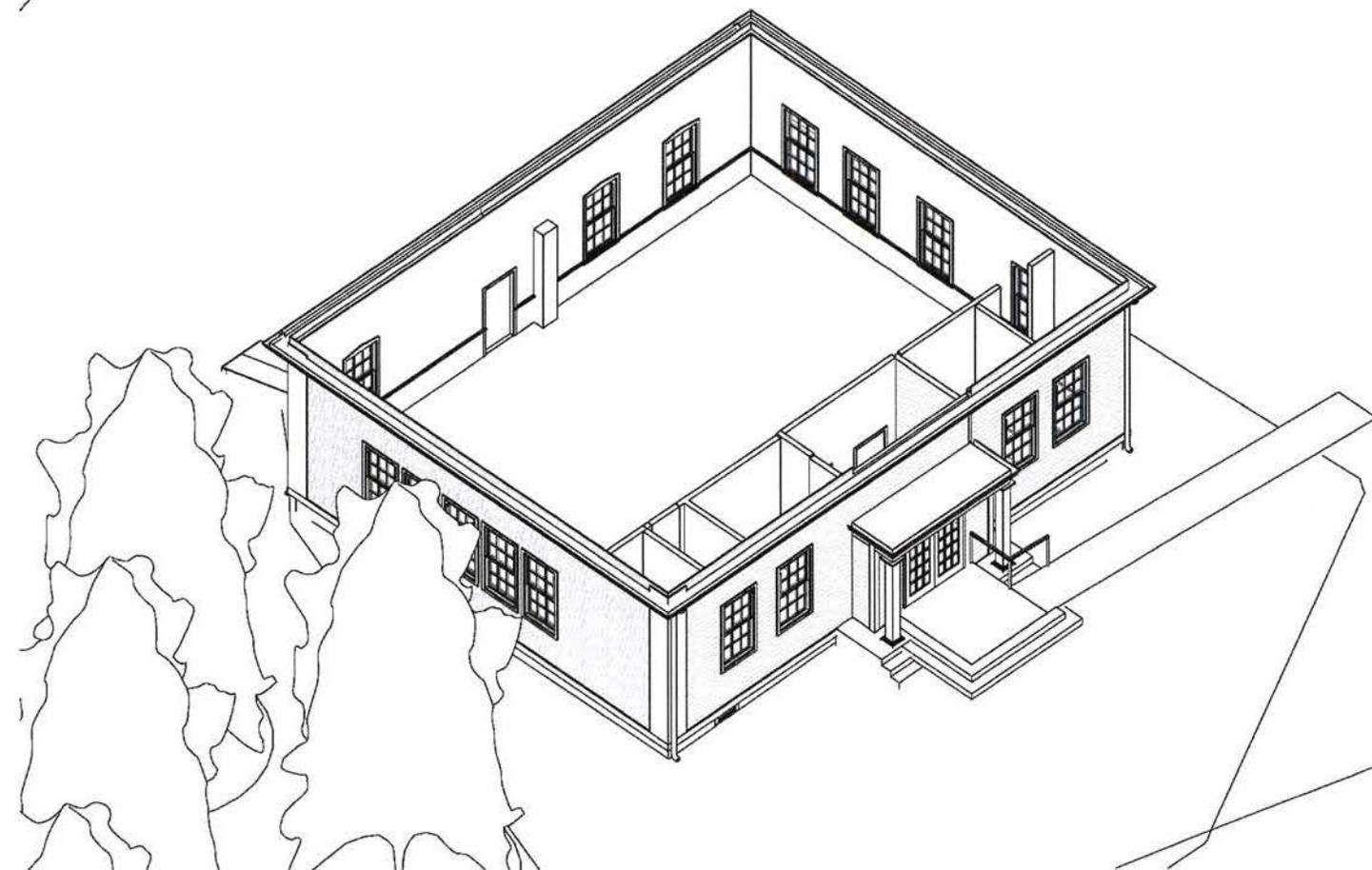
Date: 04/01/15
Scale:
Drawn By: Author
Reviewed By: Checker
Project No: 1731.00

MK & A McGinley Kalsow
& Associates, Inc.
ARCHITECTS & PRESERVATION PLANNERS
324 Broadway, PO. Box 45248
Somerville, MA 02145
917-925-8901 - www.mcginleykalsow.com

OPTION B - 3D

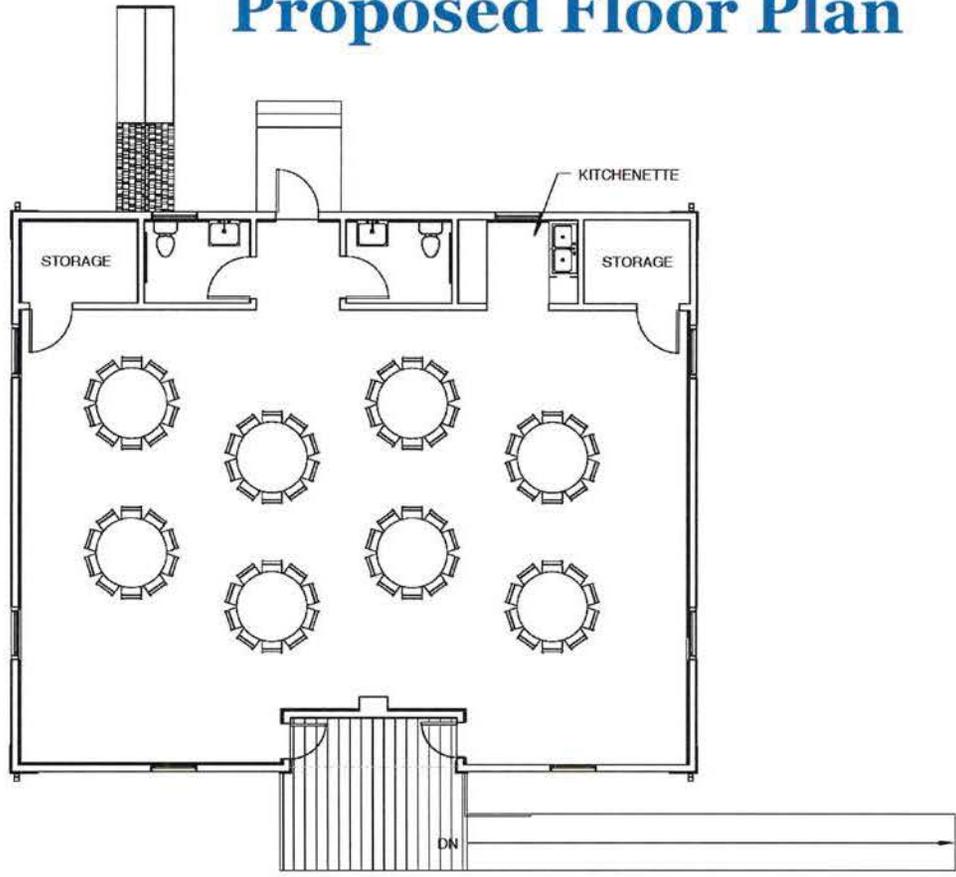
No.

A1.2d1



1 OPTION B - 3D

Proposed Floor Plan





PROPOSED FLOOR PLAN - OPTION C - TABLES & CHAIRS
 1/8" = 1'-0"



**The Clark-Haddad
 Memorial Building**
 16 Dewey Ave, Sandwich,
 MA, 02563
 Client Name

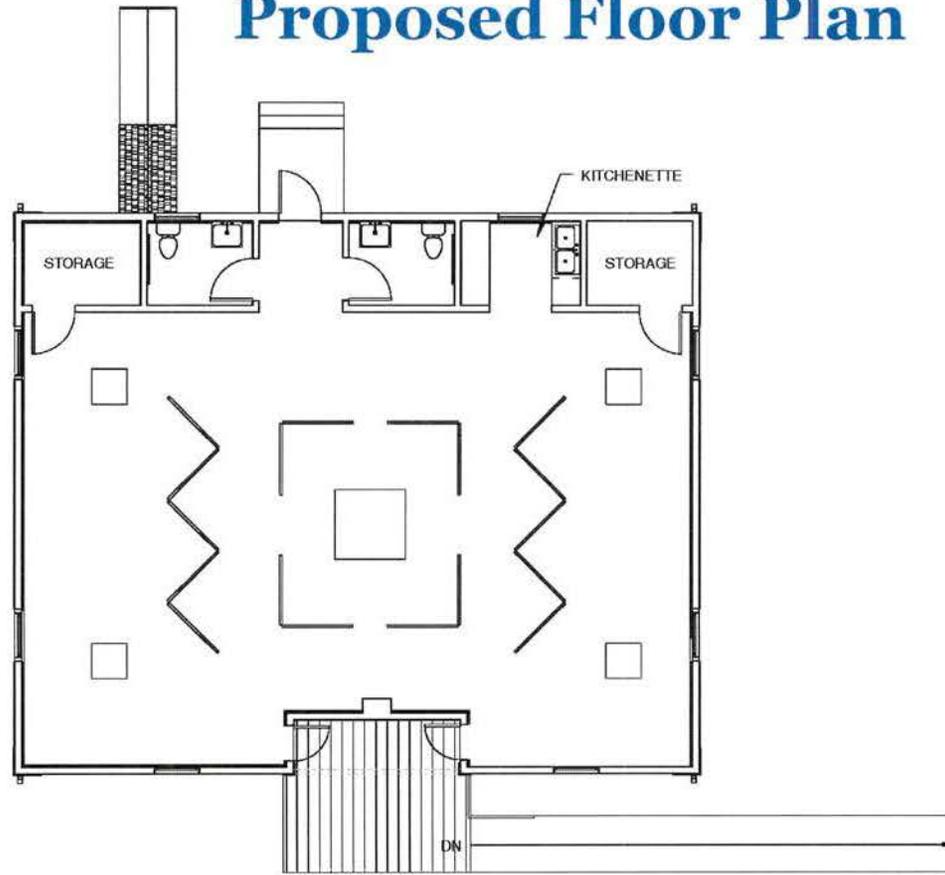
Date: 02/09/15
 Scale: 1/8" = 1'-0"
 Drawn By: AR
 Reviewed By: DLM
 Project No: 1731.00


**McGinley Kalsow
 & Associates, Inc.**
ARCHITECTS & PRESERVATION PLANNERS
 324 Broadway PO box 45248
 Somerville, MA 02143
 617.425.8901 - www.mcginleykalsow.com

**PROPOSED FLOOR
 PLAN - OPTION C -
 TABLES & CHAIRS**

No.
A1.2d

Proposed Floor Plan





PROPOSED FLOOR PLAN - OPTION C - GALLERY
 1/8" = 1'-0"



**The Clark-Haddad
 Memorial Building**
 16 Dewey Ave, Sandwich,
 MA, 02563
 Client Name

Date: 02/09/15
 Scale: 1/8" = 1'-0"
 Drawn By: AR
 Reviewed By: DLM
 Project No: 1731.00


**McGinley Kalsow
 & Associates, Inc.**
ARCHITECTS & PRESERVATION PLANNERS
 224 Broadway, P.O. Box 45248
 Somerville, MA 02145
 617.625.8901 • www.mcginleykalsow.com

**PROPOSED FLOOR
 PLAN - OPTION C -
 GALLERY**

No.
A1.2d



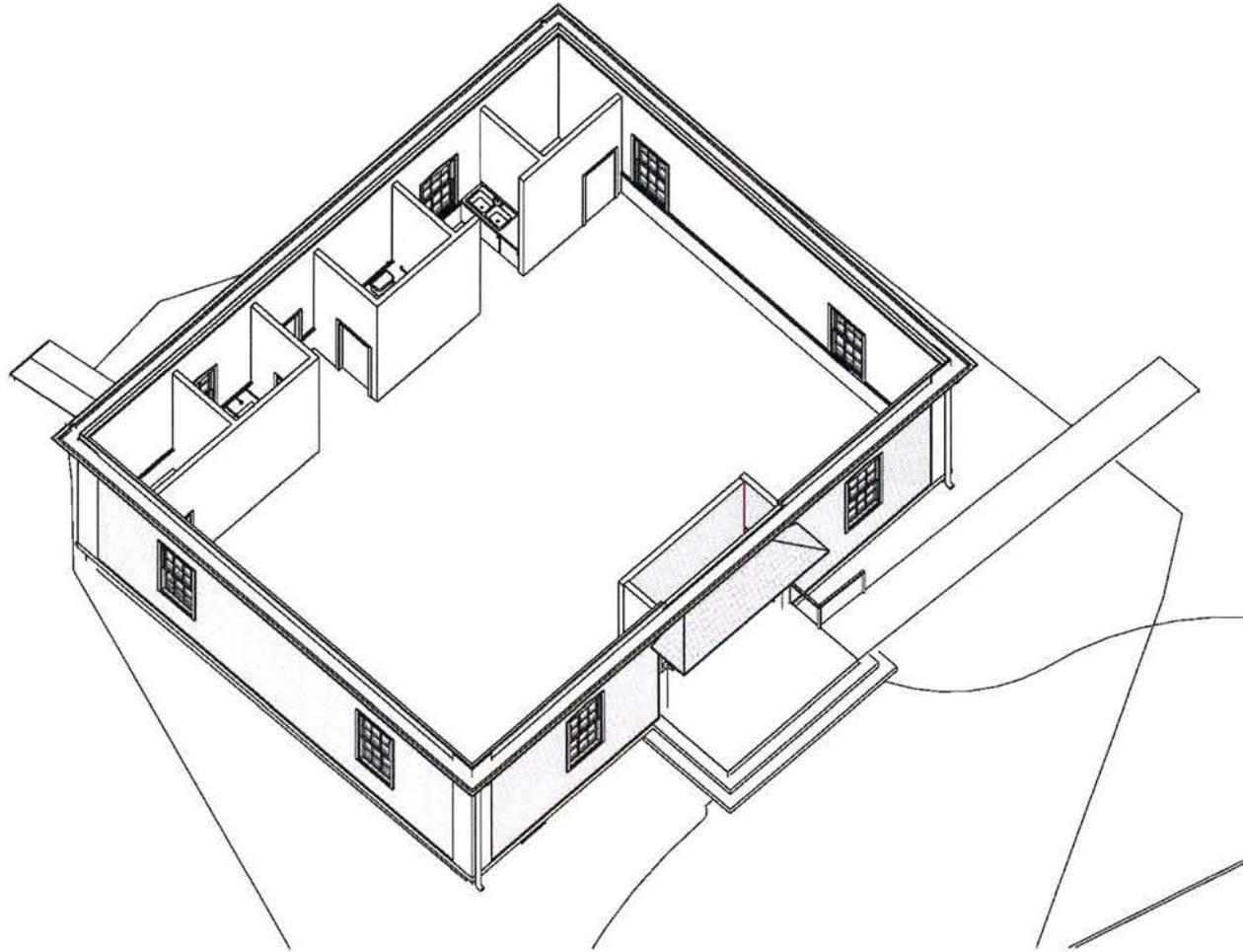
**The Clark-Haddad
Memorial Building**
16 Dewey Ave, Sandwich,
MA, 02563
Client Name

Date: 04/13/15
Scale:
Drawn By: Author
Reviewed By: Checker
Project No: 1731.00

MK & A McGinley Kalsow
& Associates, Inc.
ARCHITECTS & PRESERVATION PLANNERS
324 Broadway, P.O. Box 45748
Somerville, MA 02143
617 625 8901 - www.mgskalsow.com

OPTION C - 3D

No.
A2.1e



1 OPTION C-3D



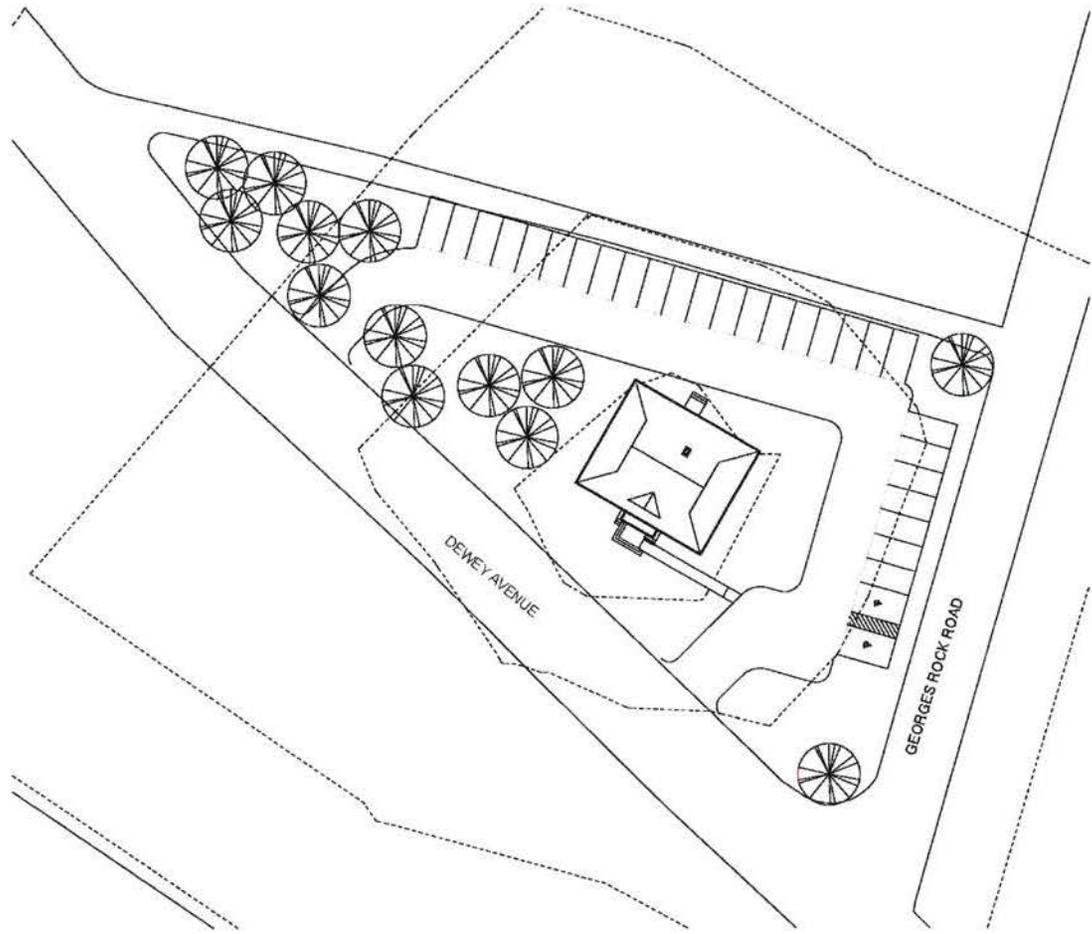
**The Clark-Haddad
Memorial Building**
16 Dewey Ave, Sandwich,
MA, 02563
Client Name

Date: 04/01/15
Scale: 1" = 40'-0"
Drawn By: AR
Reviewed By: DLM
Project No: 1731.00

MK & A McGinley Kalsow
& Associates, Inc.
ARCHITECTS & PRESERVATION PLANNERS
324 Broadway, PO Box 45248
Somerville, MA 02143
(617) 625-8901 - www.mginkalsow.com

PROPOSED SITE PLAN
- OPTION 1

No.
A1.0d



 **1** PROPOSED SITE PLAN-OPTION 1
1" = 40'-0"



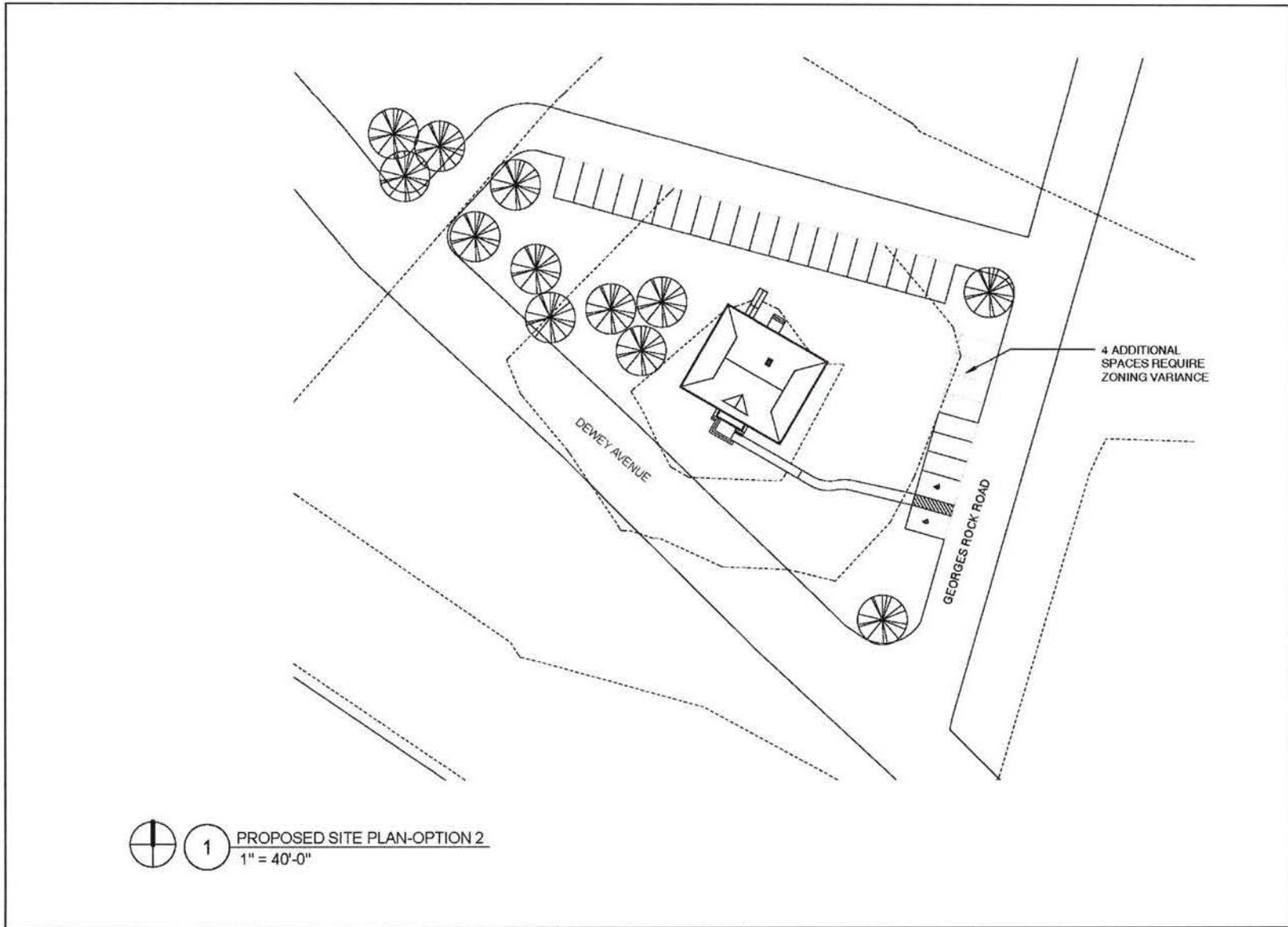
**The Clark-Haddad
Memorial Building**
16 Dewey Ave, Sandwich,
MA, 02563
Client Name

Date: 04/01/15
Scale: 1" = 40'-0"
Drawn By: AR
Reviewed By: DLM
Project No: 1731.00

MK & A McGinley Kalsow & Associates, Inc.
ARCHITECTS & PRESERVATION PLANNERS
324 Broadway, P.O. Box 45248
Somerville, MA 02145
(617) 625-8001 - www.mcginkalsow.com

PROPOSED SITE PLAN
- OPTION 2

No.
A1.0c



PROPOSED SITE PLAN-OPTION 2
1" = 40'-0"

Estimated Renovation Cost

May 11, 2015

- Site Work \$230,405
- Exterior Envelope Repairs \$306,216
- Structural Repairs \$104,054
- Interior Improvements \$338,919
- A&E services, Site Survey \$122,551

Total Renovation Project \$1,102,145

WORK ITEMS				TOTAL
General Work & Site (G)				
Parking Lot and Driveway				70,000
Septic System				30,000
Site Repairs				5,000
Landscape				5,000
Asbestos abatement				15,000
General Demolition (Remove ceilings, light fixtures, carpet, toilet room partitions, etc)				30,000
Subtotal				\$155,000
Exterior Envelope Repairs				
Replace asphalt shingle roof with new wood shingle roof				50,000
Replace gutters and downspouts				6,000
Replace wood shingles with new clapboard siding				70,000
Selective repair/replacement of wood trim				15,000
Replacement windows				25,000
Exterior painting				25,000
Replace exterior doors and hardware				15,000
Subtotal				\$206,000
Structural Repairs				
Sill repair / replacement				24,000
Add vapor barrier at crawl space				3,500
Add ventilation at crawl space				8,000
Add reinforcing at 1st floor beams				6,500
Add hangers in attic to support attic floor / first floor ceiling				5,000
Modify roof trusses and rafters to accommodate hangers				8,500
Sister LVLs at front & rear roof purlins				5,000
Add LVLs at east and west roof purlins				5,000
Add rafter connections				4,500
Subtotal				\$70,000
Interior Improvements				
Patching and drywall				40,000
Interior doors, frames & hardware				10,000
Refinish wood floors				4,000
Interior finish carpentry				20,000
Interior painting				15,000
Kitchenette				4,000
New toilet rooms				20,000
Plumbing and HVAC				60,000
Electrical and Fire Alarm				40,000
Furniture and equipment				15,000
Subtotal				\$228,000
Sub-Total Construction				\$659,000
Contractor's General Conditions				82,375
Escalation to mid-point of Construction 3Q2016				29,655
GC's fee				38,522
Estimating Contingency				80,958
Construction Contingency				89,054
Architect & Engineering services				117,551
Survey and Site Plan				5,000
TOTAL PROJECT COST				\$1,102,145

Deacon Eldred House



Site



Site



Exterior Photos



South Elevation



East Elevation

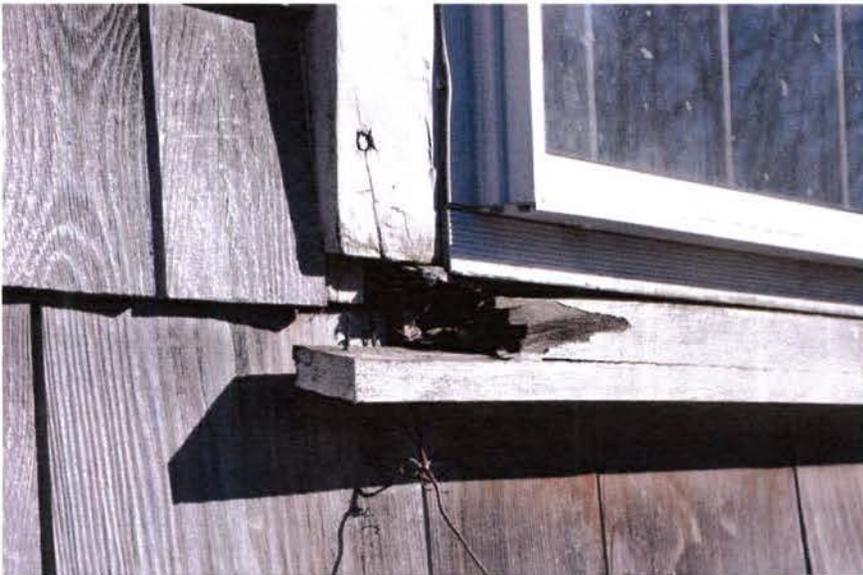


North Elevation



West Elevation

Exterior Condition Details



First Floor



First Floor



Second Floor



Second Floor



Second Floor



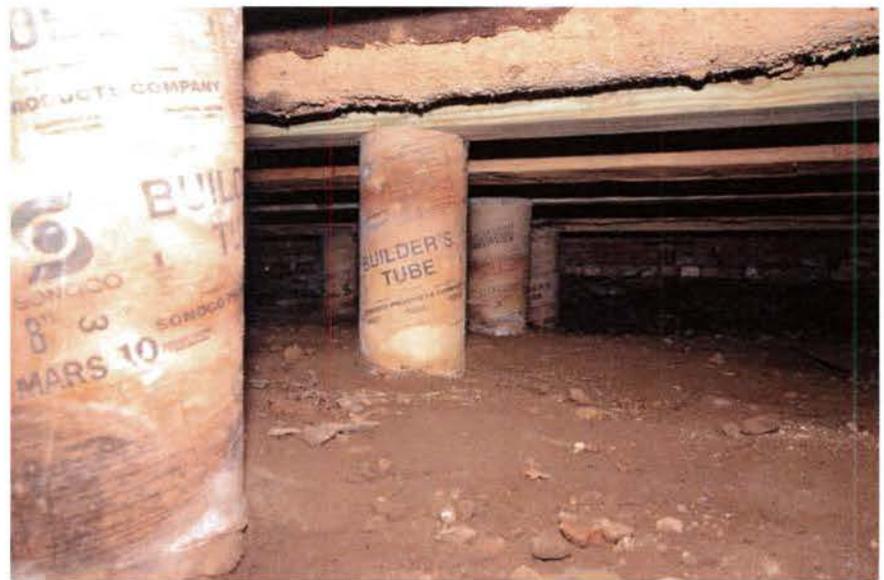
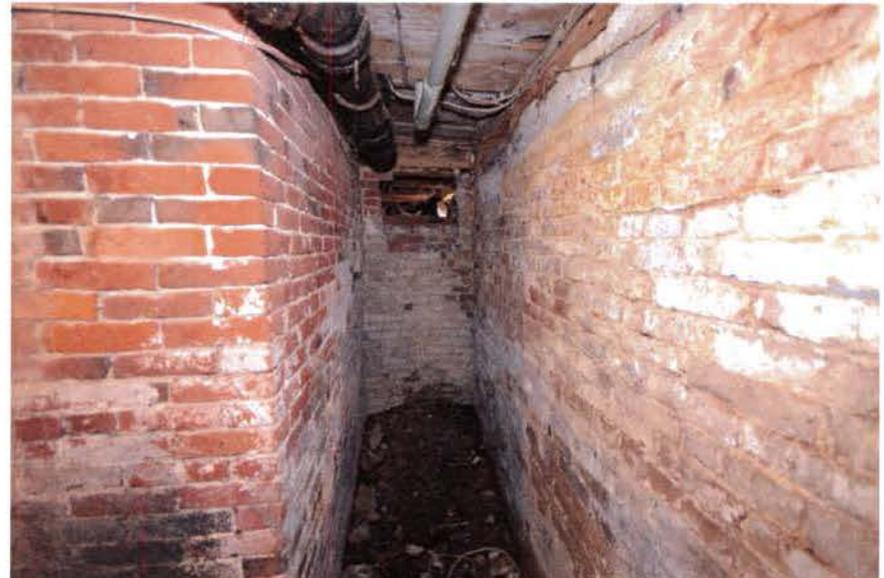
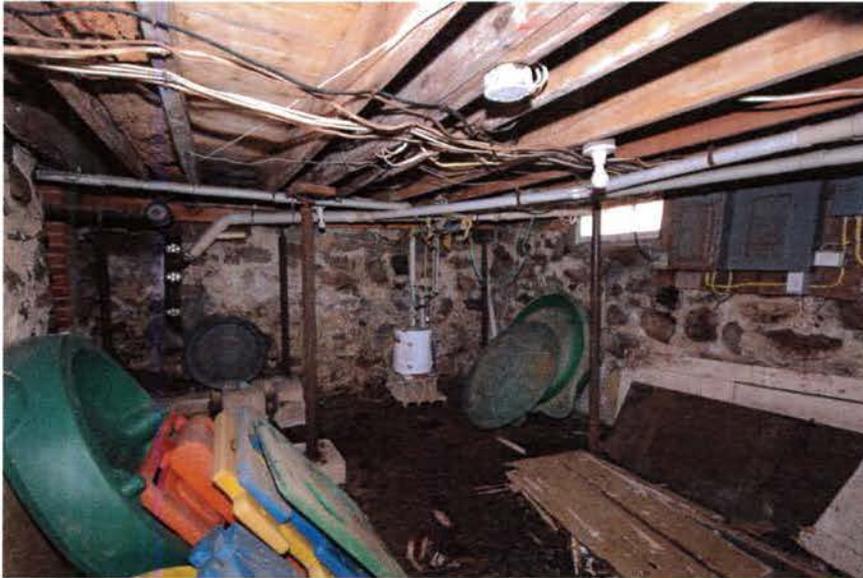
Attic



Basement and Crawl Space



Basement and Crawl Space

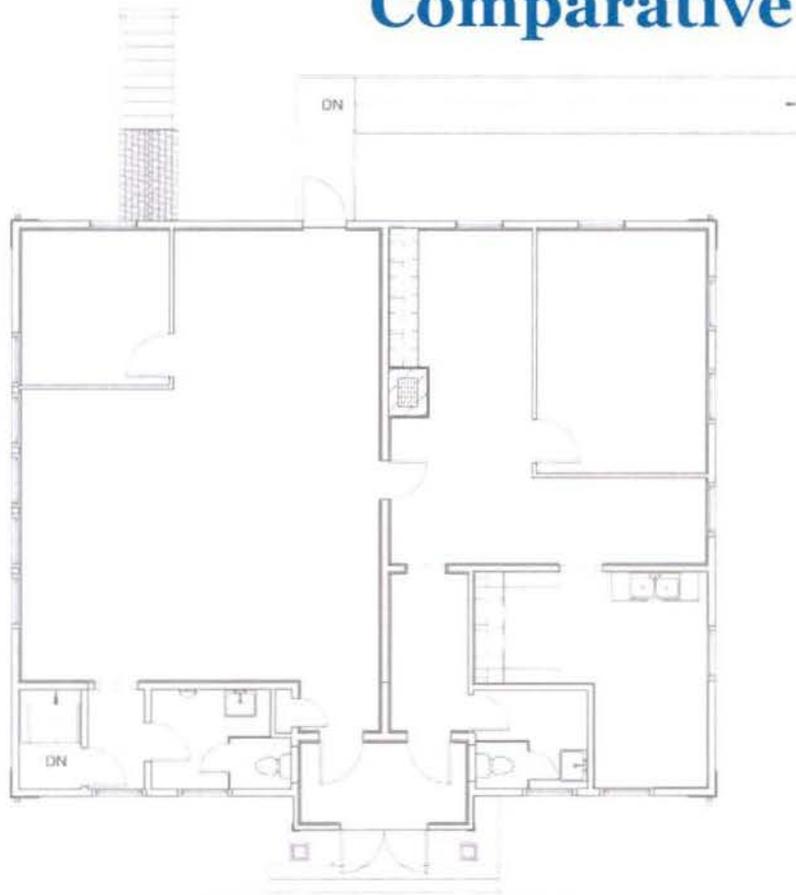


Structural Assessment

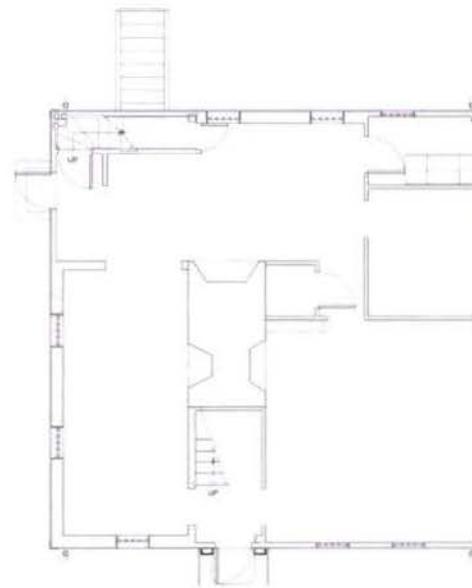
- Sill Repair / Replacement
- Vapor Barrier and Ventilation at Crawl Space
- 1st Floor Framing Repairs
- Add Hangers in Attic to Support Ceiling
- Reinforce Roof Trusses
- Reinforce Roof Purlins



Comparative Floor Plans



CLARK-HADDAD 1ST FLOOR
1,961 S.F.



DEACON ELDRED 1ST FLOOR
908 S.F.



Clark-Haddad Memorial
Building
and Deacon Eldred House
Sandwich, MA

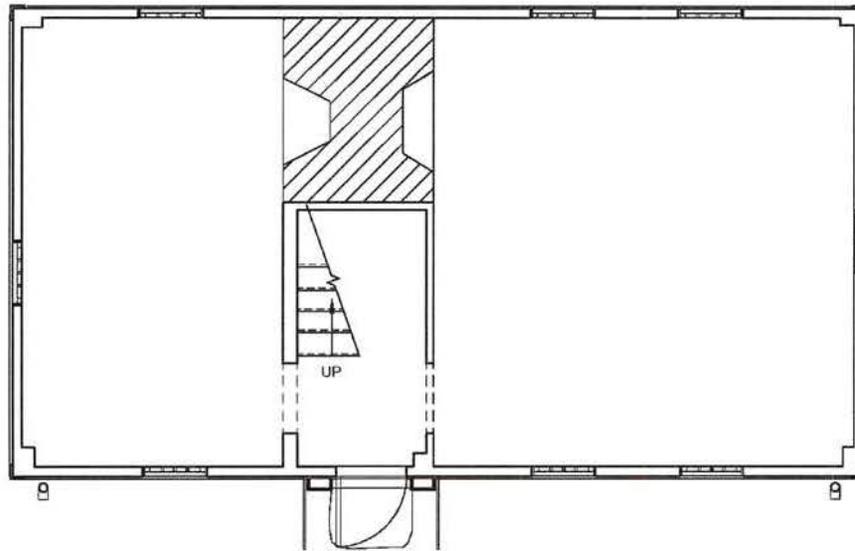
Date: 04/01/15
Scale: 1/8" = 1'-0"
Drawn By: AR
Reviewed By: DLM
Project No: 1731.00

MK & A McGinley Kalsow & Associates, Inc.
ARCHITECTS & PRESERVATION PLANNERS
124 Broadway, PO Box 43249
Somerville, MA 02143
617.625.8000 www.mgpkalsow.com

EXISTING FIRST
FLOOR PLAN

No.
A1.2b

Historic First Floor Plan



1 HISTORIC FIRST FLOOR PLAN
1/4" = 1'-0"



Deacon Eldred House

4 Water Street, Sandwich,
MA 02563

Date: 04/21/15
Scale: 1/4" = 1'-0"
Drawn By: Author
Reviewed By: Checker
Project No: 1731.00

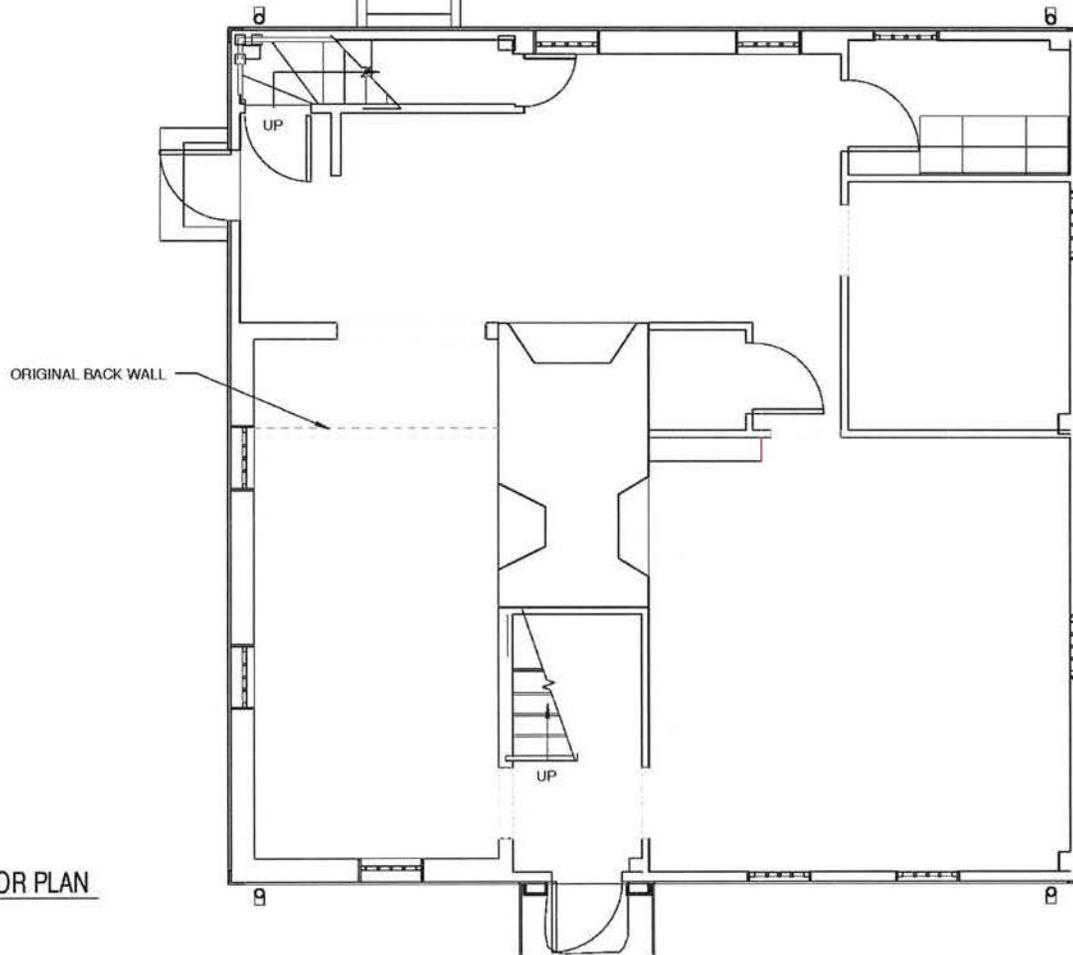
MK & A McGinley Kalsow & Associates, Inc.
ARCHITECTS & PRESERVATION PLANNERS
524 Broadway, P.O. Box 45248
Somerville, MA 02145
617.253.8901 - www.mgkaykalsow.com

HISTORIC FIRST
FLOOR PLAN

No.

A1.2.1

Existing First Floor Plan



Deacon Eldred House

4 Water Street,
Sandwich, MA 02563

Date: 04/01/15
Scale: 1/4" = 1'-0"
Drawn By: AR
Reviewed By: DLM
Project No: 1731.00

MK & A McGinley Kalsow & Associates, Inc.
ARCHITECTS & PRESERVATION PLANNERS
924 Broadway, P.O. Box 45248
Somerville, MA 02145
617 625 8901 - www.mgkinkalsow.com

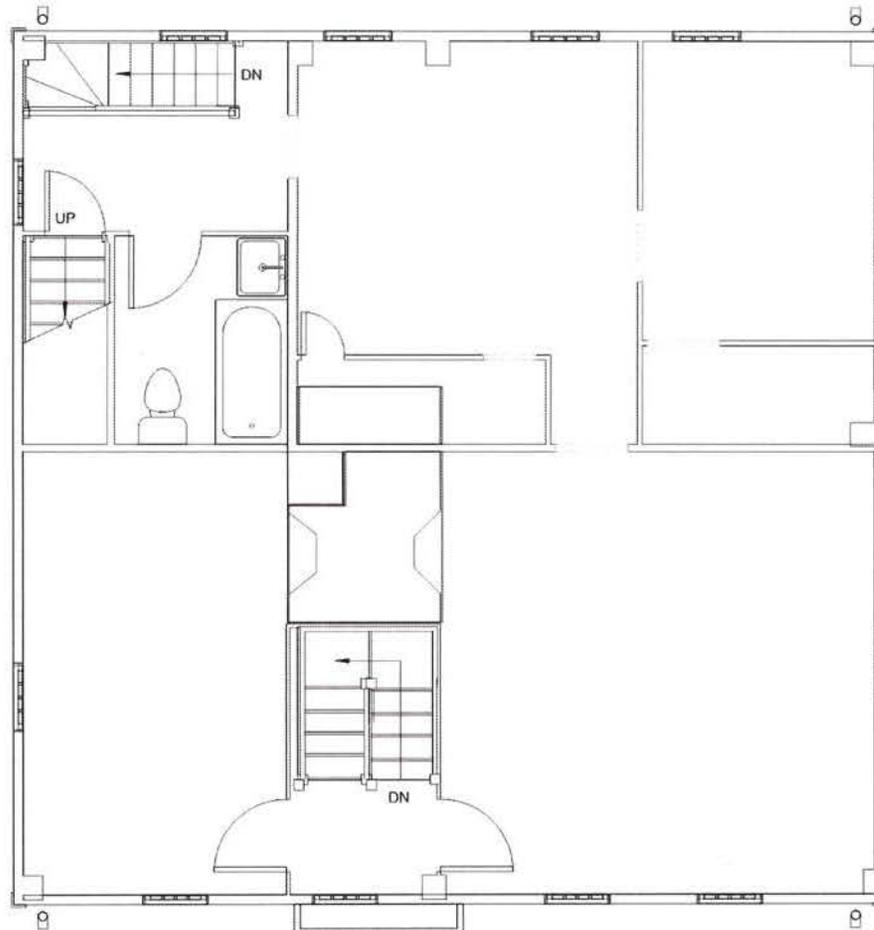
FIRST FLOOR
PLAN

No.

A1.2

1 FIRST FLOOR PLAN
1/4" = 1'-0"

Existing Second Floor Plan



1 SECOND FLOOR PLAN
1/4" = 1'-0"

Project Name

Street Address
City, State, Zip

Client Name

Date: 02/05/15
Scale: 1/4" = 1'-0"
Drawn By: Author
Reviewed By: Checker
Project No: 1731.00

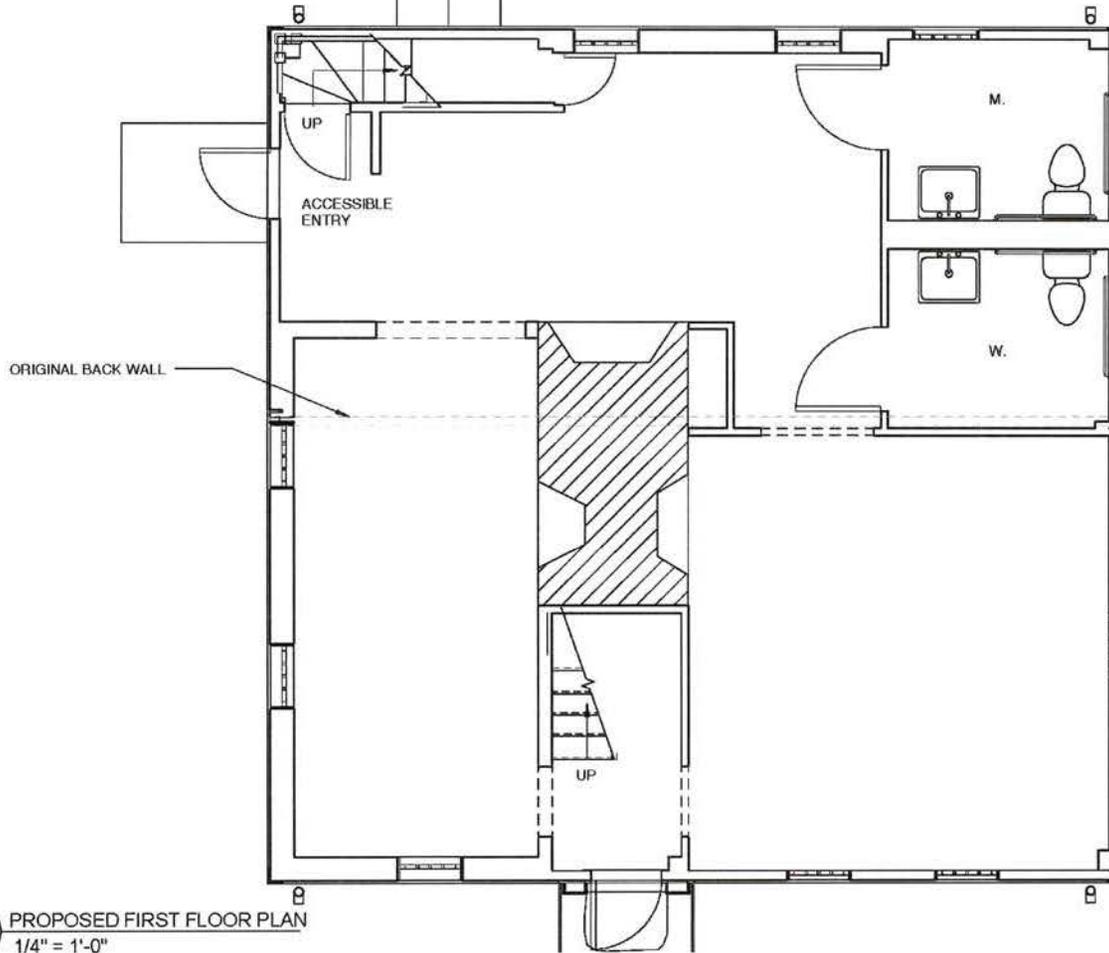
MK & A McGinley Kalsow & Associates, Inc.
ARCHITECTS & PRESERVATION PLANNERS
114 Broadway, P.O. Box 45249
Somerville, MA 02133
617.625.8901 - www.mgkalsow.com

SECOND FLOOR
PLAN

No.

A1.3

Proposed First Floor Plan



1 PROPOSED FIRST FLOOR PLAN
1/4" = 1'-0"



Deacon Eldred House

4 Water Street, Sandwich,
MA 02563

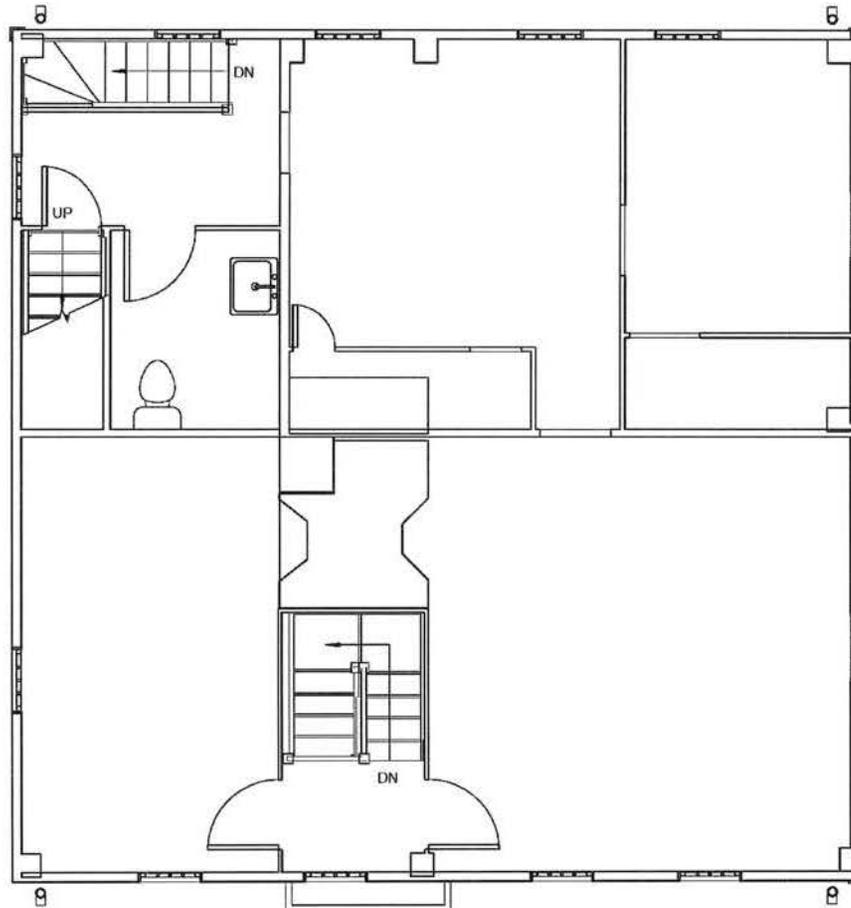
Date: 04/21/15
Scale: 1/4" = 1'-0"
Drawn By: Author
Reviewed By: Checker
Project No: 1731.00

MK & A McGinley Kalsow & Associates, Inc.
924 Broadway, PO Box 45248
Somerville, MA 02145
(617) 251-8001 - www.mgkalkal.com

PROPOSED FIRST FLOOR PLAN

No.
A1.2.3

Proposed Second Floor Plan



1 PROPOSED SECOND FLOOR PLAN
1/4" = 1'-0"



Deacon Eldred House

4 Water Street, Sandwich,
MA 02563

Date: 05/06/15
Scale: 1/4" = 1'-0"
Drawn By: Author
Reviewed By: Checker
Project No: 1731.00

MK & A McGinley Kalsow & Associates, Inc.
ARCHITECTS & PRESERVATION PLANNERS
324 Broadway, PO Box 45248
Somerville, MA 02145
617.25.8801 • www.mcginkalsow.com

PROPOSED SECOND
FLOOR PLAN

No.
A1.3.1

Estimated Renovation Cost – House Museum

Deacon Eldred House - House Museum
Preliminary Budget
May 11, 2015

- Site Work \$ 77,297
- Exterior Envelope Repairs \$169,459
- Structural Repairs \$124,865
- Interior Improvements \$292,540
- A&E services \$ 76,703
- Total Renovation Project \$740,864

WORK ITEMS				TOTAL
General Work & Site (G)				
Septic System (Tight Tank)				22,000
Site Repairs				5,000
Landscape				5,000
Accessible Entry				20,000
Subtotal				\$52,000
Exterior Envelope Repairs				
Replace gutters and downspouts				6,000
Replace wood shingles where deteriorated				35,000
Selective repair/replacement of wood trim				10,000
Window Restoration				40,000
Exterior painting				8,000
Exterior door repair				15,000
Subtotal				\$114,000
Structural Repairs				
Sill repair / replacement				16,000
Crawl space improvements				18,000
1st floor framing repairs				32,000
Roof purlin repairs				8,000
Roof truss repairs				10,000
Subtotal				\$84,000
Interior Improvements				
Plaster repairs				20,000
Interior finish carpentry				40,000
Interior painting				20,000
New Toilet Rooms				45,000
Plumbing and HVAC				40,000
Electrical and Fire Alarm				30,000
Subtotal				\$195,000
Sub-Total Construction				
				\$445,000
Contractor General Conditions				55,625
Escalation to mid-point of Construction 3Q2016				20,025
GC's fee (5%)				26,033
Estimating Contingency				54,668
Construction Contingency				60,135
Architect & Engineering Services				79,378
TOTAL PROJECT COST				\$740,864

Estimated Renovation Cost – Business Use

Deacon Eldred House - Business Use
Preliminary Budget
May 11, 2015

• Site Work	\$ 80,863
• Exterior Envelope Repairs	\$199,190
• Structural Repairs	\$217,027
• Interior Improvements	\$289,865
• A&E Services	\$ 90,438
Total Renovation Project	\$ 877,383

WORK ITEMS	TOTAL
General Work & Site (G)	
Septic System (Tight Tank)	22,000
Site Repairs	5,000
Accessible Entry	20,000
Landscape	5,000
Subtotal	\$52,000
Exterior Envelope Repairs	
Replace gutters and downspouts	8,000
Replace wood shingles where deteriorated	35,000
Selective repair/replacement of wood trim	10,000
Window Restoration	40,000
Storm Windows	20,000
Exterior painting	8,000
Exterior door repair	15,000
Subtotal	\$134,000
Structural Repairs	
Sill repair / replacement	16,000
Crawl space improvements	18,000
1st floor framing repairs	32,000
Roof purlin repairs	8,000
Roof truss repairs	10,000
Fur exterior walls and finishes	40,000
Add jamb extensions at windows	15,000
Reinstall wood casings	7,000
Subtotal	\$146,000
Interior Improvements	
Insulation	20,000
Plaster repairs	20,000
Interior finish carpentry	20,000
Interior painting	20,000
New Toilet Rooms	45,000
Plumbing and HVAC	40,000
Electrical and Fire Alarm	30,000
Subtotal	\$195,000
Sub-Total Construction	\$527,000
Contractor General Conditions	65,875
Escalation to mid-point of Construction 3Q2016	23,715
GC's fee (5%)	30,830
Estimating Contingency	64,742
Construction Contingency	71,216
Architect & Engineering Services	94,005
TOTAL PROJECT COST	\$877,383

Questions?



Town Accountant – 3 years Marilyn (Mimi) Spahr	2018
Cape Cod Water Protection Collaborative Dave Mason	2016
Community Preservation Committee – 3 years Daryl Crossman	2018
Conservation Commission – 3 years Christopher Sellstone	2018
Melissa Romano	2018
Cultural Council – 3 years Aurora Winters	2018
Emergency Management/Planning Committee Brian Gallant, Director	2016
Frank O'Laughlin	2016
George Dunham	2016
Douglas Lapp	2016
James Foley	2016
Dan Mahoney	2016
Paul Tilton	2016
Randy Lewis	2016
John LaPine	2016
Chrystal LaPine	2016
William LaPine, Deputy	2016
Mark Galkowski	2016
David Mason	2016
Robin Walker	2016
Michael Walker	2016
Lois Wack	2016
Peter Wack	2016
Heather Gallant	2016
William Carrico	2016
Energy Committee Damien Houlihan	2016
Kevin Burgess	2016
Ann Moehle	2016

Sarah Cote	2016
Desiree Revoir	2016
Forest Warden William Carrico	2016
Glass Town Cultural District Charleen Johnson	2016
Joanne Lamothe	2016
Lee Repetto	2016
Ellen Spear	2016
Katie Campbell	2016
Golf Advisory Committee John G. Tzimirangas	2016
Norm Theriault	2016
Michael Regan	2016
Victor Devine	2016
Paul Washburn	2016
Pattie Piva	2016
Hazardous Waste Coordinator William Carrico	2016
Herring Warden Mark S. Galkowski	2016
MMR Senior Management Board Ralph Vitacco	2016
Parking Clerk Taylor White	2016
Personnel Board Kelee Renzi, Chair	2016
Karen Miller	2016
Susan Hart	2016
Recreation Committee Ken Mooney	2016
Ted Mullin Chair	2016
Lisa Bates	2016
Susan McKenna	2016
Regional Transit Authority George H. Dunham	2016

Right to Know Coordinator William Carrico	2016
Sandwich Economic Initiative Corporation – 3 years Richard Johnson	2018
Sandwich Historical Commission – 3 years David Schrader	2018
William Daley	2018
Lisa Hassler	2018
Substance Abuse Prevention Committee Cynthia Denmat	2016
John Piekarski	2016
Joseph Janicke	2016
Carilyn Rains	2016
Joseph Dowick	2016
Joye Creedon	2016
Devorah Allen	2016
Town Treasurer/Tax Collector William Jennings	2016
Veteran’s Agent, Director of Veterans’ Services and Veterans Burial Agent Edward Merigan	2016
Assistant Veterans’ Director James Crockett	2016
Veterans’ Graves Officer Raymond Moniz	2016
Visitor Services Board Donna Thomas	2016
David Merrell	2016
Nancy Clifford	2016
Lisa Kirkwood	2016
Christopher Richards	2016
Zoning Board of Appeals David Schrader, Alternate	2016

NEW APPOINTMENTS FOR FY 2016

<u>Committee</u>	<u>Term to Expire</u>
Barnstable County HOME Consortium	
Nanette Perkins	2016
Cape Light Compact	
Josh Peter, Assistant Town Planner	2016
Council on Aging	
James Pierce	2018
Gregory W. Anderson	2018
Cultural Council	
Diane M. Scharf	2016
Beth Anderson	2018
Recreation Committee	
Larry Travers	2016
Mary Casali	2016
Michael Robbins	2016
Registrar of Voters	
Lisa Perry	2018
Visitor Services Board	
Bethany Holbert-Catania	2016

NEW APPOINTMENTS FOR FY 2016

<u>Committee</u>	<u>Term to Expire</u>
Barnstable County HOME Consortium	
Nanette Perkins	2016
Cape Light Compact	
Josh Peter, Assistant Town Planner	2016
Council on Aging	
James Pierce	2018
Gregory W. Anderson	2018
Cultural Council	
Diane M. Scharf	2016
Beth Anderson	2018
Recreation Committee	
Larry Travers	2016
Mary Casali	2016
Michael Robbins	2016
Registrar of Voters	
Lisa Perry	2018
Visitor Services Board	
Bethany Holbert-Catania	2016

Lapp, Doug

From: Nanette Perkins <nperkins@wingatecompanies.com>
Sent: Friday, June 12, 2015 12:08 PM
To: Selectmen Group
Cc: Peter Fraser (pfraser@mhp.net); housing@townofsandwich.net
Subject: Letter of Interest

Dear Chairman of the Sandwich Board of Selectmen and other members,

I would like to submit my letter of interest in the available spot representing the Town of Sandwich on the Barnstable County HOME Consortium.

After having discussions with individual members actively involved with the Consortium and reading the minutes taken within the last 18 months – I feel confident in my abilities to represent Sandwich and our needs as well as benefit the group in general.

I welcome the opportunity to appear before the board and invite you to contact me if I can provide you with any additional information.

Looking forward to hearing from you,

Nanette Perkins, COS, C3P
Property Manager
The Village at 815

815 Main Street
Wareham, Massachusetts 02571

T • 508.295.3598
www.wingatecompanies.com

The Right People • The Right Real Estate • The Right Results



CONFIDENTIALITY NOTICE: This e-mail message is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. If you are the intended recipient but do not wish to receive communications through this medium, please so advise the sender immediately.

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

Nanette Perkins, C3P, COS
3 Sean Circle
Sandwich, MA 02563

June 16, 2015

Sandwich Board of Selectmen
Selectmen@TownofSandwich.net

Sandwich Housing Authority
pkschnepp@aol.com

MHP
pfraser@MHP.net

Dear Sandwich Board of Selectmen:

I am following up with more detail regarding my interest in filling the vacancy on the ***Barnstable HOME Consortium*** representing the town of Sandwich.

Some specific areas of benefit include:

- My present work in the LIHTC arena and my exposure to HOME funds. (Low Income Housing Tax Credit).
- A strong interest in increasing the number of affordable units available for residents.
- Experience working with DHCD, MHP, MHIC and HUD.

I believe that I could benefit the town of Sandwich and hope that you agree. I look forward to hearing from you.

Sincerely,

Nanette Perkins, C3P, COS

June 15, 2015

Board of Selectmen
c/o Mr. Frank Pannorfi
Sandwich Town Hall
130 Main Street
Sandwich, MA 02563

Dear Board Members:

At the Council on Aging Board Meeting today, the following citizens were nominated to join the Board:

1. Gregory W. Anderson, 3 Stonefield Drive, E. Sandwich, MA 02537 (781-799-7380); e-mail – greg@decaurhouse.com

Mr. Anderson is Executive Director of Decatur House an assisted living facility located downtown Sandwich. Mr. Anderson brings not only his experience with senior living operation but also development and programs.

2. James Pierce, 18 Foster Road, E. Sandwich, MA 02537 (508-888-5622); e-mail – hawkeyejw@aol.com

Mr. Pierce brings his experience as Selectman and his participation in the Wing School Task Team and the current Wing School Repurposing Committee.

The Sandwich Council on Aging Board asks you appoint both candidates to the Board.

Board of Selectmen

-2-

June 15, 2015

Both candidates would serve three year terms – July 1, 2015 – June 30, 2018.
They would be filling vacancies resulting from member terms expiring.

Sincerely,

Jan Timmons
Director

Jt
Attachments
Letters of Interest

14 School St.
Sandwich, MA 02563
May 25, 2015

Aurora Winters
Chairman
Sandwich Cultural Council

Dear Aurora,

I would be pleased to become a member of the **Sandwich Cultural Council** for a period of one year. I believe that I have a set of skills that would be very beneficial to the Council.

My education includes a Bachelors degree in Physical Therapy from Quinnipiac University and a Masters degree in Art and Architectural History from Temple University. My skills include:

- Program Development/Instruction: Instructor at Carroll Community College in the Art History and the PTA Program. Speaker at PT & OT State Board Approved Seminars. Speaker during national calls for TLC Health Care Services. Staff Development instructor at TLC Homecare, VNA of Maryland and Maryland General Home Health. Development and instructor at Main Line School Night in Art History. Docent for school programs at Maryland Historical Society and Heritage Museums and Gardens. Cast member of Growing Up Female, a theater piece which arose from cast experiences. Staff member of the Rotary Wheels Program which included a trip to the UK with able and differently abled people. Development of a program for people with arthritis.
- Management: Primary for grant budgets, departmental budgets, contract management, supervisor of professionals and volunteers, strategic planning, financial assessment, development and evaluation of new programs, coordinator of quality assessment and improvement, professional advisory committees, case management
- Grant Writing: Arthritis Foundation grant for 3 years, Ryan White for HIV/AIDS

A sample of my volunteer service includes: Heritage Museums and Gardens, Hampton Historic Site, Philadelphia Museum of Art membership department, SOS (Save Our Sculpture, Philadelphia), Big Sister/Big Brothers Connecticut, Meals on Wheels and Rotary Wheels.

I am very enthusiastic about the arts in all its forms. I enjoy working with diverse communities and all age groups. I look forward to becoming a member of the Sandwich Cultural Conference.

Thank you for considering me.

Sincerely,

Diane M. Scharf

Cultural Counsel - 3 years

Dear Aurora,

Thank you for considering my interest on being a member of the Council. I have been living in Sandwich for 21 years, but I was born and raised on Cape Cod. My family is very connected in the Arts. My daughter is a musician and has taken lessons at Score music for many years. We, as a family are also members of the Cotuit Arts Center as well as Heritage Museum and Gardens. We enjoy attending performances and art shows by locals.

Again, thank you for your consideration

Beth Anderson
3 Bob White Lane
Sandwich, MA 02563

508-420-1726
BobandBethathome@aol.com

Sandwich Board of Selectmen

130 Main St.

Sandwich, MA 02563

May 8, 2015

Dear Sandwich Board of Selectmen and Guy Boucher,

Please accept this letter of request for re-appointment to the Recreation Committee. I had been on the committee for several years, and assisted with department events and activities. It is my pleasure to be involved and help out in any way I can to promote the work of this department.

I stepped down from the committee due to an employment conflict (I worked at the Super Fun Program). I'd like to come back to serve again, as there is much to look forward to, and be a part of, going forward. Thank you for your consideration.

Best Regards,

Mary L. Casali

1 Latimer Lane

Sandwich, MA 02563

(508) 833-4341

Recreation Director:

Guy J. Boucher
34 Quaker Meetinghouse Rd.
PO Box 1336
Forestdale, Ma 02644

6/3/15

Dear Guy

I am requesting committee membership for the Recreation Committee. I am interested in giving back to Town for all the Town has done with the great programs run by the Recreation Department. My two sons and we their parents (Nancy and Larry) have enjoyed these programs for over 10 years.

Sincerely

A handwritten signature in cursive script that reads "Larry Travers". The signature is written in dark ink and is positioned above the printed name.

Larry Travers

19 Weeks Pond Drive

Forestdale MA 02644

T 508.477.6379

C 508.737.4574

Lapp, Doug

From: Boucher, Guy
Sent: Tuesday, June 16, 2015 12:52 PM
To: Lapp, Doug
Cc: Coggeshall, Kathy
Subject: FW: Rec. Comm.

Hi Doug,

Mr. Robbins would like to be considered by the Selectmen for an appointment to the Recreation Committee.

Thank you!

Guy J. Boucher
Town of Sandwich
Recreation Director
508-888-4361
508-888-5884 (fax)
www.sandwichrec.com



From: Michael Robbins [<mailto:mbrobb@hotmail.com>]
Sent: Friday, June 12, 2015 3:26 PM
To: Boucher, Guy
Subject: Rec. Comm.

Good afternoon Mr. Boucher,

I would be interested in being on your Committee. I have been a resident of Sandwich for over 42 years, a member of the Men's Tennis League since its' inception, and a retired Sandwich business owner.

With my life's experiences, I believe that I would be a valuable asset to both your committee, and the Town of Sandwich.

Humbly yours,

Michael B. Robbins
117 Quaker Meeting House Rd.
East Sandwich, MA 02537
MBROBB@HOTMAIL.COM
508-888-7316

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

Lisa D. Perry
127 Main Street
Sandwich, MA 02563
508-888-3094
flaldp@aol.com

May 5, 2015

Honorable Board of Selectmen
Ralph A. Vitacco, Chairman
130 Main Street
Sandwich, MA 02563

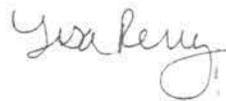
Re: Registrar of Voters

Dear Chairman Vitacco,

As a registered Republican in the Town of Sandwich and member of the Sandwich Republican Town Committee, I have been made aware that Marilyn Myers is contemplating retiring from her position as Registrar of Voters for the Town.

I am writing to express my interest and willingness to serve as Registrar upon the expiration of Marilyn's current term should you believe that I am a suitable candidate to fill the position. I thank you and the Board for your consideration.

Respectfully,



✓ Copy to: Taylor White, Town Clerk

TOWN CLERK
TOWN OF SANDWICH

11 H 30 M 1 M
RECEIVED & RECORDED

June 3, 2015

To the Town of Sandwich Board of Selectmen:

Bethany Holbert-Catania has applied for appointment to the Visitor Services Board (VSB). She appeared before us at our last meeting and the Board unanimously voted to approve her as a new member.

As Chair of the VSB, I would like to add that I believe Bethany will be a great addition to our membership and is highly qualified in assisting the VSB in carrying out our mission.

We look forward to welcoming her to fill the opening we now have for Member-at Large.

Please contact me if you need any further information.

Sincerely,

Don Bayley
Chair, Visitor Services Board
dsbayley@yahoo.com

Contact Information for Bethany:
bethany@cataniahospitalitygroup.com
508~888~3622 ext. 244

TOWN OF SANDWICH

THE OLDEST TOWN ON CAPE COD



145 MAIN STREET
SANDWICH, MASSACHUSETTS 02563
TEL: 508-888-0340 FAX: 508-888-2497
townclerk@townofsandwich.net

TOWN CLERK

June 4, 2015

David Schrader
21 Liberty Street
Sandwich, Massachusetts 02563

Re: Resignation

Dear Chairman Schrader,

I am writing to inform you that I am in receipt of an official letter of resignation from Sandwich Historical Commission member Terry Blake, effective June 4, 2015.

Please be advised that in accordance with Massachusetts General Law Chapter 41, Section 109, her letter of resignation has been officially recorded with my office and the Board of Selectmen will be notified. I have included a copy of her letter for your review.

Please note, this this creates a vacancy on the Sandwich Historical Commission which may only be filled by a vote of the Board of Selectmen. The vacancy is for a term that was set to expire on June 30, 2017. You may forward the names of individuals that desire to fill this vacancy to the Board of Selectmen for their review. If you have any questions, please do not hesitate to contact me at (508) 888-0340.

Regards,



Taylor D. White
Sandwich Town Clerk

Cc: Board of Selectmen

Terry Blake,
P.O. Box 1905
Sandwich, MA 02563
blake.probate@gmail.com
508 833-1807

June 4, 2015

Taylor White
Town Clerk
Town of Sandwich
145 Main Street
Sandwich, MA 02563

Re: Resignation from the Sandwich Historical Commission

Dear Sir,

Please accept my resignation from the Sandwich Historical Commission, effective upon receipt.

It has been a pleasure working with all of the board members and serving on the Commission.

Respectfully yours,


Terry Blake

cc: David Schrader

TOWN CLERK
TOWN OF SANDWICH
JUN 04 2015
2 H 00M P M
RECEIVED & RECORDED

Dunham, George

From: Guerino, Thomas <TGuerino@townofbourne.com>
Sent: Friday, May 15, 2015 10:23 AM
To: Dunham, George
Subject: Forgot

Good morning:

I forgot to discuss beach stickers with you yesterday. The BOS has requested that I formally speak with you about reciprocity on beach stickers in Sandwich for Bourne residents similar to the current ability of Sandwich residents to obtain resident permits for shellfish (as agreed to 130 years ago).

Give me a call at your convenience.

Thanks

tg

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>
