

TOWN OF SANDWICH

THE OLDEST TOWN ON CAPE COD

130 MAIN STREET
SANDWICH, MA 02563

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BOARD OF
SELECTMEN

TOWN
MANAGER

BOARD OF SELECTMEN AGENDA November 17, 2016 – 7:00 P.M. Sandwich Town Hall – 130 Main Street

1. Convene Open Session in Auditorium
2. Pledge of Allegiance
3. Review & Approval of Minutes – (None)
4. Public Forum (*15 Minutes*)
5. Town Manager Report
6. Correspondence / Statements / Announcements / Future Items / Follow-up (*10 Minutes*)
7. Staff Meeting – (None)
8. Old Business (*45 Minutes*)
 - November 21 Special Town Meeting & Warrant Articles
 - Long Range Capital Projects & Follow-up to Summit Workshop
 - Henry T. Wing School Survey Results
 - Other Matters Not Reasonably Anticipated by the Chairman
9. New Business (*5 Minutes*)
 - Other Matters Not Reasonably Anticipated by the Chairman
10. Public Forum (*15 Minutes*)
11. Closing Remarks
12. Executive Session – M.G.L. c.30A, §21(a) – The Chair declares that having an open session may have a detrimental effect upon the Town's bargaining, litigating, or negotiating position, as applicable.
 - Purpose #3: Litigation Strategy – Monomoy Properties v. Planning Board
 - Purpose #3: Collective Bargaining Strategy – Fire Union Negotiations
13. Adjournment

NEXT MEETINGS: Monday, November 21, 2016, 7:00 P.M., SHS Auditorium – STM
Thursday, December 1, 2016, 7:00 P.M., Town Hall

Town of Sandwich
Special Town Meeting

WARRANT

Monday, November 21, 2016
7:00 p.m. – Sandwich High School



BOARD OF SELECTMEN

Susan James, Chair
R. Patrick Ellis, Vice-Chair
Peter Beauchemin
Frank Pannorfi
David J. Sampson

MODERATOR

Garry N. Blank

FINANCE COMMITTEE

Robert Guerin, Chair
Mark Snyder, Vice-Chair
Matthew Anderson
Gwenn Dyson
Charles Holden
James Lehane
Richard Reilly
Laura Wing
Thomas Witham

**November 21, 2016 – Special Town Meeting
Index of Warrant Articles**

1. Capital Appropriation for Sandwich High School HVAC System (p. 3)
2. Ambulance Fund Transfer – Equipping New Fire/EMS Personnel (p. 3)
3. Sandwich Hollows Enterprise Fund Transfer – Capital Improvements (p. 3)
4. CPA Project: Clark-Haddad Memorial Building Restoration (p. 4)
5. Establish Enterprise Fund for Sandwich Marina Effective July 1, 2017 (p. 4)
6. Approve NRG Payment In Lieu Of Tax Agreement (p. 4)

Reference Material & Volunteer Application Form:

1. A Glossary of Commonly Used Terms (p. 6)
2. Table of Basic Points of Motion (p. 9)
3. Town of Sandwich Talent Bank Application (p. 10)

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

**TOWN OF SANDWICH
2016 SPECIAL TOWN MEETING
November 21, 2016**

Warrant

Barnstable, ss.

To the Constables of the Town of Sandwich, in the County of Barnstable,

GREETINGS:

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of the Town of Sandwich qualified to vote in elections and Town affairs to meet at the Sandwich High School, 365 Quaker Meetinghouse Road, in said Sandwich on

Monday, November 21, 2016, at 7:00 p.m.,

then and there to act on the following articles.

ARTICLE 1

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money, to be expended under the direction of the School Committee, for the purpose of constructing improvements and remodeling, constructing, reconstructing and making extraordinary repairs to the Sandwich High School HVAC system located at 365 Quaker Meetinghouse Road, including design, site improvements, equipment, furnishings and costs incidental thereto, or take any action relative thereto.

Recommended by the Board of Selectmen.

ARTICLE 2

To see if the Town will vote to transfer and appropriate the sum of \$100,000.00, or any other amount, from the Ambulance Fund, to be expended under the direction of the Board of Selectmen, for the purpose of purchasing equipment, communication equipment, and related supplies for new Fire / EMS personnel in the Fire Department, or take any action relative thereto.

Recommended by the Board of Selectmen.

ARTICLE 3

To see if the Town will vote in accordance with the provisions of M.G.L. c.44, §53F½ to raise and appropriate or transfer from available funds a sum of \$90,000.00, or any other

amount, from the Golf Enterprise Fund to be expended under the direction of the Board of Selectmen, for the purpose of completing extraordinary repairs and improvements to the Sandwich Hollows Golf Club clubhouse and golf course and for replacing maintenance and capital equipment for Sandwich Hollows Golf Club operations, or take any action relative thereto.

Recommended by the Board of Selectmen.

ARTICLE 4

To see if the Town will vote to raise and appropriate or transfer from available funds under the Community Preservation Act historic resources program the sum of \$1,157,252.00, or any other amount, to be expended under the direction of the Board of Selectmen, for the purpose of preserving and making recommended repairs, renovations, and improvements to the Clark-Haddad Memorial Building and surrounding property, or take any other action relative thereto.

Recommended by the Board of Selectmen.

ARTICLE 5

To see if the Town will vote to accept the provisions of M.G.L. c.44, §53F½ to establish an enterprise fund for the delivery of operations and services at the Sandwich East Boat Basin Marina effective Fiscal Year 2018, or take any action relative thereto.

Recommended by the Board of Selectmen.

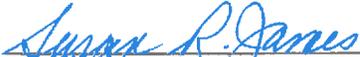
ARTICLE 6

To see if the Town will vote in accordance with the regulations issued by the Department of Revenue in the Informational Guideline Release No. 98-403 to accept the terms and conditions of the twenty one year payment in lieu of tax agreement which is expected to be effective from Fiscal Year 2020 through Fiscal Year 2040 between the Town of Sandwich and NRG Canal 3 Development LLC dated October 19, 2016 and entitled "Payment In Lieu Of Tax Agreement", a copy of which is on file with the Town Clerk's Office, or take any action relative thereto.

Recommended by the Board of Selectmen.

And you are hereby directed to serve this Warrant by posting attested copies thereof, one at the Town Hall, and one at each of the Post Offices in Sandwich, the last posting to be at least fourteen days prior to the time of holding said meeting,

given under our hands this 27th Day of October, 2016.



Susan James, Chairman



R. Patrick Ellis, Vice-Chairman



Peter Beauchemin



Frank Pannorfi



David J. Sampson

SELECTMEN OF SANDWICH

I hereby certify that I have posted attested copies of this warrant at Sandwich Town Hall, Town Hall Annex, Sandwich Post Office, East Sandwich Post Office and Forestdale Post Office, all located within the Town of Sandwich, on

10-28-2016
Date



Constable

FY'17 CHERRY SHEET RECEIPTS

GHD Draft - 11/15/2016

<u>Account:</u>	<u>Final DOR Est. FY'16</u>	<u>Final DOR Est. FY'17</u>	<u>Difference</u>	<u>% Change</u>	<u>ATM FY'17 Budget Est.</u>	<u>Difference</u>
A. EDUCATION:						
<u>Distributions and Reimbursements:</u>						
* 1. Chapter 70	6,740,018	6,902,818	162,800	2.42%	6,740,018	162,800
2. School Transportation Programs	0	0	0			
3. Retired Teachers' Pensions	0	0	0			
4. Charter Tuition Assessment Reimbursement	325,022	317,944	-7,078			
<u>Offset Items - Reserve for Direct Expenditure:</u>						
* 5. School Lunch	0	0	0			
* 6. School Choice Receiving Tuition	458,438	412,038	-46,400			
Sub-Total, All Education Items	7,523,478	7,632,800	109,322	1.45%		
B. GENERAL GOVERNMENT:						
<u>Distributions and Reimbursements:</u>						
1. Unrestricted Gen. Gov. Aid (Old = Lottery & AA) <u>New</u> = Annual Formula for Local Aid	1,039,044 0	1,083,723 0	44,679 0			
2. Local Share of Racing Taxes	0	0	0			
3. Regional Public Libraries	0	0	0			
4. Police Career Incentive	0	0	0			
5. Urban Renewal Projects	0	0	0			
6. Veterans' Benefits	16,808	22,682	5,874			
7. Exemptions: Vet, Blind, SS, Elderly	99,229	122,764	23,535			
8. State Owned Land	522,087	515,874	-6,213			
<u>Offset Items - Reserve for Direct Expenditure:</u>						
* 9. Public Libraries	23,077	22,918	-159			
Sub-Total, All General Government	1,700,245	1,767,961	67,716	3.98%		
C. TOTAL ESTIMATED RECEIPTS	9,223,723	9,400,761	177,038	1.92%		
Total Discretionary Aid	2,002,190	2,062,987	60,797	3.04%	1,902,081	160,906

* **Note:** Not Included in Discretionary Aid Calculation

BLW

BLW ENGINEERS, INC.

311 Great Road, Post Office Box 1551, Littleton, Massachusetts 01460 tel 978.486.4301 fax 978.428.0067 e-mail Info@blwengineers.com

Construction Cost Estimate

Project phase: Schematic	Project: Chilled Water System Evaluation	Sheet						
Trade Specification Section: All	Sandwich High School	1 of 1						
By: KRB Checked By: KRB	Sandwich, MA	Date						
	Project Number: 16247.00	10.12.16						
Description	Qty	Units	Material		Labor		Total	
			Unit Cost	Total	Unit Cost	Total		
Chiller Option 2a - Replace Chiller with Single Chiller								
Division 01 - General Requirements								
General Conditions	1	LS			60,000	60,000	60,000	
Division 02 - Existing Conditions								
Demolition	1	LS			5,000	5,000	5,000	
Division 05 - Metals								
Structural Steel	1	LS					10,000	
Division 23 - HVAC								
New 450 Ton Chiller	1	EA	247,500	247,500	24,000	24,000	271,500	
New Primary Pumps	2	EA	5,000	10,000	2,500	5,000	15,000	
Modify Existing Piping Arrangement	1	LS	17,500	17,500	35,000	35,000	52,500	
Automatic Temperature Controls	1	LS	2,500	2,500	5,000	5,000	7,500	
Balancing	1	LS			1,500	1,500	1,500	
Commissioning	1	LS			1,500	1,500	1,500	
Division 26 - Electrical								
Demolition	1	LS			2,500	2,500	2,500	
Mechanical Equipment Power Wiring	1	LS	5,000	5,000	12,500	12,500	17,500	
Subtotal								
				\$ 282,500			\$ 152,000	\$ 444,500
15% Overhead & Profit								\$ 66,675
Subtotal								\$ 511,175
15% Contingency								\$ 76,676
Subtotal								\$ 587,851
8% Engineering								\$ 40,894
TOTAL							\$ 628,745	

SUMMARY OF PRIORITIZED LARGE-SCALE CAPITAL PROJECTS

Group A – Top Priorities:

1. **Joint Public Safety Building** – Funding received for \$17.015 million project for new Police headquarters, new Fire substation, retrofitted East Sandwich Fire substation. Fire headquarters and downtown substation still need to be addressed in the future.
2. **Public Roads / Infrastructure** – Two years of capital outlay expenditure exclusions have been approved for \$1.3 million each year. At least three more years of capital outlay expenditure exclusions are needed to properly address public roads & infrastructure, then at least an additional \$300,000 in needed annually in the DPW operating budget to maintain these roads & infrastructure.
3. **Water Resources Management** – Town's Comprehensive Water Resources Management Plan (CWRMP) will be completed in summer 2017. On-going discussion with Mashpee & Barnstable on Popponesset Bay watershed & corresponding Intermunicipal Agreement. Cape Cod Commission's Regional Section 208 Plan is also on-going. Long-term funding options and opportunities need to be considered moving forward in line with CWRMP recommendations, trying to maximize shared expenses & solutions with private sector, including long-term and on-going coordination efforts with NRG Canal.
4. **Beach Erosion Prevention** – Extensive beach management and restoration permits received for Town Neck Beach necessitating approximately 400,000 cy of sand to make up for century of beach starvation. \$3.0 million dredging and placement of Cape Cod Canal material by Army Corps of Engineers completed in winter of 2015/16 with about 100,000 cy received. Additional 300,000 cy needed for remainder of permitted work. Town received three grants from the State Coastal Zone Management Office and is now seeking relevant permits for Scusset Beach borrow site which could address some of these needs. Army Corps Section 111 analysis underway with expected contract in early 2017 for 18-36 month study. Actual improvements from a successful Section 111 review are 4-5 years away. Additional engineering funds will be needed to permit future work.

Group B – Secondary Priorities:

(Subject to Completion of Feasibility Study of Henry T. Wing School Re-Use – Architectural analysis of HTW completed in 2016 with 3-4 options under

consideration ranging from demolition and removal to attempting to retain portions of building with significant renovation costs required. A debt exclusion will be needed to properly fund any of the options.)

5. **Municipal Offices Consolidation** – Cost derived from HTW architectural review too expensive (>\$70.0 million) to realistically and appropriately refurbish entire school for municipal and school offices. Need for consolidation will continue, but does not appear feasible in the short-term. Future home needed for School Administrative offices and the School for Early Learning, both currently located at the Wing School. Limited municipal space will impact future personnel and staffing needs.
6. **Henry T. Wing School Re-Use** – Architectural analysis of HTW completed in 2016 with 3-4 options under consideration ranging from demolition and removal to attempting to retain portions of building with significant renovation costs required. A debt exclusion will be needed to properly fund any of the options.
7. **School Consolidation (STEM)** – STEM consolidation completed to start the 2014/15 school year with 7th and 8th grades being moved from Wing, Oak Ridge, and Forestdale into Sandwich High School. The following school year – 2015/16 – all Pre-K – 6th grade students were moved from the Wing School into both Oak Ridge and Forestdale with elementary and middle school grades reconfigured accordingly.
8. **Senior / Community Center** – Friends of Council on Aging contracted with architectural firm to update previously building study and design from 12 years ago to update plans and meet current requirements. Debt exclusion needed to properly fund.
9. **Library Facilities** – Decision made to not proceed with debt exclusion to fund large branch library. Significant investments have been made in the last few years on Library HVAC system, parking lot, elevator, exterior envelope, accessibility, septic system, bathrooms, elevator, etc. Additional space is still needed for volume of services and patrons and exploration is currently underway on how to better use existing Children’s space.

Group C – Lowest Priorities:

10. **Recreation Field Development Plan** – Master Plan completed in 2014 for proper field and recreational usage at Sandwich Hollows Golf Club and adjoining

property. Plan recommends a total investment of \$9 million to meet all needs. Implementing all or portions of this Plan can be considered on a case-by-case basis in the future.

11. **Marina Office Building** – Marina office and garage buildings completed in the fall of 2016 using future marina proceeds to pay for the structures.
12. **Pedestrian / Bike Path Improvements** – DPW is constantly improving these opportunities throughout Sandwich as deemed appropriate depending on funding availability and roadway improvement schedule. Service Road pedestrian pathway from Route 130 to Barnstable town line is planned for future with engineering firm hired to complete 100% design and project added to Cape Cod's Transportation Improvement Program. Groundwork for project has been paid for through the National Grid natural gas pipeline project which is still ongoing. Future State funding and any potential grant opportunities are planned to fund this specific project over the next 5 years. Local Bikeway & Pedestrian Committee created with Town staff involvement.

Long Range Plan Discussion Summary 10/13/2016

1. Separate "Ongoing Capital Needs" from "Capital Projects" – differences in financing

Ongoing Capital Needs

- Beach renourishment and erosion prevention (What is next? Funding?)
- Public road infrastructure – Year 3 (capital exclusion)
- Water resource management/Section 208 report and efforts (CWRMP report – June, 2017; talks with Mashpee and Barnstable about Popponesset)

Capital Projects – Priority 1 - ? Funding mechanisms

- Wastewater treatment facility (Coordination with NRG, SEIC involvement?)
- HT Wing re-use (Survey results next meeting)
- Fire administration building
- Senior/Community Center

Capital Projects – Priority 2

- Municipal office consolidation
- Pedestrian/bike path improvements

2. How to deal with municipal and school maintenance.

- Segregation of budget?
- Capital?
- Funding mechanism?

3. "Efficiencies"

- Outdoor building and field maintenance
- IT
- Phones

http://www.capenews.net/questionnaire/article_a7e05549-f825-53e6-8f1b-0445c5a5f8be.html

Questionnaire

Oct 7, 2016

The Sandwich Board of Selectmen is seeking input from residents about disposition of the Wing School when the school department declares it to be surplus.

Practical options that are recommended in the Wing School Reuse Study include the following:

- a) Demolish the entire building and replant the site: \$4,417,000
- b) Demolish all but the 1927 building and replant the site: \$3,819,500
- c) Demolish all but the 1927 auditorium, add restrooms, replant the site \$6,225,000

Please answer the following questions:

1. Of the options presented, which would you choose?

a.

b.

c.

None

2. If you answered "None" and you wish the Town would keep the property, please suggest an alternate plan.

3. Do you believe that it would be appropriate to sell the building?

Yes

No

4. If you answered yes, what type of use(s) would you consider appropriate (circle all that apply)? Please keep in mind that any use other than residential will require a zoning change and/or potential approvals from other regulatory committees.

Housing (apartments/condominium)

Artist open studios

Cultural/historic center

Small startup companies that require office space

Business networking center

Other (please describe)

This questionnaire can be submitted in the drop box at the Sandwich Public Library. Please do not submit this questionnaire more than once.

Tow n Asks Residents To Opine AboutW ing School