

TOWN OF SANDWICH

THE OLDEST TOWN ON CAPE COD

130 MAIN STREET
SANDWICH, MA 02563

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

FAX: 508-833-8045

E-MAIL: selectmen@townofsandwich.net

E-MAIL: townhall@townofsandwich.net



BOARD OF
SELECTMEN

TOWN
MANAGER

BOARD OF SELECTMEN AGENDA March 3, 2016 – 7:00 P.M. Sandwich Town Hall – 130 Main Street

1. Convene Open Session & Pledge of Allegiance
2. Review & Approval of Minutes – 2/25/16
3. Public Forum (*15 Minutes*)
4. Town Manager Report
5. Correspondence / Statements / Announcements / Future Items / Follow-up (*10 Minutes*)
6. Staff Meeting (*60 Minutes*)
 - 7:30 P.M. Continuation of Public Hearing for M.G.L. c.148, §13 License: Storage of Flammables, Combustibles, or Explosives – Cape Cod Biofuels, 14B Jan Sebastian Drivee, Andrew Davison, Owner (**NOTE**: Hearing to be Continued to Future Meeting)
 - Scott Horsley, Horsley Witten Group, Heritage Museums & Gardens – Appeal of Tree Warden Scenic Road Hearing Decision; Tree Warden Justin O'Connor
 - Recreation Director Guy Boucher – Update on Skate Park Insurance Liability Issues, Recreation Committee Recommendation, & FY'17 Capital Budget
7. Old Business (*30 Minutes*)
 - FY'17 Budget Update
 - Update on Meeting with Massachusetts Board of Library Commissioners
 - CWRMP & Section 208 Wastewater Update – 4/7/16
 - Other Matters Not Reasonably Anticipated by the Chairman
8. New Business (*15 Minutes*)
 - Recommended Appointment of Neila Neary to Glass Town Cultural District
 - Draft List of Annual Town Meeting Warrant Articles – 5/2/16
 - Other Matters Not Reasonably Anticipated by the Chairman
9. Public Forum (*15 Minutes*)
10. Closing Remarks
11. Adjournment

NEXT MEETING: Thursday, March 10, 2016, 7:00 P.M., Town Hall

**SANDWICH BOARD OF SELECTMEN
PUBLIC HEARING**

In accordance with M.G.L. Ch. 148 Sec. 13, the Sandwich Board of Selectmen will hold a public hearing on Thursday, February 11, 2016 at 7:15 p.m. at Sandwich Town Hall, 130 Main Street, Sandwich, MA 02563 to consider the application of Cape Cod Biofuels, Inc. for a new license to store flammables, combustibles, or explosives on land, in buildings, or structures located at 14B Jan Sebastian Drive. #27, #041-14B. Anyone wishing to be heard on the subject will be afforded an opportunity at that time.

Frank Pannorfi, Chairman
Sandwich Board of Selectmen

TOWN OF SANDWICH
OLDEST TOWN ON CAPE COD

DEPARTMENT OF PUBLIC WORKS



500 ROUTE 130, SANDWICH, MA 02563

DIRECTOR & TOWN ENGINEER 508.833.8002 ■ FAX 508.833.8011
ASSITANT TOWN ENGINEER 508.833.8000 ■ FAX 508.833.8005
TREE WARDEN 508.833.8003 ■ FAX 508.833.8011
EMAIL dpw@townofsandwich.net

Town of Sandwich
Public Hearing Notice
Tree Warden

In accordance with M.G.L. Chapter 87, Section 3, Public Shade Tree Act, The Tree Warden will hold a public hearing on Tuesday February 23, 2016 at 5:00 pm at the Sandwich Human Services Building located at 270 Quaker Meetinghouse Road, Sandwich, MA, in the downstairs meeting room. The applicant Heritage Plantation of Sandwich, Inc., is looking to transplant (8) Holly bushes, ranging in size from 1.5" to 3" in diameter within the Shawme Road right of way to allow for a new exit from the applicant's property (67 Grove Street) onto Shawme Road. The shrubs will be moved to Town property in the immediate right of way to fill in voids in the existing Holly hedge.

(8) Holly bushes

Justin O'Connor
Tree Warden

Publication: Sandwich Enterprise
Publication Dates: 2/12/16 & 2/19/16

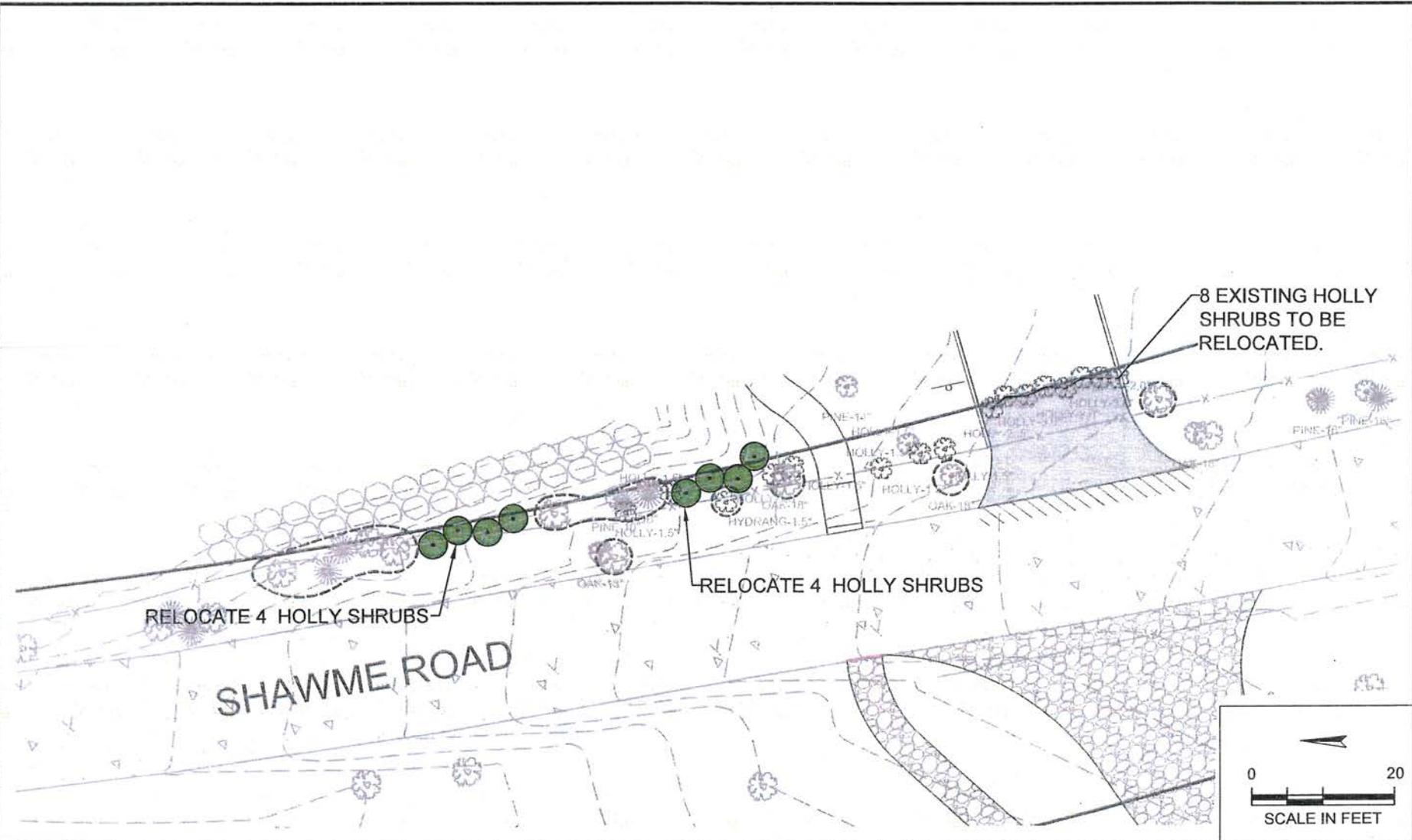
**PART I** ADMINISTRATION OF THE GOVERNMENT**TITLE XIV** PUBLIC WAYS AND WORKS**CHAPTER 87** SHADE TREES**Section 3** Cutting of public shade trees; public hearing; damages to fee owner

Section 3. Except as provided by section five, public shade trees shall not be cut, trimmed or removed, in whole or in part, by any person other than the tree warden or his deputy, even if he be the owner of the fee in the land on which such tree is situated, except upon a permit in writing from said tree warden, nor shall they be cut down or removed by the tree warden or his deputy or other person without a public hearing and said tree warden or his deputy shall cause a notice of the time and place of such hearing thereof, which shall identify the size, type and location of the shade tree or trees to be cut down or removed, to be posted in two or more public places in the town and upon the tree at least seven days before such hearing and published in a newspaper of general circulation in the city or town once in each of two successive weeks, the first publication to be not less than seven days before the day of the hearing or if no such local newspaper exists then in accordance with the provisions of section six of chapter four; provided, however, that when a public hearing must be held under the provisions of this section and under section fifteen C of chapter forty prior to the cutting or removal of a tree, such hearings shall be consolidated into a single public hearing before the tree warden and the planning board, or if there is no planning board, the selectmen of a town or the city council of a city, and notice of such consolidated public hearing shall be given by the tree warden or his deputy as provided herein. Any person injured in his property by the action of the officers in charge of the public shade trees as to the trimming, cutting, removal or retention of any such tree, or as to the amount awarded to him for the same, may recover the damages, if any, which he has sustained, from the town under chapter seventy-nine.

**EXISTING HOLLY SHRUBS
SIZE & LOCATION**

- | | | | |
|------------------|------------------|----------------|----------------|
| ① 2-1/2" Caliper | ③ 3-0" Caliper | ⑤ 2-0" Caliper | ⑦ 3-0" Caliper |
| ② 2-0" Caliper | ④ 1-1/2" Caliper | ⑥ 3-0" Caliper | ⑧ 2-0" Caliper |

last modified: 01/12/16 printed: 01/12/16 by bl H:\Projects\2014114200 Heritage Museums Parking Improvements\Drawings\14200-ST.dwg



Title: **PROPOSED HOLLY SHRUBS
RELOCATION PLAN**

Project: 14200 Sheet: 1 Date: DECEMBER, 2015

Design By: JL Drawn By: PK Checked By: JL

Project: **HERITAGE GARDENS
SANDWICH, MA**

Prepared For:
Heritage Gardens
87 Grove Street
Sandwich, MA 02563
Phone: (508) 888-3300
Fax: —

Design By:
Horsley Witten Group, Inc.
Sustainable Environmental Solutions
www.horsleywitten.com
90 Route 6A
Sandwich, MA 02563
508-833-6600 voice
508-833-3150 fax





PUBLIC SHADE TREE HEARING MINUTES

SEPTEMBER 23, 2016

5:00 PM

Meeting Room

Human Services Building

Present: Justin O'Connor, Tree Warden, Karen Gagneux, Recording Secretary

Mr. O'Connor opened the Public Hearing at 5:00 PM.

Mr. O'Connor stated that the topics discussed would have to be specifically related to the Public Hearing subject matter.

Mr. O'Connor reviewed the topic of the Hearing.

Mr. O'Connor read three letters of concern into the record.

Scot Horsley, Horsley Witten Group, consultant for the applicant, reviewed the application and reviewed the submitted drawing, "Proposed Holly Shrubs Relocation Plan" prepared by Horsley Witten Group, Inc., Sandwich, MA, dated 1/12/16.

Mr. O'Connor asked if there were any questions or comments from the public.

Don Stainbrook, 2 Faunce Mountain Road, questioned the necessity of another driveway at the proposed location.

Erin Sullivan, 7 Jonathan Lane, expressed concern of the shade trees located near the project from disturbance.

Carlo Depersio, 11 Morgan Trail, felt that the driveway permit should be approved before the Holly bushes were moved.

Mr. O'Connor assured Mr. Depersio that there would be a condition that would reflect the driveway approval.

Lisa Cox, attorney for the applicant explained the legal aspects of the project.

Mr. Stainbrook questioned as to whether this application would be under the "Scenic Road" requirements.

Mr. O'Connor explained that the application would not fall under the "Scenic Road" purview.

Ms. Sullivan questioned Mr. O'Connor as to whether the two shade trees in the area would be monitored for protection.

Mr. O'Connor responded to Ms. Sullivan by assuring her that the shade trees would be monitored.

Mr. Stainbrook expressed his dislike of the project and asked when this issue would be on the Selectmen's meeting agenda.

Mr. O'Connor answered Mr. Stainbrook by saying that he believed that the subject would be heard at the March 3rd meeting but it was tentative at this time.

There were no more comments from the public.

Mr. O'Connor adjourned at 5:20 PM.

Respectfully submitted by

Karen Gagneux

Recording Secretary

February 4, 2016

Subject: Objection to a Final Decision for the Transplant of Holly Bushes at Heritage Museum and Gardens at 67 Grove Street.

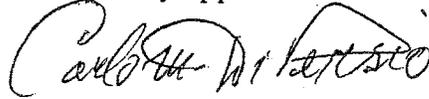
To: the Town of Sandwich, Clerks Office

Dear Mr. Taylor White,

I wish to formally request that the decision to allow Heritage Museum and Gardens to transplant (8) Holly Bushes "to allow for a new exit from the property along Shawme Road" be reviewed for final approval at a Selectmen's Hearing or other appropriate Hearing.

I further request that a "final approval" not be issued until the project, which will be serviced by that act, is formally approved.

Carlo M. DiPersio
11 Morgan Trail
Sandwich, MA 02563



TOWN CLERK
TOWN OF SANDWICH

FEB 05 2016

9 H 10 M A M
RECEIVED & RECORDED

February 17, 2016

BY HAND

Mr. Justin O'Connor
Tree Warden
500 Rte 130
Sandwich, MA 02563

Re: Written objection to request to transplant (8) Holly bushes within the Shawme Road right of way to allow for a new exit from the applicant's property (67 Grove Street) onto Shawme Road.

Dear Mr. O'Connor:

This letter serves as written notification as stipulated under M.G.L. Chapter 87, Section 4 that I hereby object to the request to transplant (8) Holly bushes within the Shawme Road right of way to allow for a new exit from the applicant's property (67 Grove Street) onto Shawme Road.

As M.G.L. Chapter 87, Section 4 states:

Tree wardens shall not cut down or remove or grant a permit for the cutting down or removal of a public shade tree if, at or before a public hearing as provided in the preceding section, objection in writing is made by one or more persons, unless such cutting or removal or permit to cut or remove is approved by the selectmen or by the mayor.

Best regards,



Erin Sullivan
7 Jonathan Lane
Sandwich, MA 02563

TOWN CLERK
TOWN OF SANDWICH

FEB 17 2016

12:43:58 P.M.
RECEIVED & RECORDED

rec'd 2/23/16

February 23, 2016

Mr. Justin O'Connor
Tree Warden
Town of Sandwich
500 Route 130
Sandwich, MA 02563

Dear Sir:

In accordance with MA General Laws, Chapter 87, Shade Trees, Section 4, Cutting down or removing public shade trees, approval of selectmen or mayor, I hereby object to a permit being issued to Heritage Museums & Gardens to remove any trees from Shawme Road, a scenic public road in the town of Sandwich, until approved by the Board of Selectmen.

Section 4: Tree wardens shall not cut down or remove or grant a permit for the cutting down or removal of a public shade tree if, at or before a public hearing as provided in the preceding section, objection in writing is made by one or more person, unless such cutting or removal or permit to cut or remove is approved by the selectmen or by the mayor.

Thank you.



Don J. Stainbrook
2 Faunce Mountain Road
Sandwich, MA 02563

O'Connor, Justin

From: Scarpellini, Maryann
Sent: Tuesday, February 23, 2016 12:52 PM
To: O'Connor, Justin
Subject: FW: Tree Warden

From: Dean Coe [<mailto:deancoe@me.com>]
Sent: Tuesday, February 23, 2016 12:43 PM
To: DPW-E-mail
Cc: Dean Coe
Subject: Tree Warden

Justin: I am in receipt of a Public Hearing Notice for applicant Heritage Plantation of Sandwich, Inc. requesting permission to "transplant 8 Holly bushes within the Shawme Road right of way to allow for a new exit from the applicant's property (67 Grove Street) onto Shawme Rd. I will be out of town but hopeful to be at the public comment part of the meeting. Should I not be able to attend, I request that this e-letter be included in the records.

The wording of the Hearing Notice implies that permission to create a new exit is implicit within the request to transplant the trees. It would appear that the applicant would be justified in assuming the same. Is the applicant, Heritage Plantation of Sandwich, Inc the same as Heritage Museums and Gardens at 67 Grove Street?

Dean Coe

Dean Coe
dean@deancoe.com
508-648-2303

Children's Books: DeanCoeBooks.com
Chesterton Keeps His Town Jumping
Chesterton Saves The Whale
Chesterton's Scary Breakfast
Chesterton's Winter Rescue

AirBnB host:
www.Airbnb/dean/5144652

Kayak Tours - Sandwich Great Marsh 508-648-2303

O'Connor, Justin

From: Dean M Coe <deancoeassociates@comcast.net>
Sent: Tuesday, February 23, 2016 8:50 PM
To: O'Connor, Justin
Subject: Re: your objection

Thanks, Justin. Given the history of inaccurate information from the applicant nothing should be assumed and there is no element of trust left. Thank you for today's meeting. Dean

Sent from my iPhone

On Feb 23, 2016, at 1:37 PM, O'Connor, Justin <joconnor@townofsandwich.net> wrote:

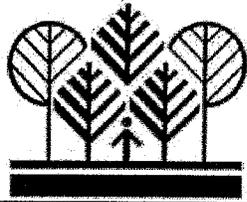
Your objection has been added to the hearing notes. To answer your question, according to Heritage's representative they are one in the same.

Thank you

Justin O'Connor
Tree Warden
Town of Sandwich
MCA 2258, MCLP 1429

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

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**Urban Forest Nursery, Inc.
&
Urban Forestry Services, Inc.**

(O)360-428-5810 (M)360-770-9921 (F)360-428-1822

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Critical Root Zone (CRZ)

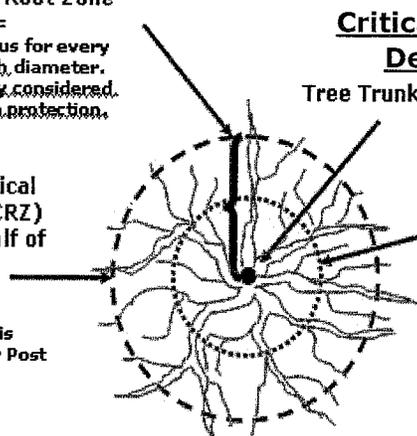
The CRZ of a tree, also called the "tree protection zone", is often defined as an imaginary circle on the ground that corresponds with the "dripline" of the tree. However, the dripline is very irregular and misleading, so the trunk diameter is referred to.

- To determine a CRZ:
- Measure tree diameter 4.5 feet above grade
 - Multiply this diameter by 12 in.

Critical Root Zone (CRZ) = 12" Radius for every Tree inch diameter. Generally considered optimum protection.

Perimeter Critical Root Zone (PCRZ) = the outer half of the CRZ

The greater the disturbance in this area, the greater Post Care is required.



Critical Root Zone Delineation

Interior Critical Root Zone (ICRZ) = the inner half of the CRZ

Protecting only this area would cause significant impact to the tree, potentially life threatening, and would require maximum Post Care Treatment.

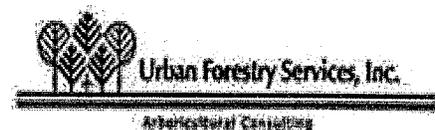
Keep in mind that while this is a generally accepted method for measuring CRZ, root systems will vary in depth and spread based on size of tree, soil quality, water table, species, and other related factors.

The above CRZ drawing also defines the "Perimeter CRZ" (PCRZ) and "Interior CRZ" (ICRZ). Generally, the full PCRZ is considered the optimum amount of root protection for a tree. (The ICRZ is identified as the inner half of the CRZ radius.) As root impact occurs within the PCRZ, greater post care will be required for the tree to remain alive and stable. The absolute maximum disturbance allowed must still leave the ICRZ undisturbed if the tree is to have any chance of survival. If the root impact were this severe, the tree would then need to be treated and maintained as a transplanted tree. In this case, the tree would require extensive post care, including but not limited to; regular irrigation, misting, root treatment with special root hormones, mulching, guying, and monitoring for several years.

www.flickr.com



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Mount Vernon, WA 98273
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(F) 360-428-1822



sales@urbanforestnursery.com

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MEMORANDUM

To: Town of Sandwich, Board of Selectmen
From: Guy Boucher, Sandwich Recreation Director
Date: 18 February 2016
Subject: The Kenneth Benjamin Fleet -Sandwich Skate Park

The Kenneth Benjamin Fleet Skate Park is a 1500 sq. ft. fenced in surface offering different ramps and skateboarding obstacles located behind the CVS/Stop & Shop plaza on Quaker Meetinghouse Rd in Forestdale, Massachusetts. The construction costs of the Sandwich Skate Park was roughly \$70,000.00 with all the funds being raised through donations and was open for use in November of 2000 with a formal dedication in June of 2001.

Within 4 months of the parks dedication issues of vandalism, trash and neglect by the users threatened to close the park. Sixteen years later, these are the same issues the Fleet skate park faces. When the park was donated there was never a plan to fund the maintenance of the park. Furthermore, the years of continued efforts of numerous volunteers and the Recreation Department staff have been unable to affect change.

Over the last 16 years the Sandwich Recreation Department has put forth a considerable amount of time, effort and money to keep the park open and safe:

1. Staff and volunteers have consistently run seasonal clean-ups.
2. Signage has been continually posted, stating park rules and regulations and meeting times only to have them vandalized or removed.
3. In an effort to keep trash and litter down, 55 gallon drum barrels have been placed in the park. These barrels have been emptied, vandalized and used as obstacles within the park, and even burnt out.
4. New unauthorized wood and concrete ramps and obstacles are constantly being constructed and brought into the park. These ramps and obstacles then become a liability to the town as they are not up to any professional standard or code. The

Recreation Department has had to continually remove whatever is not cemented down and must do area checks on a regular basis.

5. Annually repainting the park with the help of volunteers and staff. The Recreation Department also hired a professional company to come in to remove some of the unauthorized structures and repaint the surfaces to the cost of \$600 (2015).
6. In 2007-2009, in an effort to keep vandalism down and non-skaters out of the park at dark, the Recreation Department staff along with a group of volunteers locked the park daily at dusk. This resulted in the fence being cut and the gate destroyed on numerous occasions- costing both the Recreation Department and Facilities Department to make the needed repairs.
7. In 2007, the town of Sandwich closed the skate park per order of Massachusetts Interlocal Insurance Association (MIIA) due to disrepair including: broken glass, trash, cracked surfaces of pavement, and excessive vandalism. During its time of closure the park gates were ripped off and fence cut open.
8. In 2007, the Barnstable County Sheriff's Department was contracted to cleanup and remove all trash from the area.
9. Open Meetings for the skate park has been held in 2007, 2008, 2009 and in 2010 a 501 c3 non-profit committee was formed. The Committee was successful in raising \$3,000, unfortunately due to lack of continued interested the committee has since disbanded.
10. In 2010, improvements were made to the surrounding grounds area to help with the overall aesthetics - including an extensive clean-up involving the removal of scrub trees, old fencing and the spreading of donated loam and grass seed.

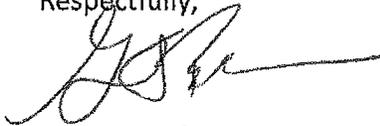
At the start of 2016 we find the Kenneth Benjamin Fleet Skate Park current condition to be dismal. Currently, the skate park is missing a section of fence, there are large cracks in the pavement and in a few of the concrete structures, and several new unauthorized concrete structures have been built by the users, and the overall area is a known by the Sandwich Police for drug use. The town's insurance company MIIA has found that in its current condition, the Fleet Skate Park to be unsafe and that the town of Sandwich is open to increased liability. (See the attached MIIA report) To limit the town's exposure to liability and provide a safe environment for our citizens to participate in their sport of skateboarding: it is estimated to be at least \$20,000.00 to fix the outstanding issues.

On February 3, 2016, the Recreation Committee voted that the park in its current condition should be torn down, any elements in the park that can be saved should be and the Recreation Director should begin looking for new locations to build a better park. As the Recreation Director, I concur with this vote and believe that 16 years of trying to make the park work in its current location have proven that the location is not conducive to a safe and accessible park

area; and that the current management model of self-policing does not work. As a Recreation Professional, this has not been an easy decision for me to make as I truly believe that there is a need for a safe place where people can go to enjoy and practice their sport and that we have had some truly talented young people utilize the park to hone their skills. With that, it is my opinion that if money is going to be spent on a skate park it should not be spent on this park in its current location. Instead, if we truly want to have a park in our town we should find a more suitable site in town that is a well-traveled, well-lit area and highly visible to all. There are several areas in town that could be considered and vetted. At this point I ask that you please consider making a decision on the current park; as all of the efforts of countless volunteers, businesses and town departments have not resulted in the positive outcomes we all wish to see.

I look forward to discussing this issue further with you and the selectmen.

Respectfully,

A handwritten signature in black ink, appearing to read 'Guy J. Boucher', with a long horizontal flourish extending to the right.

Guy J. Boucher

Recreation Director

Town of Sandwich

PROJECTED REVENUES AND EXPENSES - FY'17

REVENUES

<u>FY'17 Tax Levy:</u>		
FY'16 Levy Limit	54,242,318	
2.5% Increase	1,356,058	
Est. New Growth	550,000	
Excess Levy Reserve Est.	0	
Overrides / Exclusions	0	
County Assess. Outside 2.5: CCC	166,918	
Debt Outside 2.5 (- Non-Levy & SBA)	918,091	57,233,385
<u>Other Revenue:</u>		
Land Bank / CPA Debt	1,326,638	
Marina Debt	200,000	
Mass. School Building Authority Funds	1,279,534	
State Aid: Discretionary (-5.00%)	1,902,081	
State Ch. 70 Aid: School (0.00%)	6,740,018	
Est. Local Receipts	4,650,000	
Surplus Revenue / Free Cash	1,763,451	
Overlay Release	100,000	
Transfer from Stabilization Fund	0	<u>17,961,722</u>
Total Estimated Revenues		75,195,107

EXPENSES

<u>ReCap Sheet Items:</u>		
State Assess: Tuition Assess (10.00%)	3,592,317	
State Assess: All Other (3.00%+CCRTA)	587,985	
Abatements / Overlay	400,000	
FY'16 Snow & Ice Deficit	0	4,580,302
<u>Town Meeting Items:</u>		
Group Health Insur.+ Mitig. Plan (5.66%)	9,800,000	
County Retirement Assess. (6.60%)	3,355,082	
Property & Liability Insurance (2.50%)	861,000	
Medicare (6.00%)	636,000	
Unemployment Account	100,000	
OPEB Trust Fund	100,000	
Debt: Long Term	4,170,074	
Debt: Short Term	50,000	
Reserve Fund	500,000	
Capital Budget - Net	686,403	
Transfer to Stabilization Fund	100,000	20,358,559
<u>Operating Budgets:</u>		
School Budget: Local (3.00%)	24,977,500	
Ch. 70 (0.00%)	6,740,018	31,717,518
UCCRVTS Budget (6.62%)		2,184,779
General Gov't. Budget (6.05%)		<u>16,274,032</u>
Total Estimated Expenses		75,115,190

<u>Stabilization Fund Balance:</u>	
Actual Balance on 11/30/15:	1,226,393
Proposed Transfer From/To Stabilization Fund:	100,000
Projected Post ATM Balance:	1,326,393

ESTIMATED FY'17 BUDGET BALANCE **79,917**

FY'17 BUDGET TOTALS

NO.	DEPARTMENT	FY16 APPROP	FY17 SALARY	FY17 OPER	FY17 TOTAL	% CHANGE
114	Moderator	450	450	0	450	0.00%
123	Select./Manager	467,269	418,282	61,350	479,632	2.65%
	Personnel Expen.	244,875	425,000	0	425,000	73.56%
131	Finance Comm.	3,400	2,000	1,400	3,400	0.00%
135	Accounting	226,810	192,088	22,250	214,338	-5.50%
141	Assessing	384,818	362,201	24,925	387,126	0.60%
145	Treasurer	205,882	218,759	-7,950	210,809	2.39%
146	Tax Collector	201,800	140,701	56,900	197,601	-2.08%
147	Tax Title	35,000	0	35,000	35,000	0.00%
151	Legal	300,000	0	300,000	300,000	0.00%
152	Human Resour.	170,163	168,338	8,000	176,338	3.63%
161	Town Clerk	165,677	166,501	5,500	172,001	3.82%
162	Elect. & Regist.	60,750	10,500	59,750	70,250	15.64%
171	Natural Resour.	270,676	247,714	27,100	274,814	1.53%
175	Plan. & Devel.	222,299	196,921	21,125	218,046	-1.91%
190	Facilities Mgmt.	522,455	207,850	322,500	530,350	1.51%
195	Town Reports	11,000	0	11,000	11,000	0.00%
196	Bind Records	6,000	0	6,000	6,000	0.00%
197	Info. Technology	529,329	199,512	337,500	537,012	1.45%
Total 100s		4,028,653	2,956,817	1,292,350	4,249,167	5.47%
210	Police Dept.	4,098,264	4,014,677	318,835	4,333,512	5.74%
220	Fire Dept.	3,211,210	3,784,322	-511,200	3,273,122	1.93%
241	Inspections	265,317	257,163	16,105	273,268	3.00%
244	Sealer of W & M	200	0	200	200	0.00%
291	Emerg. Mgmt.	11,500	3,000	8,500	11,500	0.00%
294	Forest Warden	1,500	0	1,500	1,500	0.00%
297	Bourne Shellfish	4,000	0	4,000	4,000	0.00%
299	Greenhead Fly	2,000	0	2,000	2,000	0.00%
Total 200s		7,593,991	8,059,162	-160,060	7,899,102	4.02%
300	School Dept.	30,915,593	31,715,518	0	31,715,518	2.59%
313	UCCRVTS	2,049,172	2,184,779	0	2,184,779	6.62%
Total 300s		32,964,765	33,900,297	0	33,900,297	2.84%

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

NO.	DEPARTMENT	FY16 APPROP	FY17 SALARY	FY17 OPER	FY17 TOTAL	% CHANGE
410	DPW - Engineer.	188,745	184,567	9,800	194,367	2.98%
420	DPW	1,467,558	970,673	708,025	1,678,698	14.39%
421	Snow & Ice	250,014	100,000	300,000	400,000	59.99%
424	Streetlights	30,000	0	30,000	30,000	0.00%
435	DPW - Sanitation	0	420,417	-420,417	0	#DIV/0!
Total 400s		1,936,317	1,675,657	627,408	2,303,065	18.94%
510	Health Dept.	187,330	181,646	10,125	191,771	2.37%
522	Nursing Dept.	145,742	117,712	29,700	147,412	1.15%
540	Social Services	35,000	0	35,000	35,000	0.00%
541	COA	217,769	219,548	10,500	230,048	5.64%
543	Veterans	45,500	0	50,000	50,000	9.89%
Total 500s		631,341	518,906	135,325	654,231	3.63%
610	Library	944,017	766,196	183,637	949,833	0.62%
630	Recreation	155,787	135,459	26,375	161,834	3.88%
650	DPW - Parks	20,850	0	20,850	20,850	0.00%
671	Hoxie / Grist Mill	20,000	20,000	0	20,000	0.00%
693	Memorial Day	1,200	0	1,200	1,200	0.00%
694	Historic District	13,000	2,000	12,750	14,750	13.46%
Total 600s		1,154,854	923,655	244,812	1,168,467	1.18%
GEN. GOVT. TOTAL (no School)		15,345,156	14,134,197	2,139,835	16,274,032	6.05%
GRAND TOTAL (incl. School)		48,309,921	48,034,494	2,139,835	50,174,329	3.86%

**FY'17 RECOMMENDED GENERAL GOVERNMENT BUDGET
Summary of Significant Budget Changes (+/- \$5,000)**

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

<u>Acct.</u>	<u>Budget - Description</u>	<u>Change</u>
ALL	Back to Usual 52.2 Weeks in Fiscal Year vs. 52.4 Weeks in FY'16	-42,339
123	Manager - Personnel Expenses & Unresolved Union Contracts	180,125
146	Collector - Lockbox for Collection of Taxes & Fees - <u>Net Decrease</u>	6,000
162	Elections & Registrations - Up Year in Normal Cycle	9,500
171	Natural Resources - Boat Enforcement - Loss of Net Waterway \$	-5,000
197	IT - Vehicle Repairs - Price of Hand-Me-Down Police Vehicles	5,000
210	Police - Increase OT to More Realistic Amount	150,000
220	Fire - Increase OT to More Realistic Amount	50,000
220	Fire - Increase Amb. Billing Charges \$14K - <u>Fully Offset Account</u>	-22,000
420	DPW - New Lease/Purchase of Vehicles & Equipment Account	150,000
421	DPW - Snow & Ice - Increase Budget to More Realistic Amount	150,000
630	Recreation - Min. Wage Increase & Porta-Jon Rentals - <u>Fully Offset</u>	20,000

GENERAL GOVERNMENT OPERATING BUDGET NEEDS - Prioritized Summary

<u>Acct.</u>	<u>Budget - Description</u>	<u>Amount</u>
210	Police - More Realistically Fund OT for Minimal Coverage	150,000
220	Fire - More Realistically Fund OT for Minimal Coverage	50,000
421	Snow & Ice - More Realistically Fund to Better Cover Shortfalls	150,000
420	DPW - Establish Lease/Purchase Account in Operating Budget	150,000
190	Public Facilities - Add'l. Maintenance Specialist & Part-Time Clerk	70,000
197	IT - Increase IT Network Support Technician Position to Full-Time	30,000
Multiple	Streamline Town Organizational Structure	350,000
420	DPW - Add'l Road & Infrastructure Maint. Funds Post-Road Bond	300,000
420	DPW - Add'l Parks Staff & Money for HTW School Fields	100,000
171 & 630	DNR & Recreation - Reduce Dependency on Beach Parking Acct.	150,000
		1,500,000

PUBLIC SAFETY 3RD STATION DEBT EXCLUSION & FIRE / EMS STAFFING OVERRIDE

<u>Acct.</u>	<u>Budget - Description</u>	<u>Amount</u>
221	Fire - (8) Fire/EMS Staff for 3rd Ambulance; Tie to Debt Exclusion*	750,000

* **Note:** The hiring of the (8) Fire/EMS staff should be directly tied to any debt exclusion vote to properly fund capital improvements to the East Sandwich Sub-station to accommodate the additional personnel. A grand total of (12) personnel are needed, but (4) Fire/EMS staff were funded in the FY'16 budget.

OVERALL BUDGET ISSUES & CONCERNS

Chronically Underfunded Operating Budget Accounts:

- Police & Fire Department Overtime Budgets Do Not Provide Sufficient Funding to Retain Basic, Standard Shift Coverage
- DPW Snow & Ice Account Funded Well-Below Average Historic Expenditures

Capital Needs:

- Annual Operating Capital Needs Far Exceed Available Funding (ex. = DPW needs alone could justify a \$150,000 lease-purchase line item in operating budget)
- Large-Scale Projects Needing Exclusions to Fund (ex. = Public Safety; Roads & Infrastructure; Wastewater; Beach; HTW School; etc.)
- Existing Municipal Buildings - no place to combine appropriate departments; nowhere to put new staff; lack of modern office features & code issues (ex. = financial departments; Annex; etc.)

Employee-Related Costs & Employee / Debt Requirements:

- Increased Cost of Town & School Employee & Liability Programs (ex. = health insurance; so-called "Cadillac Tax" costs which take effect January 1, 2018 or later; retirement assessment; etc.)
- Increased Time-Demands Overseeing Town & School Employee & Debt Issues (ex. = Affordable Care Act reporting; increased bond scrutiny; etc.)

FY'17 CAPITAL BUDGET SUMMARY

<u>DEPARTMENT</u>	<u>ITEM</u>	<u>COST</u>
PROJECTS >\$10,000		
171 NATURAL RESOURCES	Peter's Pond Security Cameras	\$11,600
190 FACILITIES DEPT.	Repairs to Town Buildings	\$125,000
190 FACILITIES DEPT.	Replace '06 Pickup with Plow	\$28,000
210 POLICE DEPARTMENT	Mobile Radios for Marked & Unmarked Vehicles	\$21,634
220 FIRE DEPARTMENT *	Build Brush Breaker on Donated '90 Chassis	\$150,000
220 FIRE DEPARTMENT	Fire/EMS HazMat & Site Data Software	\$15,000
220 FIRE DEPARTMENT	Upgrade Existing UHF Radio System	\$32,000
220 FIRE DEPARTMENT	Purchase (5) Thermal Imaging Cameras	\$30,950
300 SCHOOL DEPARTMENT	Forestdale School Treatment Facility Upgrade	\$200,000
420 DPW - HIGHWAY *	Replace Dump Truck with Plow	\$160,000
541 COUNCIL ON AGING	HSB Security Cameras	\$12,730
TOTAL > \$10,000 CAPITAL EXPENSES		\$786,914
PROJECTS <\$10,000		
171 NATURAL RESOURCES	Ryder Conservation Security Cameras	\$8,600
171 NATURAL RESOURCES	Regulatory Buoy Replacements	\$4,000
171 NATURAL RESOURCES	(3) AEDs for DNR Vehicles	\$6,000
210 POLICE DEPARTMENT	Patrol Cruiser Rifles & Shotguns	\$8,382
220 FIRE DEPARTMENT	(2) Electric Positive Pressure Ventilation Fans	\$4,310
522 PUBLIC HEALTH NURSE	Vaccine Freezer	\$1,550
522 PUBLIC HEALTH NURSE	Vaccine Refrigerator	\$5,680
TOTAL < \$10,000 CAPITAL EXPENSES		\$38,522
TOTAL FY'17 CAPITAL BUDGET		\$825,436
		* Ambulance Fund Transfer = (\$150,000)
		* DPW Operating Budget Lease/Purchase Account = (\$160,000)
TOTAL OTHER FUNDING SOURCES =		(\$310,000)
NET FY'17 CAPITAL BUDGET		\$515,436

ADDITIONAL FY'17 CAPITAL BUDGET IF FUNDING ALLOWS

<u>DEPARTMENT</u>	<u>ITEM</u>	<u>COST</u>
PROJECTS >\$10,000		
171 NATURAL RESOURCES	Replace Kubota RTV 900 Less Trade-In	\$20,600
190 FACILITIES DEPARTMENT	Library Repairs (ADA Ramp, Doors & Ent., Flat Roof)	\$50,000
190 FACILITIES DEPARTMENT	Towable Debris/Leaf Blower	\$11,600
420 DPW - HIGHWAY	New Stump Grinder	\$35,506
630 RECREATION	Utility Vehicle for Oak Crest Cove	\$13,000
630 RECREATION	Skate Park Repairs & Improvements	\$20,000
TOTAL > \$10,000 CAPITAL EXPENSES		\$150,706
PROJECTS <\$10,000		
190 FACILITIES DEPARTMENT	Gravelly Brushcutter Attachment	\$1,852
190 FACILITIES DEPARTMENT	Gravelly Mower	\$3,051
220 FIRE DEPARTMENT	Rescue Air Cushion to Lift 10 Tons	\$5,858
630 RECREATION	Oak Crest Cove Cabin Equipment	\$9,500
TOTAL < \$10,000 CAPITAL EXPENSES		\$20,261
TOTAL ADDITIONAL FY'17 CAPITAL BUDGET IF FUNDING ALLOWS		\$170,967

GRAND NET TOTAL \$686,403

SUMMARY OF PRIORITIZED LARGE-SCALE CAPITAL PROJECTS

Group A – Top Priorities:

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

Group B – Secondary Priorities:

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

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

Group C – Lowest Priorities:

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

**5-YEAR (FY'12 - FY'16) AVERAGE TAX LEVY INCREASE &
COST CENTERS INCREASING FASTER THAN THAT**

<u>Fiscal Year</u>	<u>Prior FY Levy Limit</u>	<u>2.50% Levy Increase</u>	<u>Actual New Growth</u>	<u>Total Dollar Increase</u>	<u>Total % Levy Limit Increase</u>
FY'12	45,217,924	1,130,448	495,976	1,626,424	3.60%
FY'13	46,844,348	1,171,109	458,553	1,629,662	3.48%
FY'14	48,474,010	1,211,850	615,348	1,827,198	3.77%
FY'15	50,301,208	1,257,530	725,323	1,982,853	3.94%
FY'16	52,284,061	1,307,102	651,155	1,958,257	3.75%

5-Year Annual Average Tax Levy Limit Increase = 3.71%

COST CENTERS INCREASING FASTER THAN 3.71% FROM FY'12 - FY'16

<u>Cost Center Category</u>	<u>Relevant Tab 3 Page</u>	<u>5-Year Annual Ave. \$ Incr.</u>	<u>5-Year Annual Ave. % Incr.</u>
Sending Tuition Assessments	p. 40	490,486	35.91%
BCRA Retirement Assessment	p. 55	147,644	5.53%
UCCRVTS Assessment	p. 52	72,503	4.21%

FOR COMPARISON PURPOSES

<u>Cost Center Category</u>	<u>Relevant Tab 3 Page</u>	<u>5-Year Annual Ave. \$ Incr.</u>	<u>5-Year Annual Ave. % Incr.</u>
General Government Operating Budget	p. 46	221,331	1.54%

FY'16 General Government Operating Budget = 15,345,156
x Recommended FY'17 Increase of 2.80% = 2.80%

Amount 2.80% Increase Equals = 429,664

TOWN OF SANDWICH

THE OLDEST TOWN ON CAPE COD

TOWN CLERK



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

February 18, 2016

Charleen Johnson
5 Sprague Court
Sandwich, Massachusetts 02563

Re: Resignation

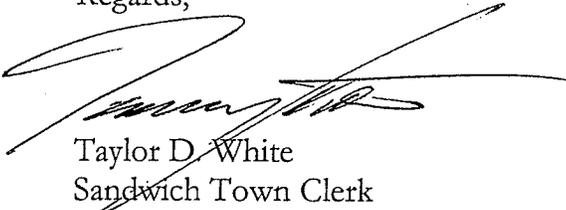
Dear Charleen,

I am writing to inform you that I am in receipt of an official letter of resignation from Glass Town Cultural District Committee member Cynthia Russell, effective February 15, 2016.

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.

This creates a vacancy on the Glass Town Cultural District Committee which may only be filled by the Board of Selectmen. The vacancy is for a term that will expire on June 30, 2016. 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

February 22, 2016

STATION

FEB 22 2016

RECEIVED

Board of Selectmen
Town of Sandwich
130 Main Street
Sandwich, MA 02563

Dear Selectmen:

Neila H. Neary, 12A School Street, Sandwich has submitted a Letter of Interest, indicating her desire to become a member of the Sandwich Glass Town Cultural District Steering Committee as liaison between the GTCD and the Sandwich Arts Alliance, of which she is a member.

The GTCD Steering Committee reviewed and voted on her request and find it beneficial for both groups and thus are in favor of her representation. The vote was taken at our regularly scheduled meeting of February 17.

We are submitting her Letter of Interest herewith for your consideration and appointment as a member of the Steering Committee for the Sandwich Glass Town Cultural District.

If you have any questions, I would be most happy to answer them.

Sincerely,



Charleen L. Johnson
Chair, Glass Town Cultural District

5 Sprague Court
Sandwich, MA 02563
Telephone: 508-833-2962
Email: Charleenjohnson@verizon.net

Enclosure

Charleen Johnson

From: neila neary <neila1212@hotmail.com>
Sent: Thursday, January 28, 2016 10:01 AM
To: charleenjohnson@verizon.net
Cc: joanne westerhouse
Subject: Glasstown Cultural District Board Membership Request

SELECTMEN

FEB 22 2016

RECEIVED

Hello Charleen,

On behalf of the Sandwich Arts Alliance (SAA), I respectfully request the opportunity to serve as the SAA liaison to the Glasstown Cultural District Board of Directors.

I am a resident of Sandwich and have supported the cultural vitality of our town for many years. As the owner of Momo's, I provided a venue where local artists' works were displayed and sold. I am one of the co-founders of First Night Sandwich. I have also served as a board member for the Sandwich Chamber of Commerce.

I look forward to contributing my energies to the continued growth of the Glasstown Cultural District and SAA whose efforts help make Sandwich such a wonderful place to live and play!

Sincerely,

Neila H. Neary
12A School Street
Sandwich, MA 02563

INDEX OF WARRANT ARTICLES

May 2, 2016 Annual Town Meeting

1. Report of Town Officials & Long Range Plan Overview (p. ____)
2. FY'17 Budget (p. ____)
3. FY'17 DPW – Sanitation Division Operating Budget (p. ____)
4. FY'17 Golf Department Operating Budget (p. ____)
5. FY'17 Revolving Fund Appropriation Limits (p. ____)
6. FY'17 Capital Budget (p. ____)
7. Debt Exclusion: _____ (p. ____)
8. Debt Exclusion: _____ (p. ____)
9. Override: _____ (p. ____)
10. School Department Cell Tower Lease Transfer and Appropriation of Funds (p. ____)
11. Transfer to Stabilization Fund (p. ____)
12. Sandwich Promotions Fund Appropriation (p.____)
13. Ch. 90 State Aid to Highways Program (p. ____)
14. Establish Variable Interest Rate for FY'17 Tax Deferral Program (p. ____)
15. Beach Renourishment Account Appropriation (p. ____)
16. CPA Fund Expenditure – Administrative Costs & 10% Allocations (p. ____)
17. CPA Project: Lower Shawme Pond Dam, Grist Mill, & Related Work (p. ____)
18. CPA Project: Clark-Haddad Building Restoration (p. ____)
19. CPA Project: Sandwich High School Athletic Field Parking Lot Improvements (p. ____)
20. CPA Project: _____ (p. ____)
21. CPA Project: _____ (p. ____)
22. Public Road Taking: Aviator's Lane
23. Authorize Selectmen to Grant Easement: Backsis Road to NRG Canal (p. ____)
24. Transfer Care Custody & Control of Henry T. Wing School to Board of Selectmen (p. ____)
25. Town Bylaws: Section _____ - Dune Protection Bylaw (p. ____)
26. Town Bylaws: Section _____ - Animal Control Bylaw (p. ____)
27. Town Bylaws: Section _____ – Public Consumption or Use of Marijuana (p. ____)
28. Town Bylaws: Section _____ - Synthetic Drugs (p. ____)
29. Petition Article : _____
30. Petition Article: _____
31. Elect Officers & Ballot Questions (p. ____)

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