

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 January 7, 2016 – 6:00 P.M. Sandwich Town Hall – 130 Main Street

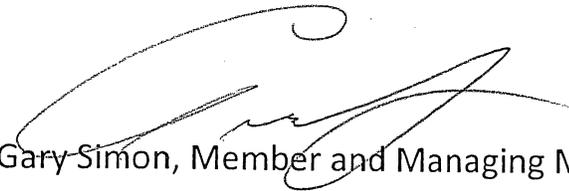
1. 6:00 P.M. Executive Session – M.G.L. c.30A, §21(a)
Purposes #3 & #6: Litigation Strategy & Valuation of Real Property – NRG
Repowering Project & Future Host Community & Tax Valuation
Agreements
Purpose #6: Disposition of Real Property – Deacon Eldred House
2. Pledge of Allegiance
3. Review & Approval of Minutes
4. Public Forum (*15 Minutes*)
5. Town Manager Report
6. Correspondence / Statements / Announcements / Future Items / Follow-up (*10 Minutes*)
7. Staff Meeting (*15 Minutes*)
Liquor License Change of Manager – British Beer Company, 46 Route 6A
Dermot T. Quinn, Proposed Manager
8. Old Business (*45 Minutes*)
Public Safety Planning Update
2015 Long Range Plan Update
FY'17 Budget Update
Other Matters Not Reasonably Anticipated by the Chairman
9. New Business (*15 Minutes*)
Town Neck Beach Management Policy Issues Post-Renourishment Project
Other Matters Not Reasonably Anticipated by the Chairman
10. Public Forum (*15 Minutes*)
11. Closing Remarks
12. Executive Session
(Continued... If Needed)
13. Adjournment

NEXT MEETING: Thursday, January 21, 2016, 7:00 P.M., Town Hall

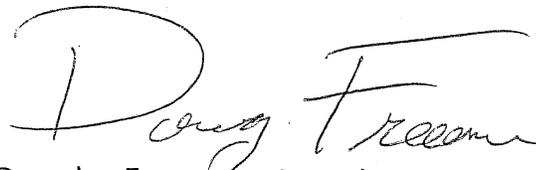


Vote of Sandwich Property, LLC

The undersigned, representing all of the members of the Sandwich Property, LLC and the managing member of the Sandwich Property, LLC hereby vote to and hereby authorize all action in connection with change of manager at the British Beer Company located at 46 Route 6A, Sandwich, Massachusetts from Michael Walsh to Dermot T. Quinn and the undersigned hereby authorize all other action in connection therewith.



Gary Simon, Member and Managing Member

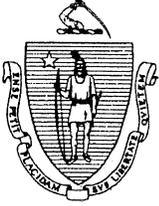


Douglas Freeman, Member



Michael Fallman, Member

Date 11/23/15



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

PETITION FOR CHANGE OF LICENSE

107400014

ABCC License Number

Sandwich

City/Town

The licensee respectfully petitions the Licensing Authorities to approve the following transactions:

- Change of Manager
- Pledge of License/Stock
- Change of Corporate Name/DBA
- Change of License Type (\$12 ONLY, e.g. "club" to "restaurant")
- Alteration of Premises
- Cordial & Liqueurs
- Change of Location

Change of Manager

Last-Approved Manager:

Requested New Manager:

Pledge of License /Stock

Loan Principal Amount: \$

Interest Rate:

Payment Term:

Lender:

Change of Corporate Name/DBA

Last-Approved Corporate Name/DBA:

Requested New Corporate Name/DBA:

Change of License Type

Last-Approved License Type:

Requested New License Type:

Alteration of Premises: (must fill out attached financial information form)

Description of Alteration:

Change of Location: (must fill out attached financial information form)

Last-Approved Location:

Requested New Location:

Signature of Licensee

Date Signed

(If a Corporation/LLC, by its authorized representative)

Sandwich Public Safety Planning

Board of Selectmen Presentation

November 5, 2015

Primary Public Safety Problems

1. Poor Fire/EMS Response Times to Sections of South Sandwich & East Sandwich Due to Current Building Locations & Staffing Levels
2. Fire/EMS & Police Buildings Do Not Meet Current Building Codes or Modern Public Safety Operations, Standards, & Functionality
3. Addressing Needs This Large Will Require Debt Exclusion for Capital Expense & Override for Staffing Expense
4. Public Safety Utilization Continues to Increase Significantly

Approximate \$15 Million Project

Options:

1. One (1) New Fire/EMS Substations at QMH/Cotuit Rd. Site (Est. \$4.5 Million) & Minimal Improvements to East Sandwich (Est. \$0.6 Million) with Scaled-Down Police Station with EOC at Headquarters Site (Est. \$10.6 Million)
 - Does Not Include Override Cost for 8 Fire/EMS Staff
 - Does Not Move Fire Administration to QMH/Cotuit Rd. Site (i.e., No New Fire Headquarters)
 - Temporary East Sandwich Solution

Dunham, George

From: Lapp, Doug
Sent: Thursday, November 12, 2015 11:00 AM
To: Todd Costa
Cc: Dunham, George
Subject: Public Safety - Next Steps

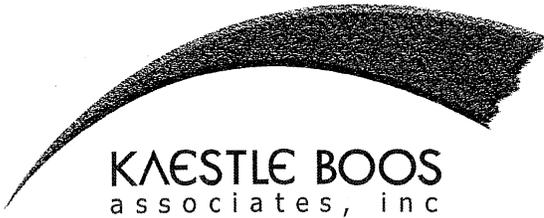
Hi Todd. We wanted to follow with you about the next steps for our public safety project now that we have some direction with our approx. \$15M option. Here are a few questions for you:

1. Can you give us a cost estimate for KBA's fee to do the work necessary for us to present the project at Town Meeting? I'm thinking the work could include the following, but we're definitely open to other suggestions you may have as well:
 - a. More detailed cost estimate
 - b. Updated schematic drawings (not 100% design, and not construction documents)
 - c. Updated website: <http://sandwichpublicsafety.com/>
 - d. Two renderings (one for Police HQ and one for new Fire substation at QMR & Cotuit Rds). I don't think we need a rendering for the temp improvements for the Fire substation in East Sandwich.
2. Can you let us know if your rough cost estimates used to date (i.e., \$15M) includes the site work/clearing/pavement that will be required at the corner of Quaker Meetinghouse and Cotuit Rds? I'm assuming it does, as site work is just one component of total construction costs, but the question has come up so we wanted to confirm that.
3. When do you think you'll have an updated, more detailed cost estimate for this option? Do you need to meet with the two chiefs to nail some things down first, or do you already have enough info to get that started?
4. When do you think we need to meet next as a group? I was assuming you'd want to do some more work first, then we'd meet as a group to review it.... But, maybe you want to meet first?

Let me know what you think.

Thank you!!

- Doug



January 04, 2016

George H. Dunham,
Town Manager
Town of Sandwich, MA
130 Main Street
Sandwich, MA 02563

Re: Sandwich Public Safety Facility Study Amendment #6

Dear Mr. Dunham,

In response to your request, Kaestle Boos Associates (KBA) is pleased to propose a lump sum design services fee amendment to further the development of the three conceptual Sandwich Public Safety Buildings; the Police Department Headquarters, Fire Substation and a Dormitory Addition to the existing Fire Substation.

KBA understands that the purpose of the desired development is to bring the plans and elevations to a Schematic Design level where we will be able to produce an accurate cost estimate and provide greater understanding of the proposed design to the community during the public outreach process.

Scope of Additional Services

1. Site Exploration
 - a. KBA will retain a Geotechnical Engineer to conduct subsurface exploration at both the East Sandwich site and the Headquarters site (Quaker Meeting House Road and Cotuit Road) using a combination of borings and test pits to determine soil classifications at both sites.
 - b. The Geotechnical Engineer will assemble all findings into a report for each site and provide recommendations for soil bearing capacities as well as foundation system to be included in the design.
2. Schematic Design
 - a. KBA will develop colored site & floor plans, and colored elevations to the Schematic Design level of the Police Headquarters, Fire Sub-Station located at Quaker Meeting House Road and Cotuit road and the addition of dormitories at the east sandwich sub-stations based on the discussion and review of the Departments and Committee. The finalized floor plans will then be further developed into a full S.D. package including structural and mechanical, electrical, plumbing and fire protection narratives and issued to a cost estimate firm for detailed construction cost estimate. KBA will then develop an Opinion of Probable Project Cost based on this estimate.
3. General Marketing Support
 - a. KBA will attend two (2) marketing prep meetings, 2 public informational meetings, 1 Board of Selectman meeting and one (1) Town Meeting to assist the town in the marketing effort for the project.
 - b. KBA will update the Sandwich Public Safety web site (www.sandwichpublicsafety.com) with the current project information & designs as well as continue to administer any updates, and notifications desired by the Building Committee.

325 Foxborough Boulevard, Suite 100, Foxborough, MA 02035
Phone: 508-549-9906 ▲ Fax: 508-549-9907

Additional office located in Connecticut

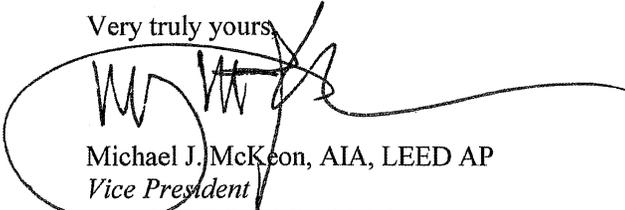
Email: kba@kba-architects.com ▲ Web: www.kba-architects.com

4. Cost Estimate

- a. As above noted, KBA will retain an independent cost consultant to produce three Schematic Design level Construction Cost Estimates based on the floor plans, elevation design, and structural and mechanical, electrical, plumbing, & fire protection narratives. The estimate will be based on the anticipated market value at the proposed time for start of construction.

KBA proposes a lump sum fee of **Ninety-Seven Thousand Dollars (\$97,000)** to be invoiced monthly based on progress.

Very truly yours,



Michael J. McKeon, AIA, LEED AP
Vice President

KAESTLE BOOS ASSOCIATES, INC.
MJM:nml

George Dunham
Town Manager
Town of Sandwich, MA

LONG RANGE PLAN – BOARD OF SELECTMEN 2015 UPDATE

MISSION STATEMENT

The government of the Town of Sandwich will provide the public with the highest, most efficient and effective level of service with the resources available in a manner that exemplifies honesty, integrity and a commitment to public service while honoring our rich history, protecting our environment and responsibly planning for our future.

SUMMARY OF LONG RANGE PLAN

The purpose of the Long Range Plan (LRP) is to annually project the future needs of the Town and identify the primary issues and projects on which the Town will focus, and to report this to Town Meeting (Section 4.2.5(i) of Town Charter). The vision that forms the basis for the LRP is articulated in detail in the Local Comprehensive Plan (LCP) approved by Town Meeting in May 2009. The document below is long range in the sense that it takes us further than just one budget cycle. It is meant to define the next few steps of the journey to the vision set forth in the LCP and the other planning documents identified in the Attachments below. The Board of Selectmen and Town Meeting have already initiated many of these efforts, with progress continuing to be made on many fronts. Several of the items found in the Action Plan will also be voted on at the May 4, 2015 Annual Town Meeting and are addressed in the recommended FY'16 budget.

INTRODUCTION

Guiding principles followed in developing the LRP include:

- Adequate staffing takes precedence over new buildings
- Realistic limitations of a large population & small tax base need to be considered
- Proposition 2.5 funding limitations need to guide wage / compensation packages
- Funding sources & tax impacts of proposed actions will be identified during the planning phase

ACTION PLAN

(* = proposed action item leader)

1. Improved Delivery of Existing Services

a. Complete consolidation & unification of financial systems with School & Town – School Director of Finance & Business Operations*, Information Technology Director*, Finance Director*, Town Treasurer / Collector, Director of Assessing, School Information Technology Staff

i. Assessing Department implements new software program – July 2015

b. Outline & prioritize General Government staffing & reorganization implementation plan – 2015 & Beyond – Board of Selectmen & Town Manager*

i. Continue to assess effectiveness of delivery of services when vacancies occur & make appropriate organizational changes when prudent

ii. Prioritize positions not requiring override or substantial reallocation of funds to implement

iii. Prioritize positions requiring override or substantial reallocation of funds to implement

iv. Present & fund reorganization plan to address organizational chart deficiencies

v. Identify & fund chronically underfunded operating budget accounts to more closely match expenses

c. Continued review of Pay-As-You-Throw Program – 2015 & Beyond – Director of Public Works*

i. Eliminate tax subsidized operation to a full fee for service operations and recommend fees changes, when appropriate – May 2015 & Beyond

ii. Work with Upper Cape towns to set actual closing date and any future use of Upper Cape Regional Transfer Station on Joint Base Cape Cod – 2015 & Beyond

d. Continue progress on recreational facilities & Sandwich Hollows Recreation Master Plan – 2015 & Beyond – Town Manager's Office*, Recreation Director, Golf Director

e. Continue prioritization of Tax Title Redemption & Foreclosure Process – Board of Selectmen, Town Treasurer/Collector*

f. Continue Substance Abuse Prevention Committee efforts & focus on regional grant request to federal Drug Free Community program – 2015 – Substance Abuse Prevention Committee*, Barnstable County, Board of Selectmen, School Committee, Public Health Nurse

g. Continue to support the implementation of STEM Program – 2015 & Beyond – School Committee*, Superintendent of Schools

h. Implement relevant recommendations from Beach Management Plan – 2015 & Beyond – Recreation Director*, Natural Resources Director, Director of Public Works, Public Facilities Director

i. Appropriate funding for recommended capital improvements – May 2015 & Beyond

ii. Initiate maintenance plan for beach parking lots & cleanliness of beach areas with implementation contingent upon proper funding – 2015 & Beyond

2. Capital Asset Management

a. Refocus public safety planning efforts – 2015 – Board of Selectmen*, Public Safety Planning Group, Consultants

i. Conduct public process on chosen alternative(s) - including website outreach, public feedback, public outreach & listening meetings, etc. – 2015

ii. Present public safety building infrastructure & personnel plan supported by Board of Selectmen to future Town Meeting(s) – Fall 2015

iii. Successfully implement public safety civilian dispatch locally – FY'16

iv. Continue to participate in ongoing discussion about regional efforts for joint 911 dispatch services for Barnstable County – 2015 & Beyond – Board of Selectmen, Town Manager, Chief of Police, Fire Chief

b. Public roads and public infrastructure improvements – 2015 & Beyond – Board of Selectmen, Director of Public Works

i. Determine recommended capital funding alternative(s) & present to Town Meeting & voters – 2015 & Beyond

ii. Lobby Governor & State House for additional Ch. 90 appropriations & more timely release of approved Ch. 90 funds – 2015 & Beyond

iii. Provide sufficient additional funding to DPW Budget to maintain roads & infrastructure at higher standard

iv. Implement private road taking process for action at 2015 & future Annual Town Meetings

c. Evaluate the developing School District Master Plan & adopt School Committee recommendation(s) – 2015 & Beyond – School Committee*

- i. Assist School Committee in implementing recommended actions from School District Master Plan – May 2015 & Beyond – School Committee, Board of Selectmen
 - ii. Support the decommissioning of the Henry T. Wing School for school purposes; School Department continued oversight of Wing School until any municipal services are relocated to the Wing School
 - iii. Continue professional re-living analysis of the Henry T. Wing School with associated public outreach & input– 2015 & Beyond – Board of Selectmen, Capital Improvement Planning Committee, Consultants
 - iv. Present recommended decision & associated funding to future Town Meeting – 2015 & Beyond
- d. Follow-up on Long Range Capital Plan (LRCP) & recommendations presented to Board of Selectmen – 2015 & Beyond – Board of Selectmen*, School Committee, Finance Committee, Capital Improvement Planning Committee
- i. Consider warrant article(s) to fund relevant portions of the LRCP – 2015 & Beyond
 - iv. Review LRCP for future changes and updates – 2015 & Beyond – Town Manager*, CIPC
- e. Revisit future of Clark-Haddad Building & Deacon Eldred House with Consultant report & input to determine course of action for these properties – Board of Selectmen, Capital Improvement Planning Committee, Community Preservation Committee, Consultants – 2015 & Beyond
- i. Seek appropriate funding when recommended course(s) of action determined – 2015 & Beyond

3. Economic Development (Commercial Tax Base Growth & Job Creation)

- a. Continue to achieve Comprehensive Water Resources Management Plan (CWRMP) milestones – per wastewater consultant’s schedule – 2015 & Beyond – Health Director*, Water Quality Advisory Committee, Wastewater Consultant
- i. Proceed with recommendations of Interim Solutions plan and implement appropriate action items, where possible – 2015 & Beyond
 - ii. Actively participate in Barnstable County Section 208 planning efforts & implement watershed recommendations where possible, while representing the interests of the Town of Sandwich
 - iii. Educate public on Federal and State Section 208 requirements and consequences of inaction – 2015 & Beyond
 - iv. Work with relevant private developers in meeting local CWRMP goals & regional Section 208 requirements

- b. Continue to assist successful South Sandwich Village Center (SSVC) developer in permitting efforts & any potential zoning changes – 2015 & Beyond
- c. Continue to foster positive working relations with NRG ownership of Canal Station power plant and assist NRG with any potential development / redevelopment and related infrastructure efforts – May 2015 & Beyond – Town Manager*, Director of Assessing, Town Planner, Town Meeting
- d. Continue to focus on economic development efforts – 2015 & Beyond – Board of Selectmen, Town Manager’s Office, Planning & Economic Development Director*, Director of Assessing, Sandwich Economic Initiative Corporation
 - i. Continue on-going RESET efforts with Cape Cod Commission (CCC) – 2015 & Beyond – Town Manger’s Office, Appropriate Town Staff
 - 1. Town land in SSVC – RFP
 - 2. Private land in SSVC – CCC permitting efforts
 - 3. Sandwich Industrial Park – Ch. H relevance, thresholds & locations
 - 4. South Shore YMCA Property – open space & wastewater credits
 - ii. Continue MassDevelopment master planning effort for Town Marina and adjoining property– 2015 & Beyond
- e. Implement appropriate Town staffing to further assist economic development efforts & review success of staffing to implement economic development goals; adjust as deemed appropriate – 2015 & Beyond
- f. Continue to explore infrastructure improvement efforts for enhanced economic development, considering all of the legal options available on a local, regional, state, and federal basis – 2015 & Beyond

4. Preserve and Protect Historic Character and Natural Resources

- a. Continue extensive efforts to address beach erosion issues & lobby county, state, federal officials accordingly – 2015 & Beyond – Board of Selectmen, Town Manager, Natural Resources Director*, Woods Hole Group
 - i. Continue active participation with Army Corps of Engineers on Section 111 & Section 204 studies, various permitting & funding efforts – 2015 & Beyond
 - ii. Lobby state & federal officials for access to future sources of sand & proceed with Coastal Zone Management grant to permit nearshore sediment borrow source for future renourishment efforts – 2015 & Beyond
 - iii. Work with federal and state delegation to secure funding for completion of Beach Renourishment Project, including funding of Hurricane Sandy & Tropical Storm Nemo

FEMA requests, release of State Environmental Bond Bill funds, and coastal resiliency grant efforts – 2015 & Beyond

iv. Work with federal and state delegation to secure funding for future completion of Old Harbor Inlet Stabilization Project – 2015 & Beyond

b. Warrant articles for Community Preservation Committee recommendations with Selectmen pre-authorization prior to submission of Town-related & owned requests, particularly with limited funding available – 2015 & Beyond – Board of Selectmen*, Community Preservation Committee

c. Meet with Sandwich Housing Authority to discuss progress on George Fernandes Way expansion project & ways to address Sandwich Affordable Housing Plan; continue joint efforts with Habitat for Humanity to construct home(s) in Sandwich, – Summer 2015 & Beyond – Board of Selectmen, Sandwich Housing Authority*

d. Continue to review open space purchase priority list, particularly if large, desirable parcels become available – 2015 & Beyond – Board of Selectmen, Natural Resources Director*, Conservation Commission, Community Preservation Committee

ATTACHMENTS

Many of the action items and concepts expressed above are also addressed with much more specificity in numerous documents like the Local Comprehensive Plan, our annual multi-year financial projections, and various planning documents covering specific issue areas. A listing of all these documents – and the documents themselves – can be found on the Town's website (www.sandwichmass.org) or viewed at the Office of the Board of Selectmen & Town Manager, Town Hall, 130 Main Street, Sandwich, MA 02563.

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	500,000	
Excess Levy Reserve Est.	0	
Overrides / Exclusions	0	
County Assess. Outside 2.5: CCC	166,918	
Debt Outside 2.5 (- Non-Levy & SBA)	971,991	57,237,285
<u>Other Revenue:</u>		
Land Bank / CPA Debt	1,453,638	
Marina Debt	210,000	
Mass. School Building Authority Funds	1,279,534	
State Aid: Discretionary (-7.50%)	1,852,026	
State Ch. 70 Aid: School (0.00%)	6,740,018	
Est. Local Receipts (Includes Meals Tax)	4,400,000	
Surplus Revenue / Free Cash	1,763,451	
Overlay Release	100,000	
Transfer from Stabilization Fund	0	<u>17,798,667</u>
Total Estimated Revenues		75,035,952

EXPENSES

<u>ReCap Sheet Items:</u>		
State Assess: Tuition Assess (10.00%)	3,592,317	
State Assess: All Other (3.00%+CCRTA)	602,985	
Abatements / Overlay	400,000	
FY'16 Snow & Ice Deficit	150,000	4,745,302
<u>Town Meeting Items:</u>		
Group Health Insur.+ Mitig. Plan (7.50%)	9,970,625	
County Retirement Assess. (6.60%)	<u>3,355,082</u>	
Property & Liability Insurance (2.50%)	861,000	
Medicare (6.00%)	636,000	
Unemployment Account	100,000	
OPEB Trust Fund	<u>75,000</u>	
Debt: Long Term	4,360,974	
Debt: Short Term	50,000	
Reserve Fund	500,000	
Capital Budget - Net	500,000	
Transfer to Stabilization Fund	<u>25,000</u>	20,433,681
<u>Operating Budgets:</u>		
School Budget: Local (3.00%)	24,977,500	
Ch. 70 (0.00%)	6,740,018	31,717,518
UCCRVTS Budget (7.50%)		2,202,860
General Gov't. Budget (3.00%)		<u>15,805,511</u>
Total Estimated Expenses		74,904,872

<u>Stabilization Fund Balance:</u>	
Actual Balance on 11/30/15:	1,226,393
Proposed Transfer From/To Stabilization Fund:	<u>25,000</u>
Projected Post ATM Balance:	1,251,393

ESTIMATED FY'17 BUDGET BALANCE 131,080

**FINANCE COMMITTEE MEETING SCHEDULE
WINTER 2016**

TENTATIVE AGENDA TOPICS

January 5 UCCRVTs; Health Department; DNR
January 12 Inspector of Buildings; Planning & Development
January 19 Town Clerk; Nursing; Council on Aging;
January 26 Finance Director; Assessing; Treasurer/Collector; Human
Resources

February 2 Town Manager FY'17 Budget Presentation
February 9 School Department FY'17 Budget Presentation
February 16 No Meeting – School Vacation Week
February 23 Police; Fire

March 1 DPW & Engineering; Library
March 8 Public Facilities; IT; Recreation
March 15 Marina; Golf; UCCRVTs FY'17 Budget Presentation
March 22 Make-Up Date
March 29 Vote Final FY'17 Budget

April 5 Vote Final FY'17 Budget
April 12
April 19 No Meeting – School Vacation Week
April 26

May 2 Annual Town Meeting



MEMORANDUM

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

Background

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

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

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

Recommendation No. 1 - DPW Laborers

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

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

- Snake Pond Beach
- Snake Pond Beach parking lot

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

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

Recommendation No. 2 - Snake Pond Security

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

Recommendation No. 3 - Beach Fire Regulations

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

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

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

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

Recommendation No. 4 - Automatic Ticket Machines

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

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

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

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

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

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

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

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

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

Recommendation No. 7 – Lifeguards at Town Neck Beach

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

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

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

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

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

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

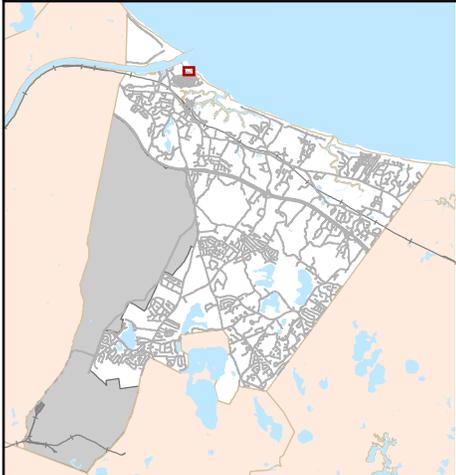
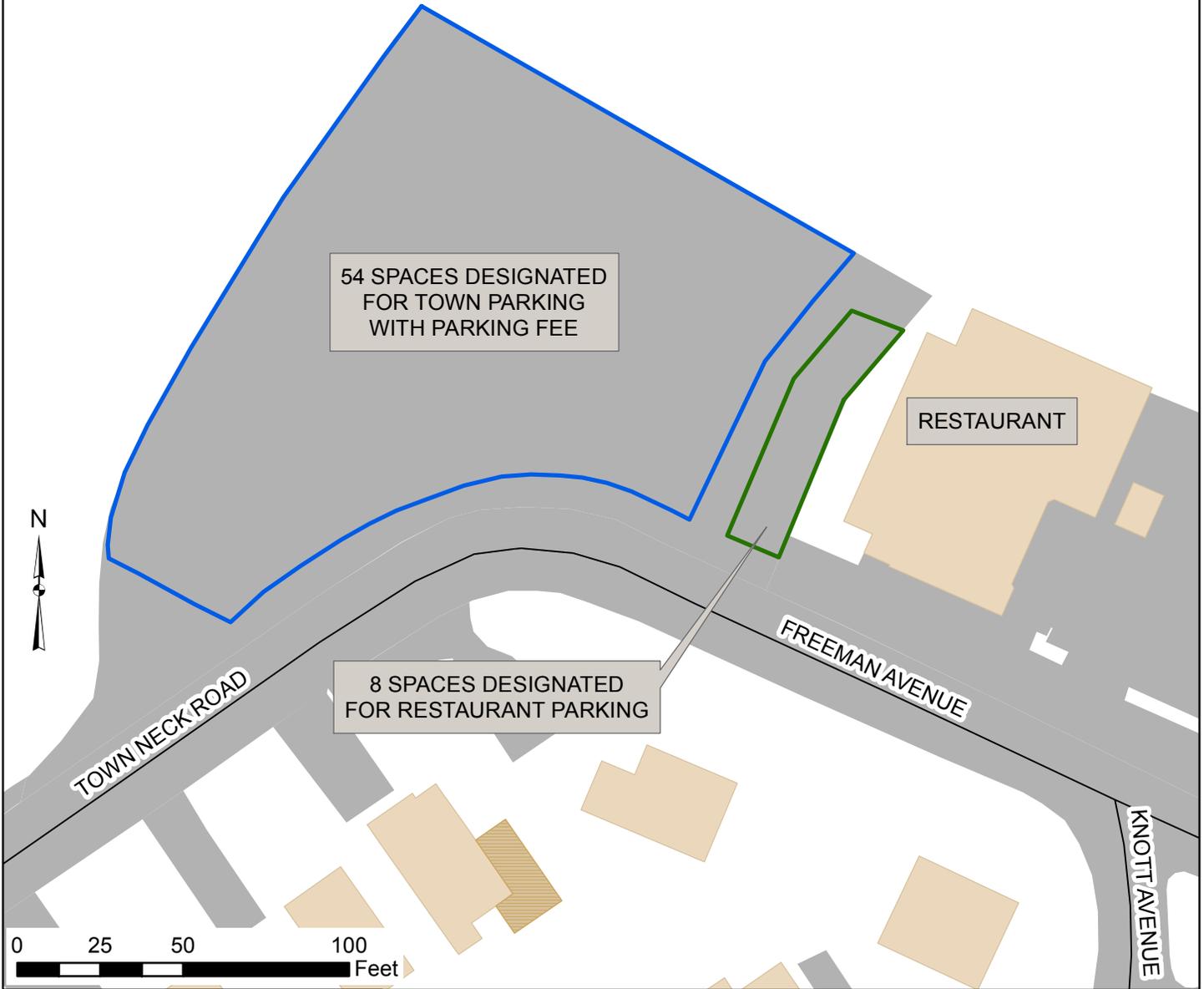
Summary

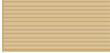
We understand that some of these recommendations involve significant changes for the public (e.g., changes to locations for beach fires), and that others involve significant additional expenses that are not able to be funded within existing budgets (e.g., lifeguards at Town Neck Beach). However, we believe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

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

TOWN NECK BEACH - WEST / RESTAURANT PARKING LOT

RECOMMENDATION NO. 4 AUTOMATIC TICKET MACHINE



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



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