

# 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](mailto:selectmen@townofsandwich.net)

E-MAIL: [townhall@townofsandwich.net](mailto:townhall@townofsandwich.net)



BOARD OF  
SELECTMEN

TOWN  
MANAGER

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

1. Convene Open Session in Auditorium & Pledge of Allegiance
2. Review & Approval of Minutes – 3/24/16
3. Public Forum (*15 Minutes*)
4. Town Manager Report
5. Correspondence / Statements / Announcements / Future Items / Follow-up (*10 Minutes*)
6. Staff Meeting (*60 Minutes*)
  - 7:15 P.M. Public Hearing: Intent to Layout Aviators Lane as a Public Way per M.G.L. c.82, §21 – Assistant Town Engineer Sam Jensen
  
  - 7:20 P.M. Livery License Request – Robert Fleckles, 90 Quaker Meetinghouse Road
  
  - Health Director Dave Mason & Ed Leonard of Wright-Pierce – Update on Town's Comprehensive Water Resources Management Plan (CWRMP) & Barnstable County Section 208 Plan; Other Wastewater Matters
7. Old Business (*60 Minutes*)
  - FY'17 Budget Update
  - Overview of Annual Town Meeting Warrant – 5/2/16
  - Public Safety Planning Public Outreach & Cost Estimates
  - Other Matters Not Reasonably Anticipated by the Chairman
8. New Business (*5 Minutes*)
  - Other Matters Not Reasonably Anticipated by the Chairman
9. Public Forum (*15 Minutes*)
10. Closing Remarks
11. Adjournment

**NEXT MEETING:** Thursday, April 14, 2016, 7:00 P.M., Town Hall

**MINUTES BOARD OF SELECTMEN MARCH 24, 2016**  
**130 Main Street, Sandwich, MA 02563**  
**7:00 p.m.**

PRESENT FOR THE BOARD OF SELECTMEN: Frank Pannorfi, Susan James, Ralph Vitacco, Patrick Ellis, Peter Beauchemin

Town Manager George Dunham, Assistant Town Manager Douglas Lapp, Dr. Canfield, Paul Gately, Nancy and Daryl Crossman, Jim Pierce, Dave Sampson, Andrew Sivco, Maeve Connolly, Colleen Gorham

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**PLEDGE OF ALLEGIANCE**

**REVIEW AND APPROVAL OF MINUTES**

No minutes were presented for approval.

**PUBLIC FORUM**

Andrew Sivco, Maeve Connolly, Colleen Gorham from the Sandwich High School theatre group were in to invite the Selectmen and give the Board tickets to their upcoming show "Into the Woods" to be held April 1, 2, 3, 8 and 9<sup>th</sup> at the High School. The Board thanked them.

**TOWN MANAGER'S REPORT**

1. Upcoming meetings: CIPC meets the 28<sup>th</sup>, 4:30 p.m. at Town Hall; Tuesday, 29<sup>th</sup> Finance Committee at Town Hall; and next Thursday, 31<sup>st</sup> Selectmen's Meeting.
2. The Town received approval from the State for the Community Compact Application for financial policies and IT Initiatives. The Lt. Governor will be down soon for a ceremony to sign the Compact with the Board Chair. The Four Upper Cape Town Managers are still seeing if they can submit a regional application to the same entity for something out at the Base. If they were to choose one three things it would be wastewater.
3. The re-grading at Town Neck beach is complete. Work will begin immediately on the walkovers. We did get confirmation that Natural Heritage has granted us through the end of April to complete the work with the restriction that work will stop if the birds arrive.
4. The Town is trying one more appeal on the reimbursement for Sandy and Nemo. There are millions of dollars involved. FEMA said they could not interpret some of our backup information on meets and bounds. Kirk Bosma hopes with all the work the Town did recently with Great Lakes Strategy it should help our appeal case.

**CORRESPONDENCE/STATEMENTS/ANNOUNCEMENTS**

1. Mrs. James asked about Kaethe McGuire's suggestion on one of the warrant articles. Mr. Dunham did change the wording although it didn't affect the article.

2. Mr. Vitacco said he and Mrs. James attended the Substance Abuse Forum on Monday evening. He said it was a tremendous program and extended his thanks and appreciation to those who put it together, the Substance Abuse Committee, Waves for Hope, and Linell Grundman. As we get to the Long Range Plan, Mr. Vitacco would like Chief Wack and the Substance Abuse Committee (SSAC) to come into a Board meeting to discuss the new bylaws and the role of the SSAC.
3. Mr. Ellis attended the Metro Planning Organization meeting. There are two potential projects that they may be able to jump onto a funding source. 1) Putting a barrier down scenic highway between the two bridges and the 2) our bike path on the Service Road. The Town will need to reach out to legislators if this comes about. Mr. Ellis briefly explained what the Metro Planning Organization is. Mr. Vitacco asked if there has been any more discussion on the re-numbering of Route 6 exits. Mr. Ellis said they have pulled back on that idea...our reps have made a strong point to rethink this.
4. Mr. Pannorfi reminded the Board of the April 7 presentation on wastewater and the April 14 presentation on the public safety proposal.

#### STAFF MEETING

##### *Nancy Crossman – Chapter 70 Funding Resolution*

In the Board's packet is information on a Chapter 70 funding Resolution. There is a coalition advocating for full funding. Mrs. Crossman said it has been interesting hearing how other school districts are impacted by the funding process. Each district has its own challenges but it is loud and clear that Chapter 70 is underfunded. The Board was glad to see this happening and thanked Mrs. Crossman for bringing it forward. **Mrs. James moved to support the Resolution calling for full funding of the Foundation Budget Review Committee's Recommendations. Mr. Vitacco seconded. Unanimous.**

#### OLD BUSINESS

1. Mr. Dunham reviewed the FY budget updates and Town Meeting Warrant articles. The Board discussed funding the road bond and the article to take over the Wing School, including the future use. Currently there are groups using the building and the users will have to be notified of the Town's intent to close the building because of its condition. Mr. Ellis noted the Board needs to work on the presentation on the public safety proposal and funding, such as when the buildings and additional firefighters will affect the tax rate. Mr. Vitacco noted that other debts will be reduced or retired while we implement the five-year plan to address the roads. The Board would like a spreadsheet with the major projects fall-off and backfilling.
2. **Mrs. James moved to accept the warrant as presented barring any changes between now and Town Meeting. Mr. Vitacco seconded.** Mr. Beauchemin felt the Board should hold off on the public safety plan because we don't have all the figures. Mr. Vitacco said the Board voted to put it on the warrant and will flesh out how much it is going to cost and the plan details as we move forward. He didn't think the Board should waiver on their commitment made last week. **Motion: Mr. Beauchemin – No. Mr. Ellis, Mr. Vitacco, Mrs. James, Mr. Pannorfi so moved. Motion passes 4 ayes to 1 opposed.**
3. Mr. Dunham gave out an updated version of the Long Range Plan. Mrs. James asked about the order Mr. Dunham put the short-term and long term goals in one of the sections of the plan.

Plan. Mr. Ellis said he saw these goals as being “code for” the School Department giving up some of its money even down to the MOU with the School Committee –he said this isn’t governing or long range planning. Mr. Pannorfi said we need resources. Mr. Ellis said the average person would not understand what this Plan is all about. Mr. Pannorfi explained how the Plan came about. Mrs. James said she is not looking to take money from the school and put it on the municipal side – that doesn’t work - but suggests a discussion of developing goals for the Town and Schools based on data, what are priorities, how to get there and how are we going to finance it. We also have an aging population with a stable Town and school population. To Mrs. James, it is the time to look at this globally and not do it piecemeal. Mrs. James volunteered to re-write that section.

4. The Budget hearing has been scheduled for April 14 after the public safety building public forum.
5. On the Capital Asset Management part of the Long Range Plan, Mrs. James said we need to have a plan for what’s going to happen to the current public safety buildings once the new buildings are done. Mr. Dunham said the Fire Dept. may be looking at the Police headquarters and sell Forestdale. Mrs. James said this should part of this plan.
6. The Board again discussed placement of the skate park. Mr. Pannorfi said the Recreation Committee should make their recommendation after looking at multiple sites. Mr. Ellis expressed concern over spending a lot of money on the skate park from what he is hearing. There are other issues like the tennis courts that are used by people who do not destroy them. He also wanted people to know that he did not vote to ban skaters from Town property years ago. Mr. Ellis said wherever it goes, there needs to be security cameras.
7. Public safety outreach – The Board discussed getting all the information out on social media and the Town’s website. Mr. Lapp said the message this time is that the Board heard the concerns and how the plan changed. Mr. Dunham said the current proposal reflects all the public input. The new plan is 23,000 square feet spread over three buildings. The first proposal was 71,000 sq ft with one building and one substation. Mr. Beauchemin said the biggest concern he has heard is that the people in Forestdale are upset about closing that station. Mrs. James said the Board had to consider the whole town. Mr. Beauchemin mentioned putting up metal buildings and keeping Forestdale – could accomplish the same thing. Mrs. James said in order to do that we would have to add another twelve firefighters to staff four stations instead of three. Mr. Ellis said the stations were located to balance response times, balancing service to everyone in the community.

#### **NEW BUSINESS**

1. Mrs. James moved to approve seasonal liquor license renewal for Frank Kelleher, Horizons on Cape Cod Bay, 98 Town Neck Road contingent upon receiving certificate on inspection from building and fire departments. Mr. Vitacco seconded. Unanimous.
2. Mrs. James moved to approve seasonal liquor licenses for Seafood Sams, Jeffrey Lewis Manager, Coast Guard Road; Cellar 55 Wine Merchants, Kirsten Buzzell, Manager, 101A Route A; Sandwich Food Mart, Rashid Zahid, Manager, 298 Route 130; and Magnolia Café, Olive Chase, Manager, 67 Grove Street. Mr. Vitacco seconded. Unanimous.

#### **CLOSING REMARKS**

None

## ADJOURNMENT

10:00 p.m. Mrs. James moved to adjourn. Mr. Vitacco seconded. Unanimous.

Respectfully submitted,

Kathleen Coggeshall

### Supporting Documents:

1. Email from Nancy Crossman re: Chapter 70 Resolution (7 pages)
2. Projected Revenues and Expenses FY17
3. FY17 Budget Totals (2 pages)
4. FY17 Capital Budget Summary
5. May 2, 2016 Warrant articles
6. Ballot questions for May 5, 2016 Town Election
7. Long Range Plan – Board of Selectmen 2016 Update (7 pages)
8. Public Safety Planned Project (6 pages)
9. 2016 Seasonal Liquor License Renewals
10. Debt Exclusion for Public Safety Facilities

**BOARD OF SELECTMEN**

**PUBLIC HEARING**

The Town of Sandwich Board of Selectmen intend to vote to lay out AVIATORS LANE as a public way in accordance with Section 21 of Mass. General Laws Chapter 82 at their meeting scheduled to take place at the following time and location: 7:15 P.M. April 7, 2016, Sandwich Town Hall, 130 Main Street, Sandwich, MA 02563. A plan depicting the lay out of said street may be viewed at: Office of the Town Engineer, 16 Jan Sebastian Drive, Sandwich, MA 02563.

Town of Sandwich Board of Selectmen

Frank Pannorfi, Chairman

## Dunham, George

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**From:** Jensen, Samuel  
**Sent:** Monday, April 04, 2016 3:16 PM  
**To:** Dunham, George  
**Cc:** Lapp, Doug; Tilton, Paul  
**Subject:** Private Street Acceptance Policy: Aviators Lane

Good afternoon Bud,

The attached plan was prepared for the Selectmen's consideration in the laying out of Aviators Lane as a Town street. Layout by the Selectmen is a necessary step prior to acceptance by Town Meeting. I understand this will be on the Board's April 7 agenda. In anticipation of this, all required abutter notices have been sent and advertisements posted. Either Paul Tilton or I will be present to answer any questions and provide the Layout Plan for signature should the Board chose to vote to layout the street.

Please let me know if anything else may be needed.

Thanks.

Sam

Samuel Jensen, P.E.  
Assistant Town Engineer  
Town of Sandwich  
16 Jan Sebastian Drive  
Sandwich, MA 02563  
(508) 833-8000 ph  
(508) 833-8005 fax  
[sjensen@townofsandwich.net](mailto:sjensen@townofsandwich.net)



Pending Layout  
Plan\_2016\_03-10...



Selectmen Street  
Layout and Ac...



Aviators Lane  
Abutter Notice....



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BOARD OF  
SELECTMEN

TOWN  
MANAGER

## TOWN OF SANDWICH – BOARD OF SELECTMEN

May 21, 2015

### STREET LAYOUT AND ACCEPTANCE POLICY AND PROCEDURE TIMELINE

#### Introduction

This policy is intended to establish procedures that the Board of Selectmen will utilize in processing petitions for the layout and acceptance of private roads as public ways. Nothing in this policy is intended to prohibit any inhabitant from petitioning for the layout of a particular road, but rather establishes standards and procedures that the Board of Selectmen intend to utilize as a condition of voting to accept the layout of private roads as public ways. Furthermore, nothing in this policy is intended to vary the statutory requirements and procedures for street layouts and acceptances under the Massachusetts General Laws.

In order for the Town to lay out and accept a private road as a public way, the following is a brief summary of the statutory requirements pursuant to G.L. c. 82, ss. 17-32:

1. A petition from an inhabitant of the Town is submitted to the Board of Selectmen to lay out a private way as a public way.
2. Once the Board of Selectmen votes its intention to lay out the way as a town way, the matter is then referred to the Planning Board for a recommendation. The Planning Board has 45 days after such reference in which to make its report. A public hearing is not required by statute. Once the Planning Board issues its report or the 45 days have passed, whichever is the earlier, then the public way proceedings may continue.
3. Once the Planning Board has submitted a report, or 45 days have lapsed since the referral to the Planning Board, and notice has been given to the landowners granting the easement for the roadway or from whom an easement in the roadway will be taken, at least seven (7) days prior to the meeting, the Board of Selectmen shall hold a public meeting at which time it may vote to approve the layout as shown on the layout plan.
4. The layout description as voted, including the layout plan, must be filed with the Town Clerk at least seven (7) days prior to Town Meeting.

5. In order for the street layout to be accepted by the Town as a town way, the Town Meeting must vote to accept the street as a town way as described in the layout of the street voted by the Board of Selectmen. A majority vote is required to accept a way that is shown on an approved subdivision plan. A two-thirds vote is needed to accept any other way. However, in the event that there is an appropriation of funds to acquire the easements or for improvements to the roadway, then a two-thirds vote of Town Meeting is required.
6. Within 120 days after Town Meeting voted to accept the way as a town way, the Board of Selectmen is required to acquire the necessary easements by purchase or gift; or adopt an order of taking pursuant to G.L. c.79. If an Order of Taking is adopted, the order must be recorded with the Registry of Deeds within 30 days of the adoption of the order.

### Procedure and Timeline

In order to comply with the statutory requirements for the lay out and acceptance of a private way as a town way, the Town of Sandwich has adopted the following procedures. The following schedule is for informational purposes and is subject to change, depending upon circumstances in the review of the petitions and completed applications. The Petitioner must submit the following documents to the Board of Selectmen at the Office of the Town Manager for the Town's consideration to layout and accept a street as a town way:

4:30 p.m. last  
Business day of June

1. Petition- The Petition must be submitted to the Board of Selectmen on the form prescribed by the Town Engineer and it must be received no later than 4:30 p.m. on the last business day of June for consideration by the Board of Selectmen for the upcoming fiscal year, signed by one hundred percent (100%) of the property owners abutting the road. Blank Petition forms are available at the Engineering Department. The acceptance of the layout of a street as a public way shall only be considered at Annual Town Meetings. The Board of Selectmen shall only consider the FIRST FIVE FULLY COMPLETED PETITIONS, containing all of the documents required to be submitted with the Petition as set forth below, for consideration for each fiscal year. The remaining petitions will be put on a list in the order in which they are fully completed for consideration for the following fiscal year. The Board of Selectmen may accept additional petitions each year if they determine it is in the Town's best interests to do so.

Petitions will only be considered for layout of roads that are determined by the Town Engineer to be in good condition, free of significant defects, and that meet the standards specified in the Planning Board's Subdivision Rules and Regulations. Petitions for roads not meeting these criteria may be considered by the Board of Selectmen provided that the abutters of the subject road(s) agree to

betterments to be assessed by the Town for one hundred (100%) percent of the costs to improve the road(s) in accordance with the aforementioned criteria.

Prospective petitioners are encouraged to meet with Department staff prior to submission to review the layout and acceptance process.

2. Two (2) originals of the layout plan and profile of the existing roadway meeting the requirements of the Town of Sandwich Planning Board Subdivision Rules and Regulations for an "as-built" plan, prepared and certified by a Massachusetts Registered Professional Land Surveyor. Existing plans on file at the Planning Department are acceptable if they meet current regulations.
3. Coring and/or test hole logs showing pavement structure performed and certified by a Massachusetts Registered Professional Engineer approved by the Town of Sandwich Engineering Department. Said corings and/or test holes shall be taken at the limits of the petitioned road and at points every 300 feet in between, or at the midpoint if less than 300 feet.
4. A certified abutter's list from the Town of Sandwich Assessor's Office indicating property owners abutting the roadway being petitioned. The Town Clerk shall certify such list.
5. A certified check made payable to the Town of Sandwich in an amount to cover the following costs:
  - a. \$100.00 application fee PER STREET request;
  - b. \$22.00 publication fee is required per application;
  - c. \$6.49 PER ABUTTER fee (certified letters must go to every abutter), (Only one notification letter is required if a person owns more than one piece of property on a given street.)
  - d. Recording fees in accordance with Registry of Deeds requirements. Contact the Engineering Department in advance of filing the application to determine the recording fees for each road petition. This fee will be returned if the road is NOT accepted.

July 1<sup>st</sup> to  
Mid August:

In consideration of each Petition, the Engineering Department shall first perform a preliminary investigation of each petitioned road(s) including;

1. Research of construction records and historical information as needed to determine road construction quality.

2. Field inspection of road pavement, structure, drainage components, utilities and other pertinent items.
3. Review submitted plans and all researched data and develop list of road conditions not meeting current Planning Board Rules & Regulation Standards and submit to Planning Board.

Note: As an option, abutters may improve the private road at their own expense without using the betterment process. All construction work shall be completed for Engineering Department inspection by August 1, to be discussed at a mid-August Planning Board Hearing.

Mid August:

Once the Engineering Department had completed its preliminary review of the petitioned road, the Board of Selectmen shall vote its intention to layout the street as a public way and shall pursuant to G.L. c. 41, §81G, refer the matter to the Planning Board for a recommendation. Upon receipt of the Planning Board's report or 45 days having elapsed since the Petition was referred to the Planning Board, whichever is the earlier, then the Board of Selectmen may hold a meeting to vote on the layout of the street as a public way.

September:

Engineering Department develops preliminary estimates of betterment including legal and survey costs, in order for the street to be laid out as a public way and determines cost per abutter based on appropriate method (i.e. per lot, frontage, etc.). Board of Selectmen then notifies each abutter by certified mail of the estimated betterment cost and requests each abutter to return an executed form agreeing to the assessment of the betterment. The notice shall include the terms for the payment of the betterment.

Beginning of  
October:

Board of Selectmen gives written notice of the meeting at which the Selectmen will consider the layout to property owners from whom the Town intends to acquire easements by gift or by eminent domain. The Town must give notice at least 7 days prior to the meeting at which the layout will be voted. The Board of Selectmen may vote to accept the layout of the street as a public way provided all of the abutters of the street agree to accept the betterment costs and agree to grant the roadway easements or the taking of the roadway easements by the Town. In the event that all of the abutters do not agree to accept the betterment and the roadway easements, then the Board of Selectmen may agree to layout the street as a public way by a majority vote that a compelling public need exists for the layout of the road as a public way. Nothing herein prohibits a petition to be filed by less than one hundred percent (100%) of the

owners abutting the road. Furthermore, this policy does not prohibit the Board of Selectmen from laying out and accepting roads pursuant to its authority under G.L. c. 82.

Beginning of  
February:

The Board of Selectmen shall place an article on the Town Meeting Warrant for acceptance of the street as a public way. If land or easements need to be acquired by the Town, the Article should authorize the acquisition of the land or easements by purchase, gift or eminent domain and, if necessary, appropriate funds therefor. If an Article placed on the warrant, the Petitioner shall submit Construction and Layout Plans per Town regulations.

Mid April:

The vote approving the layout and the layout plan must be filed with the Town Clerk at least 7 full days prior to Town Meeting. Final recordable plans and the Selectmen report are filed with the Town Clerk's Office. Documents shall be submitted in hardcopy and electronic formats. Final estimated betterment costs are calculated using lowest acceptable construction bid.

May:

For the street to be accepted as a public way, the Annual Town Meeting shall vote to (1) accept the way as laid out by the Board of Selectmen and to acquire the land or easements from all abutters by gift, purchase or eminent domain, (2) appropriate sufficient funds to make any necessary improvements to the street, and (3) assess betterments for 100% of the costs.

Within 120 days  
After ATM:

Town Counsel prepares the necessary documentation for the grant of easements to the Town or taking of easements by the Town and records all documents and plans at the Barnstable Registry of Deeds or the Barnstable Registry District of the Land Court once they have been executed by the Board of Selectmen or the property owners, depending upon the circumstances.

If necessary, the Town will undertake the necessary improvements to the way in accordance with the bidding procedures under the Massachusetts Public Construction Laws.

Upon Completion  
Of Betterments:

Each abutting owner shall be billed for his proportionate share of the actual total costs of laying out and accepting the road as a public way, and not the estimated costs. The assessment of betterments shall be governed by the applicable provisions of the General Laws.

Given under our hands this 21<sup>st</sup> day of May, 2015

Board of Selectmen:

Frank Pannofci

Susan R. James

Alfred Stocco

D. Bell

Peter Beauvoir

# SELECTMEN



MAR 09 2016

TOWN OF SANDWICH  
REQUEST FOR PRIVATE LIVERY LICENSE

RECEIVED

NAME Robert P. Fleckles  
Home Address: 90 Quaker Meeting House Rd. E. Sandwich  
Phone — Cell 508-360-— Email a.helping.van@02537  
Name of Business A Helping Van<sup>0173</sup> yahoo.com  
Business Address: 90 Quaker Meeting House Rd. E. Sandwich  
Number of Vehicles requested: 2

## Vehicle #1

Make and Year of Vehicle 2011 Toyota Sienna  
Number of Passengers 6  
Registration # LV 57916

## Vehicle #2

Make and Year of Vehicle 2005 Dodge Caravan  
Number of Passengers 6  
Registration # LV 53912

Insurance Company: Name Safety Insurance Address 70 Blanchard Rd.  
(Include photocopy of coverage for each vehicle) Burlington MA  
01803

Description of Business Livery Service

Printed Name Robert P. Fleckles Signed Name Robert P. Fleckles  
Date 03-09-16

Ref: 16-329-OF

Background Investigation  
Livery License: A Helping Van, Robert Fleckles

To: Chief Peter Wack  
From: Officer Paul Grigorenko  
Date: March 25, 2016  
Subject: Livery License for A Helping Van

Applicant: Robert P. Fleckles  
90 Quaker Meetinghouse Rd.  
Sandwich MA, 02563

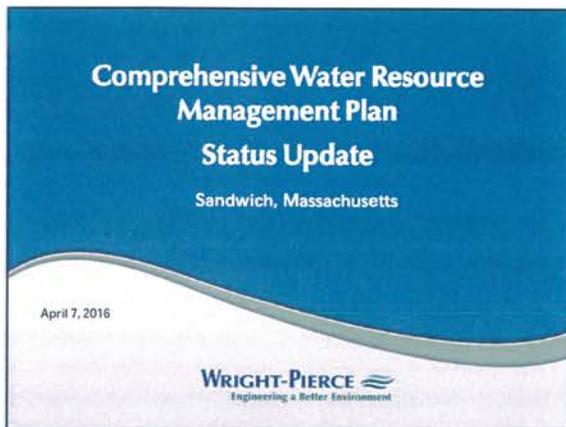
On March 23, 2016 at approximately 1700 hours, I went to Robert's home at 90 Quaker Meetinghouse Rd. and inspected one of the vehicles that Robert intends to use. The first vehicle is a 2005 Dodge Caravan bearing MA PS LV53912. The vehicle was inspected on September 22, 2016. The vehicle was clean and serviceable. All the lights and turn signals were in good working order. The vehicle had 457,632 miles on it. There were no warning lights illuminated. Robert advised me that the second vehicle was being serviced at Sullivan Tire and he would not be able to have me inspect at that time.

On March 25, 2016, at approximately 1930 hours, I inspected the second vehicle, a 2011 Toyota Sienna bearing MA registration PS LV57916. The vehicle had been inspected on March 4, 2016. All the lights and turn signals were in good working order. The vehicle was clean and in serviceable condition. There were no warning lights illuminated in the vehicle. The mileage on the vehicle was 306,493 miles.

A check in the registry of deeds shows no outstanding municipal liens on Robert.

A Registry of Motor Vehicles check shows that both registrations are active and are insured by Safety Insurance.

At this point in the investigation there is no reason to deny Robert Fleckles a Livery License in the Town of Sandwich.



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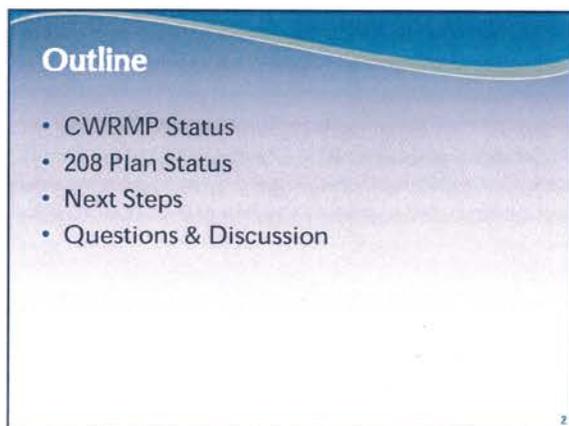
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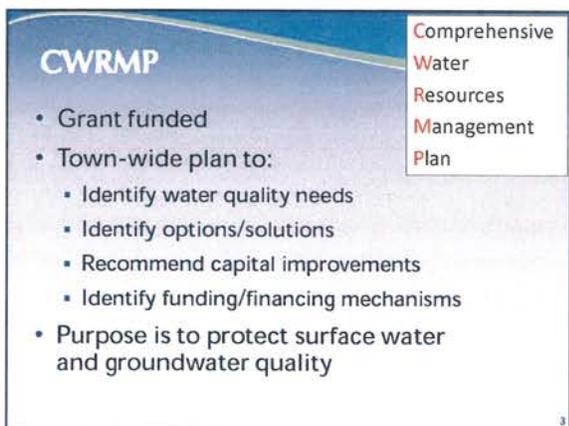
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Comprehensive  
Water  
Resources  
Management  
Plan

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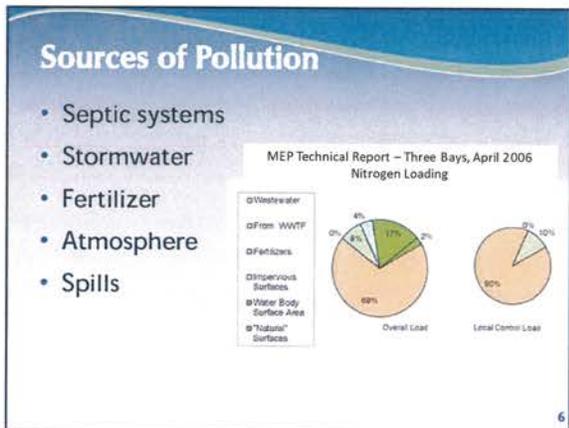
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### Needs Assessment

- Current and future needs for:
  - Sanitary conditions
  - Water supply protection
  - Surface water protection
  - Convenience & aesthetics
  - Economic development

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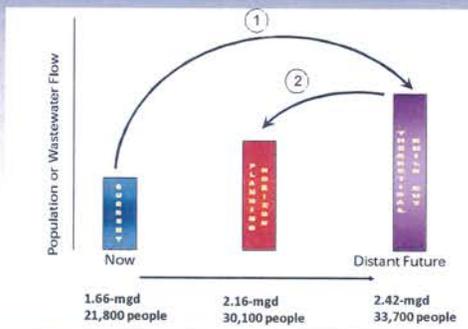
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### Growth and Flow Projections



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### Needs Assessment

- Completed in March 2012
- WQAC input collected over 8 meetings
- Have 'firm' regulatory values for south facing bays
- Utilized 'placeholder' values for north facing bays

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### Implications of No Action

- No significant or widespread sanitary problems  
But...
- Potential DEP enforcement or CLF legal action
- Potential long-term issues with nitrate and CECs in private drinking water supplies
- Continued deterioration of water quality
- Continued limitations to economic development and vision of Local Comprehensive Plan

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### Alternatives Analysis

- On-going from April 2012 to present
- WQAC input collected over 8 meetings
- Identify management tools
- Identify watershed-based solutions
- Combine watershed-based solutions into town-wide plans

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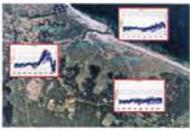
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### MEP Reports for North Embayments

- Presented to the Town September 22, 2015

Massachusetts Estuaries Project

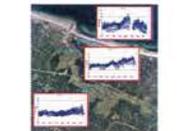
Linked Watershed-Embayment Model to Determine Critical Nitrogen Loading Threshold for the Sandwich Harbor Estuary  
Town of Sandwich, Massachusetts



08/20/15, 16/07, July 2015

Massachusetts Estuaries Project

Linked Watershed-Embayment Model to Determine Critical Nitrogen Loading Threshold for the Scorton Creek Estuarine System  
Town of Sandwich, Massachusetts



08/20/15, 16/07, July 2015

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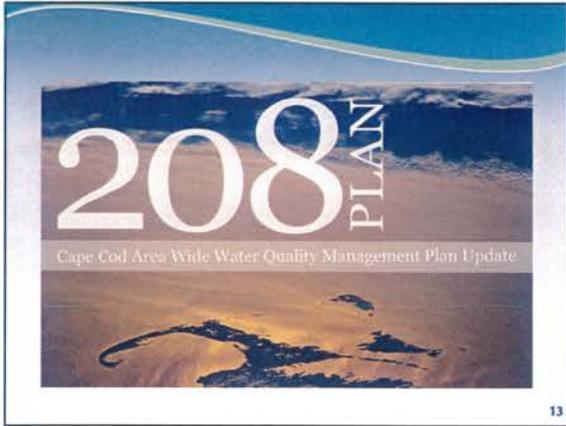
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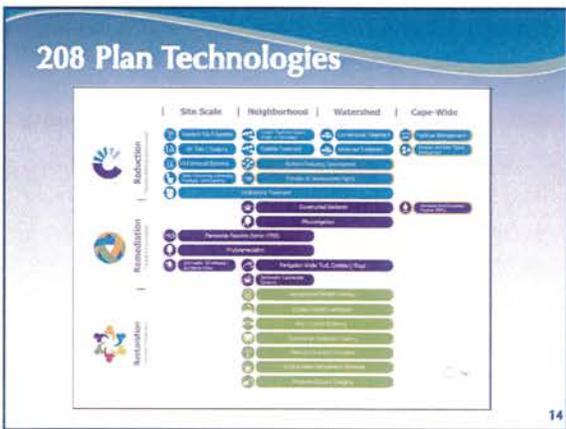
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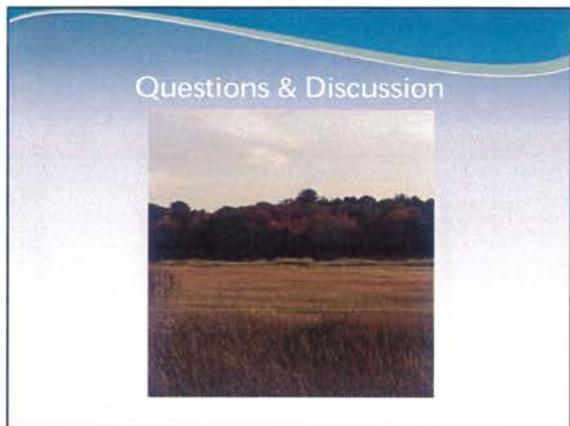
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PROJECTED REVENUES AND EXPENSES - FY'17

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    |                   |  |
| Debt Outside 2.5 (To Be Issued in FY) | 0          | 57,233,385        |  |
| <u>Other Revenue:</u>                 |            |                   |  |
| Land Bank / CPA Debt                  | 1,326,638  |                   |  |
| CPA Debt (To Be Issued in FY)         | 235,000    |                   |  |
| Marina Debt (To Be Issued in FY)      | 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>18,196,722</u> |  |
| <b>Total Estimated Revenues</b>       |            | <b>75,430,107</b> |  |

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                          | 3,970,074  |                   |  |
| Debt: Long Term (To Be Issued in FY)     | 435,000    |                   |  |
| Debt: Short Term                         | 50,000     |                   |  |
| Reserve Fund                             | 500,000    |                   |  |
| Capital Budget - Net                     | 686,403    |                   |  |
| Transfer to Stabilization Fund           | 100,000    | 20,593,559        |  |
| <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> |  |
| <b>Total Estimated Expenses</b>          |            | <b>75,350,190</b> |  |

|   |           |
|---|-----------|
| <b>Stabilization Fund Balance:</b>            |           |
| 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

Town of Sandwich  
Annual Town Meeting

# WARRANT

Monday, May 2, 2016

7:00 p.m. – Sandwich High School



**BOARD OF SELECTMEN**

Frank Pannorfi, Chair  
Susan James, Vice-Chair  
Peter Beauchemin  
R. Patrick Ellis  
Ralph A. Vitacco

**MODERATOR**

Garry N. Blank

**FINANCE COMMITTEE**

Linell M. Grundman, Chair  
Robert Guerin, Vice-Chair  
Michael Dwyer  
James Lehane  
Gene Parini  
Richard Reilly  
Mark Snyder  
Matthew Terry  
Thomas Witham

Thomas R. Hickey (In Memorium)

## INDEX OF WARRANT ARTICLES

### May 2, 2016 Annual Town Meeting

1. Report of Town Officials & Long Range Plan Overview (p. 3)
2. FY'17 Budget (p. 3)
3. FY'17 DPW – Sanitation Division Operating Budget (p. 8)
4. FY'17 Golf Department Operating Budget (p. 8)
5. FY'17 Revolving Fund Appropriation Limits ( p. 8)
6. FY'17 Capital Budget (p. 9)
7. Transfer to Stabilization Fund (p. 10)
8. Sandwich Promotions Fund Appropriation (p. 10)
9. Ch. 90 State Aid to Highways Program (p. 10)
10. School Department Cell Tower Lease Transfer and Appropriation of Funds (p. 10)
11. Beach Renourishment Account Appropriation (p. 10)
12. Capital Outlay Expenditure Exclusion: Public Roads & Infrastructure (p. 11)
13. Debt Exclusion: Public Safety Buildings (p. 11)
14. Override: Hiring of (8) EMS/Firefighters (p. 12)
15. CPA Fund Expenditure – Administrative Costs & 10% Allocations (p. 12)
16. CPA Project: Lower Shawme Pond Dam, Grist Mill, & Related Work (p. 12)
17. CPA Project: Clark-Haddad Memorial Building Restoration (p. 12)
18. CPA Project: Cedarville Cemetery Restoration (p. 13)
19. CPA Project: Thornton Burgess Society Jam Kitchen Restoration (p. 13)
20. Public Road Taking: Aviator's Lane (p. 13)
21. Authorize Selectmen to Grant Easement: Baksis Road to NRG Canal (p. 14)
22. Town Bylaws: Section 3.90 – Dune Protection Bylaw (p. 14)
23. Town Bylaws: Section 3.75 – Animal Control Bylaw (p. 15)
24. Town Bylaws: Section 3.17 – Public Consumption or Use of Marijuana (p. 18)
25. Acceptance of M.G.L. c.60, §3C: School Scholarships (p. \_\_\_\_)
26. Transfer Care Custody & Control of Henry T. Wing School to Board of Selectmen (p. 19)
27. Elect Officers & Ballot Questions (p. 19)

### Reference Material & Volunteer Service Form:

1. Article 1 – Board of Selectmen – 2016 Long Range Plan (p. 23)
2. Article 2 – FY'17 Projected Revenues & Expenses (p. 29)
3. Articles 12-14 – Estimated Tax Impacts of Ballot Questions (p. 30)
4. A Glossary of Commonly Used Terms (p. 31)
5. Table of Basic Points of Motions (p. 34)
6. Volunteer Service Form (p. 35)

**TOWN OF SANDWICH  
2016 ANNUAL TOWN MEETING  
May 2, 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 East Sandwich on

**Monday, May 2, 2016, at 7:00 p.m.,**

then and there to act on the following articles, and for election on

**Thursday, May 5, 2016, at 7:00 a.m.**

Those residing within the area of Precincts 1 and 2 meet at the Henry T. Wing School, 33 Water Street, Sandwich. Those residing within the area of Precincts 3 and 4 meet at the Oak Ridge School, 260 Quaker Meetinghouse Road, East Sandwich. Those residing within the area of Precincts 5 and 6 meet at the Forestdale School, 151 Route 130, Forestdale.

**ARTICLE 1**

To see if the Town will vote to hear the reports of all Town Officers and Committees and to act thereon and to hear the report of the Board of Selectmen on the Long Range Plan; or take any action relative thereto.

**Recommended by the Board of Selectmen.**

**ARTICLE 2**

To see if the Town will vote to hear the report of the Finance Committee and to see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$73,125,047.00, or any other amount, to defray Town expenses for the Fiscal Year July 1, 2016 to June 30, 2017 as itemized below in the third column entitled FY'17 Recommendation, or take any action relative thereto.

**Recommended by the Board of Selectmen and Finance Committee.**

**Fiscal Year 2017 Finance Committee Budget Message:**

***(NOTE: THIS IS THE FY'16 FC BUDGET MESSAGE)***

In accordance with Section 7.12b of the Town Charter, The Finance Committee presents its Fiscal Year 2016 budget message to Town Meeting and to the taxpayers and residents of Sandwich.

On March 31, 2015, The Finance Committee voted unanimously to recommend passage of Warrant Article 2, the budget. This is a good budget for the Town of Sandwich. It is based on sound assumptions regarding our projected revenue and expenses, however, as the Town Manager will explain in his budget presentation, it is always difficult to estimate state aid and assessments as these amounts will not be finalized by the state until after town meeting. It is important to note that Sandwich budgets extremely close to our allowed limits which leads to very little leeway if assumptions change during the fiscal year. If the state assessments change significantly from current projections, we will have to schedule a Special Town Meeting to make the proper adjustments to the FY'16 budget. Last year, Standard and Poor's raised its bond rating from AA to AA+ due to the Town's strong economy, which speaks to the town's operating efficiency.

This budget calls for the implementation of a joint police and fire civilian dispatch system, leading to the hiring of 5 additional dispatches. This will allow more police officers to be on patrol and to respond to emergency calls. Also, one additional full time Detective will be added for police investigation efforts. Four additional EMS / Firefighter positions will be added to respond to an increasing number of emergency calls. These new positions will greatly improve public safety services to the Town of Sandwich, while at the same time improve efficiencies by decreasing the amount of overtime paid to public safety personnel in future budgets. The only other full time position being added to the General Government side, is a Program Coordinator to the Recreation Department to help develop and oversee recreational activities for the town.

After supporting a higher than normal increase to the FY 15 School budget to implement the STEM initiative, the Selectmen and Finance Committee supported a reduction of 1.56% in the FY 16 school budget as a result of decreased enrollments and the closing of the Wing School.

The cost per pupil cost for the Town of Sandwich is the lowest on the Cape as well as neighboring towns over the bridge. Although the cost per student has been below state average, our students have been accepted to top colleges and universities and are well prepared to embark on the careers of their choice, which speaks to the efficiency of the school system. We know that the Superintendent and School Committee have been working diligently to enhance its curriculum in an effort to retain students in the district.

The Finance Committee voted unanimously to support the \$1.6 million in capital purchases and improvements in Article 6. This amount will be offset by financial

transfers from the Ambulance Fund and the remaining balance in the Library HVAC project for a net appropriation just over \$900,000. Key areas of the capital budget include replacing several department vehicles, emergency communications equipment, building and property improvements, and repairing the elevator at the Sandwich public Library.

The Finance Committee also voted to recommend passage of Article 8 in transferring \$200,000 to the Stabilization Fund, bringing the total stabilization fund to over \$1,250,000. Also, the Town's first appropriation to the Other Post Employment Benefit Trust Fund in the amount of \$100,000 is being recommended as well.

We have had a very rough winter which led to an all-time deficit of more than \$500,000 for Snow and Ice expenses. This shortfall will be addressed in Article 9 along with a future FY'15 Reserve Fund transfer that the Finance Committee will consider next month.

Based on the total FY'16 budget being recommended tonight, it is projected that the Town's tax rate will decrease from \$14.82 per thousand of home value to \$14.66. This translates to an estimated average tax bill of \$5,225.

In addition to reviewing the financial articles that are appearing at Town Meeting tonight, the Finance Committee also made some recommendations to the Board of Selectmen. These include:

- More consistent submission of budget information
- Capital budgeting procedures and details
- Creation of a budget steering committee
- Comparative operating budget details with major changes highlighted and
- Periodic review of prior capital budget appropriations and balances

Finally, we would like to publically thank the Town and School staff and officials that met with us regularly over the last several months, presented detailed budget information, and answered numerous questions during our deliberations on the FY' 16 budget. As our diligent review efforts have proven over the years, even when we have slight disagreements about specific spending amounts or funding sources, we all recognize that Sandwich is operated very efficiently, follows sound financial practices and makes wise budget decisions.

## FY'17 BUDGET TOTALS

| No. | Department                   | FY'15<br>Appropriation | FY'16<br>Appropriation | FY'17<br>Recommendation |
|-----|------------------------------|------------------------|------------------------|-------------------------|
| 114 | Moderator                    | 450                    | 450                    | 450                     |
| 123 | Selectmen/Manager            | 451,549                | 467,269                | 479,632                 |
|     | Personnel Expenses           | 252,254                | 244,875                | 414,500                 |
| 131 | Finance Committee            | 3,400                  | 3,400                  | 3,400                   |
| 135 | Accounting                   | 217,367                | 226,810                | 214,338                 |
| 141 | Assessing                    | 373,800                | 384,818                | 387,126                 |
| 145 | Treasurer                    | 190,328                | 205,882                | 210,809                 |
| 146 | Tax Collector                | 193,336                | 201,800                | 197,601                 |
| 147 | Tax Title                    | 25,000                 | 35,000                 | 35,000                  |
| 151 | Legal                        | 275,000                | 300,000                | 300,000                 |
| 152 | Human Resources              | 161,271                | 170,163                | 176,338                 |
| 161 | Town Clerk                   | 158,168                | 165,677                | 172,001                 |
| 162 | Elect. & Registration        | 77,250                 | 60,750                 | 70,250                  |
| 171 | Natural Resources            | 245,608                | 270,676                | 274,814                 |
| 175 | Planning & Development       | 202,623                | 222,299                | 218,046                 |
| 190 | Facilities Management        | 502,862                | 522,455                | 530,350                 |
| 195 | Town Reports                 | 11,000                 | 11,000                 | 11,000                  |
| 196 | Bind Records                 | 6,000                  | 6,000                  | 6,000                   |
| 197 | Info. Technology             | 492,219                | 529,329                | 537,012                 |
|     | <b>Total 100s</b>            | <b>3,839,485</b>       | <b>4,028,653</b>       | <b>4,238,667</b>        |
| 210 | Police Department            | 3,479,919              | 4,098,264              | 4,333,512               |
| 220 | Fire Department              | 3,264,912              | 3,211,210              | 3,273,122               |
| 241 | Inspections                  | 257,631                | 265,317                | 273,268                 |
| 244 | Sealer of Weights & Measures | 200                    | 200                    | 200                     |
| 291 | Emergency Management         | 11,500                 | 11,500                 | 11,500                  |
| 294 | Forest Warden                | 1,500                  | 1,500                  | 1,500                   |
| 297 | Bourne Shellfish             | 4,000                  | 4,000                  | 4,000                   |
| 299 | Greenhead Fly                | 2,000                  | 2,000                  | 2,000                   |
|     | <b>Total 200s</b>            | <b>7,021,662</b>       | <b>7,593,991</b>       | <b>7,899,102</b>        |
| 300 | School Department            | 31,358,436             | 30,915,593             | 31,715,518              |
| 313 | UCCRVTS                      | 1,828,435              | 2,049,172              | 2,184,779               |
|     | <b>Total 300s</b>            | <b>33,186,871</b>      | <b>32,964,765</b>      | <b>33,900,297</b>       |
| 410 | DPW - Engineering            | 184,212                | 188,745                | 194,367                 |
| 420 | DPW                          | 1,449,207              | 1,467,558              | 1,678,698               |
| 421 | Snow & Ice                   | 250,013                | 250,014                | 400,000                 |
| 424 | Streetlights                 | 30,000                 | 30,000                 | 30,000                  |
|     | <b>Total 400s</b>            | <b>1,913,432</b>       | <b>1,936,317</b>       | <b>2,303,065</b>        |

| No.                                    | Department  | FY'15<br>Appropriation | FY'16<br>Appropriation | FY'17<br>Recommendation |
|--|---|------------------------|------------------------|-------------------------|
| 510                                    | Health Department                                       | 177,515                | 187,330                | 191,771                 |
| 522                                    | Nursing Department                                      | 132,121                | 145,742                | 152,412                 |
| 540                                    | Social Services   | 21,200                 | 35,000                 | 35,000                  |
| 541                                    | COA   | 198,448                | 217,769                | 230,048                 |
| 543                                    | Veterans  | 44,006                 | 45,500                 | 55,500                  |
|  | <b>Total 500s</b>                                       | <b>551,395</b>         | <b>573,290</b>         | <b>664,731</b>          |
| 610                                    | Library   | 985,336                | 944,017                | 949,833                 |
| 630                                    | Recreation  | 108,320                | 155,787                | 161,834                 |
| 650                                    | DPW - Parks   | 13,850                 | 20,850                 | 20,850                  |
| 671                                    | Hoxie / Grist Mill                                      | 0                      | 20,000                 | 20,000                  |
| 693                                    | Memorial Day  | 1,200                  | 1,200                  | 1,200                   |
| 694                                    | Historic District                                       | 13,000                 | 13,000                 | 14,750                  |
|  | <b>Total 600s</b>                                       | <b>1,121,706</b>       | <b>1,154,854</b>       | <b>1,168,467</b>        |
| <b>Operating Budget Subtotal:</b>      |   | <b>47,656,446</b>      | <b>48,309,921</b>      | <b>50,174,329</b>       |
| 135                                    | Sanitation, Marina & SHGC Indirect Costs Transfers      |                        |                        | 45,000                  |
| 171                                    | Waterways Fund Transfer                                 |                        |                        | 7,500                   |
| 220                                    | Ambulance Fund Transfer                                 |                        |                        | 1,050,000               |
| 630                                    | Beach & Recreation Account Transfers (incl. Sandy Neck) |                        |                        | 221,424                 |
| 632                                    | Marina Debt   |                        |                        | 200,000                 |
| 645                                    | Community Preservation Act Debt                         |                        |                        | 1,561,638               |
| 650                                    | Cemetery Trust Fund Transfer                            |                        |                        | 25,000                  |
| 671                                    | Hoxie House / Grist Mill Transfer                       |                        |                        | 33,000                  |
| <b>Inter-Fund Transfers Subtotal:</b>  |   |                        |                        | <b>3,143,562</b>        |
| 132                                    | Reserve Fund  |                        |                        | 500,000                 |
| 710                                    | Short Term Debt   |                        |                        | 50,000                  |
| 750                                    | Debt  |                        |                        | 3,970,074               |
| 750                                    | Debt – To Be Issued FY'17                               |                        |                        | 435,000                 |
| 910                                    | Group Health Insurance                                  |                        |                        | 9,800,000               |
| 912                                    | Medicare  |                        |                        | 636,000                 |
| 940                                    | Property & Liability Insurance                          |                        |                        | 861,000                 |
| 941                                    | Unemployment Account                                    |                        |                        | 100,000                 |
| 941                                    | OPEB Trust Fund   |                        |                        | 100,000                 |
| 950                                    | Retirement Assessment                                   |                        |                        | 3,355,082               |
| <b>Other Budget Accounts Subtotal:</b> |   |                        |                        | <b>19,807,156</b>       |
| <b>FY'17 BUDGET TOTAL:</b>             |   |                        |                        | <b>73,125,047</b>       |

**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 money, to be expended under the direction of the Board of Selectmen, for the purpose of establishing the FY'17 enterprise fund budget for the Department of Public Works Sanitation Division, or take any action relative thereto.

**Recommended by the Board of Selectmen and Finance Committee that \$1,039,417.00 be appropriated for said purpose.**

**ARTICLE 4**

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 money, to be expended under the direction of the Board of Selectmen, for the purpose of establishing the FY'17 enterprise fund budget for Sandwich Hollows Golf Club, or take any action relative thereto.

**Recommended by the Board of Selectmen and Finance Committee that \$883,802.00 be appropriated for said purpose.**

**ARTICLE 5**

To see if the Town will vote in accordance with the provisions of M.G.L. c.44, §53E1/2 to authorize revolving funds for the following Town departments for FY'17, to be expended under the direction of the Board of Selectmen, in accordance with the following list:

| <b>Revolving Account</b>      | <b>Revenue Source</b>           | <b>Allowed Expenses</b>      | <b>Expenditure Limit</b> | <b>Year-End Balance</b>      |
|-------------------------------|---------------------------------|------------------------------|--------------------------|------------------------------|
| Sandwich Marina               | Marina revenues, fees & charges | Marina operations & capital  | \$2,000,000              | Available for following year |
| Recreation Programs           | Program fees & charges          | Recreation programs          | \$250,000                | Available for following year |
| Solar Energy / Town Utilities | Green energy payments           | Town utility expenses        | \$200,000                | Available for following year |
| Town Hall Meeting Room        | Function fees & charges         | Town Hall & monitor expenses | \$5,000                  | Available for following year |

or take any action relative thereto.

**Recommended by the Board of Selectmen and Finance Committee.**

**ARTICLE 6**

To see if the Town will vote to hear the report of the Capital Improvement Planning Committee, and further, to raise and appropriate or transfer from available funds the sum of \$836,403.00, or any other amount, to be expended under the direction of the Board of Selectmen, for the purpose of purchasing and repairing equipment, vehicles, and buildings, and providing related services in accordance with the following list, with any unexpended balance for each item identified below to be placed in the Building Repairs / Capital Purchases account to be expended under the direction of the Board of Selectmen:

|  |                |
|--|----------------|
| Natural Resources – Replace Tractor Less Trade-In              | 20,600         |
| Facilities Department – Town Building Repairs/Improvements     | 125,000        |
| Facilities Department – Pick-up Truck with Plow Replacement    | 28,000         |
| Facilities Department – Library Access & Roof Repairs          | 50,000         |
| Facilities Department – Towable Debris & Leaf Blower           | 11,600         |
| IT Department – Security Camera Installation at 3 Sites        | 32,930         |
| Police Department – Replace Mobile Radios                      | 21,634         |
| Fire Department – Build Brush Breaker on Donated '90 Chassis   | 150,000        |
| Fire Department – Fire/EMS HazMat & Site Data Software         | 15,000         |
| Fire Department – Upgrade UHF Radio System                     | 32,000         |
| Fire Department – Purchase 5 Thermal Imaging Cameras           | 30,950         |
| School Department – Forestdale School Wastewater Upgrade       | 200,000        |
| DPW – Highway Department – Stump Grinder                       | 35,506         |
| Recreation Department – Oak Crest Cove Utility Vehicle         | 13,000         |
| Recreation Department – Skate Park Reconstruction Efforts      | 20,000         |
|  |                |
| Natural Resources – Replace Buoys                              | 4,000          |
| Natural Resources – 3 AEDs for Department Vehicles             | 6,000          |
| Facilities Department – Gravely Mower & Brushcutter Attachment | 4,903          |
| Police Department – Replace Patrol Cruiser Rifles & Shotguns   | 8,382          |
| Fire Department – 2 Positive Pressure Ventilation Fans         | 4,310          |
| Fire Department – Rescue Air Cushion                           | 5,858          |
| Nursing Department – Vaccine Freezer & Refrigerator            | 7,230          |
| Recreation Department – Oak Crest Cove Cabin Equipment         | 9,500          |
|  |                |
| <b>Capital List Total</b>                                      | <b>836,403</b> |

**AND FURTHER,**

To offset the cost of the capital projects listed in Article 6, to see if the Town will vote to transfer and appropriate the sum of \$150,000.00, or any other amount, from the Ambulance Fund, to be expended under the direction of the Board of Selectmen, for a net FY'17 capital appropriation of \$686,403.00, or any other amount,

or take any action relative thereto.

**Recommended by the Board of Selectmen, Finance Committee, and Capital Improvement Planning Committee.**

**ARTICLE 7**

To see if the Town will vote in accordance with M.G.L. c.40, §5B to raise and appropriate or transfer from available funds a sum of \$100,000.00, or any other amount, to be transferred into the Stabilization Fund, or take any action relative thereto.

**Recommended by the Board of Selectmen and Finance Committee.**

**ARTICLE 8**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of \$27,447.27, or any other amount, to be expended under the direction of the Board of Selectmen, for the purpose of funding the FY'17 Sandwich Promotions Fund as established under Chapter 227 of the Acts of 1997, or take any action relative thereto.

**Recommended by the Board of Selectmen and Finance Committee.**

**ARTICLE 9**

To see if the Town will vote to appropriate the sum of money, received or to be received, from the Chapter 90 State Aid to Highways Program for highway construction and/or maintenance on any State approved road during FY'17, or take any action relative thereto.

**Recommended by the Board of Selectmen and Finance Committee.**

**ARTICLE 10**

To see if the Town will vote to transfer and appropriate the sum of \$34,293.20, or any other amount, to be expended under the direction of the School Committee, from the Sandwich High School cellular tower lease receipt reserved for appropriation account, for the purpose of the maintenance and improvement of exterior athletic fields and facilities at Sandwich High School, or take any action relative thereto.

**Recommended by the Board of Selectmen and Finance Committee.**

**ARTICLE 11**

To see if the Town will vote to transfer and appropriate the sum of \$52,548.36, or any other amount, from the beach renourishment receipts reserved for appropriation account, to be expended under the direction of the Board of Selectmen, for the purpose of funding future public ocean beach and dune renourishment projects, or take any action relative thereto.

**Recommended by the Board of Selectmen and Finance Committee.**

**ARTICLE 12**

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money for the purpose of designing and constructing improvements to Sandwich public roads and related infrastructure, including all costs incidental and related thereto, and further to authorize the Board of Selectmen to enter into any and all contracts necessary to carry out such project; provided that said appropriation shall be contingent upon the passage of a so-called proposition two and one-half capital expenditure exclusion referendum in accordance with M.G.L. c.59, §21C(i½) on May 5, 2016, or take any action relative thereto.

**Recommended by the Board of Selectmen and Finance Committee that \$1,300,000 be raised and appropriated for said purpose. Not Recommended by the Capital Improvement Planning Committee.**

**ARTICLE 13**

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money for the purpose of designing and constructing a new police department headquarters, including equipment and furnishings and other costs incidental and related thereto, and for the purpose of designing and constructing improvements and remodeling, reconstructing and making extraordinary repairs to two fire department sub-stations located at the corner of Quaker Meetinghouse Road and Cotuit Road and at Route 6A in East Sandwich, including equipment and furnishings and all other costs incidental and related thereto, and to authorize the Treasurer, with the approval of the Board of Selectmen, to issue any bonds or notes that may be necessary for such purpose pursuant to M.G.L. c.44, §7(3), or any other general or special law, and further to authorize the Board of Selectmen to enter into any and all contracts necessary to carry out such project; provided that said appropriation shall be contingent upon the passage of a so-called Proposition Two and One-half debt exclusion referendum in accordance with M.G.L. c.59, §21 C(k) on May 5, 2016, or take any action relative thereto.

**Recommended by the Board of Selectmen, Finance Committee, and Capital Improvement Planning Committee.**

**ARTICLE 14**

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$750,000.00, as listed below, to be expended under the direction of the Board of Selectmen, to provide Fire Department services, including benefits, subject to a favorable vote to override Proposition Two and One-half, so called, pursuant to M.G.L. c.59, §21C(g), on May 5, 2016, or take any action relative thereto.

|   |         |
|---|---------|
| (8) New EMS/Fire Personnel, Equipment, Training, OT Costs | 610,000 |
| Employee Benefit & Insurance Costs                        | 140,000 |

**Recommended by the Board of Selectmen. Not Recommended by the Finance Committee.**

**ARTICLE 15**

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the FY'17 Community Preservation budget and to appropriate from the Community Preservation Fund FY'17 estimated annual revenues the sum of \$75,000.00, or any other sum, to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for FY'17; and further to reserve for future appropriation a sum of money from the Community Preservation Fund estimated annual revenues for open space, historic resources, and community housing purposes, as well as a sum of money to be placed in the FY'17 Budgeted Reserve for general Community Preservation Act purposes; and further to appropriate from the Community Preservation Fund a sum or sums of money for Community Preservation projects or purposes as recommended by the Community Preservation Committee; or take any other action in relation thereto.

**Recommended by the Board of Selectmen, Finance Committee, and Community Preservation Committee.**

**ARTICLE 16**

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 \$1,200,000.00, 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 Lower Shawme Pond Dam, the Dexter Grist Mill, and surrounding property; and that the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow up to \$1,200,000.00 and issue bonds and notes therefor pursuant to M.G.L. c.44B, §11, or any other enabling authority; or take any other action relative thereto.

**Recommended by the Board of Selectmen, Finance Committee, and Community Preservation Committee.**

**ARTICLE 17**

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 \$1,105,000.00, 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; and that the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow up to \$1,105,000.00 and issue bonds and notes therefor pursuant to M.G.L. c.44B, §11, or any other enabling authority; or take any other action relative thereto.

**Recommended by the Board of Selectmen and Community Preservation Committee. Not Recommended by the Finance Committee.**

**ARTICLE 18**

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 \$70,000.00, 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 Town of Sandwich Cedarville Cemetery located at the corner of Ploughed Neck Road and Route 6A; or take any other action relative thereto.

**Recommended by the Board of Selectmen, Finance Committee, and Community Preservation Committee.**

**ARTICLE 19**

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 \$20,000.00, 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 Thornton W. Burgess Society Green Briar Jam Kitchen; and further, to authorize the Board of Selectmen to enter into a grant agreement with said Thornton W. Burgess Society, on such terms and conditions as the Board of Selectmen deems appropriate, setting forth the conditions under which such funds may be expended, and to further authorize the Board of Selectmen to accept a historic preservation restriction pursuant to the grant agreement; or take any other action relative thereto.

**Recommended by the Board of Selectmen and Community Preservation Committee. Not Recommended by the Finance Committee.**

**ARTICLE 20**

To see if the Town will vote to accept the layout as a public way of the road known as "Aviators Lane," as heretofore laid out by the Board of Selectmen, and as shown on a plan entitled "Town of Sandwich, Plan of Aviators Lane, as Laid Out as a Town Way by the Selectmen," dated March, 2016 prepared by Stephen Doyle and Associates, said plan on file with the Town Clerk; and further to authorize the Board of Selectmen to acquire by gift, purchase or eminent domain the fee to or lesser interests in said road and any and all related easements, and further to see if the Town will vote to raise by taxation, transfer from available funds and/or borrow a sum of money for said layout, acquisition of rights, and construction, improvement, repair and/or rehabilitation of said roadway and related structures, facilities and/or appurtenances, and any and all expenses related to the foregoing, the entire cost of which shall be assessed as a betterment by the Board of Selectmen, in accordance with M.G.L. c.80, upon each of those properties that receive benefit thereby, with such assessments to bear interest at a rate not to exceed two percent above the rate of interest chargeable to the Town; or take any action relative thereto.

**Recommended by the Board of Selectmen.**

**ARTICLE 21**

To see if the Town will vote to authorize the Board of Selectmen to grant a perpetual easement to NRG Canal, LLC, its successors and assigns, over a portion of Baksis Road, being shown as "Proposed Utility Easement Area = 7,210 sq. ft. (0.17 acres)" on a plan entitled "Easement Exhibit Plan of Transmission Line Crossing Baksis Road Layout for Canal Generating Station, Sandwich Massachusetts, dated March 18, 2016" a copy of which is on file with the office of the Town Clerk, for the purpose of constructing, operating, maintaining, inspecting, and repairing an overhead transmission line and the appurtenant equipment, along, upon, across, and over that portion of Baksis Road, on such terms and conditions and for such consideration as the Board of Selectmen may determine, and to further authorize the Board of Selectmen to execute any and all instruments; or take any action relative thereto.

**Recommended by the Board of Selectmen.**

**ARTICLE 22**

To see if the Town will vote to amend the Town Bylaws by inserting a new Section 3.90, Damaging Sand Dunes or Dune Protection, to read as follows, or take any action relative thereto.

**Section 3.90 DAMAGING SAND DUNES or DUNE PROTECTION**

Part 1. No person or pet shall enter upon or cross over any dune on Town property including any Conservation Lands, whether by walking or in a vehicle, including bicycles, except at an authorized marked crossover or designated beach access, other than in the performance of duties of a federal, state or Town official. Owners shall be responsible for keeping pets off of the dunes.

Part 2. It shall be unlawful for any person or pet to damage, destroy or remove any Town owned sand dune or part thereof, or to kill, destroy or remove any grass, shrubbery, trees or other vegetation growing on sand dunes unless authorized by the Town Manager.

Part 3. Enforcement:

- (a) This bylaw may be enforced by any Natural Resources Officer, Animal Control Officer, Assistant or Deputy Animal Control Officer, Harbormaster, Assistant Harbormaster, Shellfish Constable, Deputy Shellfish Constable, Recreation Department Employee, Police Officer or Special Police Officer.
- (b) Whoever violates any provision of this bylaw may be penalized by a noncriminal disposition process as provided in G.L. c.40, §21D and the Town's non-criminal disposition by-law. If noncriminal disposition is elected, then any person who violates any provision of this by-law shall be subject to a fine of two hundred dollars (\$200) for each offense. Each day a violation exists shall constitute a separate offense.

- (c) Whoever violates any provision of this bylaw may be penalized by indictment or on complaint brought in the district court. Except as may be otherwise provided by law and as the district court may see fit to impose, the maximum penalty for each violation or offense shall be three hundred dollars.

Any violations of the terms of this Bylaw shall be considered an act of trespass, and may subject the violator to arrest and removal from the beach pursuant to Massachusetts General Laws, Chapter 266, Section 120.

**Recommended by the Board of Selectmen.**

**ARTICLE 23**

To see if the Town will vote to amend Section 3.75 of the Town Bylaws, Animal Control, by deleting the language of Section 3.75 in its entirety and replacing it with the following, or take any action relative thereto.

**Section 3.75 ANIMAL CONTROL**

Part 1. Purpose and Relation to Massachusetts General Laws

The purpose of animal control is to encourage the safe and humane treatment of animals and the maintenance of a safe environment for humans. Ultimately, it is the individual's responsibility to properly care for his/her animal(s) and to respect the rights of others.

In addition to the requirements set forth in this bylaw, the licensing, keeping and control of animals shall be in accordance with all applicable provisions of the Massachusetts General Laws, including but not limited to the provisions of GL c. 140, §§136A to 174E, inclusive, which provisions are incorporated herein.

Part 2. Board of Selectmen and Animal Control Officers

The Board of Selectmen act as Hearing Authority for purposes of G.L. c. 140, §157 and shall annually appoint an Animal Control Officer who shall be sworn in by the Town Clerk.

Part 3. Licenses

Annual dog and kennel licenses, as required by GL c. 140, §§137 and 137A, must be obtained from the Office of the Town Clerk by January 1 for a licensing period of January 1 through December 31. When licensing a dog for the first time, proof of spay or neutering should be presented in order to be eligible for neutered or spayed ("fixed") license fee. There will be a late fee per dog for licensing after June 30<sup>th</sup>.

Subject to approval of the Board of Selectmen, annual dog and kennel licensing may be conducted by mail.

The Clerk of the Town shall issue dog licenses and tags on a form prescribed and furnished by the Town . On the license form the Clerk shall record the name, address, phone number and the date of birth of the owner or keeper of the dog and the name, license number and description of each dog. Each tag shall include the license number, the name of the Town and the year of issue.

No kennel license shall be issued unless the applicant demonstrates that the use of the subject property as a kennel is permitted under the Town's Zoning bylaws.

#### Cat Licensing

Each cat must be licensed in accordance with rules and regulations adopted by the Board of Selectmen.

Adopted May 4, 1992 (Article 52)

#### Part 4. Fees

The Board of Selectmen shall from time-to-time establish the fees to be charged for individual dog and kennel licenses, including late fees for licenses not obtained by the dates specified herein. Said schedule of fees is on record at the Town Clerk's Office, DNR and Town Manager's Office and is available to the public.

No fee shall be charged for a license issued under this section for a service animal as defined by the Americans with Disabilities Act or regulations promulgated thereunder.

No fee shall be charged for a license issued to a working police canine.

#### Part 5. Leashing and Restraint

Any person owning or keeping a dog shall not allow it to run at large in any of the streets or public places in the Town of Sandwich or upon premises other than the premises of such owner or keeper, unless the owner or lawful occupant of such other premises grants permission therefor. No dog shall be allowed in any public place or street within the Town unless it is effectively restrained or unless it is confined within a motor vehicle. A dog is under restraint for purposes of this Bylaw if it is accompanied by its owner or other person responsible for the dog, who is in full control and such dog is securely restrained with a collar and leash or such dog is under the immediate and effective voice control. To be under effective voice control for purposes of this bylaw, the dog must be within the keeper's sight and the keeper must be carrying a leash.

Unrestrained or unlicensed dogs may be sought out, caught and confined by the Animal Control Officer or any police officer of the Town, and impounded pursuant to GL c. 140, §§151A and 167.

Nothing in this Part shall be deemed to prohibit the use of dogs for hunting, sporting, public safety or working purposes as long as said dogs are properly restrained.

This Part shall not apply to a service dog. For purposes of this bylaw, a service dog is a dog specially trained to perform tasks for the benefit of an individual with a disability,

including but not limited to guiding individuals with impaired vision, alerting persons with impaired hearing, or providing other similar assistance to individuals.

Part 6. Beaches

It shall be unlawful for the owner, keeper, or person responsible for any dog to permit it to be on any public beach, including fresh water beaches, and the Sandwich Boardwalk between May 15 and September 15. Dogs are not allowed on salt water town beaches between April 1 and September 15.

Part 7. Impoundment

It shall be the duty of the Animal Control Officer to apprehend any dog found running at large and to impound such dog in the Town holding facility or another boarding facility.

The Animal Control Officer shall keep a record of each dog impounded, which shall contain the following information: breed, color and sex, together with whether or not the dog is licensed, the license number, if any, and the name and address of the owner, if known.

The owner or keeper of any dog impounded under the provisions of G.L. c. 140, §167 may claim such dog, provided he or she first procures from the Town Clerk a license and tag for any such dog that is not licensed and pays a sum established by the Animal Control Officer for daily per cost of the care of the dog during the period of impoundment.

Part 8. Removal of Waste

No person owning or having the care, custody, or control of any dog shall permit such dog to soil or defile or commit any nuisance upon any sidewalk, street, thoroughfare, beach, or wetland, in or upon any public property or in or upon the property of persons other than the owner or persons having the care, custody, or control of such dog, unless said person picks up any such waste and disposes of same in a sanitary manner. Anyone having custody or control of a dog in a public place shall have in his or her possession a device or equipment to pick up and remove dog feces. Individuals with disabilities aided by service dogs and law enforcement, emergency or rescue officials with dogs carrying out official duties are exempt from this section.

Part 9. Enforcement and Penalties

The Animal Control Officer, Natural Resource Officer, or any police officer or special police officer of the Town shall be empowered to enforce provisions of this Bylaw.

In addition to the remedies set forth herein and in GL c. 140, §§136A to 174E, inclusive, or any other applicable provision of law, this Bylaw may be enforced through any lawful means in law or in equity, including, but not limited to, non-criminal disposition pursuant to G.L. c. 40, §21D. If non-criminal disposition is elected, then any person who violates any provision of this by-law shall be subject to the following penalties:

First Offense:

\$50 fine

|                               |            |
|-------------------------------|------------|
| Second Offense:               | \$100 fine |
| Third and Subsequent Offense: | \$200 fine |

Subsequent offenses shall be determined as offenses occurring within two years of the date of the first noticed offense. Each day or portion thereof shall constitute a separate offense. If more than one, each condition violated shall constitute a separate offense.

The Town may enforce this Bylaw or enjoin violations thereof through any lawful process, and the election of one remedy shall not preclude enforcement through any other lawful means.

**Recommended by the Board of Selectmen.**

**ARTICLE 24**

To see if the Town will vote to amend the Town Bylaws by inserting a new Section 3.17, Public Consumption or Use of Marijuana, to read as follows, or take any action relative thereto.

**Section 3.17 PUBLIC USE OR CONSUMPTION OF MARIJUANA**

**Part 1.** Definitions

The following definitions shall apply to this bylaw.

Marijuana shall mean marijuana (or tetrahydrocannabinol) as defined in section 1 of chapter 94C, as amended, of the Massachusetts General Laws.

Consume shall mean taking into the human body by means of inhalation, ingestion, absorption or injection.

**Part 2.** Public Consumption Prohibited

No person shall smoke, burn, ingest, or otherwise use or consume marijuana or tetrahydrocannabinol (as defined in MGL c. 94C, § 1, as amended) while in or upon any area owned by or under the control of the Town, including, but not limited to, any street, sidewalk, public way, footway, passageway, stairs, dock, bridge, park, playground, beach, boardwalk, recreation area, boat landing, public building, school building, school grounds, cemetery, parking lot; any place to which the public has a right of access as invitees or licensees; or in or upon any bus or other passenger conveyance operated by a common carrier; or in or upon any place accessible to the public.

**Part 3.** Seizure of Marijuana in Violation

Any marijuana or tetrahydrocannabinol burned, smoked, ingested, or otherwise used or consumed in violation of this bylaw shall be seized, held, and disposed of in accordance with G.L. c. 94C, § 47A.

Part 4. Identification of Person(s) Found in Violation

Any person found in violation of this bylaw shall, when requested by an official authorized to enforce this bylaw, provide his or her full legal name, date of birth and address.

Part 5. Enforcement of Bylaw

This bylaw may be enforced through any lawful means in law or in equity, including, but not limited to, enforcement by criminal indictment or complaint pursuant to MGL c. 40, § 21 or by noncriminal disposition pursuant to MGL c. 40 § 21D, by the Board of Selectmen, the Town Manager, or their duly authorized agents, or any police officer.

Part 6. Penalties

The fine for violation of this bylaw shall be \$300 for each offense. Any penalty imposed under this bylaw shall be in addition to any civil penalty imposed under MGL c. 94C, § 32L.

Part 7. Severability

In the event that any provision, section or clause of this bylaw is hereafter judicially found to be invalid, such decision, invalidity or voidance shall not affect the validity of the remaining portion of these regulations.

**Recommended by the Board of Selectmen.**

**ARTICLE 25**

To see if the Town will vote in accordance with M.G.L. c.40, §15A to transfer the care, custody, and control of the Henry T. Wing School and all of its buildings and grounds from the School Department, currently held for school purposes, to the Board of Selectmen, to be held for general municipal purposes, to be effective July 1, 2017, unless the School Committee votes to retain care, custody, and control of the facility past July 1, 2017 prior to the control being transferred to the Selectmen; or take any action relative thereto.

**Recommended by the Board of Selectmen.**

**ARTICLE 26**

To Elect the following Officers:

- One Board of Assessor member for a term of three years;
- One Board of Health member for a term of three years;
- Two Board of Selectmen members for a term of three years;
- One Constable for a term of three years;
- One Sandwich Housing Authority member for a term of five years;

One Sandwich Housing Authority member for an unexpired terms of two years;  
One Town Clerk for a term of three years;  
Two Planning Board members for a term of three years;  
Two School Committee members for a term of three years;  
Three Trustees of the Sandwich Public Library for a term of three years;  
One Trustee of the Weston Memorial Fund for a term of three years;

and all other candidates that may appear on the official ballot,

and to vote YES or No on the following questions.

**BALLOT QUESTION #1**

Shall the Town of Sandwich be allowed to assess an additional \$1,300,000 in real estate and personal property taxes for the purpose of designing and constructing improvements to Sandwich public roads and related infrastructure, including all costs incidental and related thereto, for the fiscal year beginning July first, two thousand sixteen?

**YES:** \_\_\_\_\_

**NO:** \_\_\_\_\_

**BALLOT QUESTION #2**

Shall the Town of Sandwich be allowed to exempt from the provisions of proposition two and-one-half, so called, the amounts required to pay for the bonds issued for the purpose of designing and constructing a new police department headquarters, including equipment and furnishings and other costs incidental and related thereto, and for the purpose of designing and constructing improvements and remodeling, reconstructing and making extraordinary repairs to two fire department sub-stations located at the corner of Quaker Meetinghouse Road and Cotuit Road and at Route 6A in East Sandwich, including equipment and furnishings and all other costs incidental and related thereto?

**YES:** \_\_\_\_\_

**NO:** \_\_\_\_\_

**BALLOT QUESTION #3**

Shall the Town of Sandwich be allowed to assess an additional \$750,000 in real estate and personal property taxes for the purpose of providing fire department services for the fiscal year beginning July first, two thousand sixteen?

**YES** \_\_\_\_\_

**NO** \_\_\_\_\_

The polls for the election will be open at 7:00 a.m. and close at 8:00 p.m. on said

THURSDAY, THE FIFTH DAY OF MAY, 2016.

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 14th Day of April, 2016.

\_\_\_\_\_  
Frank Pannorfi, Chairman

\_\_\_\_\_  
Susan James, Vice Chairman

\_\_\_\_\_  
Peter Beauchemin

\_\_\_\_\_  
R. Patrick Ellis

\_\_\_\_\_  
Ralph A. Vitacco

**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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Constable

# Reference Material & Volunteer Service Form for Residents

**(NOTE:** Reference material is provided for informational purposes only.)

## **ARTICLE 1 – BOARD OF SELECTMEN – 2016 LONG RANGE PLAN**

### **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 2, 2016 Annual Town Meeting and are addressed in the recommended FY'17 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. Fully complete consolidation & unification of financial systems with School & Town with activation of new Assessing Department software program – July 2016 - Finance Director\*, Director of Assessing
- b. Outline & prioritize General Government staffing & reorganization implementation plan – 2016 & 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 new positions & organizational changes needed to improve the delivery of General Government services and address staffing shortfalls
- c. Continued review of Pay-As-You-Throw Program – 2016 & Beyond – Director of Public Works\*
  - i. Continue full fee for service operations and recommend fees changes, when appropriate – May 2016 & Beyond
  - ii. Work with Upper Cape towns to determine future use of Upper Cape Regional Transfer Station on Joint Base Cape Cod – 2016 & Beyond
- d. Determine any potential fulfillment of Sandwich Hollows Recreation Master Plan – 2016 & Beyond – Town Manager’s Office\*, Recreation Director, Golf Director
- e. Continue prioritization of Tax Title Redemption & Foreclosure Process – 2016 & Beyond with Latest Update July 2016– Board of Selectmen, Town Treasurer/Collector\*
- f. Continue Substance Abuse Prevention Committee efforts locally, with particular attention paid to MMA Model Program, & continue to play a lead role in regional efforts– 2016 & Beyond – Substance Abuse Prevention Committee\*, Barnstable County, Board of Selectmen, School Committee, Public Health Nurse
- g. Continue to support the STEM Program & Project Lead-The-Way Efforts – 2016 & Beyond – School Committee\*, Superintendent of Schools
- h. Work cooperatively with Town staff, Departments, School Committee and School Administration, to discuss future needs, funding priorities, services, and how changing demographics will impact future budgets, services, and capital needs – 2016 & Beyond – Board of Selectmen\*, School Committee & Department, Town Staff, Finance Committee, Capital Improvement Planning Committee

- i. Convene a summit of stakeholders to analyze current and projected demographics, assess resources and upcoming needs, develop achievable goals, and begin discussions about future priorities related to any changing demographics – June 2016
  - ii. Follow through with additional meetings to develop a consensus plan for implementing any recommended strategies for transition or reapportionment of resource allocation – Summer/Fall 2016
  - iii. Explore and recommend various funding approaches designed to meet goals and long-range capital needs with the least impact on taxes - Summer/Fall 2016
  - iv. Keep budget review process and timeframes to be in compliance with the Town Charter
- i. Continue review & implementation of relevant recommendations from Beach Management Plan & enforce dune protection efforts – 2016 & Beyond – Recreation Director\*, Natural Resources Director, Director of Public Works, Public Facilities Director

## **2. Capital Asset Management**

- a. Lead funding effort for new public safety planning proposal– 2016 ATM – Board of Selectmen\*, Public Safety Planning Group, Consultants
- i. Develop plan on future use, sale, etc. of public safety properties being replaced by new facilities – 2016 & Beyond
  - ii. Complete & monitor implementation of public safety civilian dispatch locally – FY'16 & FY'17
  - iii. Continue to participate in ongoing discussion about regional efforts for joint 911 dispatch services for Barnstable County – 2016 & Beyond – Board of Selectmen, Town Manager, Chief of Police, Fire Chief
- b. Public roads and public infrastructure improvements & recommend the continuation of Selectmen's 5-year road funding plan – 2016 & Beyond – Board of Selectmen, Director of Public Works
- i. Lobby Governor & State House for additional Ch. 90 appropriations & more timely release of approved Ch. 90 funds – 2015 & Beyond
  - ii. Provide sufficient additional funding to DPW Budget to maintain roads & infrastructure at higher standard once larger-scale improvements have been completed
  - iii. Continue private road taking process for action at 2016 & future Annual Town Meetings
- c. Continue to study & educate ourselves on the Special Purpose Infrastructure Stabilization Fund to address appropriate capital needs, consider all funding mechanisms & timing to be determined – 2016 & Beyond – Board of Selectmen\*, Town Manager's Office, Finance Director

- d. Determine final recommendation to present to the public on future of Henry T. Wing School & seek appropriate Town Meeting action & funding– 2016 & Beyond – School Committee\*
  - i. Present final recommendation on Henry T. Wing School to the public after exploring private use of the building & seek appropriate Town Meeting action– 2016 & Beyond – Board of Selectmen, Capital Improvement Planning Committee, Consultants
- e. Follow-up on Long Range Capital Plan (LRCP) & recommendations presented to Board of Selectmen – 2016 & Beyond – Board of Selectmen\*, School Committee, Finance Committee, Capital Improvement Planning Committee
  - i. Consider warrant article(s) to fund relevant portions of the LRCP – 2016 & Beyond
  - ii. Draft an Updated LRCP – 2017 & Beyond – Town Manager\*, CIPC
- f. Complete construction project for Clark-Haddad Building when funding provided by 2016 Annual Town Meeting & continue review of future of Deacon Eldred House with Consultant report & input to determine course of action, such as funding – Board of Selectmen, Capital Improvement Planning Committee, Community Preservation Committee, Consultants – 2016 & Beyond
- g. Work with Recreation Department, Recreation Committee, appropriate consultants, and public to re-establish a new skate park facility & fund accordingly at Town Meeting or through appropriate funding mechanism – 2017 – Recreation Director\*, Recreation Committee, Facility Users
- h. Submit an updated plan to the Selectmen to expand the delivery of senior & social services for capital & staffing needs and to fund needs accordingly – Council on Aging Director\*, Public Health Nurse – 2016 & 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 – 2016 & Beyond – Health Director\*, Water Quality Advisory Committee, Wastewater Consultant
  - i. Finalize CWRMP by July 1, 2017 deadline
  - ii. Proceed with recommendations of draft CWRMP & Interim Solutions Plan and implement appropriate action items, where possible – 2016 & Beyond
  - iii. Continue active participation in Barnstable County Section 208 planning efforts, including the establishment of bookends as solutions, & implement watershed recommendations where possible, while representing the interests of the Town of Sandwich, including participation in any initial pilot projects with neighboring communities – 2016 & Beyond

iv. Educate public on Federal and State Section 208 requirements and consequences of inaction with assistance from Cape Cod Commission & Water Quality Advisory Committee – 2016 & Beyond

v. Work with relevant private developers in meeting local CWRMP goals & regional Section 208 requirements, requiring them to pay their fair share of wastewater infrastructure improvements & operations – 2016 & Beyond

b. Make appropriate decision on South Sandwich Village Center (SSVC) P&S process, work with developer & CCC to determine compliance with P&S, and determine what, if any, future actions to take if developer does not proceed – June 2016 & Beyond, if Proceeding

c. Continue to foster positive working relations with NRG ownership of Canal Station power plant and assist NRG with solar project & proposed Unit #3 projects and related infrastructure efforts – 2016 & Beyond – Town Manager\*, Director of Assessing, Town Planner, Town Meeting

i. finalize Host Community Agreement & Tax Valuation Agreement on new Unit #3

ii. prudently plan for how any future New Growth revenue associated with Unit #3 is utilized, insuring funding within Proposition 2.5 limits is not used for future debt projects

d. Continue to focus on economic development efforts – 2016 & Beyond – Board of Selectmen, Town Manager's Office, Planning & Economic Development Director\*, Director of Assessing, Sandwich Economic Initiative Corporation

i. Explore any economic development opportunities with Cape Cod Commission (CCC) – 2016 & Beyond – Town Manger's Office, Appropriate Town Staff

ii. Continue MassDevelopment master planning effort for Town Marina and adjoining property with relevant stakeholders, including Army Corps of Engineers, NRG Canal – 2016 & Beyond

e. 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, including Water & Wastewater Infrastructure Fund implementation – 2016 & 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 – 2016 & Beyond – Board of Selectmen, Town Manager, Natural Resources Director\*, Woods Hole Group

i. Continue active participation with Army Corps of Engineers on active Section 111 & future Section 204 studies, various permitting & funding efforts – 2016 & Beyond

ii. Lobby state & federal officials for access to future sources of sand & proceed with Coastal Zone Management grants to permit nearshore sediment borrow source for future renourishment efforts – 2016 & Beyond

iii. Continue to work with federal and state delegation to secure additional appropriated funding for completion of fully permitted Beach Renourishment Project, including release of remaining State Environmental Bond Bill funds & maximizing potential Section 111 federal funding amount – 2016 & Beyond

iv. Work with federal and state delegation to secure funding for future completion of Old Harbor Inlet Stabilization Project – 2016 & 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 – 2016 & 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 2016 & Beyond – Board of Selectmen, Sandwich Housing Authority\*

d. Continue to review open space purchase priority list, particularly if large, desirable parcels become available – 2016 & 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](http://www.sandwichmass.org)) or viewed at the Office of the Board of Selectmen & Town Manager, Town Hall, 130 Main Street, Sandwich, MA 02563.

**ARTICLE 2 – FY'17 PROJECTED REVENUES & EXPENSES**

**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        |                   |
| Debt Outside 2.5 (To Be Issued)     | 0              | 57,233,385        |
| <br><u>Other Revenue:</u>           |                |                   |
| Land Bank / CPA Debt                | 1,326,638      |                   |
| CPA Debt (To Be Issued )            | 235,000        |                   |
| Marina Debt (To Be Issued)          | 200,000        |                   |
| Mass. School Bldg. 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>18,196,722</u> |
| <br><b>Total Estimated Revenues</b> | <br>75,430,107 |                   |

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

**EXPENSES**

|   |                |                   |
|---|----------------|-------------------|
| <u>ReCap Sheet Items:</u>                 |                |                   |
| State Assess: Tuition (10.00%)            | 3,592,317      |                   |
| State Assess: All Other (3.00%)           | 587,985        |                   |
| Abatements / Overlay                      | 400,000        |                   |
| FY'16 Snow & Ice Deficit                  | 0              | 4,580,302         |
| <br><u>Town Meeting Items:</u>            |                |                   |
| Health Insur.+ Mitig. Plan (5.66%)        | 9,800,000      |                   |
| County Retirement Assess. (6.60%)         | 3,355,082      |                   |
| Property & Liability Insur. (2.50%)       | 861,000        |                   |
| Medicare (6.00%)                          | 636,000        |                   |
| Unemployment Account                      | 100,000        |                   |
| OPEB Trust Fund                           | 100,000        |                   |
| Debt: Long Term                           | 3,970,074      |                   |
| Debt: Long Term (To Be Issued)            | 435,000        |                   |
| Debt: Short Term                          | 50,000         |                   |
| Reserve Fund                              | 500,000        |                   |
| Capital Budget - Net                      | 686,403        |                   |
| Transfer to Stabilization Fund            | 100,000        | 20,593,559        |
| <br><u>Operating Budgets:</u>             |                |                   |
| School Budget: Local (3.00%)              | 24,977,500     |                   |
| Ch. 70 (0.00%)                            | 6,740,018      | 31,717,518        |
| <br>UCCRVTS Budget (6.62%)                |                | 2,184,779         |
| <br>General Gov't. Budget (6.05%)         |                | <u>16,274,032</u> |
| <br><b>Total Estimated Expenses</b>       | <br>75,350,190 |                   |
| <br><b>ESTIMATED FY'17 BUDGET BALANCE</b> |                | <br>79,917        |

## ARTICLES 12 – 14 – ESTIMATED TAX IMPACTS OF BALLOT QUESTIONS

### Overall Assumptions – FY'16

- |                         |                 |
|-------------------------|-----------------|
| • Total Town Valuation: | \$3,823,133,300 |
| • Average Home Value:   | \$364,400       |
| • Average Tax Bill:     | \$5,273         |

### Article 12 & Ballot Question #1

- |   |  |             |
|---|--|-------------|
| • Purpose:                                      | Public Roads & Infrastructure Improvements |             |
| • Amount:                                       |  | \$1,300,000 |
| • Type:   | Capital Outlay Expenditure Exclusion       |             |
| • Length of Tax Impact:                         | One Fiscal Year Only                       |             |
| • When Tax Impact Takes Effect:                 | FY'17 Only                                 |             |
| • Estimated Tax Impact for Average Valued Home: |  | \$124       |

### Article 13 & Ballot Question #2

- |   |  |              |
|---|--|--------------|
| • Purpose:  | New Public Safety Buildings & Renovations        |              |
| • Amount:   |  | \$17,000,000 |
| • Type:   | Debt Exclusion                                   |              |
| • Length of Tax Impact:                                       | Only for the Term of the Bonds (Likely 25 Years) |              |
| • When Tax Impact Takes Effect:                               | Likely FY'21                                     |              |
| • Estimated Tax Impact for Average Valued Home Over 25 Years: |  | \$92         |

### Article 14 & Ballot Question #3

- |   |   |           |
|---|---|-----------|
| • Purpose:                                      | Hiring 8 EMS/Fire Officers to Staff East Sandwich Station |           |
| • Amount:                                       |   | \$750,000 |
| • Type:   | Override  |           |
| • Length of Tax Impact:                         | Permanent   |           |
| • When Tax Impact Takes Effect:                 | FY'17   |           |
| • Estimated Tax Impact for Average Valued Home: |   | \$71      |

## A GLOSSARY OF COMMONLY USED TERMS

**Appropriation** – An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited to a specific amount and identifies the timeframe when it will be expended.

**Assessed Valuation** – A valuation set upon real estate or other property by a government as a basis for levying taxes. Equalized assessed valuation refers to a municipality's assessed valuation, as determined by local assessors, adjusted by the State Department of Revenue to reflect a full and fair market value ("Equalized Valuation").

**Betterment** – An addition made to, or change made in, a fixed asset which is expected to prolong its life or to increase its efficiency. The term is also applied to sidewalks, water lines, and highways and the corresponding tax assessment abutters may authorize for repairs to their properties.

**Bond** – A written promise to pay a specified sum of money, called the face value (par value) or principal amount, at a specified date or dates in the future, called the maturity date(s) together with periodic interest at a specified rate. The difference between a note and a bond is that the latter runs for longer period of time and requires greater legal formality.

**Bond Anticipation Note (BAN)** – Short-term note of a government sold in anticipation of bond issuance. BANs are full faith and credit obligations.

**Bond Ratings** – Designations used by bond rating services to give relative indications of credit quality.

**Budget** – A plan of financial operations embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

**Budget Message** – Statement summarizing the plans and policies contained in the budget report, including an explanation of the principal budget items and recommendations regarding financial policy for the upcoming year.

**Capital Budget** – A plan for expenditure of public funds for capital purposes.

**Capital Expenditure** – Nonrecurring payments for capital improvements including construction, acquisition, site development and overhead costs. The fees for architects, engineers, lawyers, and other professional services plus the cost of financing may be included.

**Cherry Sheet** – An annual statement received by the Town from the Department of Revenue detailing estimated receipts for the next fiscal year from various state aid accounts, the lottery, and estimated charges payable in setting the tax rate.

Supplemental Cherry Sheets may be issued during the year and there is no guarantee that the estimated receipts and charges shown thereon will not vary from actual receipts and charges. The name was derived from the pink color of the document.

**Debt Service** – The cost (usually stated in annual terms) of the principal retirement and interest of any particular bond issue.

**Enterprise Fund** – Those funds which are established for specific uses under M.G.L. c.44, §53F1/2 that require an annual appropriation to operate (i.e. Sandwich Hollows Golf Club).

**Excess Levy Capacity** – The difference between a community's maximum tax levy limit as established by Proposition 2.5 and its actual tax levy in the most recent year for which the community has set a tax rate. It is the additional tax levy that a community can raise at Town Meeting without going to the voters for an override or debt exclusion.

**Exclusions (Debt Exclusion or Capital Expenditure Exclusion)** – Proposition 2.5 allows communities to raise funds for certain purposes above the amount of their levy limits or levy ceilings. Subject to voter approval, a community can assess taxes in excess of its levy limit for the payment of certain capital projects and for the payment of specified debt service costs. Such an exclusion increases the amount of property tax revenue a community may raise for a limited or temporary period of time in order to fund the specific project. Unlike overrides, exclusions do not increase the community's levy limit and do not become part of the base for calculating future years' levy limits.

**Fiscal Year** – The state and municipalities operate on a fiscal year which begins on July 1 and ends on June 30. For example, the FY'04 fiscal year is from July 1, 2003 to June 30, 2004.

**Free Cash (Surplus Revenue)** – Free cash represents the portion of surplus revenue which the municipality is able to appropriate. It is money that the community raised to spend for a particular item but was left over because the full appropriation was not expended. From this surplus the municipality's liabilities are subtracted (i.e. any unpaid back taxes). The remainder, if any, is certified annually by the Department of Revenue as the community's free cash. Amounts from certified free cash may be appropriated at Town Meeting by the community for expenditures or to offset property taxes.

**General Fund** – The fund into which the general (non-earmarked) revenues of the municipality are deposited and from which money is appropriated to pay the general expenses of the municipality.

**Growth Revenue (New Growth)** – The amount of property tax revenue that a community can add to its allowable tax levy from taxes from new construction, alterations, subdivisions, or changes of use. It is computed by applying the prior year's tax rate to the increase in valuation.

**Note** – A short-term loan, typically of a year or less in maturity.

**Overlay** – The amount raised by the assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and state allowed exemptions.

**Overrides** – Proposition 2.5 allows a community to assess taxes in excess of the automatic annual 2.5% increase and any increase due to new growth by passing an override. A community can take this action as long as it is below its levy ceiling (2.5% of full and fair cash value of community). When an override is passed, the levy limit for the year is calculated by including the amount of the override. Unlike exclusions, the override results in a permanent increase in the levy limit of a community, which becomes part of the levy limit base and increases along with the base at the rate of 2.5% each year.

**Proposition 2.5** – M.G.L. c.59, §21C was enacted in 1980 and limits the amount of revenue a city or town may raise from local property taxes each year. This amount is the community's annual levy limit. The law allows the levy limit to increase each year by 2.5% plus any new growth revenue derived from taxes from new construction and alterations. This amount may not exceed the community's levy ceiling. Proposition 2.5 also established two types of voter approved increases in local taxing authority – overrides and exclusions.

**Reserve Fund** – A fund established by Town Meeting which is under the control of the Finance Committee and from which transfers may be made for extraordinary and unforeseen expenditures. The appropriation cannot be greater than 5% of the tax levy for the prior fiscal year.

**Revolving Funds** – Those funds which may be used without appropriation and which are established for particular uses under M.G.L. such as continuing education programs, school lunch programs, self-supporting recreation and park services, conservation services, etc. (i.e. Sandwich Marina, Sandwich Community School).

**Stabilization Fund** – A special reserve account which is invested until used. Towns may appropriate into this fund in any year an amount no more than 10% of the prior year's tax levy. The outstanding balance in the account cannot exceed 10% of the Town's equalized valuation. Generally, it takes a 2/3 vote of Town Meeting to appropriate money from the Stabilization Fund.

**Surplus Revenue** – See "Free Cash".

## TABLE OF BASIC POINTS OF MOTIONS

| Rank                      | Type of Motion                          | 2nd Req'd. | May Debate | May Amend | Vote Req'd. | May Recons. | May Interrupt |
|---------------------------|---|------------|------------|-----------|-------------|-------------|---------------|
| <b>MAIN MOTIONS</b>       |   |            |            |           |             |             |               |
| None                      | Main Motion                             | Yes        | Yes        | Yes       | Varies      | Yes         | No            |
| Same                      | Reconsider or Rescind                   | Yes        | Same       | No        | Majority    | No          | No            |
| None                      | Take from the Table                     | Yes        | No         | No        | Majority    | No          | No            |
| None                      | Advance an Article                      | Yes        | Yes        | Yes       | Majority    | Yes         | No            |
| <b>PRIVILEGED MOTIONS</b> |   |            |            |           |             |             |               |
| 1                         | Dissolve or Adjourn<br>Adjourn to Fixed | Yes        | No         | No        | Majority    | No          | No            |
| 2                         | Time/Recess                             | Yes        | Yes        | Yes       | Majority    | No          | No            |
| 3                         | Point of No Quorum                      | No         | No         | No        | None        | No          | No            |
| 4                         | Fix the Time to Adjourn                 | Yes        | Yes        | Yes       | Majority    | Yes         | No            |
| 5                         | Question of Privilege                   | No         | No         | No        | None        | No          | Yes           |
| <b>SUBSIDIARY MOTIONS</b> |   |            |            |           |             |             |               |
| 6                         | Lay on the Table                        | Yes        | No         | No        | 2/3         | Yes         | No            |
| 7                         | The Previous Question                   | Yes        | No         | No        | 2/3         | No          | No            |
| 8                         | Limit or Extend Debate                  | Yes        | No         | No        | 2/3         | Yes         | No            |
| 9                         | Postpone to Time Certain                | Yes        | Yes        | Yes       | Majority    | Yes         | No            |
| 10                        | Commit or Refer                         | Yes        | Yes        | Yes       | Majority    | Yes         | No            |
| 11                        | Amend (or Substitute)                   | Yes        | Yes        | Yes       | Majority    | Yes         | No            |
| 12                        | Indefinitely Postpone                   | Yes        | Yes        | No        | Majority    | Yes         | No            |
| <b>INCIDENTAL MOTIONS</b> |   |            |            |           |             |             |               |
| Same                      | Point of Order                          | No         | No         | No        | None        | No          | Yes           |
| Same                      | Appeal                                  | Yes        | Yes        | No        | Majority    | Yes         | No            |
| Same                      | Division of a Question                  | Yes        | Yes        | Yes       | Majority    | No          | No            |
| Same                      | Separate Consideration                  | Yes        | Yes        | Yes       | Majority    | No          | No            |
| Same                      | Fix the Method of Voting                | Yes        | Yes        | Yes       | Majority    | Yes         | No            |
| Same                      | Nominations to Committee                | No         | No         | No        | Plurality   | No          | No            |
| Same                      | Withdraw or Modify Motion               | No         | No         | No        | Majority    | No          | No            |
| Same                      | Suspension of Rules                     | Yes        | No         | No        | 2/3*        | No          | No            |

\* Unanimous if rule protects minorities; out of order if rule protects absentees

Source: Town Meeting Time, 3rd Edition

# TOWN OF SANDWICH TALENT BANK

## *Serve Your Community*

Town Government needs citizens who are willing to give time in the service of their community. The Talent Bank was adopted by the Board of Selectmen as a means of compiling names of citizens who are willing voluntarily serve on boards, committees, and as resource people. Names in this file are available for use by the public as well as the Selectmen and all Town offices.

Talent Bank files are being updated to include categories consistent with the changing needs of the Town of Sandwich. Please complete the questions listed below, indicate your areas of interest, and either drop the form off at Town Hall or send it to:

Town of Sandwich Talent Bank  
Sandwich Town Hall  
130 Main Street  
Sandwich, MA 02563

Name: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Occupation / Background / Experience: \_\_\_\_\_

### LIST ORDER OF PREFERENCE:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Beach Advisory Committee | <input type="checkbox"/> Energy Committee         | <input type="checkbox"/> Sandwich Cultural Council       |
| <input type="checkbox"/> Board of Health*         | <input type="checkbox"/> Finance Committee**      | <input type="checkbox"/> Sandwich Econ. Initiative Corp. |
| <input type="checkbox"/> Cape Cod Commission      | <input type="checkbox"/> Golf Advisory Comm.      | <input type="checkbox"/> Sandwich Historical Commission  |
| <input type="checkbox"/> Capital Planning Comm.** | <input type="checkbox"/> Historic District Comm.* | <input type="checkbox"/> Sandwich Housing Authority*     |
| <input type="checkbox"/> Conservation Comm.       | <input type="checkbox"/> Library Trustees*        | <input type="checkbox"/> Visitor Services Board          |
| <input type="checkbox"/> Council on Aging         | <input type="checkbox"/> Personnel Board          | <input type="checkbox"/> Zoning Board of Appeals         |
| <input type="checkbox"/> Disabilities Commission  | <input type="checkbox"/> Planning Board*          | Other: _____   |
| <input type="checkbox"/> Emergency Management     | <input type="checkbox"/> Recreation Committee     | Other: _____   |

\* = Elected

\*\* = Appointed by Moderator

# Revised Sandwich Public Safety Project

## Existing Conditions

### Police Station

The current Sandwich Police Station was built in 1971 for a Police Department of 9 officers. Today, the Police Department has a staff of 45. The antiquated building is inadequate to support Sandwich's public safety mission and expensive to maintain.

- Critically insufficient space for current operations
- Not compliant with Local, State, and Federal codes
- Safety and security issues
- Inefficient HVAC and electrical systems



Displaced bearing wall (above)  
Leaking basement (below)

### Fire Station

The Fire Headquarters was completed in 1955 for a volunteer department. The sub-stations were built later for a smaller full-time department and a large call department. The Fire Department now has a staff of 41 operating out of two of those same original buildings.

- Poor response times to East & South Sandwich
- No gender compliant living area and facilities
- 1 empty station
- Stations not designed for 24/7 operation



## Project Costs

**Project cost - Buildings Only:** \$17,000,000 (Previously \$30,000,000)

**Tax Impact - 25 Year Bond - Buildings:** \$92/year or \$7.66/month

**Fire/EMS Personnel (Operating Budget) Override:** \$750,000

**Tax Impact- permanent:** \$71/year or \$6/month

*The estimated amounts above are based on an average home value of \$364,400.*

## Additional Information

Tours of both the existing Police Station and Fire Station are scheduled by appointment. Please feel free to contact either department. You are welcome to come see the current state of our facilities and ask any questions to address your concerns regarding the project. The project site at the corner of Quaker Meetinghouse Rd. & Cotuit Rd. is already Town-owned, and provides ample room for additional public facilities in the future.

Police Station (508) 833-8024 ext 2.

Fire Station: (508) 888-0525 ext 4.

Updated 4/5/2016

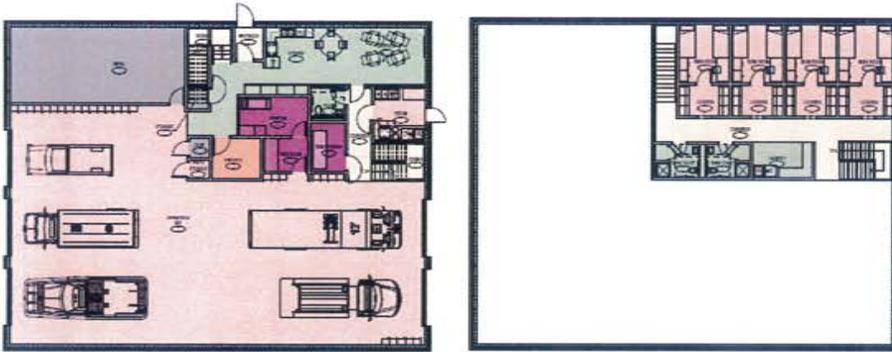


The Town of Sandwich is proposing a new 13,668 s.f. police station and 8,000 s.f. fire sub-station to be located on municipal land at the junction of Quaker Meetinghouse Road and Cotuit Road as well as an addition being added to the current East Sandwich fire station. These new facilities will improve the service delivery of both the Police and Fire Departments through better coordination and operations from three facilities which will help improve response times. With the construction of the new facilities, the existing police station as well as the existing Forestdale fire station facilities would close.

## Key Features

- The Selectmen listened to the public and arrived at a new plan
- Significantly smaller in size
- Significantly less costly than previous proposal
- Staffs three (3) Fire/EMS stations in town
- Current downtown Fire Station HQ remains open and staffed
- Hiring new Fire/EMS personnel to staff E. Sandwich Fire Station
- New Emergency Operations Center

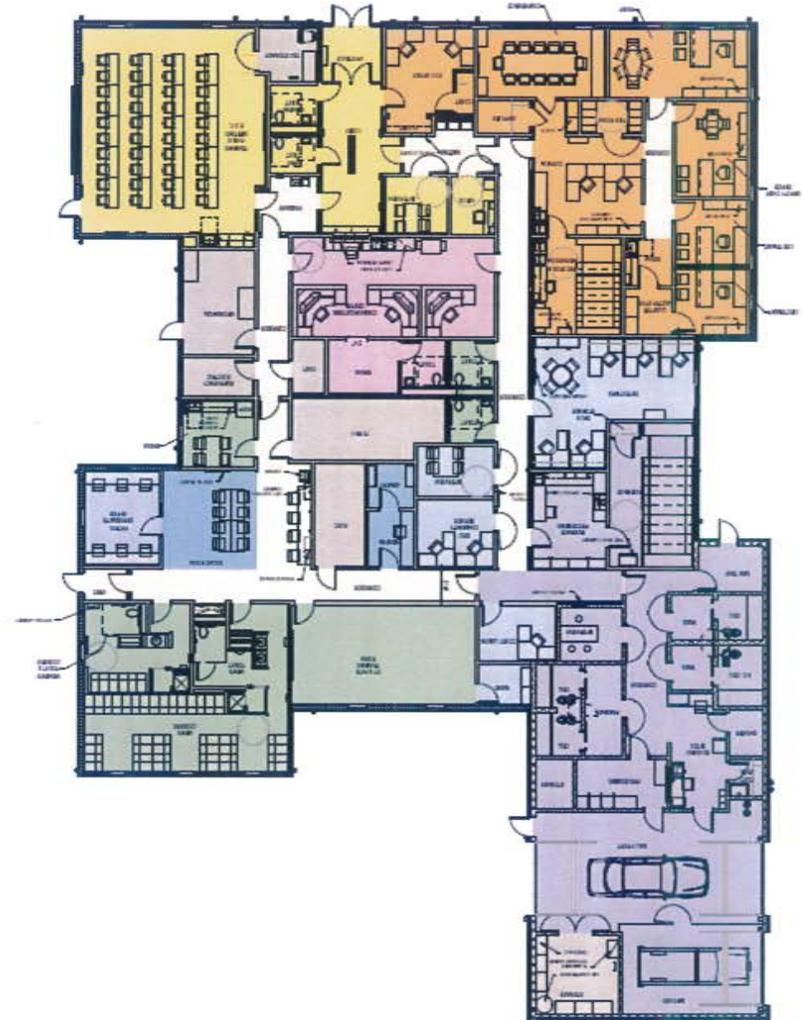
**New Fire/EMS Sub-Station**  
Quaker Meetinghouse Road & Cotuit Road (8,000 square feet)



**New Addition to Existing Rt. 6A**  
East Sandwich Fire/EMS Sub-Station (1,480 square feet)



**New Police Station**  
Quaker Meetinghouse Road & Cotuit Road (13,668 square feet)



- ⇒ Total project size reduced from 71,000 to 23,000 square feet.
- ⇒ Total project cost reduced from \$30 million to \$17 million.
- ⇒ Staffs three (3) Fire/EMS stations throughout town.



**Sandwich, Massachusetts**  
**Public Safety Facilities (Project Totals)**  
**Preliminary Opinion of Probable Project Cost**  
 April 4, 2016

v.4

| Item                                     | Description  | Sub Total           | Cost                | Comment  |
|--|--|---------------------|---------------------|--|
| <b><u>Site Development Cost</u></b>      |  |                     |                     |  |
|  | Police & SubStation 1 Site (QMH/Cotuit Rd.)              | \$1,393,000         |                     | All figures are rounded to the nearest \$1,000 due to the schematic nature of the estimate |
|  | SubStation 2 Site  | \$284,000           |                     |  |
| <b><u>Building Construction Cost</u></b> |  |                     |                     |  |
|  | New Police HQ  | 13,668 SF 414 \$/SF | \$5,659,000         |  |
|  | SubStation 1   | 8,000 SF 295 \$/SF  | \$2,363,000         |  |
|  | New SubStation 2 Dorm                                    | 1,480 SF 417 \$/SF  | \$617,000           |  |
|  | Existing Kitchen Renovation                              | 200 SF 375 \$/SF    | \$75,000            |  |
|  |  |                     | <u>\$10,391,000</u> |  |
|  | Design & Pricing Contingency                             | 10%                 | \$1,039,000         |  |
|  | <i>Trade Cost Subtotal</i>                               |                     | <b>\$11,430,000</b> |  |
|  | General Conditions                                       | 7.5%                | \$857,000           |  |
|  | Insurance  | 1.0%                | \$123,000           |  |
|  | Bonds  | 0.75%               | \$93,000            |  |
|  | Permit   | 0.0%                | \$0                 | Waived by town   |
|  | G.C. Fee   | 3.0%                | \$375,000           |  |
|  | <i>Estimated Construction Cost</i>                       |                     | <b>\$12,878,000</b> |  |
|  | Escalation allowance                                     | 2%                  | \$258,000           |  |
|  | <b><i>Estimated Construction Cost (Spring 2017)</i></b>  |                     | <b>\$13,136,000</b> |  |
| <b><u>Owner's Costs</u></b>              |  |                     |                     |  |
|  | Land Survey  |                     | \$50,000            |  |
|  | Geotech  |                     | \$50,000            |  |
|  | Arch. & Eng. Fees (10%)                                  |                     | \$1,314,000         |  |
|  | Reimbursable Expenses Allowance                          |                     | \$100,000           |  |
|  | Project Management (4%)                                  |                     | \$525,000           |  |
|  | Structural Peer Review                                   |                     | \$23,000            |  |
|  | Furnishings, Furniture & Equipment Allowance             |                     | \$280,000           | based on \$12/sf   |
|  | Technology & Security Equipment Allowance                |                     | \$420,000           | designer estimate  |
|  | Communications Equipment Allowance                       |                     | \$163,000           | designer estimate  |
|  | Reproduction /Miscellaneous                              |                     | \$25,000            |  |
|  | Legal/Advertising  |                     | \$15,000            |  |
|  | Material Testing   |                     | \$80,000            |  |
|  | Utility Backcharge Allowance                             |                     | \$25,000            |  |
|  | Owner's Contingency(5% of Total Project Cost)            |                     | \$809,000           |  |
|  | <b><i>Estimated Owner's Construction Phase Costs</i></b> |                     | <b>\$3,879,000</b>  |  |
| <b>Total Project Cost</b>                |  |                     | <b>\$17,015,000</b> |  |



# Sandwich, Massachusetts

## Public Safety Facilities (Police HQ & Fire Sub-Station)

### Preliminary Opinion of Probable Project Cost

April 4, 2016

v.4

| Item                              | Description                                 | Sub Total                          | Cost   | Comment             |
|-----------------------------------|---|------------------------------------|--|---------------------|
| <b>Site Development Cost</b>      |   |                                    |  |                     |
|                                   | Police & SubStation 1 Site (QMH/Cotuit Rd.) | \$1,392,768                        |  |                     |
| <b>Building Construction Cost</b> |   |                                    |  |                     |
|                                   | New Police HQ                               | 13,668 SF 414 \$/SF                | \$5,658,790                                      |                     |
|                                   | SubStation 1                                | 8,000 SF 295 \$/SF                 | \$2,363,068                                      |                     |
|                                   |   |                                    | <b>\$9,414,626</b>                               |                     |
|                                   | Design & Pricing Contingency                | 10%                                | \$941,463  |                     |
|                                   |   | <i>Trade Cost Subtotal</i>         | <b>\$10,356,089</b>                              |                     |
| GC Mark-Ups                       |   |                                    |  |                     |
|                                   | General Conditions                          | 7.5%                               | \$776,707  |                     |
|                                   | Insurance                                   | 1%                                 | \$111,328  |                     |
|                                   | Bonds                                       | 0.75%                              | \$84,331   |                     |
|                                   | Permit                                      |                                    | \$0  |                     |
|                                   | G.C. Fee                                    | 3.0%                               | \$339,854  |                     |
|                                   |   | <i>Estimated Construction Cost</i> | <b>\$11,668,308</b>                              |                     |
|                                   | Escalation allowance                        | 2.0%                               | \$234,000  |                     |
|                                   |   |                                    | <b>Estimated Construction Cost (Spring 2017)</b> | <b>\$11,902,310</b> |



**Sandwich, Massachusetts**  
**Public Safety Facilities (Fire Sub-Station 2)**  
**Preliminary Opinion of Probable Project Cost**  
 April 4, 2016

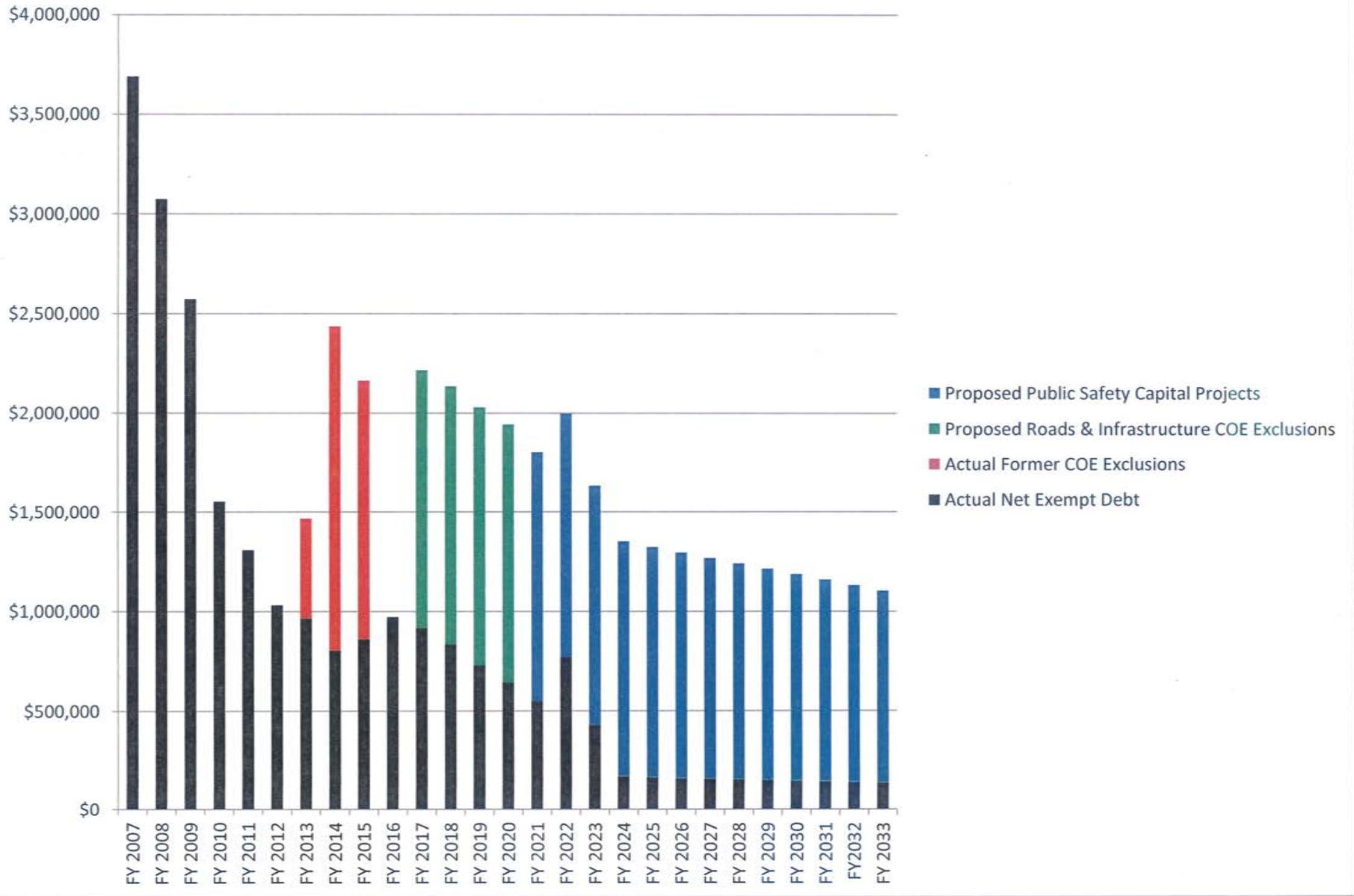
v.4

| Item                              | Description                  |                                    | Sub Total  | Cost               | Comment |
|-----------------------------------|------------------------------|------------------------------------|--|--------------------|---------|
| <b>Site Development Cost</b>      |                              |                                    |  |                    |         |
|                                   | SubStation 2 Site            |                                    | \$283,656  |                    |         |
| <b>Building Construction Cost</b> |                              |                                    |  |                    |         |
|                                   | New SubStation 2 I           | 1,480 SF 417 \$/SF                 | \$616,697  |                    |         |
|                                   | Existing Kitchen Re          | 200 SF 375 \$/SF                   | \$75,000   |                    |         |
|                                   |                              |                                    | <b>\$975,353</b>                                 |                    |         |
|                                   | Design & Pricing Contingency | 10%                                | \$97,535   |                    |         |
|                                   |                              | <i>Trade Cost Subtotal</i>         | <b>\$1,072,888</b>                               |                    |         |
| <b>GC Mark-Ups</b>                |                              |                                    |  |                    |         |
|                                   | General Conditions           | 7.5%                               | \$80,467   |                    |         |
|                                   | Insurance                    | 1%                                 | \$11,534   |                    |         |
|                                   | Bonds                        | 0.75%                              | \$8,737  |                    |         |
|                                   | Permit                       |                                    | \$0  |                    |         |
|                                   | G.C. Fee                     | 3.0%                               | \$35,209   |                    |         |
|                                   |                              | <i>Estimated Construction Cost</i> | <b>\$1,208,834</b>                               |                    |         |
|                                   | Escalation allowance         | 2%                                 | \$25,000   |                    |         |
|                                   |                              |                                    | <b>Estimated Construction Cost (Spring 2017)</b> | <b>\$1,233,830</b> |         |

## TOWN OF SANDWICH - ESTIMATED NEW EXEMPT DEBT

| Fiscal Year | Actual Net Exempt<br>Debt | Actual Former COE<br>Exclusions | Proposed Roads &<br>Infrastructure COE<br>Exclusions | Proposed Public<br>Safety Capital<br>Projects | Total Actual & Est.<br>Proposed Debt |
|-------------|---------------------------|---------------------------------|--|---|--------------------------------------|
| FY 2007     | \$3,687,496               |                                 |  |   | \$3,687,496                          |
| FY 2008     | \$3,076,406               |                                 |  |   | \$3,076,406                          |
| FY 2009     | \$2,575,369               |                                 |  |   | \$2,575,369                          |
| FY 2010     | \$1,553,421               |                                 |  |   | \$1,553,421                          |
| FY 2011     | \$1,308,046               |                                 |  |   | \$1,308,046                          |
| FY 2012     | \$1,031,394               |                                 |  |   | \$1,031,394                          |
| FY 2013     | \$965,796                 | \$500,000                       |  |   | \$1,465,796                          |
| FY 2014     | \$805,370                 | \$1,630,000                     |  |   | \$2,435,370                          |
| FY 2015     | \$861,777                 | \$1,300,000                     |  |   | \$2,161,777                          |
| FY 2016     | \$972,664                 |                                 |  |   | \$972,664                            |
| FY 2017     | \$918,091                 |                                 | \$1,300,000  |   | \$2,218,091                          |
| FY 2018     | \$835,881                 |                                 | \$1,300,000  |   | \$2,135,881                          |
| FY 2019     | \$731,116                 |                                 | \$1,300,000  |   | \$2,031,116                          |
| FY 2020     | \$643,564                 |                                 | \$1,300,000  |   | \$1,943,564                          |
| FY 2021     | \$550,486                 |                                 |  | \$1,251,200                                   | \$1,801,686                          |
| FY 2022     | \$771,900                 |                                 |  | \$1,227,400                                   | \$1,999,300                          |
| FY 2023     | \$429,000                 |                                 |  | \$1,203,600                                   | \$1,632,600                          |
| FY 2024     | \$171,500                 |                                 |  | \$1,179,800                                   | \$1,351,300                          |
| FY 2025     | \$166,500                 |                                 |  | \$1,156,000                                   | \$1,322,500                          |
| FY 2026     | \$161,500                 |                                 |  | \$1,132,200                                   | \$1,293,700                          |
| FY 2027     | \$158,438                 |                                 |  | \$1,108,400                                   | \$1,266,838                          |
| FY 2028     | \$155,250                 |                                 |  | \$1,084,600                                   | \$1,239,850                          |
| FY 2029     | \$151,938                 |                                 |  | \$1,060,800                                   | \$1,212,738                          |
| FY 2030     | \$148,500                 |                                 |  | \$1,037,000                                   | \$1,185,500                          |
| FY 2031     | \$144,938                 |                                 |  | \$1,013,200                                   | \$1,158,138                          |
| FY2032      | \$141,250                 |                                 |  | \$989,400                                     | \$1,130,650                          |
| FY 2033     | \$137,375                 |                                 |  | \$965,600                                     | \$1,102,975                          |

# ESTIMATED NEW EXEMPT DEBT



## Fire Department Hiring Timeframe – Public Safety Planning Project

|          |   |                  |
|----------|---|------------------|
| May 2016 | <u>Total Requested FY'17 Override:</u>                    |                  |
|          | (8) New EMS/Fire Personnel, Equipment, Training, OT Costs | \$610,000        |
|          | <u>Employee Benefit &amp; Insurance Costs</u>             | <u>\$140,000</u> |
|          | Total Override Amount:                                    | \$750,000        |
|          | <br><u>Total Requested Debt Exclusion:</u>                | <br>\$17,000,000 |

Both Ballot Questions Need to Pass for New Staffing to Move Forward

Nov 2016 Barnstable County Exam results released

Jan. 2017 Commence Hiring Process (8) EMS/Fire Personnel:

- 2 rounds interviews
- Offer of employment
- Background Checks
- NFPA Physical
- Physical Agility Test (PAT) 2 weeks practice and test
- Psychological Exam
- Swim Test

April 2017 Order clothing, fire gear, and equipment

May 2017 Staggered Hiring Due To:

- Massachusetts Fire Academy & Local Training
- 10 Weeks Fire Academy (Groups of 3) June to December 2017
- Completion of Department Training Packet 1 Month

1<sup>st</sup> Quarter  
FY'18 East Sandwich Substation Opens to Public

**Summary:** In order for the East Sandwich Substation to service the public, the new EMS/Fire personnel need to be hired and to have completed the required Massachusetts Fire Academy and local training before they can work effectively on a shift. This means the hiring of the new personnel will need to start in the fall of 2016 with a goal of making the formal appointments around January 2017, or halfway through FY'17. This also means that of the \$750,000 being appropriated, roughly half will be needed in FY'17. The full amount will be needed for FY'18 and beyond which is why the full override amount is being requested.