

# 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 14, 2016 – 6:00 P.M. Sandwich Town Hall – 130 Main Street

1. Convene Open Session in Auditorium
2. Executive Session – M.G.L. c.30A, §21(a)  
Purpose #3: Collective Bargaining & Contract Negotiations – All Municipal Unions & Town Manager Contract
3. Pledge of Allegiance
4. Review & Approval of Minutes – 3/31/16
5. Public Forum (*15 Minutes*)
6. Town Manager Report
7. Correspondence / Statements / Announcements / Future Items / Follow-up (*10 Minutes*)
8. Staff Meeting (*90 Minutes*)
  - 7:20 P.M. Public Hearing: Seasonal Beer & Wine License – JD's Burger Company, LLC d/b/a Pond Side Café – Peters Pond RV Resort, 185 Cotuit Road, John Neal, Manager
  - 7:25 P.M. Public Hearing: Description of Premises – Pilot Current, Corp. d/b/a Pilot House Restaurant, 14 Gallo Road, Robert Jarvis, Manager
  - Livery License Request – Robert Fleckles, 90 Quaker Meetinghouse Road
  - Public Safety Planning Group & Todd Costa, Kaestle Boos Architects – Update on Proposed Public Safety Debt Exclusion and Staffing Override, Public Outreach, Etc.
  - 8:00 P.M. Public Hearing: FY'17 Budget – Overview of Recommended FY'17 Budget & Capital Budget
  - Director of Planning & Economic Development Blair Haney – Henry T. Wing School Public Forum for Planning Process, Private Options, Etc.
9. Old Business (*15 Minutes*)
  - FY'17 Budget Update
  - Sign Annual Town Meeting Warrant – 5/2/16
  - Other Matters Not Reasonably Anticipated by the Chairman

10. New Business (*5 Minutes*)
  - Cape Cod Commission Representative Reappointment – Woody Mitchell
  - Other Matters Not Reasonably Anticipated by the Chairman
11. Public Forum (*15 Minutes*)
12. Closing Remarks
13. Adjournment

**NEXT MEETING:** Thursday, April 28, 2016, 7:00 P.M., Town Hall

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BOARD OF  
SELECTMEN

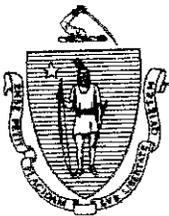
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TOWN  
MANAGER

## SANDWICH BOARD OF SELECTMEN PUBLIC HEARING

In accordance with M.G.L. Ch. 138, the Sandwich Board of Selectmen will hold a public hearing on Thursday, April 14, 2016 at 7:20 p.m. in the Sandwich Town Hall, 130 Main Street, Sandwich to consider the application of JD's Burger Company, LLC, d/b/a, Pond Side Café, for an Seasonal All Alcoholic Common Victualler license to be located at Peter's Pond RV Resort , 185 Cotuit Road, MA 02563. One floor 500 square foot building with one entrance to the cashier and one entrance to the kitchen. The 500 square feett in broken up evenly between a small sitting area with three tables and 12 seats and the other 250 square feet as a kitchen space. There is an outdoor patio 350 square foot with four umbrella tables and 4 seats each. Total square footage is 850 square feet. Anyone wishing to be heard on the subject will be afforded an opportunity at that time.

Frank Pannorfi, Chair  
Sandwich Board of Selectmen



The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 239 Causeway Street  
 Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

Print Form

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
 MONETARY TRANSMITTAL FORM**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA: \$200.00

(CHECK MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL)

CHECK NUMBER

IF USED EPAY, CONFIRMATION NUMBER

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

LICENSEE NAME

ADDRESS

CITY/TOWN  STATE  ZIP CODE

**TRANSACTION TYPE (Please check all relevant transactions):**

- Alteration of Licensed Premises
- Change Corporate Name
- Change of License Type
- Change of Location
- Change of Manager
- Other
- Cordials/Liqueurs Permit
- Issuance of Stock
- Management/Operating Agreement
- More than (3) \$15
- New License
- New Officer/Director
- New Stockholder
- Pledge of Stock
- Pledge of License
- Seasonal to Annual
- Transfer of License
- Transfer of Stock
- Wine & Malt to All Alcohol
- 6-Day to 7-Day License

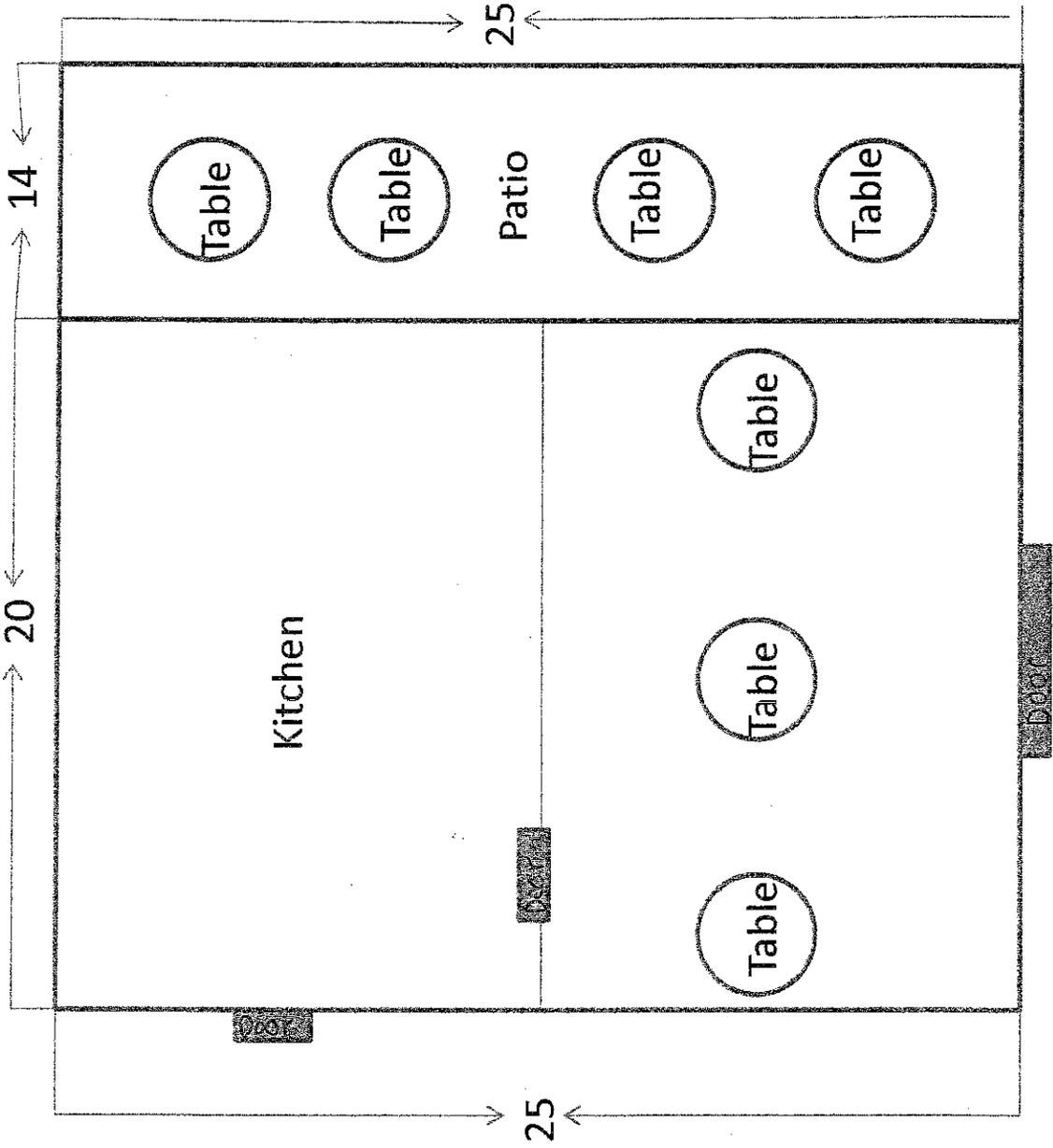
THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

**ALCOHOLIC BEVERAGES CONTROL COMMISSION  
 P. O. BOX 3396  
 BOSTON, MA 02241-3396**

SELECTMEN  
 MAR 15 2016  
 RECEIVED

# The Pondsides Café

Located at Peter's Pond Resort



*Inspections*

PLEASE RETURN TO KATHY COGGESHALL, TOWN MANAGER'S OFFICE, 130 MAIN STREET

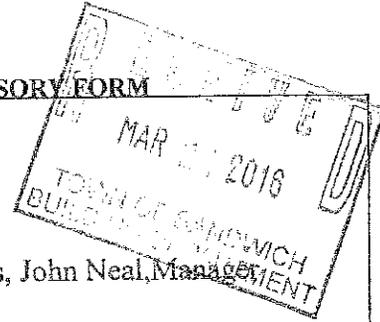
SELECTMEN'S OFFICE INTERDEPARTMENTAL ADVISORY FORM

Owner/Applicant = JD's Burgers

Location - 185 Cotuit Road, Peter's Pond RV Resort

Date - March 17, 2016

New SEASONAL Liquor license application for Peter's Pond. JD's Burgers, John Neal, Manager



POLICE -  Approve  Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

FIRE  Approve  Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

BOARD OF HEALTH  Approve  Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

INSPECTIONS  Approve  Disapprove

Remarks \_\_\_\_\_

*[Signature]*  
Signature (Date)

*3-24-16*

PLANNING/ZONING  Approve  Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

TAX COLLECTOR  Approve  Disapprove

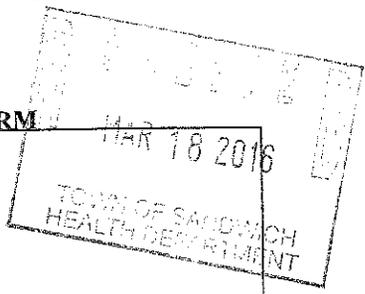
Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

BON

PLEASE RETURN TO KATHY COGGESHALL, TOWN MANAGER'S OFFICE, 130 MAIN STREET

**SELECTMEN'S OFFICE INTERDEPARTMENTAL ADVISORY FORM**



**Owner/Applicant =** JD's Burgers  
**Location** – 185 Cotuit Road, Peter's Pond RV Resort

**Date** – March 17, 2016  
New SEASONAL Liquor license application for Peter's Pond. JD's Burgers, John Neal, Manager

**POLICE** – \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

**FIRE** \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

**BOARD OF HEALTH**  Approve \_\_\_\_\_ Disapprove

Remarks \_\_\_\_\_

*Dalmy*  
Signature (Date) 3/22/16

**INSPECTIONS** \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

**PLANNING/ZONING** \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

**TAX COLLECTOR** \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)



PLEASE RETURN TO KATHY COGGESHALL, TOWN MANAGER'S OFFICE, 130 MAIN STREET

**SELECTMEN'S OFFICE INTERDEPARTMENTAL ADVISORY FORM**

**Owner/Applicant =** JD's Burgers  
**Location** – 185 Cotuit Road, Peter's Pond RV Resort  
**Date** – March 17, 2016  
New SEASONAL Liquor license application for Peter's Pond. JD's Burgers, John Neal, Manager

**POLICE** –  Approve  Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

**FIRE**  Approve  Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

**BOARD OF HEALTH**  Approve  Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

**INSPECTIONS**  Approve  Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

**PLANNING/ZONING**  Approve  Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

**TAX COLLECTOR**  Approve  Disapprove

Remarks Taxes are current

\_\_\_\_\_  
Signature [Signature] (Date) 3/17/16

Vote of JD's Burger Company, LLC

On March 14, 2016 the LLC voted to the following:

- Apply for the seasonal all alcohol restaurant license located at 185 Cotuit Road Sandwich, MA 02563.
- The LLC voted to name John Neal the Manager of Record.

John Neal

Owner

JD's Burger Company, LLC

A handwritten signature in black ink, appearing to read "John Neal", written over the printed name.

March 14, 2016

**6. CONTACT PERSON CONCERNING THIS APPLICATION (ATTORNEY IF APPLICABLE)**

NAME: John Neal  
ADDRESS: 1 Winnies Way  
CITY/TOWN: East Sandwich STATE: MA ZIP CODE: 02537  
CONTACT PHONE NUMBER: 617 699 0877 FAX NUMBER:  
EMAIL: jdburgerco@gmail.com

**7. DESCRIPTION OF PREMISES:**

Please provide a complete description of the premises. Please note that this must be identical to the description on the Form 43. **Your description MUST include: number of floors, number of rooms on each floor, any outdoor areas to be included in licensed area, and total square footage.** i.e.: "Three story building, first floor to be licensed, 3 rooms, 1 entrance 2 exits (3200 sq ft); outdoor patio (1200 sq ft); Basement for storage (1200 sq ft). Total sq ft = 5600."

One floor 500 square foot building with one entrance to the cashier and one entrance to the kitchen. The 500 square foot is broken up evenly between a small sitting area with three tables and 12 seats and the other 250 square feet as kitchen space. There is an outdoor patio that is 350 square feet with four umbrella tables and 4 seats each. The total square footage is 850 square feet. There is no basement for storage, only a crawl space.

Total Square Footage: 850 Number of Entrances: 2 Number of Exits: 2  
Occupancy Number: 50 Seating Capacity: 28

IMPORTANT ATTACHMENTS (2): The applicant must attach a floor plan with dimensions and square footage for each floor & room.

**8. OCCUPANCY OF PREMISES:**

By what right does the applicant have possession and/or legal occupancy of the premises? Final Lease

IMPORTANT ATTACHMENTS (3): The applicant must submit a copy of the final lease or documents evidencing a legal right to occupy the premises.

Other:

Landlord is a(n): Corporation Other:

Name: Peters Pond RV Resort Phone: 15084771775

Address: 185 Cotuit Road City/Town: Sandwich State: MA Zip: 02563

Initial Lease Term: Beginning Date 04/15/2016 Ending Date 10/15/2016

Renewal Term: 1 Year Options/Extensions at: 1 Years Each

Rent: \$3,500.00 Per Year Rent: \$583.33 Per Month

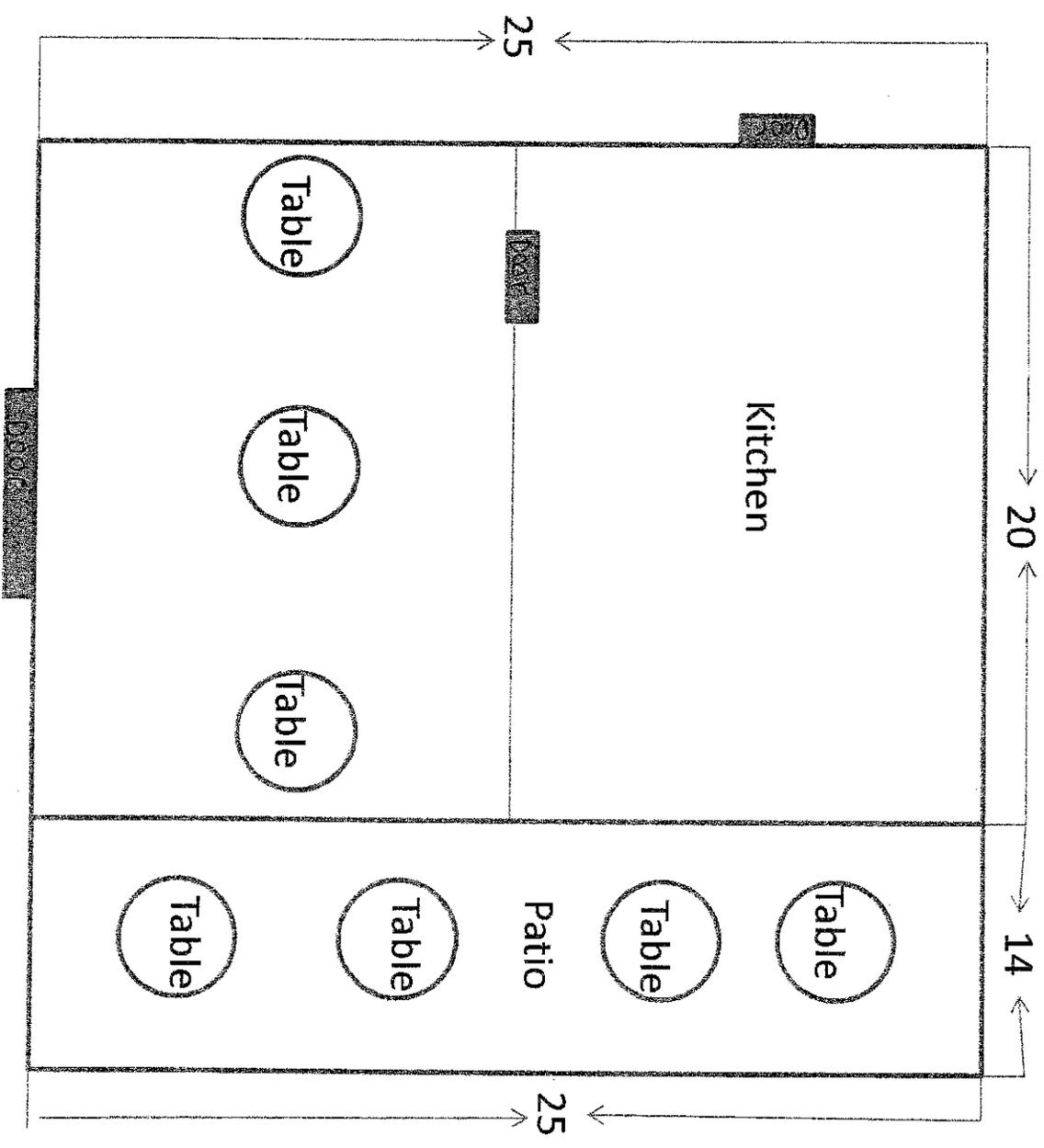
Do the terms of the lease or other arrangement require payments to the Landlord based on a percentage of the alcohol sales?  
Yes  No

If Yes, Landlord Entity must be listed in Question # 10 of this application.

If the principals of the applicant corporation or LLC have created a separate corporation or LLC to hold the real estate, the applicant must still provide a lease between the two entities.

# The Pondsides Café

Located at Peter's Pond Resort



**SANDWICH BOARD OF SELECTMEN  
PUBLIC HEARING**

In accordance with M.G.L. Ch. 138, the Sandwich Board of Selectmen will hold a public hearing on Thursday, April 14, 2016 at 7:20 p.m. in the Sandwich Town Hall, 130 Main Street, Sandwich to consider the application of Pilot Current Corp d/b/a Pilot House Restaurant, 14 Gallo Road, for an alteration of premises to include addition of a gazabo on lawn for food and beverage services and allow alcohol to be served on lawn with 40 seats on lawn. Anyone wishing to be heard on the subject will be afforded an opportunity at that time.

Frank Pannorfi, Chair  
Sandwich Board of Selectmen

Sent to Beth @ Pilot House to notify abutters  
on 3/30/2016

CORPORATE VOTE

Pursuant to a duly filed Waiver of Notice, a special meeting of the Board of Directors of Pilot Current Corp. Inc., was held in Sandwich, Massachusetts on March 8, 2016.

Upon Motion duly made and seconded, it was:

VOTED: That the following office of Pilot Current Corp. Inc., to wit:

Robert C. Jarvis, President

be and is authorized and empowered in the name and behalf of the Corporation and upon such terms as he may determine necessary, proper, advisable and advantageous:

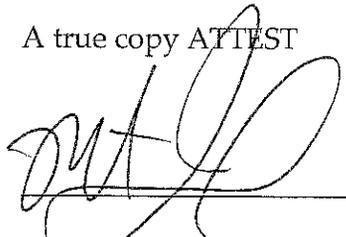
To do any and all actions necessary to refinance and/or obtain financing for the construction of a gazebo on the lawn located at 14 Gallo Road, Sandwich, MA and for the purchase of all inventory and equipment associated with it.

There being no further business to come before the meeting, it was

VOTED: to adjourn.

ADJOURNED

A true copy ATTEST



\_\_\_\_\_

Robert C. Jarvis, Secretary

PLEASE RETURN TO KATHY COGGESHALL, TOWN MANAGER'S OFFICE, 130 MAIN STREET

SELECTMEN'S OFFICE INTERDEPARTMENTAL ADVISORY FORM

**Owner/Applicant = Pilot House Restaurant**

**Location** - 14 Gallo Road, Sandwich,

**Date** - March 21, 2016

Change in description of premises to include addition of gazebo/bar for food and beverage service and allow alcohol to be served on lawn - with 40 seats on lawn.

POLICE -

\_\_\_\_ Approve

\_\_\_\_ Disapprove

Remarks All outdoor areas shall be fenced in. Any openings or gates, which may be used by the public, shall be staffed while the business is open.

[Signature]  
Signature

3/21/16  
(Date)

FIRE

\_\_\_\_ Approve

\_\_\_\_ Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Date)

BOARD OF HEALTH

\_\_\_\_ Approve

\_\_\_\_ Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Date)

INSPECTIONS

\_\_\_\_ Approve

\_\_\_\_ Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Date)

PLANNING/ZONING

\_\_\_\_ Approve

\_\_\_\_ Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Date)

TAX COLLECTOR

\_\_\_\_ Approve

\_\_\_\_ Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Date)

PLEASE RETURN TO KATHY COGGESHALL, TOWN MANAGER'S OFFICE, 130 MAIN STREET

RECEIVED  
MAR 22 2016  
TOWN OF SANDWICH  
BUILDING DEPARTMENT

SELECTMEN'S OFFICE INTERDEPARTMENTAL ADVISORY FORM

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**Date - March 21, 2016**

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POLICE -  Approve  Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

FIRE  Approve  Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

BOARD OF HEALTH  Approve  Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

INSPECTIONS  Approve  Disapprove

Remarks *In inclement weather, occupancy load of Interior space may not be exceeded.*

*[Signature]* 3/24/16  
Signature (Date)

PLANNING/ZONING  Approve  Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

TAX COLLECTOR  Approve  Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

PLEASE RETURN TO KATHY COGGESHALL, TOWN MANAGER'S OFFICE, 130 MAIN STREET

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**POLICE** -

Approve

Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Date)

**FIRE**

Approve

Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Date)

**BOARD OF HEALTH**

Approve

Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Date)

**INSPECTIONS**

Approve

Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Date)

**PLANNING/ZONING**

Approve

Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Date)

✓ **TAX COLLECTOR**

Approve

Disapprove

Remarks All taxes current

\_\_\_\_\_  
Signature

3/22/16  
(Date)

PLEASE RETURN TO KATHY COGGESHALL, TOWN MANAGER'S OFFICE, 130 MAIN STREET

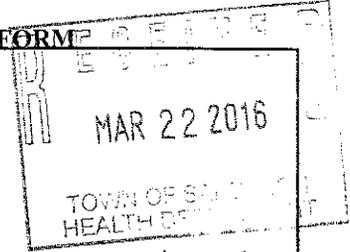
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**POLICE** – \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

**FIRE** \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

**BOARD OF HEALTH**  Approve \_\_\_\_\_ Disapprove

Remarks \_\_\_\_\_

*[Handwritten Signature]*  
Signature (Date) 3/22/16

**INSPECTIONS** \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

**PLANNING/ZONING** \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

**TAX COLLECTOR** \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

PLEASE RETURN TO KATHY COGGESHALL, TOWN MANAGER'S OFFICE, 130 MAIN STREET

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**POLICE** - \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

**FIRE**  Approve \_\_\_\_\_ Disapprove

Remarks \_\_\_\_\_

*Dorothy Cypell* 3/23/16  
Signature (Date)

**BOARD OF HEALTH** \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

**INSPECTIONS** \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

**PLANNING/ZONING** \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove

Remarks \_\_\_\_\_

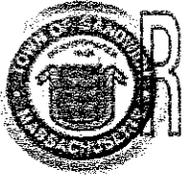
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Signature (Date)

**TAX COLLECTOR** \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove

Remarks \_\_\_\_\_

\_\_\_\_\_  
Signature (Date)

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 508-360-02537 Email ahelpingvan@yahoo.com  
 Name of Business A Helping Van<sup>0173</sup>  
 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

Criminal History: Robert has no entries on his Massachusetts Board of Probation Summary.

Narrative: Robert has no criminal history in the Commonwealth of Massachusetts.

Robert intends to have two vehicles attached to the Livery License from the town of Sandwich. On March 23, 2016. The packet submitted to Town Hall included the liability policies for both of the vehicles.

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, 2015. 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.

Board of Selectmen Meeting  
April 14, 2016

# PUBLIC SAFETY PROJECT

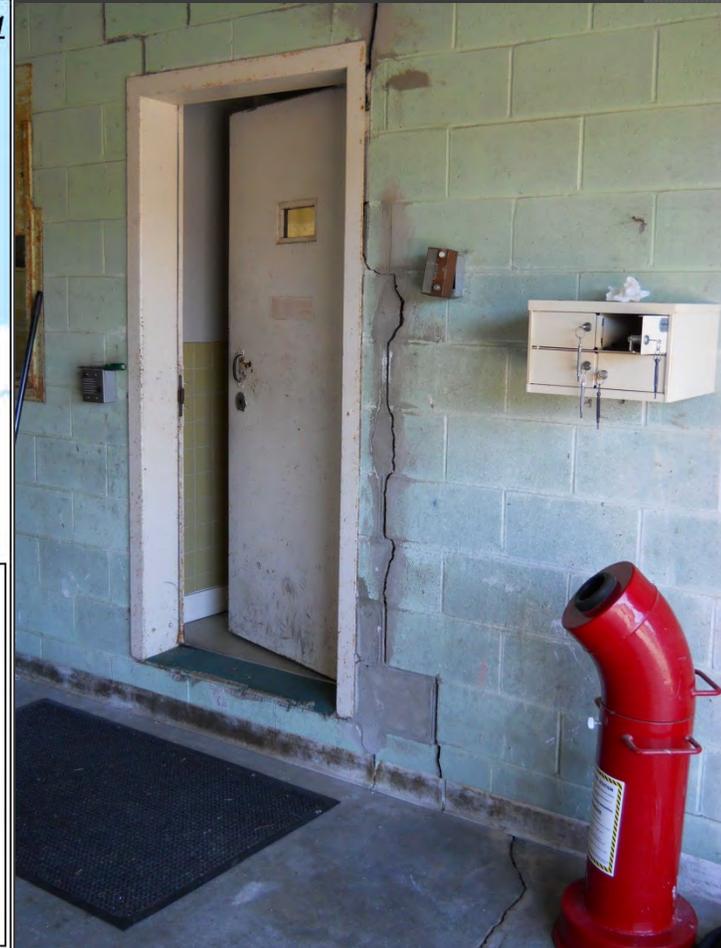
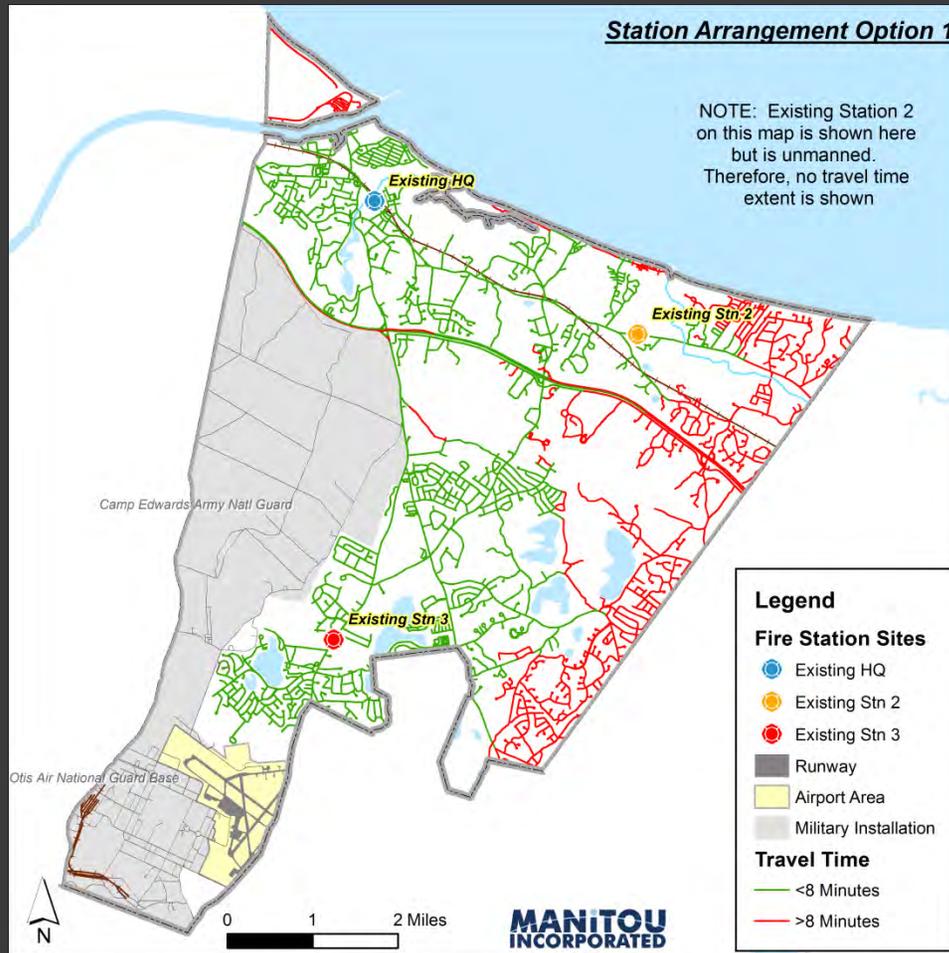
# Outline

- ⦿ Overview of problems
- ⦿ Overview of original plan
- ⦿ Overview of new plan
  - Highlights
  - Cost
  - Timeline
  - Informational flyer
- ⦿ Questions & Answers

# Primary Public Safety Problems

- ⦿ Response Times
- ⦿ Building Codes, Standards & Functionality
- ⦿ Public Safety Utilization
- ⦿ Priority for Selectmen since the 1980's
  - Included in Board's Long Range Plan every year

# Current Problems



# Original Plan

- ⦿ June 28, 2012 Selectmen vote
- ⦿ May 2013 Town Meeting & Ballot
- ⦿ \$30 million cost (debt exclusion only)
- ⦿ Comprehensive new joint headquarters
- ⦿ Only two staffed EMS/Fire stations to avoid staffing override

# Original Plan

- Passed by insufficient majority at Town Meeting
- Failed at the ballot

## Voter Feedback

- Acknowledgement of the problem...BUT,
- Too large
- Too costly
- Wanted three (3) staffed EMS/Fire stations
- Residents asked for a “Plan B”

# Revised Plan

- Selectmen listened to the public and came up with a “Plan B”

## New Plan

- Significantly smaller
- Significantly less costly
- Staffs three (3) stations in Town

# New Plan

- ◎ Significantly smaller:
  - 71,000 sf  23,000 sf
- ◎ Significantly less costly:
  - \$30 m  \$17 m
- ◎ Uses pre-fabricated construction where possible to reduce costs

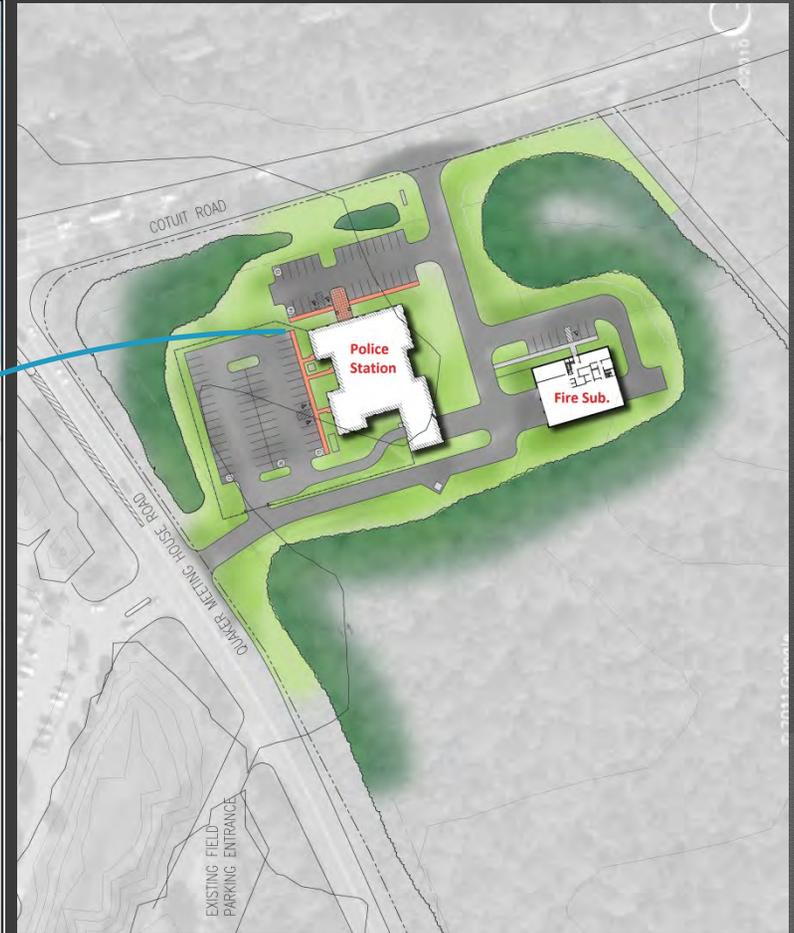
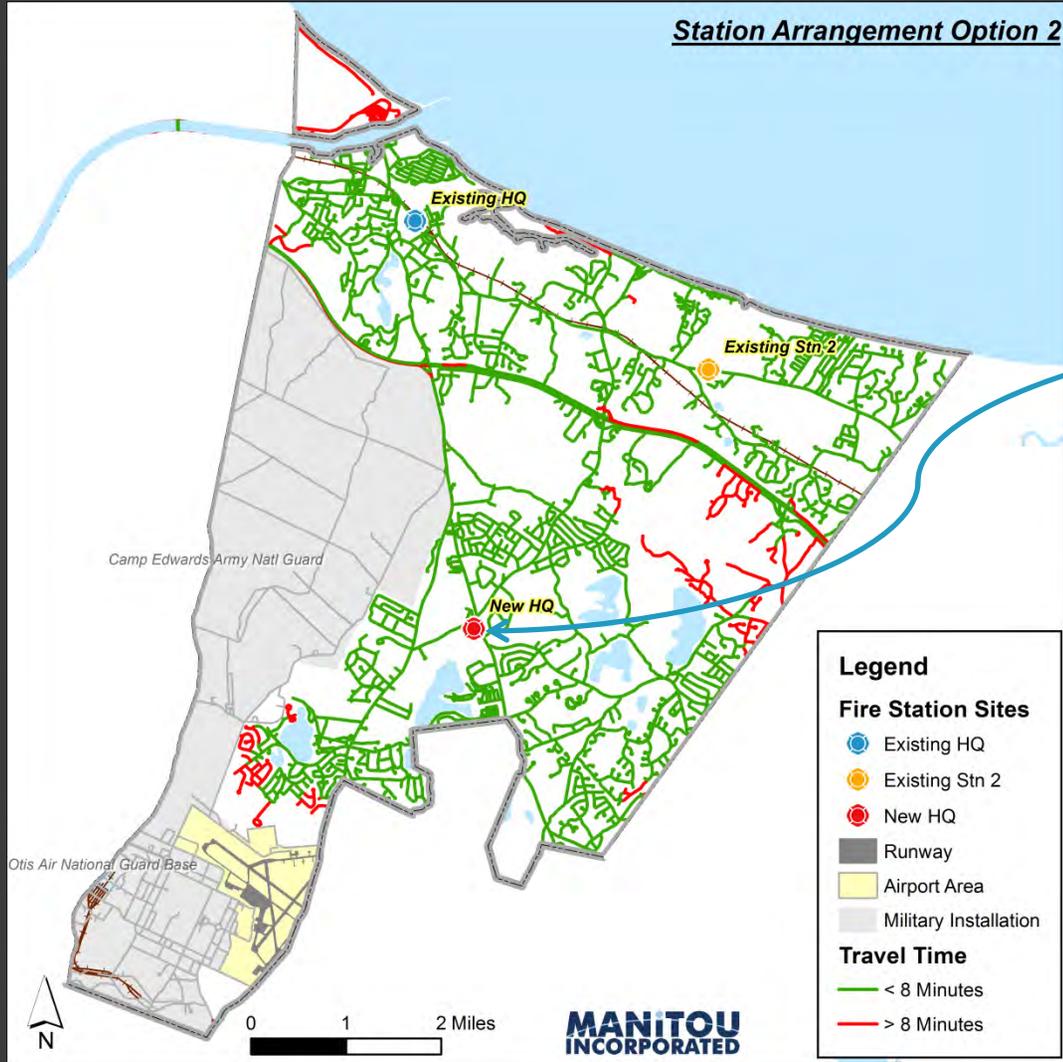
# New Plan

- ⦿ Eliminated new Fire Dept. HQ from project
- ⦿ New Police HQ downsized
  - 8 → 4 cells
  - No basement storage space
  - No outbuilding for evidence and equipment storage
  - All office spaces made smaller
  - Does include defensive tactics training room
    - Not a gym!

# New Plan

- Staffs three (3) EMS/Fire Stations, including East Sandwich
  - Requires \$750,000 override for eight (8) additional EMS/Fire personnel
  - Downtown Rt. 6A Fire Headquarters to remain open
  - Current Police Station & Forestdale Fire Substation buildings will be closed
    - future uses or re-development to-be-determined

# New Plan



Parking Count  
 29 visitors at Police  
 58 staff & cruisers at Police  
 8 at Fire Substation  
 5 ADA compliant spaces

# ISO and Insurance Rates

According to ISO's Community Mitigation Analyst

- If relocating the station puts properties over 5 road miles that are currently within 5 road miles of the current station –then that will affect the protection class of those properties.

## Travel Distances

### Existing Forestdale Fire Substation (#85 Route 130)

To Sandwich Gate on Snake Pond	2.0 miles
To Lake Shore Dr	5.3 miles
To Popple Bottom Rd	5.8 miles

### Proposed Location Quaker Meetinghouse/Cotuit Road

To Sandwich Gate on Snake Pond	3.6 miles
To Lake Shore Dr	4.4 miles
To Popple Bottom Rd	4.2 miles

MAIN LEVEL  
0' - 0"



New Police  
Department  
Headquarters  
Building:  
Conceptual  
Views from  
Cotuit Rd.

# Cost

- ◎ Buildings: \$17 million debt exclusion
  - From independent cost estimator
  - Likely bond for 25 year term
  - Average annual property tax increase: \$92
  - Tax increase will take effect in FY'21
- ◎ EMS/Firefighter Override: \$750,000
  - Permanent operational increase
  - Average annual property tax increase: \$71
  - Tax increase will take effect in FY'17

# Building Cost: \$17 million

CATEGORY	AMOUNT
Police Headquarters & EMS/Fire Substation at Quaker Meetinghouse/Cotuit Rds. <i>(Direct construction costs, e.g., labor &amp; materials)</i>	\$11,902,310
East Sandwich EMS/Fire Substation <i>(Direct construction costs, e.g., labor &amp; materials)</i>	\$ 1,233,830
Owner's Indirect Costs <i>(e.g., architect, engineer, project manager, furnishings, equipment, utilities, contingency, etc.)</i>	\$ 3,879,000
<b>TOTAL BUILDING COST</b>	<b>\$17,015,140</b>

# Owner's Project Manager

- Required by state law (MGL chapter 149);
- Focal point of responsibility and accountability on the project from the beginning through construction completion;
- Oversees the performance of the architect, construction contractor and others;
- Monitors the project budget and schedule;
- Maintains a central file of project records.

# Construction Timeframe

Assuming Voter Approval at May '16 Town Meeting & Ballot

- ⦿ East Sandwich Fire Substation addition
  - Finalize construction documents
  - Bid immediately and construct first
- ⦿ Rest of the Project
  - 10 months for final design & construction documents
  - 1½ - 2 years for bidding & construction
  - FY'19 completion date

# Fire/EMS Hiring Timeframe

## \$750,000 override

- May '16: Town Meeting & Ballot Approval
- Fall '16 – Winter '17: Hiring Process
- Spring – Summer '17: Appointments, Pre-Employment Tests, Training, Etc.
- Fall '17: East Sandwich Substation Opens Fully Staffed

## Revised Sandwich Public Safety Project

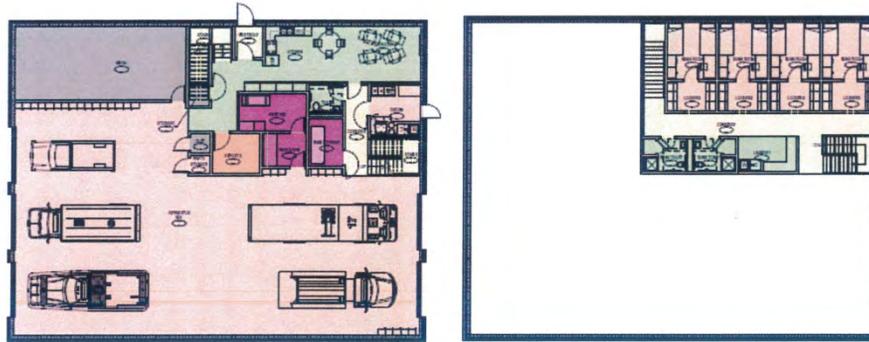


The Town of Sandwich is proposing a new 13,668 s.f. police station and 8,000 s.f. fire sub-station to be located on municipal land at the junction of Quaker Meetinghouse Road and Cotuit Road as well as an addition being added to the current East Sandwich fire station. These new facilities will improve 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.

Draft as of Tuesday 4/12/2016

## 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.

# If “No,” problems will continue

- ⦿ Inadequate space
- ⦿ Building/health code issues
- ⦿ Safety of employees and the public will be jeopardized
- ⦿ Continue to maintain & fund outdated and inefficient buildings

# If “No,” problems will continue

- Liability risks to the Town will increase
- Buildings will still be in wrong locations
- Over 25% of the population will continue to receive inferior emergency response times

# QUESTIONS?

- townhall@townofsandwich.net
- Town Hall: (508) 888-5144 or 888-4910
- Police: (508) 833-8024 ext. 2
- Fire: (508) 888-0525 ext. 4

Town Website: [www.sandwichmass.org](http://www.sandwichmass.org)

Police Website: [www.sandwichpd.com](http://www.sandwichpd.com)

Fire Website: [www.sandwichfire.com](http://www.sandwichfire.com)

Town Facebook Page: [townofsandwichma](https://www.facebook.com/townofsandwichma)

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# 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

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TOWN  
MANAGER

## TOWN OF SANDWICH PUBLIC HEARING FY'16 BUDGET

In accordance with Section 7.3(b) of the Town Charter, the Sandwich Board of Selectmen will hold a public hearing on the proposed FY'17 budget being presented to the Annual Town Meeting. The hearing will take place on Thursday, April 14, 2016 at 8:00 p.m. in the Sandwich Town Hall, 130 Main Street, Sandwich. A summary of the recommended budget is available at the Selectmen's Office at Town Hall, 130 Main Street and is posted online at [www.sandwichmass.org](http://www.sandwichmass.org).

Frank Pannorfi, Chairman  
Board of Selectmen

## FY'17 BUDGET TOTALS

NO.	DEPARTMENT	FY16 APPROP	FY17 SALARY	FY17 OPER	FY17 TOTAL	% CHANGE
114	Moderator	450	450	0	450	0.00%
123	Select./Manager	467,269	418,282	61,350	479,632	2.65%
	Personnel Expen.	244,875	414,500	0	414,500	69.27%
131	Finance Comm.	3,400	2,000	1,400	3,400	0.00%
135	Accounting	226,810	192,088	22,250	214,338	-5.50%
141	Assessing	384,818	362,201	24,925	387,126	0.60%
145	Treasurer	205,882	218,759	-7,950	210,809	2.39%
146	Tax Collector	201,800	140,701	56,900	197,601	-2.08%
147	Tax Title	35,000	0	35,000	35,000	0.00%
151	Legal	300,000	0	300,000	300,000	0.00%
152	Human Resour.	170,163	168,338	8,000	176,338	3.63%
161	Town Clerk	165,677	166,501	5,500	172,001	3.82%
162	Elect. & Regist.	60,750	10,500	59,750	70,250	15.64%
171	Natural Resour.	270,676	247,714	27,100	274,814	1.53%
175	Plan. & Devel.	222,299	196,921	21,125	218,046	-1.91%
190	Facilities Mgmt.	522,455	207,850	322,500	530,350	1.51%
195	Town Reports	11,000	0	11,000	11,000	0.00%
196	Bind Records	6,000	0	6,000	6,000	0.00%
197	Info. Technology	529,329	199,512	337,500	537,012	1.45%
	<b>Total 100s</b>	<b>4,028,653</b>	<b>2,946,317</b>	<b>1,292,350</b>	<b>4,238,667</b>	<b>5.21%</b>
210	Police Dept.	4,098,264	4,014,677	318,835	4,333,512	5.74%
220	Fire Dept.	3,211,210	3,784,322	-511,200	3,273,122	1.93%
241	Inspections	265,317	257,163	16,105	273,268	3.00%
244	Sealer of W & M	200	0	200	200	0.00%
291	Emerg. Mgmt.	11,500	3,000	8,500	11,500	0.00%
294	Forest Warden	1,500	0	1,500	1,500	0.00%
297	Bourne Shellfish	4,000	0	4,000	4,000	0.00%
299	Greenhead Fly	2,000	0	2,000	2,000	0.00%
	<b>Total 200s</b>	<b>7,593,991</b>	<b>8,059,162</b>	<b>-160,060</b>	<b>7,899,102</b>	<b>4.02%</b>
300	School Dept.	30,915,593	31,715,518	0	31,715,518	2.59%
313	UCCRVTs	2,049,172	2,184,779	0	2,184,779	6.62%
	<b>Total 300s</b>	<b>32,964,765</b>	<b>33,900,297</b>	<b>0</b>	<b>33,900,297</b>	<b>2.84%</b>

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

NO.	DEPARTMENT	FY16 APPROP	FY17 SALARY	FY17 OPER	FY17 TOTAL	% CHANGE
410	DPW - Engineer.	188,745	184,567	9,800	194,367	2.98%
420	DPW	1,467,558	970,673	708,025	1,678,698	14.39%
421	Snow & Ice	250,014	100,000	300,000	400,000	59.99%
424	Streetlights	30,000	0	30,000	30,000	0.00%
435	DPW - Sanitation	0	420,417	-420,417	0	#DIV/0!
<b>Total 400s</b>		1,936,317	1,675,657	627,408	2,303,065	18.94%
510	Health Dept.	187,330	181,646	10,125	191,771	2.37%
522	Nursing Dept.	145,742	117,712	34,700	152,412	4.58%
540	Social Services	35,000	0	35,000	35,000	0.00%
541	COA	217,769	219,548	10,500	230,048	5.64%
543	Veterans	45,500	0	55,500	55,500	21.98%
<b>Total 500s</b>		631,341	518,906	145,825	664,731	5.29%
610	Library	944,017	766,196	183,637	949,833	0.62%
630	Recreation	155,787	135,459	26,375	161,834	3.88%
650	DPW - Parks	20,850	0	20,850	20,850	0.00%
671	Hoxie / Grist Mill	20,000	20,000	0	20,000	0.00%
693	Memorial Day	1,200	0	1,200	1,200	0.00%
694	Historic District	13,000	2,000	12,750	14,750	13.46%
<b>Total 600s</b>		1,154,854	923,655	244,812	1,168,467	1.18%
<b>GEN. GOVT. TOTAL</b> (no School)		15,345,156	14,123,697	2,150,335	16,274,032	6.05%
<b>GRAND TOTAL</b> (incl. School)		48,309,921	48,023,994	2,150,335	50,174,329	3.86%

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

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

<b><u>Acct.</u></b>	<b><u>Budget - Description</u></b>	<b><u>Change</u></b>
<b>ALL</b>	Back to Usual 52.2 Weeks in Fiscal Year vs. 52.4 Weeks in FY'16	-42,339
123	Manager - Personnel Expenses & Unresolved Union Contracts	169,625
146	Collector - Lockbox for Collection of Taxes & Fees - <u>Net Decrease</u>	6,000
162	Elections & Registrations - Up Year in Normal Cycle	9,500
171	Natural Resources - Boat Enforcement - Loss of Net Waterway \$	-5,000
197	IT - Vehicle Repairs - Price of Hand-Me-Down Police Vehicles	5,000
210	Police - Increase OT to More Realistic Amount	150,000
220	Fire - Increase OT to More Realistic Amount	50,000
220	Fire - Increase Amb. Billing Charges \$14K - <u>Fully Offset Account</u>	-22,000
420	DPW - New Lease/Purchase of Vehicles & Equipment Account	150,000
421	DPW - Snow & Ice - Increase Budget to More Realistic Amount	150,000
522	Nursing - Cost of Vaccinations - Increases Gen. Fund Revenues	5,000
543	Veterans - Town Responsibility for Add'l. Veteran Medical Costs	10,000
630	Recreation - Min. Wage Increase & Porta-Jon Rentals - <u>Fully Offset</u>	20,000

**FY'17 CAPITAL BUDGET SUMMARY**

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

**ADDITIONAL FY'17 CAPITAL BUDGET IF FUNDING ALLOWS**

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

**GRAND NET TOTAL      \$686,403**

# Town Of Sandwich

THE OLDEST TOWN ON CAPE COD



**PLANNING & DEVELOPMENT OFFICE**  
16 Jan Sebastian Drive, Sandwich, MA 02563  
Phone: 508 833 8001  
Fax: 508 833 8006  
E-mail: [planning@townofsandwich.net](mailto:planning@townofsandwich.net)

TO: Members of the Board of Selectmen

FROM: Blair Haney, Director, Planning & Development

DATE: February 4, 2016

RE: Henry T. Wing School redevelopment

This memo serves to provide guidance to the Board of Selectmen regarding potential private redevelopment opportunities of the Henry T. Wing School. The Department of P&D circulated the attached fact-sheet and map to private development firms that specialize or have experience in the redevelopment of existing structures. The goal for this exercise was to solicit feedback from the industry that would provide insight to the Town about the types of projects that will attract private investment. The bullets below are an aggregate of our notes from follow-up discussions with two firms.

Additionally, the Department of P&D will continue pursuing informal discussion with development firms to determine if there are other development schemes that we have not yet considered that would both attract private investment for this parcel and achieve economic and land-use goals of the Town. This may include land uses such as assisted living, hospice, or a continuing care facility. The current zoning is R-1 which will require amending if the town pursues these uses or more dense residential development.

## Developer Feedback:

- All-residential use preferred by both firms
- Developer's preferred scheme:
  - 1st: "Family" units. Approx. mix of bedrooms would be:
    - 10% 3-BR = 18 bedrooms @ 60 units
    - 55% 2-BR = 66 bedrooms
    - 35% 1-BR = 21 bedrooms
    - TOTAL = 105 bedrooms
  - 2nd: "Senior" units. (Age-restricted)
    - Mix of 1-BR and 2-BR
    - Takes longer. They would still likely respond to RFP but the process takes much longer and makes the project less attractive.
- 50-60 units is thought to be the minimum range to achieve necessary economies of scale to make either scheme feasible, though it stands to reason that it could be more for a Senior Units scheme.

- Developer has **strong** preference for a “friendly” 40B approach. Without 40B permitting, project would be subject to DRI review by Cape Cod Commission, which would likely make the project infeasible. If a friendly 40B, the majority of review will stay local with the BOS and ZBA.
- Developer will pursue tax credits available. This may include Low Income Housing Tax Credits (LIHTC) through the Massachusetts Department of Housing and Community Development (DHCD).
- Developer may also pursue multiple rounds of Massachusetts Historic Rehabilitation Tax Credits through the Massachusetts Historical Commission (MHC). If the developer or State determines the building is not eligible, then the building may not be of use in their development scheme.
  - Credits are made available three times per year.
  - Developer likely request up to \$1.5m in tax credits, which may take up to 2 years.
- Expected to be roughly 24 months before construction, without unforeseen obstacles, according to a rough timeline sketched out by one developer. Total project time on the order of three years minimum.
- One developer OK with private septic system, one developer said they would not pursue project if private septic. They are only interested in projects that can be hooked up to Town sewer (which doesn’t exist at this site).
- Developer willing to do demolition work of non-1927 buildings.
- OK with demo and disposal of materials potentially considered “dirty.”
- Sample costs:
  - Approximately \$250,000 to get to “financing stage.”
  - Approximately \$14-20m project cost in total.

The P&D Department cannot stress enough that this information is not to be interpreted as a final recommendation of action. This exercise is a rough gathering of information using a couple of developers’ off-the-cuff responses. No level of exhaustive data gathering or outreach has been conducted. The goal is to simply test the waters with the development community. A next step recommendation from this Department might be to test the waters with the neighborhood community. Especially as it relates to a few issues listed below:

- Density? Is neighborhood comfortable with an additional 60+/- units at this site?
- Family units? Is the community comfortable with potential increases to families with school-age children?
- Town financial support? The lion’s share of public support for the project will come from State tax credits as stated above, but the developer’s application for these credits will look better if the Town contributes even small sums.
- Traffic? Potential impacts from 60+/- units will need to be considered. The former school had significant traffic from teachers, administrators and maintenance staff, parent drop-off and pick-up and school buses which will also need to be considered.

**Town Of Sandwich**  
THE OLDEST TOWN ON CAPE COD



**PLANNING & DEVELOPMENT OFFICE**

16 Jan Sebastian Drive, Sandwich, MA 02563

Phone: 508 833 8001

Fax: 508 833 8006

E-mail: [planning@townofsandwich.net](mailto:planning@townofsandwich.net)

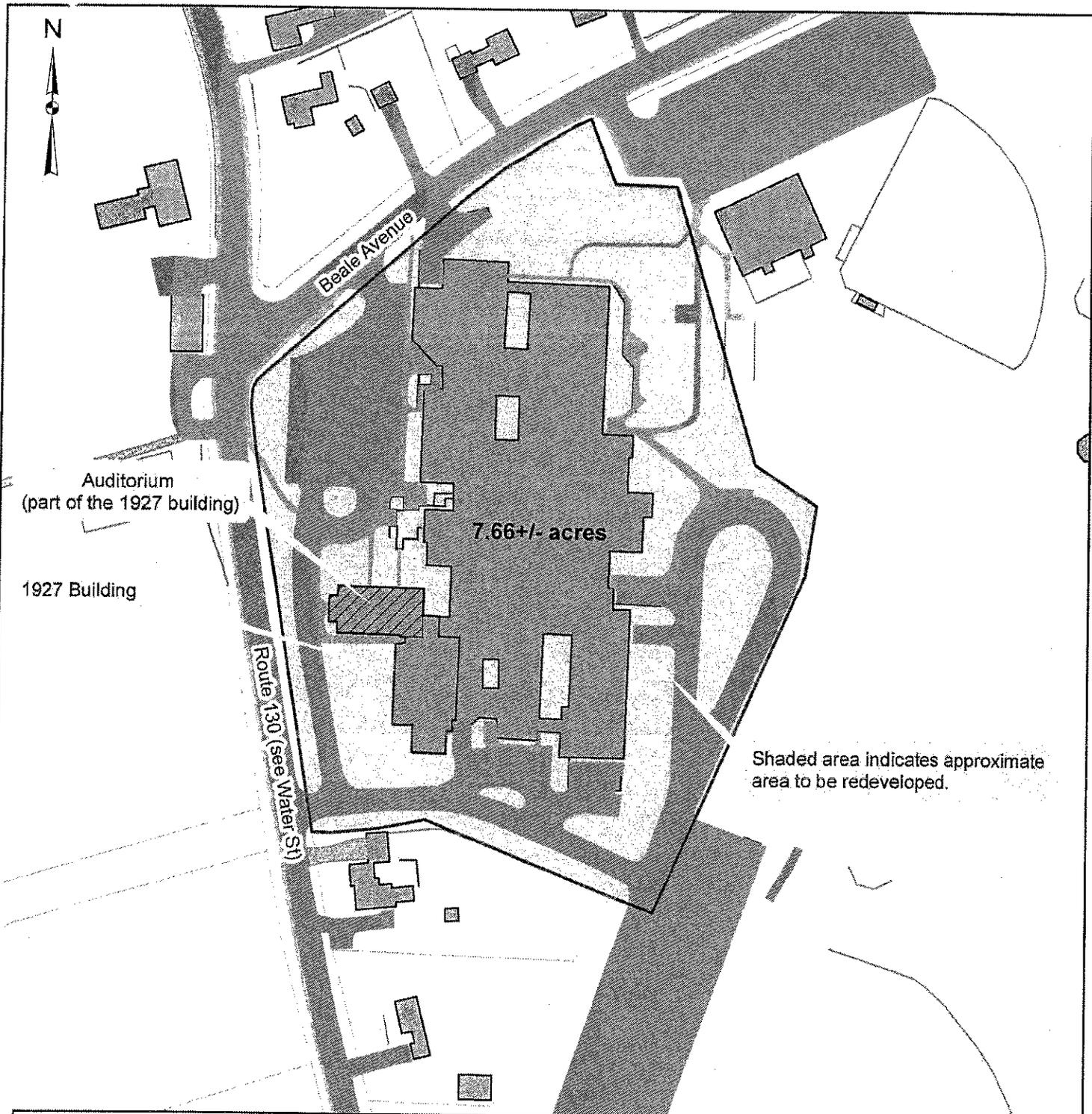
## **Henry T. Wing School – 33 Water Street Sandwich, MA**

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The Town of Sandwich is informally seeking non-binding ideas for private redevelopment of the site currently home to the Henry T. Wing School. The below facts will help an interested party determine project viability.

- Development concept
  - Private developer to repurpose site for residential use
  - Town will consider proposals for age restricted, affordable, market rate, rental, for-purchase, and possibly assisted living/hospice/continuing care or similar
  - Town to retain ownership and control of ball fields and associated parking (*see attached map for area to be redeveloped*)
  - Proposals may require permitting through the Cape Cod Commission
  
- Possible restoration/demolition options
  - Option 1: Demolish all sections of building except for 1927 section and construct a new building. Restore and re-use the 1927 building and incorporate into new construction.
  - Option 2: Demolish all sections of building except auditorium of 1927 section and construct a new building. Restore and re-use auditorium of 1927 building and incorporate into new construction.
  - Option 3: Demolish all sections of building (including 1927) and construct a new building.
  - Other options will be considered as presented.
  
- Area calculations
  - 1927 building
    - Interior square area: (3 levels) approx. 34,630 SF
    - Building footprint: approx. 12,500 SF
    - Auditorium square area: approx. 2,367 SF
  - Remaining building
    - Interior square area: multiple levels; 116,355 SF
    - Exterior footprint: approx. 98,000 SF
  - Developable site: approx. 7.67 acres (*see attached map*)

- Zoning
  - R-1 District (medium-density residential). The site will require zoning amendments. The Town will seek any necessary zoning amendments.
  - Parking Overlay District
  - Other jurisdictions:
    - Old King's Highway Historic District
    - NHESP priority habitat of rare species and wildlife
- Hazardous materials determination survey (available upon request)
  - 1927 building: Observed or presumed presence of asbestos, lead-based paint, and PCBs.
  - Remaining building: Observed or presumed presence of asbestos, lead-based paint, PCBs, and mercury.
- Septic system
  - Designed in 2004
  - Sized to treat and dispose 12,000 gallons of effluent per day under a MassDEP Groundwater Discharge Permit.



Auditorium  
(part of the 1927 building)

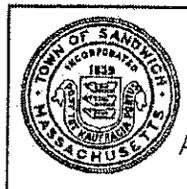
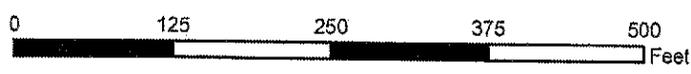
1927 Building

Route 130 (see Water St)

Beale Avenue

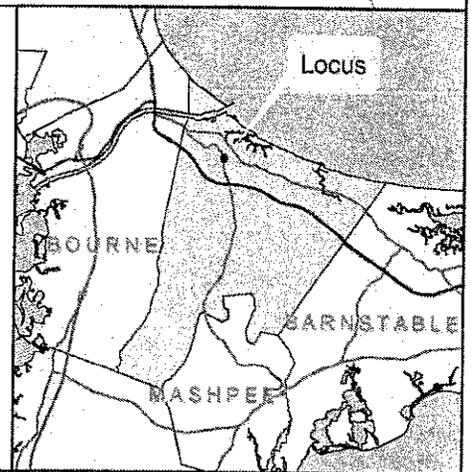
7.66 +/- acres

Shaded area indicates approximate area to be redeveloped.



TOWN OF SANDWICH

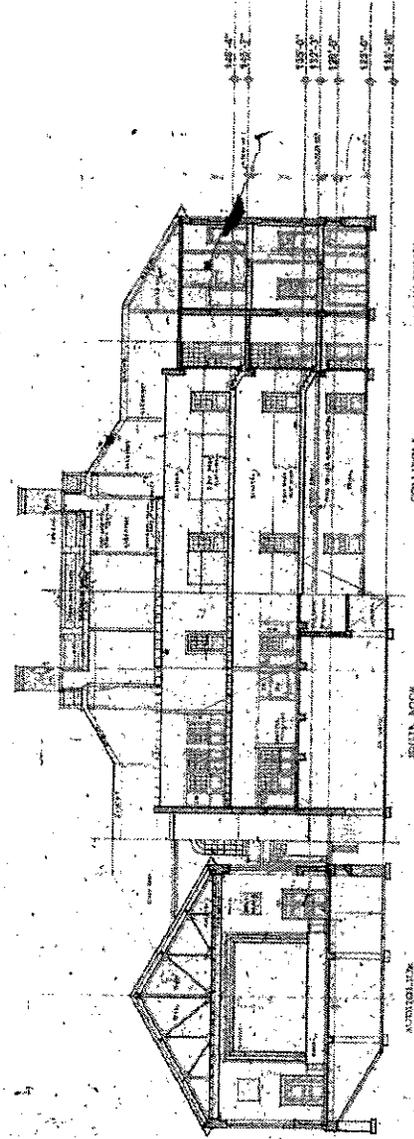
Henry T. Wing School  
Approximate Area for Redevelopment



Map is for illustrative purposes only.

1/7/2016

SCALE: NTS



LONGITUDINAL SECTION  
SCALE: 1/8" = 1'-0"

SMALL PROFILE

CORNER

SEVEN NOOK

SOUTHGLEN



**SECTION THROUGH 1927 WING**  
**HENRY T. WING SCHOOL**  
**REUSE STUDY**  
**33 WATER STREET**

**SANDWICH, MA 02563**

HENRY T. WING SCHOOL  
REUSE FEASIBILITY STUDY



October 19, 2015

– EXECUTIVE SUMMARY –

**EXECUTIVE SUMMARY**

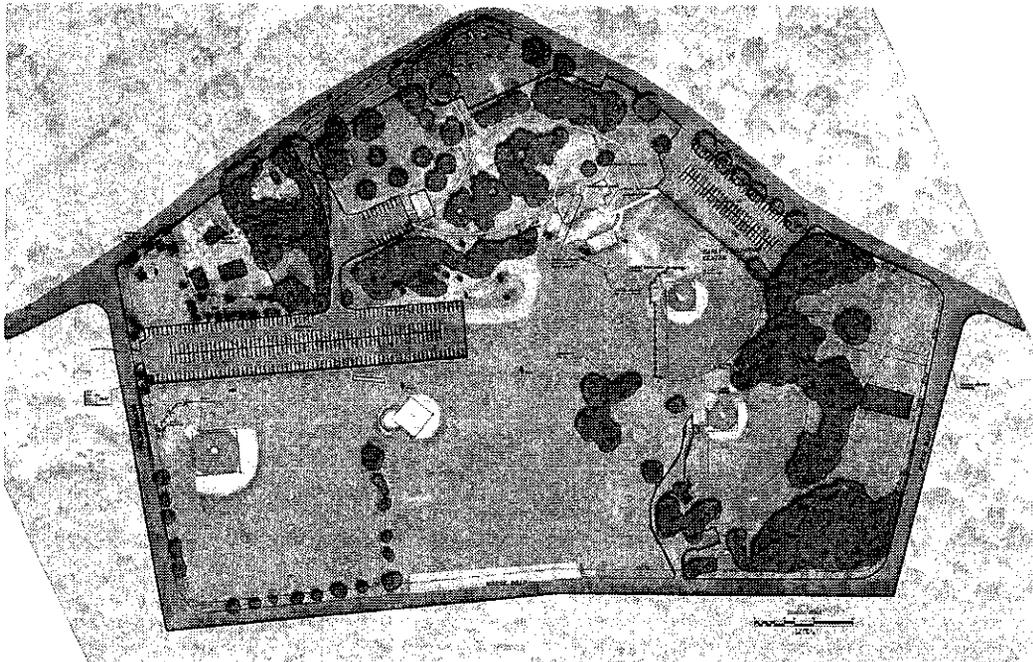
The Town of Sandwich, Massachusetts retained the Kaestle Boos Associates (KBA) design team to provide consulting and design services to evaluate the re-use of the Henry T. Wing Elementary School which closed as a school in June of 2015. Due to the shrinking student population, the Sandwich School department has consolidated the town's elementary program into two other existing schools (Oak Ridge and Forestdale) even though, for the next few years, the school administration will be using portions of the building for their offices. With the school's impending closure and large parts of the building being un-used, the study committee has requested that the architects provide an in-depth study of the condition of the building as well as to help the town determine what future uses the school may serve, if any. When the land was donated for the construction of the school, a deed restriction included a condition that the premises be used as a school site for a period of fifty years and be named the Henry T. Wing School. These deed restrictions expired on July 28, 1977. With this in mind, this study considered various uses for the property and the building other than those of serving education. (The Deed is included in the appendix of this study). The following existing conditions portion of this report presents an assessment of the overall physical condition of the building.

Concurrently with the existing building condition assessment, KBA was requested to develop a space needs assessment of town services that are currently either inefficiently spread around town or are in need of additional space. Several options have been presented, including the reuse of the entire building to reuse of only part of the building. Opinions of Probable Costs (OPC) were done for most of these options. They are as follows:

**Option 1**

*Demolish entire building; replant the Site*

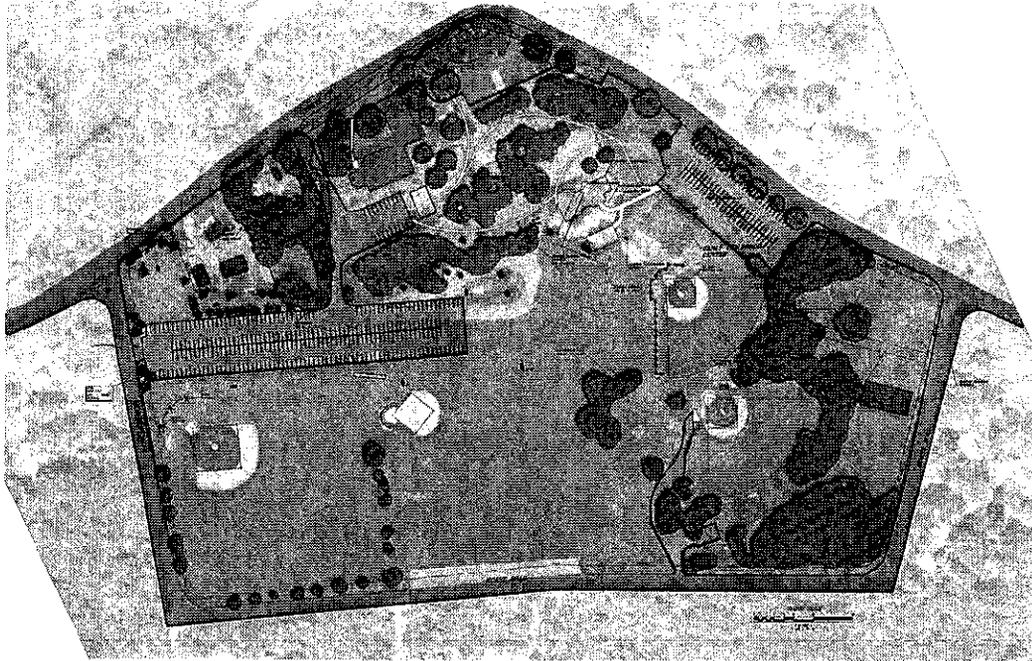
\$4,147,000



**Option 2**

Demolish all but the 1927 building; replant the site

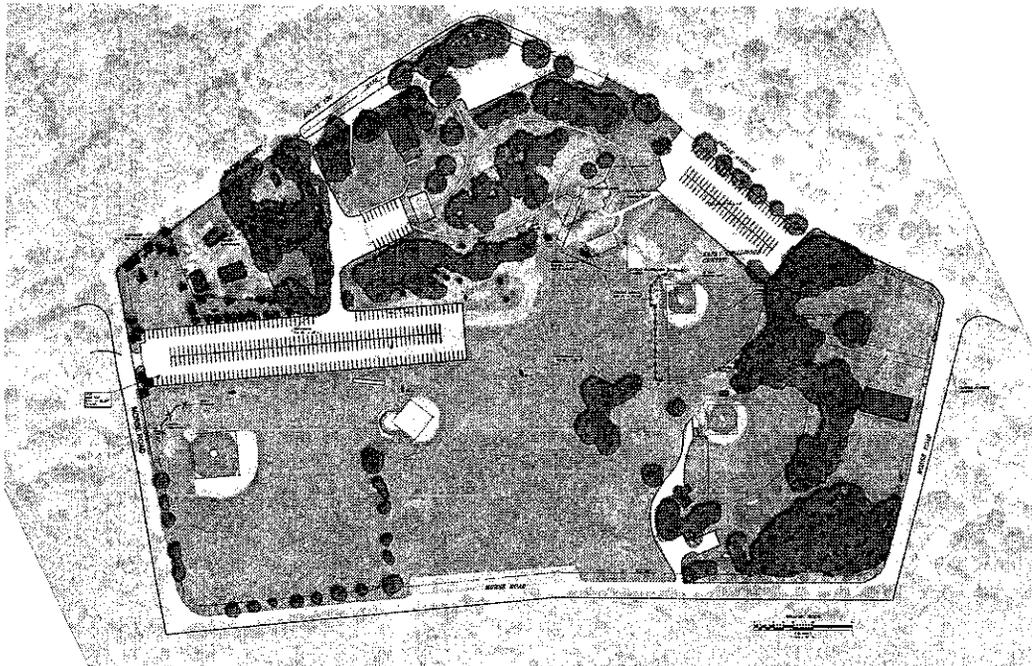
\$3,819,500



**Option 3**

Demolish all but the Auditorium of the 1927 building; add restrooms/replant site

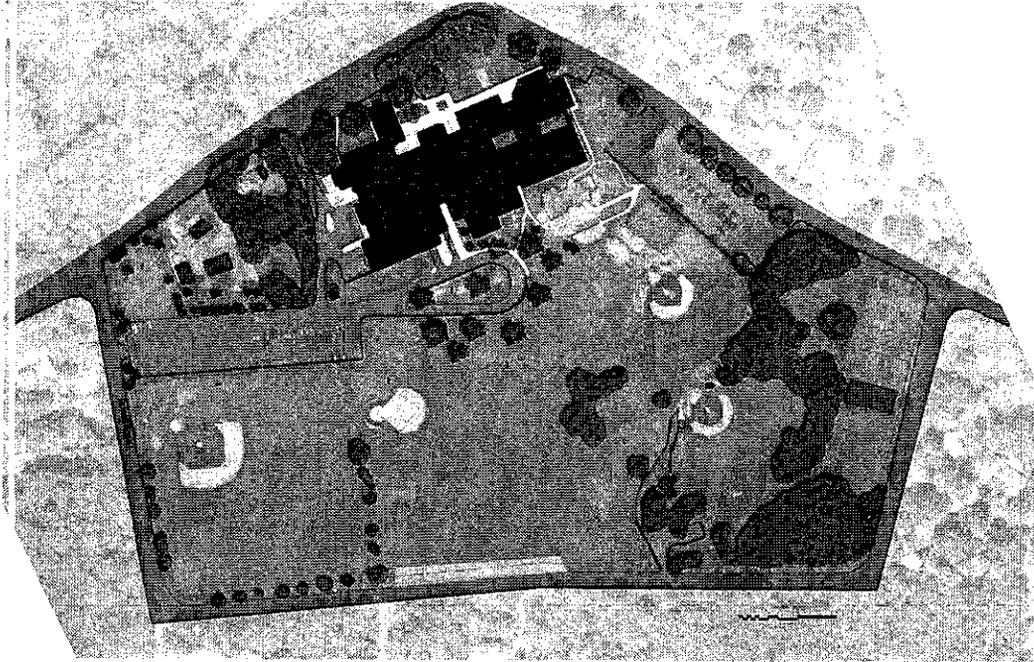
\$6,225,000



**Option 4**

*Fitout to entire building and sitework upgrades*

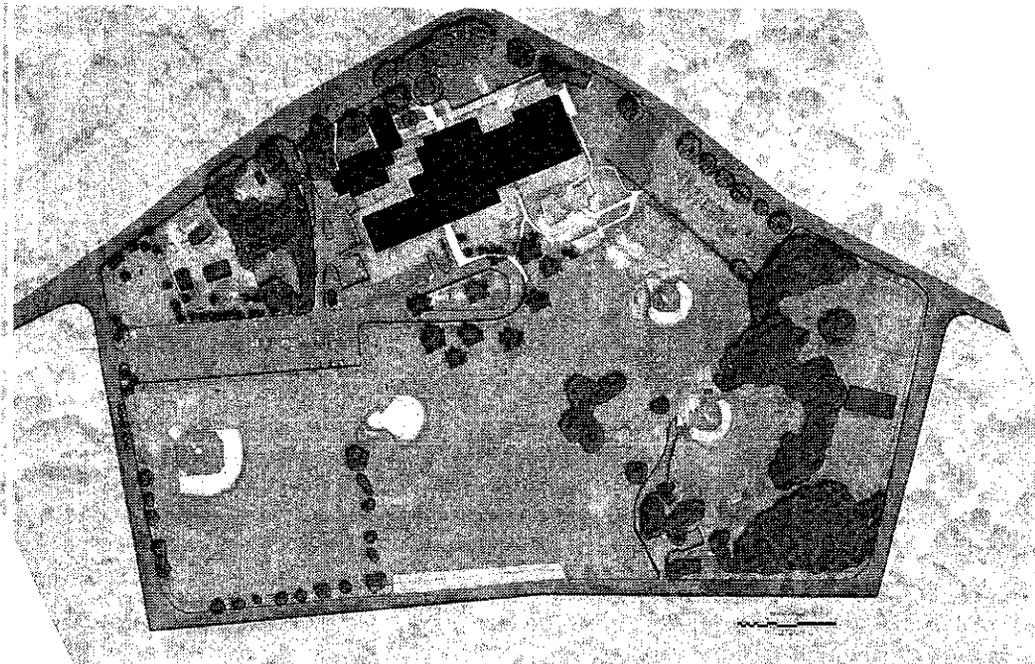
\$69,153,000



**Option 5**

*Restore the 1927 Building, demolish the rest and build new*

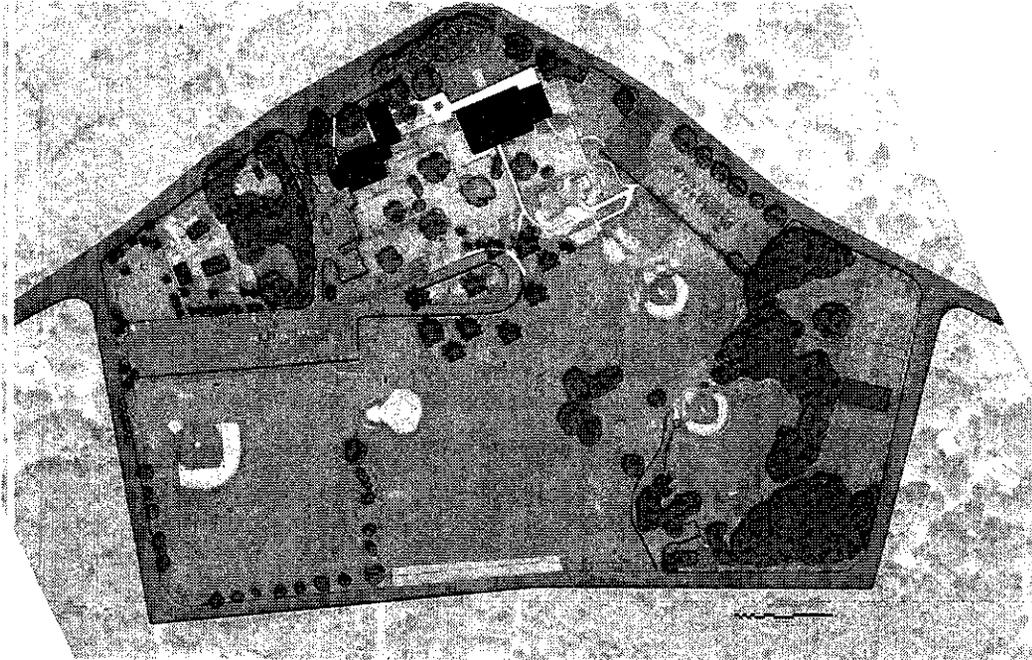
\$71,636,500



**Option 6**

*Demolish all but the 1927 building, restore it and build new Gym*

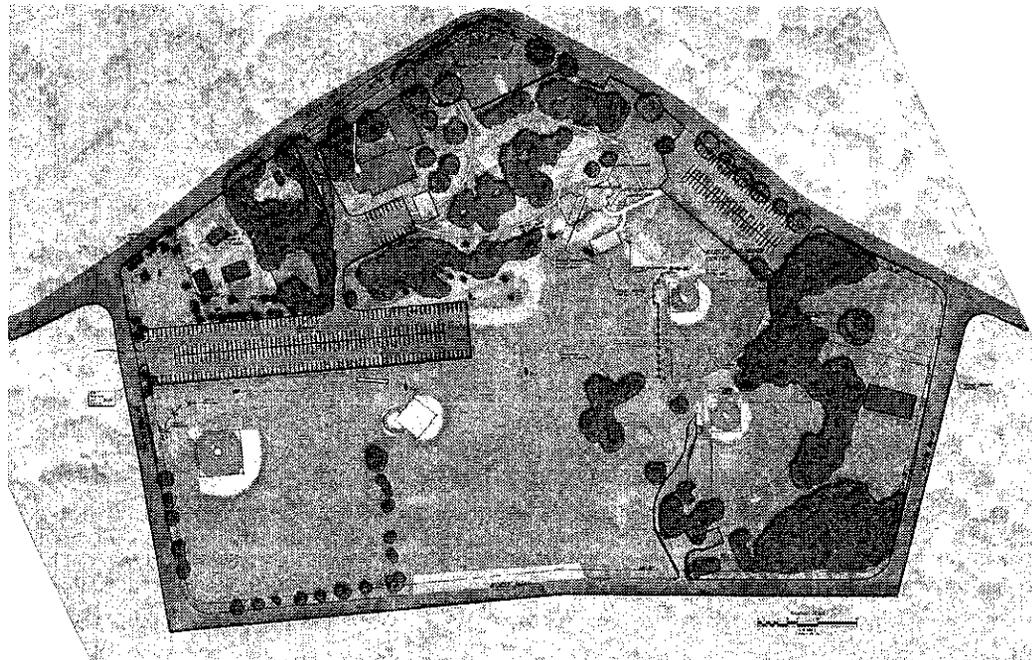
\$33,684,500



**Option 7**

*Demolish all but the 1927 building and restore 1927 building*

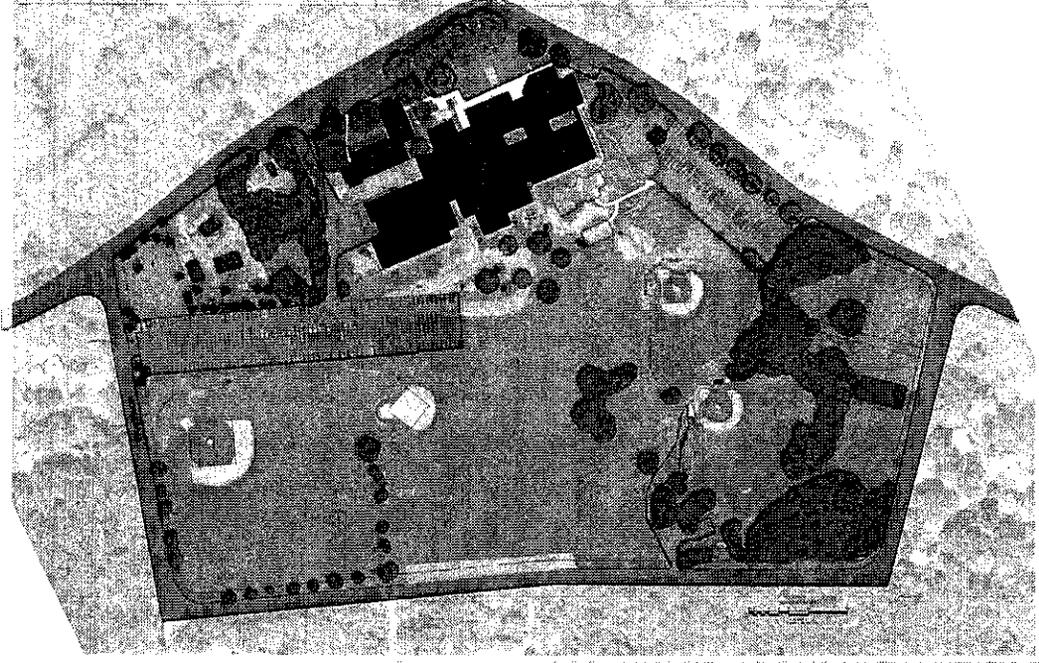
\$27,395,500



**Option 8**

*Demo Connections with 1927 building and Renovate the rest*

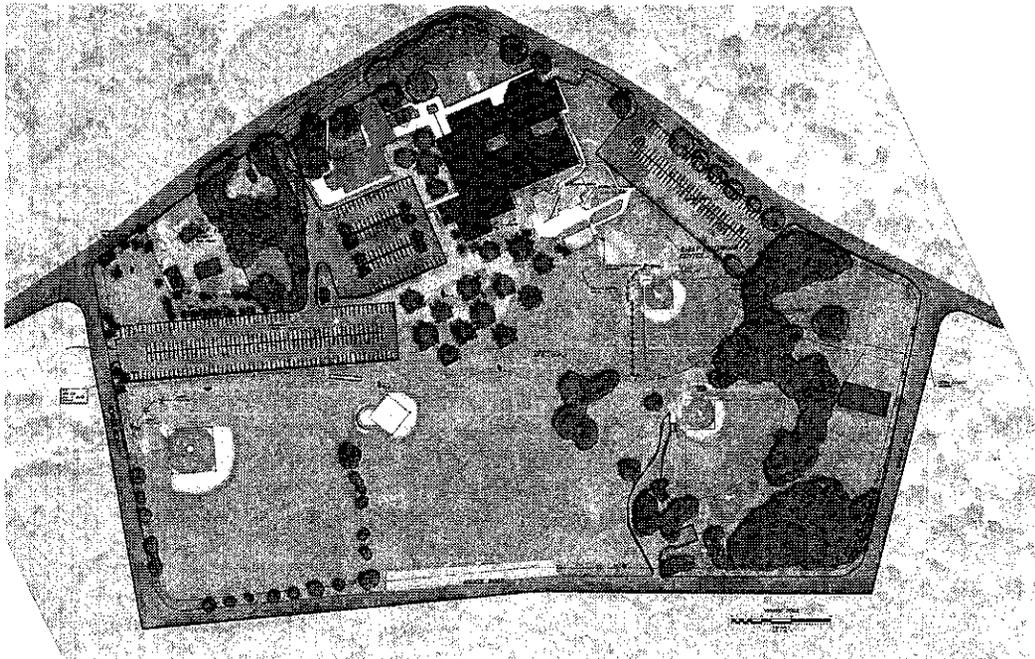
\$52,484,000



**Option 9**

*Concentrated program: more demo less reno – 1927 building left as is*

\$34,890,000



For all of the options which propose the relocation of the Town Offices to the Wing School, some of the costs for modifying the building might be offset by the sale of the buildings that these offices now occupy. These buildings are located at 16 Jan Sebastian Drive and 145 Main Street (Town Hall Annex). The Sandwich Assessors provided a rough estimate for the sale price that these buildings might fetch on the market today.

- Jan Sebastian Dr. - \$500,000
- Town Hall Annex - \$350,000

**Cost of Inaction**

While there are many repairs that need to be done to bring the building up to a usable condition, several major items would have to be corrected for any future use of the building. New roofs, structural repair, new heating, fire protection, electrical and plumbing would have to be provided to effectively extend the life of the building in any Option in which it is reused. Thus, the proposed rehabilitation would enable the building to meet all current MA Building, Fire and Energy Codes and Massachusetts Architectural Access Board (MAAB) requirements. The Opinion of Probable Cost (OPC) is based on the construction cost estimate and inclusive of the owner's soft costs for design, permitting, furniture, etc., to provide a total project budget. Detailed OPC's for all Options can be found at the end of this document.

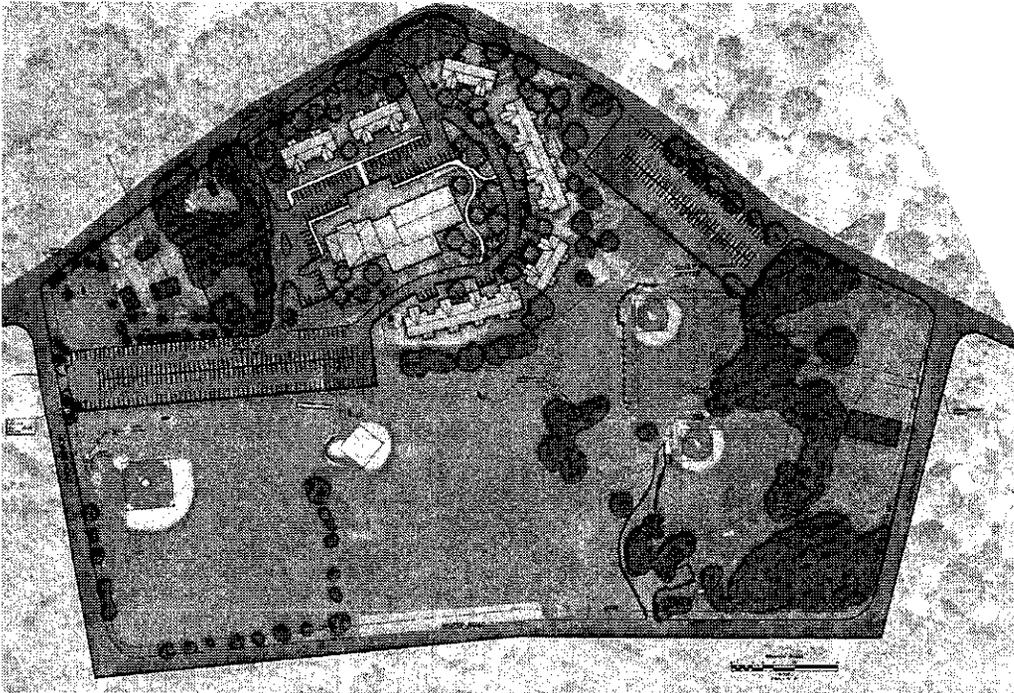
The cost of maintaining the building for the school while it was occupied with students was approximately \$603,000 last year. While some of this cost will be reduced, it is estimated that at least half of this cost will be necessary to keep the building functioning. The following chart shows the numbers representing the FY15 (7/1/14-6/30/15) budget per the School Department's budget.

Custodians	\$179,407
Maintenance Grounds Salaries	\$51,441
Maintenance Buildings Salaries	\$26,622
Custodial Supplies	\$9,500
Misc. Contracted Services	\$39,238
Sewerage Treatment	\$8,000
Grounds Supplies	\$13,087
Misc. Supplies	\$24,520
General Supplies	\$15,457
Natural Gas/Heat	\$97,101
Electricity	\$125,818
Water	\$175
Telephone	\$12,500
<b>TOTAL</b>	<b>\$602,865</b>

### **The Private Development Option**

In all of the public forums held for this project, the idea of selling or leasing the land including and immediately surrounding the Wing School for private development was mentioned. The Town's Director of Assessing provided an estimated value for the property in a "Ready to Build" state of \$4 Million. This estimate is based on approximately thirty (30) units being developed, each consisting of 2 – 3 bedrooms and 1 ½ bathrooms. This would require that the town would be responsible for the removal of the existing building and site improvements at the town's expense. For comparison purposes, the value of the land is roughly the same cost as the demolition of the building as shown in Option 1.

### **Private Project Option**



### **Moving Forward**

After the forums, a walkthrough of the school led by the architects was conducted on the morning of November 19 with members of the Board of Selectmen and other interested parties for them to see firsthand the numerous issues of the building cited in the existing conditions section of this report. That same night, the Board of Selectmen voted to consider Options 1, 2 & 6 as well as to pursue evaluating private residential development options. All of the other options will no longer be considered. At the time of the conclusion of this report, town staff is exploring additional avenues for private investment for the property.

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. Transfer Care Custody & Control of Henry T. Wing School to Board of Selectmen (p. 19)
26. Elect Officers & Ballot Questions (p. 19)

### Reference Material & Volunteer Service Form:

1. Article 1 – Board of Selectmen – 2016 Long Range Plan (p. 24)
2. Article 2 – FY'17 Projected Revenues & Expenses (p. 30)
3. Articles 12-14 – Estimated Tax Impacts of Ballot Questions (p. 31)
4. A Glossary of Commonly Used Terms (p. 32)
5. Table of Basic Points of Motions (p. 35)
6. Volunteer Service Form (p. 36)

**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 Appropriation	FY'16 Appropriation	FY'17 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 Appropriation	FY'16 Appropriation	FY'17 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			9,700,000
912	Medicare			636,000
940	Property & Liability Insurance			961,000
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
<u>Recreation Department – Oak Crest Cove Cabin Equipment</u>	<u>9,500</u>

**Capital List Total** 836,403

**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), 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), 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, said sum to be transferred to Line 220 Fire Department, Line 910 Group Health Insurance, and Line 940 Property & Liability Insurance, 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), or take any action relative thereto.

(8) New EMS/Fire Personnel, Equipment, Training, OT Costs	610,000
Health Insurance Costs	124,000
Liability Insurance Costs	16,000

**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, Dune Protection, to read as follows, or take any action relative thereto.

**Section 3.90 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 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 Asses. Outside 2.5: CCC	166,918
Debt Outside 2.5 (- Non-Lewy & SBA)	918,091
Debt Outside 2.5 (To Be Issued)	0
	57,233,385
<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>

**Total Estimated Revenues**

75,430,107

**EXPENSES**

<u>ReCap Sheet Items:</u>	
State Asses: Tuition (10.00%)	3,592,317
State Asses: All Other (3.00%)	587,985
Abatements / Overlay	400,000
FY'16 Snow & Ice Deficit	0
	4,580,302
<u>Town Meeting Items:</u>	
Health Insur. + Mitig. Plan (4.58%)	9,700,000
County Retirement Asses. (6.60%)	3,355,082
Property & Liability Insur. (14.40%)	961,000
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

Operating Budgets:

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%)

16,274,032

**Total Estimated Expenses**

75,350,190

**ESTIMATED FY'17 BUDGET BALANCE**

79,917

<u>Stabilization Fund Balance:</u>	
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>

## 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                                 |
| • Est. Annual Tax Impact for Ave. Valued Home: | \$124                                      |

---

### Article 13 & Ballot Question #2

- |   |  |
|---|--|
| • Purpose:  | New Public Safety Buildings & Renovations        |
| • Amount:   | \$17,015,000                                     |
| • 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                                     |
| • Est. Annual Ave. Tax Impact for Ave. Valued Home Over Life of Bond: | \$92   |

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### 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   |
| • Est. Annual Tax Impact for Ave. 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	Yes	No	No	Majority	No	No
	Adjourn to Fixed						
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

**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 – No Interest Payments
• Type:	Capital Outlay Expenditure Exclusion
• Length of Tax Impact:	One Fiscal Year Only
• When Tax Impact Takes Effect:	FY'17 Only
• Est. Annual Tax Impact for Ave. Valued Home:	\$124

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**Article 13 & Ballot Question #2**

• Purpose:	New Public Safety Buildings & Renovations
• Amount:	\$17,015,000 – With Additional Interest Payments
• 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
• Est. Annual Ave. Tax Impact for Ave. Valued Home Over Life of Bond:	\$92

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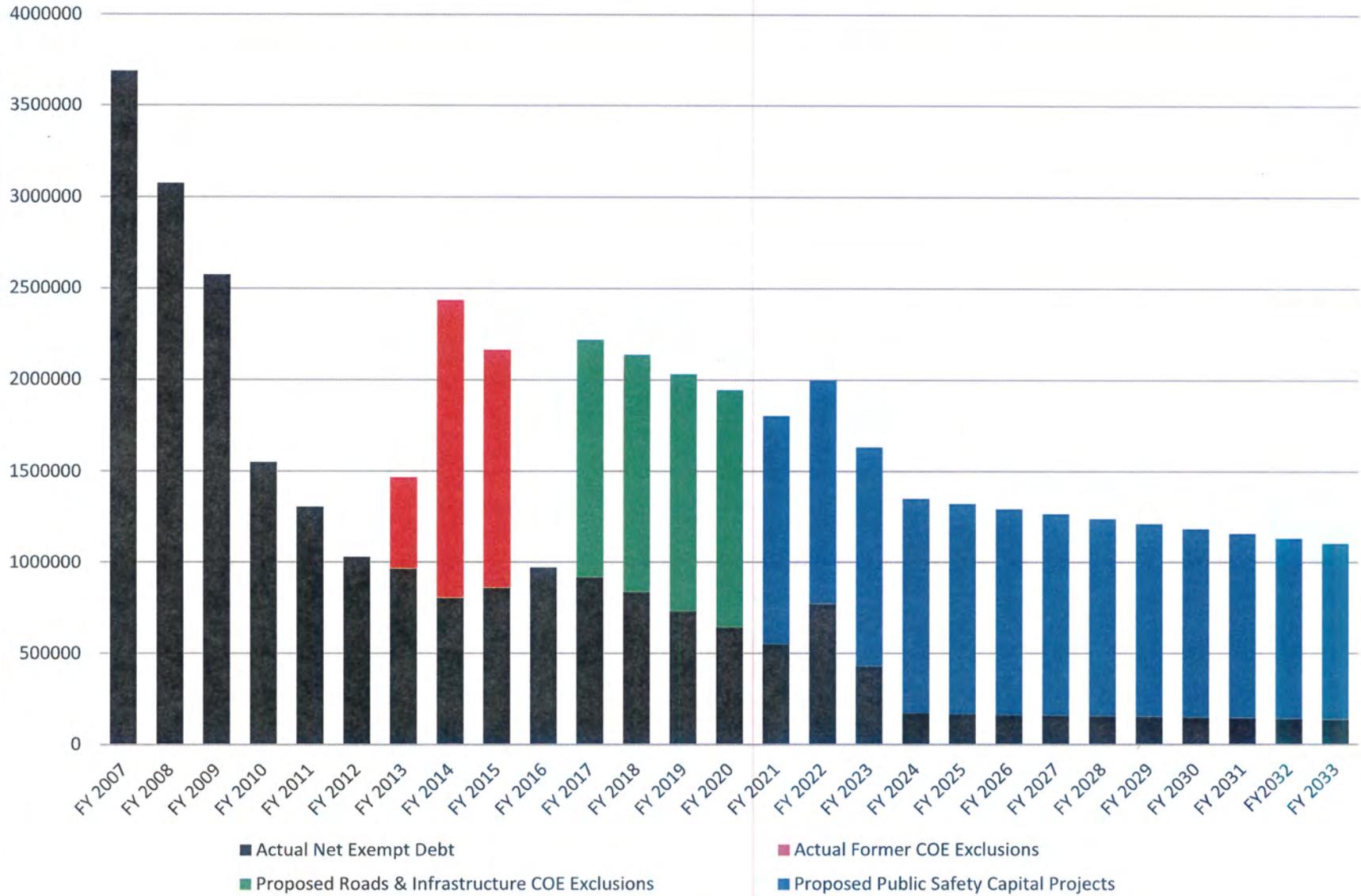
**Article 14 & Ballot Question #3**

• 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
• Est. Annual Tax Impact for Ave. Valued Home:	\$71

## TOWN OF SANDWICH - ESTIMATED NEW EXEMPT DEBT

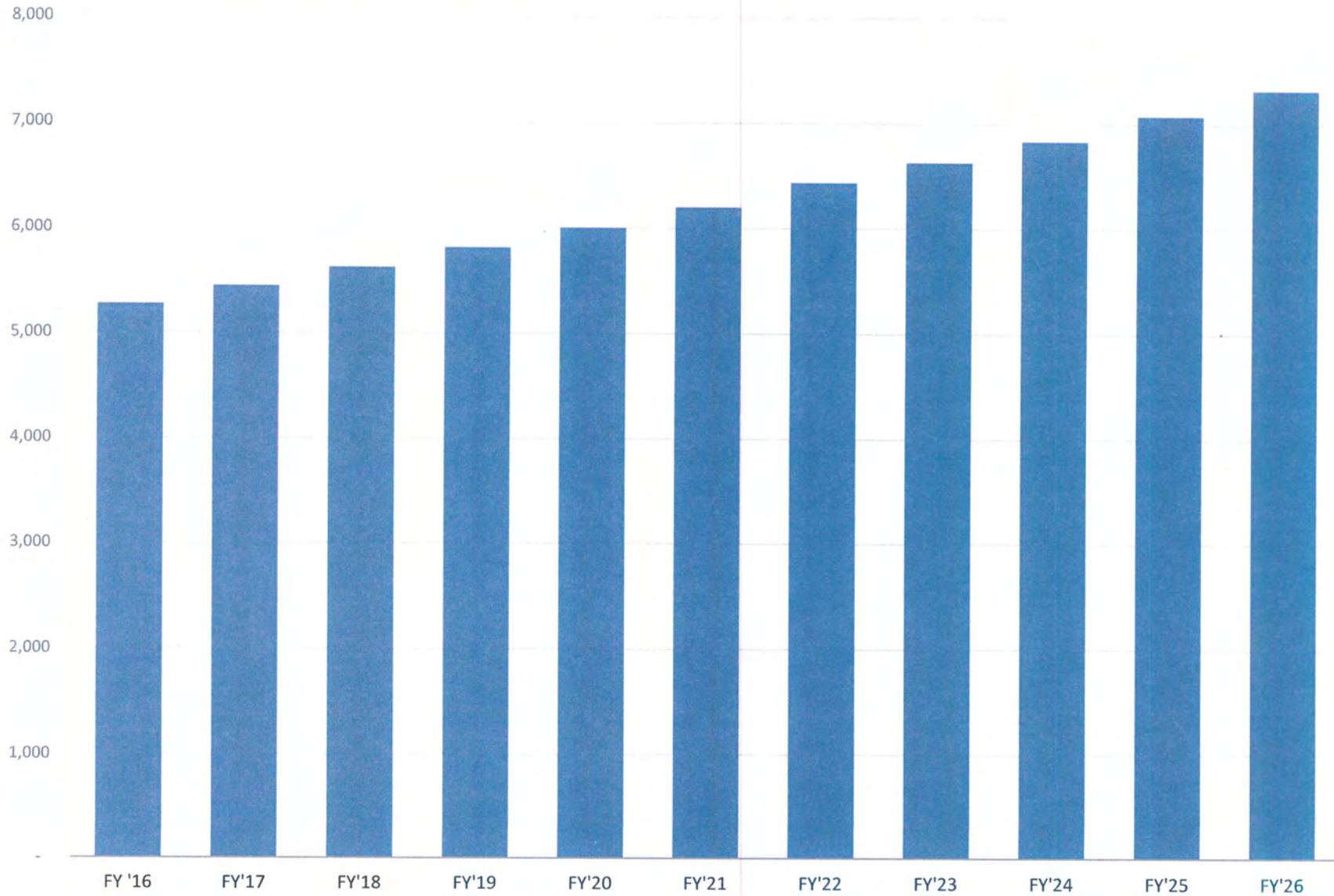
Fiscal Year	Actual Net Exempt Debt	Actual Former COE Exclusions	Proposed Roads & Infrastructure COE Exclusions	Proposed Public Safety Capital Projects	Total Actual & Est. Proposed Debt
FY 2007	\$3,687,496				\$3,687,496
FY 2008	\$3,076,406				\$3,076,406
FY 2009	\$2,575,369				\$2,575,369
FY 2010	\$1,553,421				\$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

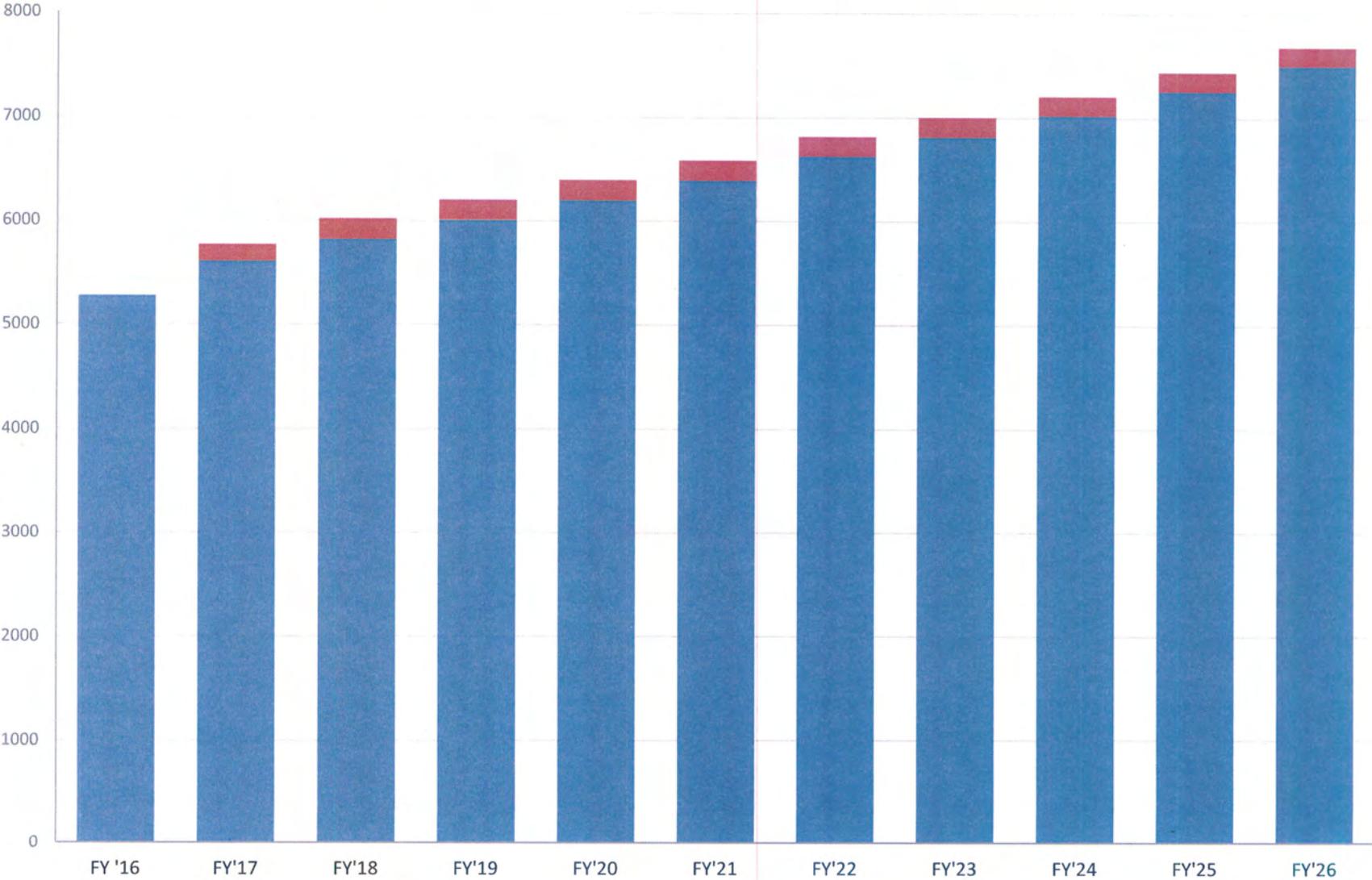




## AVERAGE TAX BILL - NO ADDITIONAL DEBT



# AVERAGE TAX BILL - NEW DEBT ADDED



Harold "Woody" Mitchell  
2 Settlers Path, Sandwich, MA 02563

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March 22, 2016

Sandwich Board of Selectmen  
130 Main Street  
Sandwich, MA 02563

SELECTMEN

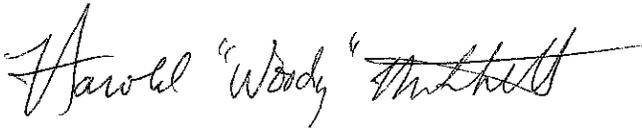
RECEIVED  
MAR 25 2016

**RE: Re-Appointment to Cape Cod Commission**

Dear Members of the Sandwich Board of Selectmen

I have been notified by the staff of the Cape Cod Commission that my appointment expires in April of this year. I am writing to let you know of my desire to serve the town of Sandwich for another three year term as the town's representative to the Cape Cod Commission.

Respectfully



Harold "Woody" Mitchell