

Town of Sandwich  
Special Town Meeting

# WARRANT

Saturday, November 14, 2020

1:00 p.m. – Sandwich High School



**BOARD OF SELECTMEN**

Michael J. Miller, Chair  
Robert J. George, Vice-Chair  
Shane T. Hctor  
Charles M. Holden  
David J. Sampson

**MODERATOR**

Garry N. Blank

**FINANCE COMMITTEE**

Robert Guerin, Chair  
Nancy Crossman, Vice-Chair  
Matthew D. Anderson  
Edward Collupy  
James McCormick  
James W. Pierce  
Mark I. Snyder  
Laura B. Wing

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

### **Reference Material:**

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**TOWN OF SANDWICH  
2020 SPECIAL TOWN MEETING  
November 14, 2020**

**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

**Saturday, November 14, 2020, at 1:00 p.m.,**

then and there to act on the following articles.

**ARTICLE 1**

To see if the Town will vote to hear the report of the Board of Selectmen on the Long Range Plan, or take any other action relative thereto.

**Recommended by the Board of Selectmen.**

**ARTICLE 2**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to amend the Fiscal Year 2021 budget as voted at the June 15, 2020 Annual Town Meeting, or take any other action relative thereto.

**Recommended by the Board of Selectmen.**

**ARTICLE 3**

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 \$573,905.00, 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:

<b>Capital &amp; Expense List</b>	<b>Amount</b>
Department of Public Works – Ride Mower	13,000
Department of Public Works – Crew Cab Pickup	33,605
Department of Public Works – Facility Improvements & Design	25,000
Department of Public Works – Backhoe / Loader Replacement	139,800
Recreation Department – Beach Program Improvements	22,500
Recreation Department – Supervisor Vehicle Replacement	35,000
Golf Department – Golf Course Improvements	60,000
Planning & Development – Local Comprehensive Plan Assistance	15,000
Emergency Management Reimbursement Account	150,000
School Department – Vehicle Replacement	60,000
School Department – School Safety Group	20,000
<b>Capital &amp; Expense List Total</b>	<b>573,905</b>

or take any other action relative thereto.

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

**ARTICLE 4**

To see if the Town will vote to transfer and appropriate the sum of \$46,542.76, or any other amount, to be expended under the direction of the School Committee, from the Sandwich High School cellular antenna lease receipt reserved for appropriation account, under Chapter 154 of the Acts of 2009, for the purpose of the maintenance and improvement of exterior athletic fields and facilities at Sandwich High School, or take any other action relative thereto.

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

**ARTICLE 5**

To see if the Town will vote to transfer and appropriate the sum of \$71,160.00, or any other amount, from the beach renourishment receipts reserved for appropriation account, as established at the 2013 Annual Town Meeting under Article 23, 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 other action relative thereto.

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

**ARTICLE 6**

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$119,935.00, or any other amount, to be expended under the direction of the

Board of Selectmen, for the purpose of funding the FY'21 Sandwich Promotions Fund as established under Chapter 227 of the Acts of 1997, or take any other action relative thereto.

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

**ARTICLE 7**

To see if the Town will vote to amend the Sandwich Protective Zoning By-laws, Section 2600, Intensity of Use Schedule, by adding a new footnote (r) to the fifth row, first column (“Maximum building height”) as follows, or take any other action relative thereto.

r) The Zoning Board of Appeals may authorize by special permit structures for Municipal Uses to exceed the height limitations set forth herein.

*(2/3<sup>rd</sup> Vote Required)*

**Recommended by the Board of Selectmen and Planning Board.**

**ARTICLE 8**

**Public Advisory Question for the 2020 Spring Town Ballot or for increased security at the Pilgrim Nuclear Power Station on Cape Cod Bay in order to protect the public and the environment**

**Whereas**, the high level nuclear waste will remain at Pilgrim for decades or more in dry casks that present safety concerns, each holding half the radioactive cesium released at Chernobyl;

**Whereas**, the spent fuel pool remains full and is vulnerable to terrorist attack or accident that could cause radioactive contamination rendering our communities uninhabitable;

**Whereas**, due to lack of proper security on the property, there has been open access beyond the posted “No Trespassing” signs to within line-of-sight of dry casks and spent fuel pool;

**Whereas**, during decommissioning, the Nuclear Regulatory Commission has abdicated its responsibility to protect the public by approving exemptions to requested by new Pilgrim owner Holtec for reduced offsite liability insurance, cybersecurity, and offsite emergency planning;

**Whereas**, safety is a human right;

**Whereas**, citizens of the Town of Sandwich find this to be an unacceptable threat to our health and safety and must be resolved in the most timely manner;

**Therefore**, shall the people of the Town of Sandwich direct the local government to communicate to Governor Baker and the State Legislature to employ all means available to ensure that: (1) spent nuclear fuel is secured in better quality dry casks and hardened onsite, storage; and (2) spent fuel pool and casks are protected with heightened security to prevent intrusion in order to protect the health, welfare, and economic interests of the Town of Sandwich and its inhabitants and visitors?

*(Submitted by Petition)*

**No Recommendation Required.**

**ARTICLE 9**

**Article: Commercial Single-Use Plastic Water Bottle Ban**

**To see if the Town will vote to adopt the following as a general by-law and to insert it into the Code of the Town of Chatham, Massachusetts.**

**Article: Commercial Single-Use Plastic Water Bottle Ban**

To see if the Town will vote to adopt the following as a general by-law and to insert it into the Code of Town of Sandwich, Massachusetts.

**Section 1. Sale of Single-use Plastic Water Bottles**

Effective on September 1, 2021, it shall be unlawful to sell non-carbonated, unflavored drinking water in single-use plastic bottles of less than one gallon in the Town of Sandwich. Enforcement of this regulation will begin September 1, 2021.

**Section 2. Definitions**

A single-use plastic bottle is a beverage container made from any type of plastic resin.

**Section 3. Exemptions**

Sales or distribution of non-carbonated, unflavored drinking water in single-use plastic bottles occurring subsequent to a declaration of emergency (by the Emergency Management Director or other duly authorized Town, County, Commonwealth, or Federal official) affecting the availability and/or quality of drinking water to residents of the Town shall be exempt from this bylaw until seven days after the declaration has ended.

**Section 4. Enforcement**

Enforcement of this article shall be the responsibility of the Town Manager or his/her designee. The Town Manager shall determine the inspection process to be followed, incorporating the process into other Town duties as appropriate.

Any establishment conducting sales in violation of this article shall be subject to a non-criminal disposition fine as specified in G.L. Chapter 40 § 21D. The following penalties apply:

- First violation: Written warning
- Second violation: \$150 fine
- Third and subsequent violations: \$300 fine

Each day a violation continues constitutes a separate violation, incurring additional fines. Any such fines collected shall be payable to the Town of Sandwich.

All businesses will be routinely inspected until the Town Manager deems the inspection to no longer be required.

**Rationale**

Single-use plastic bottles impact environmental health, and the health and longevity of other species, who may ingest plastic as food. Ultimately, plastic re-enters the human food chain where the adverse consequences are both known and emerging. Plastics pollute and impact our environment across their lifecycle from production to use to disposal.

Over 1,500 single-use plastic water bottles are used and discarded in the U.S. per second. Elimination of the use of single-use plastic water bottles will have a significant impact on future plastic-bound pollution including the nation's greenhouse gas footprint and is consistent with protection of the natural environment in Sandwich, Barnstable County, our nation and our earth, which we have a common responsibility to protect and steward.

*(Submitted by Petition)*

**No Recommendation Required.**

**ARTICLE 10**

**We, the undersigned Registered Voters of the Town, hereby petition your honorable board to insert the following Article in the Warrant for the Town Meeting of SANDWICH.**

In accordance with Massachusetts General Laws c. 39, § 10, and §1.05 Part 1 of the Town ByLaws of the Town of Sandwich, the undersigned registered voters of Sandwich, Massachusetts request the insertion of the following Article on the Warrant for the May 2020 Annual Town Meeting of Sandwich, Massachusetts:

To see if the Town will vote to adopt the following as a general bylaw and to insert it into Chapter 4 of the Town Bylaws of the Town of Sandwich, Massachusetts as Section 4.20:

**Chapter 72 – CLIMATE POLICY**

**Section 4.20 Climate Policy**

The Town of Sandwich recognizes that the climate emergency, driven by human activity including energy consumption and land use practices and leading to global warming, rising seas, deadly storms, dangerous heat waves, acidifying oceans, and melting ice sheets, poses an imminent threat to the health, safety and economic security of the residents of the Town. The Town of Sandwich therefore adopts as its policy the objective of reducing net greenhouse gas emissions from human activity within and by the Town to zero at the easiest technically and economically feasible time, and directs that all officers of the departments of the Town take such measures within the scope of their respective responsibilities and authority as may be necessary and prudent to facilitate such policy and objective.

*(Submitted by Petition)*

**No Recommendation Required.**

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 22<sup>nd</sup> Day of October, 2020.

  
Michael J. Miller, Chairman

  
Robert J. George, Vice Chairman

  
Shane T. Hoctor

  
Charles M. Holden

  
David J. Sampson

**SANDWICH BOARD OF SELECTMEN**

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

10/29/2020  
Date

  
Constable



# Reference Material

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

# **ARTICLE 1 – 2020 & 2021 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 and planned for an update this year. 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 a Special Town Meeting expected in November 2020 or at the May 2021 Annual Town Meeting and are addressed in the recommended FY'21 and FY'22 budgets.

## **INTRODUCTION**

Guiding principles followed in developing the LRP include:

- Adequate staffing takes precedence over capital assets
- Innovation and efficiency must be considered when adding or modifying infrastructure, staff, and services
- Delivering a superior level of service, within reasonable means, should always be a desired outcome
- 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. Implement General Government staffing & reorganization plan and modify when appropriate – 2021 & Beyond – Board of Selectmen & Town Manager\*
  - i. Complete the renovation of 100 Route 6A for the consolidation of general government departments
  - ii. Continue to assess effectiveness of delivery of services when vacancies occur & make appropriate organizational changes when prudent
  - iii. Prioritize & fund new positions & organizational changes identified to improve the delivery of General Government services and address staffing shortfalls
  - iv. On an ongoing basis, consider facilitating town-wide efficiencies in services wherever possible
  - v. Sustain COVID-19 Command Team as needed and prepare staff, boards, committees and the public for modifications to service delivery as needed in a post COVID-19 environment; review how the COVID-19 public health emergency will continue to impact Town & School operations moving forward
- b. Evaluate and implement enhanced use of technology for Town departments and relevant boards and committees and for appropriate outreach to general public; if deemed appropriate, provide funding for identified technology improvements, such as a Citizen Response Management program – 2020 & Beyond – Assistant Town Manager, IT Director\*
- c. Continued to evaluate waste management facility operations including a review of Pay-As-You-Throw Program & adjust sticker & bag fees as appropriate to fully cover sanitation costs – 2020 & Beyond – Director of Public Works\*
- d. Continue to support substance abuse prevention efforts locally and regionally, including participation in the Healing Communities Study and the National Prescription Opiate Litigation & relevant committee efforts – 2020 & Beyond – Barnstable County, Board of Selectmen, School Committee, Public Health Nurse\*
- e. Continue to support School improvement efforts, particularly those designed to retain and attract students and develop measurable outcomes to demonstrate successes – 2020 & Beyond – School Committee\*, Superintendent of Schools
- f. 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; explore shared services where prudent & feasible – 2020 & Beyond – Board of Selectmen\*, School Committee & Department, Relevant Town & School Staff, Finance Committee, Capital Improvement Planning Committee

g. Support Planning & Development Department in updating & implementing revised Local Comprehensive Plan, including fostering public support and formal adoption at Town Meeting with Cape Cod Commission approval

h. Continue review & implementation of relevant recommendations from Beach Management Plan & and Municipal Vulnerability Preparedness Plan, enforce dune protection efforts – 2020 & Beyond – Recreation Director\*, Natural Resources Director, Director of Public Works, Public Facilities Director

i. Closely track & ensure that the excess levy capacity set aside for FY'21 will be earmarked to cover all debt associated Library renovations and new Center for Active Living as approved within the Town's Proposition 2.5 levy limit throughout life of 30 year bond payment schedule – 2020 & Beyond – Finance Director\*, Town Manager's Office, Board of Selectmen

## **2. Capital Asset Management - Ongoing**

a. Continue to implement & develop plan on future use, sale, etc. of public safety and other properties being replaced by new facilities based on the recommendations of the Surplus Building Review Team report and Town Meeting authority; take appropriate implementation action(s) – 2020 & Beyond – Town Manger's Office\*, Director of Planning & Development, Director of Assessing

ii. Support sale of Tax Title properties for sale through auction to return the properties back onto the 'tax rolls' – 2020 & Beyond – Finance Director\*

b. Continue extensive efforts to address beach erosion issues & lobby county, state, federal officials accordingly and seek appropriate funding when required – 2020 & Beyond – Board of Selectmen, Town Manager, Natural Resources Director\*, Woods Hole Group

i. Continue active participation with Army Corps of Engineers on active Cape Cod Canal Section 111 & future Section 204 studies, various permitting & funding efforts – 2020 & Beyond

ii. Lobby state & federal officials for support of Section 111 plan, funding implementation, & amending Army Corps operations & maintenance permit & policy for dredging Cape Cod Canal by requiring placement of dredge material in Town Neck Beach restoration footprint rather than dumping in Cape Cod Bay; need support for access to future sources of sand & continue nearshore sediment borrow source permitting & studies for future renourishment efforts;

said permits to include Scusset Beach borrow site and Sandwich Harbor marsh system restoration & dredging– 2020 & 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 above existing legislative limits – 2020 & Beyond

iv. Work with the Woods Hole Group to determine if securing permits for a potential future Old Harbor stabilization/restoration and/or dredging project is deemed feasible and/or recommended; based on this determination, work with our federal and state delegation to evaluate funding and permitting options for a potential future Old Harbor stabilization/restoration & dredging project – Long Term

c. Implement the voter approved public roads and public infrastructure debt exclusion and develop plan for continued funding 2020 & Beyond –Director of Public Works\*

i. Lobby Governor & State House in conjunction with Massachusetts Municipal Association for additional Ch. 90 appropriations & more timely release of approved Ch. 90 funds – Long-Term

ii. Provide sufficient additional funding to DPW Budget to maintain roads & infrastructure at higher standard once larger-scale improvements have been completed – Long-Term

iii. Continue private road taking process and implement the Special Act that authorized Assessments for Betterments for Improvements to Private Ways – 2020 – Director of Public Works\*

iv. Continue efforts to design, fund, and construct shared use pedestrian path on Service Road in conjunction with Barnstable and to implement general pedestrian improvements with sidewalks, shared use paths, and crossings at appropriate designated locations, including Quaker Meetinghouse and Cotuit Roads and 100 Route 6A – 2020 & Beyond – Director of Public Works\*, Assistant Town Engineer, Bike & Pedestrian Committee

d. Continue to achieve Comprehensive Water Resources Management Plan (CWRMP) milestones as defined in completed Plan – 2020 & Beyond – Health Director\*, Water Quality Advisory Committee, Wastewater Consultant, Town Manager

i. Begin implementing recommendations of CWRMP & Interim Solutions Plan with appropriate action items, where possible, including relevant funding from the

Water Infrastructure Investment Fund and addressing long-term School Department wastewater needs – 2020 & Beyond

- ii. Continue representing the Town of Sandwich's interests when participating in any collaborative projects for watershed solutions, including regional and sub-regional efforts, such as the Cape and Islands Water Protection Fund – 2020 & Beyond
- iii. Implement Inter-Municipal Agreement on Popponesset Bay, Three Bays, and Waquoit watersheds with towns of Mashpee and Barnstable by working of shared watershed permits to submit to State Department of Environmental Protection, and provide funding to accomplish this work – 2020 & Beyond
- iv. Evaluate regional efforts with Falmouth, Bourne, Mashpee, Barnstable and Joint Base Cape Cod officials on future regional efforts involving the JBCC wastewater plant & disposal system, including filing of future grant requests as deemed appropriate and drafting future Inter-Municipal Agreement for parties to formally work together on shared solutions; if JBCC option no longer relevant, determine what can be accomplished with neighboring towns – 2020 & Beyond
- v. Continue to educate public on Federal and State Section 208 requirements and consequences of inaction with assistance from Cape Cod Commission & Water Quality Advisory Committee – 2020 & Beyond
- vi. 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 – 2020 & Beyond

### **3. Capital Asset Management – Projects**

- a. Support and monitor the Henry T. Wing Residences through regulatory and financial planning by SCG Development and facilitate transfer of land for the purpose of over 65 housing in accordance with the Option to Purchase approved by the June 15, 2020 Special Town Meeting executed by SCG Development and the Board of Selectmen – 2020 & Beyond – Town Planner\*, Board of Selectmen
- b. Follow-up on Long Range Capital Plan (LRCP) & summit workshops to ask voters for appropriate funding for LRCP projects deemed relevant by Board of Selectmen – 2020 & Beyond – Board of Selectmen\*, School Committee, Finance Committee, Capital Improvement Planning Committee
  - i. Present warrant article(s) to fund LRCP projects supported by Selectmen – Long Term

d. Renovate the Sandwich Public Library and Construct a new Center for Active Living in accordance with the authority and funding awarded by the October 2019 Special Town Meeting; determine a plan for School Department administrative needs for capital & staffing requirements and to fund needs accordingly – Senior & Community Services Director\*, Public Health Nurse, Library Director\*, Library Trustees, Superintendent of Schools\*, & Relevant Consultants – 2020 & Beyond

e. Plan to address downtown fire substation needs at DPW Barn location on Route 130 & address DPW facility needs – Long-Term – Town Manager, Board of Selectmen, Fire Chief, Director of Public Works

#### **4. Economic Development (Commercial Tax Base Growth & Job Creation)**

a. Continue excellent working relations with Stonepeak ownership of Canal Station power plant and assist Stonepeak with future development plans, including a new Unit #4 & removing Units #1 & #2; prudently plan for how any future New Growth revenue associated with Canal Plant is utilized; assist Stonepeak with future use of property at mouth of Cape Cod Canal – 2020 & Beyond – Town Manager\*, Director of Assessing, Planning & Development Director, Town Meeting

b. Continue to focus on economic development efforts – 2020 & Beyond – Board of Selectmen, Town Manager’s Office, Planning & Development Director\*, Director of Assessing

i. Explore any economic development opportunities with Cape Cod Commission (CCC) , including implementing related CCC District Local Technical Assistance grants, once completed – 2020 & Beyond – Planning & Development Director, Town Manger’s Office, Appropriate Town Staff

c. Determine if Payment-In-Lieu-Of-Tax (PILOT) program will be utilized following joint meeting with Board of Assessors for local non-profit organizations and implement consistent plan, if deemed appropriate – 2020 & Beyond – Board of Selectmen, Board of Assessors, Director of Assessing\*

#### **5. Preserve and Protect Historic Character and Natural Resources**

a. Maintain the recently renovated Sand Hill School Community Center and oversee the public and private use of the building. Facilities Department\* – 2019 & Beyond

b. Assess the success of the Deacon Eldred House lease and take appropriate actions – 2020 – Board of Selectmen\*, Town Manager

c. Warrant articles for Community Preservation Committee recommendations with Selectmen pre-authorization prior to submission of Town-related & owned requests

above \$50,000 threshold, particularly with limited funding available & consideration of reduced Community Preservation Act (CPA) surcharge; identify Town capital improvement needs that can be funded by CPA – 2020 & Beyond – Board of Selectmen\*, Community Preservation Committee

d. Continue to review open space purchase priority list, particularly if large, desirable parcels become available and to expand and connect existing open space properties; present acquisition opportunities to public in a timely fashion through funding mechanism deemed appropriate – 2020 & 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'21 ESTIMATED GENERAL FUND REVENUES & EXPENSES

### REVENUES

<u>FY'21 Tax Levy:</u>		
FY'20 Levy Limit	66,281,547	
2.5% Increase	1,657,039	
Est. New Growth	500,000	
Excess Levy Reserve Est.	-3,550,000	
Overrides / Exclusions	0	
County Assess. Outside 2.5: CCC	190,835	
Debt Outside 2.5 (- Non-Levy & MSBA)	2,111,100	67,190,521
 <u>Other Revenue:</u>		
Mass. School Building Authority Funds	1,279,534	
State Aid: Discretionary (-9.50%)	2,173,239	
State Ch. 70 Aid: School (0.00%)	7,151,788	
Est. Local Receipts	5,000,000	
Free Cash Certification	2,640,082	
FY'20 Health Insur. to 100 Route 6A	800,000	
Overlay Release	50,000	
Transfer from Stabilization Fund	0	<u>19,094,643</u>
<b>Total Estimated Revenues</b>		<b>86,285,164</b>

### EXPENSES

<u>ReCap Sheet Items:</u>		
State Assess: Tuition Assess (1.11%)	4,500,000	
State Assess: All Other (8.07%)	665,064	
Abatements / Overlay	550,000	
FY'20 Snow & Ice Deficit	0	5,715,064
 <u>Town Meeting Items:</u>		
Group Health Insurance (-2.54%)	11,500,000	
County Retirement Assess. (-5.69%)	3,769,883	
Property & Liability Insurance (4.17%)	1,250,000	
Medicare (4.00%)	676,000	
Unemployment Account	100,000	
OPEB Trust Fund	25,000	
Debt: Long Term - General Fund	3,834,470	
Borrowing Expenses	100,000	
Reserve Fund	500,000	
Capital Budget - Net	326,138	
Capital - 100 Route 6A Renovations	1,800,000	
<b>STM Capital Budget (FY'20 FC Certif.)</b>	<b>513,905</b>	
Transfer to Stabilization Fund	25,000	24,420,396
 <u>Operating Budgets:</u>		
School Budget: Local (3.75%)	27,992,918	
Ch. 70 (0.00%)	7,151,788	35,144,706
UCCRVTS Budget (-1.21%)		2,135,468
General Gov't. Budget (2.58%)		<u>18,256,108</u>
<b>Total Estimated Expenses</b>		<b>85,671,742</b>
 <b>ESTIMATED FY'21 BUDGET BALANCE</b>		 <b>613,422</b>

<b><u>Stabilization Fund &amp; OPEB Trust Fund Balances:</u></b>		
	<b><u>Stab. Fund</u></b>	<b><u>OPEB Fund</u></b>
Actual Balance on 7/1/19:	1,829,888	921,925
Proposed Transfer From/To Fund:	<u>25,000</u>	<u>25,000</u>
Projected Post ATM Balance:	1,854,888	946,925

## 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. Capital expenditure exclusions last for one year while debt exclusions last for the bond term.

**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'17 fiscal year is from July 1, 2016 to June 30, 2017.

**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.

**Receipts Reserved for Appropriation Account** – A special revenue account established by Town Meeting where receipts for a specific program or purpose are set aside in the fund. Expenditures from the account must be approved by Town Meeting.

**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