

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)

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**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:**

In accordance with Section 7.2b of the Town Charter the Finance Committee hereby presents its Fiscal Year 2017 budget message to the residents and taxpayers of Sandwich.

The Town creates and presents to Town Meeting budgets supported by revenues, which modestly enhance its reserves, and borrows responsibly to support critical capital needs to maintain its infrastructure. This has enabled the Town to provide the schools, public safety, and municipal services residents' value. This year, Sandwich has enhanced its long-term credit rating, which allows the borrowing of needed funds at very low interest. This year's budget, as presented, is reasonable. The Finance Committee voted to recommend the budget as presented (Article 2).

It should be noted that it is a challenge to estimate State aid and assessments because these amounts are not finalized until well after tonight's vote on the budget. In the event that State aid and assessments figures change substantially from current projections, adjustments will be made in a future Special Town Meeting.

Sandwich is in good financial condition, thanks to careful planning and management, but faces major challenges both short-term and in the years ahead. The Finance Committee has communicated these challenges to the Town Manager, School Committee and Board of Selectmen. Significant challenges include:

- Revenues will rise in the future at an estimated rate of modestly above 3% annually. Select costs (like insurance and school assessments) are likely to increase at a greater rate, making it difficult to maintain current services.
- Our largest expense remains our schools, which continue to manage declining enrollments and a shrinking building footprint.
- The town has significant capital needs, including replacement of the Safety buildings, renovation or disposal of the Wing School, unknown future costs associated with beach restoration and to be determined costs for water resource management, plus a multi-million-dollar list of road repairs and deferred maintenance.
- We also have an obligation to pay future health costs of Town retirees and should carefully plan for, monitor and manage that ever-growing future payable.

Costs to maintain programs will increase. Employee health premiums are one of many significant costs outside the direct control of town officials. And, while we have benefited from very low inflation in recent years, that may not continue. A pattern of increases in cost that is greater than the increases in revenue constitutes a structural deficit. That remains a concern. In addition to noting and communicating to the Town Manager, School Committee (the "SC") and Board of Selectmen (the "BOS") observed budget challenges; the Finance Committee also published a series of budget-related recommendations including:

- That the BOS and SC establish closer coordination, cooperation and information sharing between the town's HR departments/teams and work towards establishing a single town HR department/team under the direction of the town's HR Director.
- Better coordinating and resourcing technology infrastructure investments with a dual focus on eliminating paper based records and automating all records search and retrieval processes be considered a priority (for funding and implementation).
- The CPC consider creating, as a matter of policy, a prioritized list of projects and strategic priorities and that the CPC approval process be amended to require the identification of any and all operational budget impacts and costs for the Town's operational costs associated with CPC projects.
- That the BOS and SC establish close coordination, cooperation and information sharing between the town's Facilities Management departments/teams and ultimately establish a single municipal facilities / maintenance department for all town facilities.
- That the operating budget capital line item be regularly funded at \$2,000,000 and that the town set aside no less than an additional \$300,000 annually in its operating budget for road maintenance, \$100,000 annually for building maintenance and repair and that the schools set aside no less than \$300,000 annually in its operating budget for building maintenance and repair.
- The Finance Committee strongly recommends that a 2017 priority of both the BOS and SC be establishing principals related to general employee compensation and specifically that attention be given to recognizing revenue growth as an important limitation to compensation changes.

The process of creating a spending plan within the limitation of available funds is always a challenge. It is never easy to create a budget that enables our schools, public safety and Municipal services departments to provide excellent services within the confines of available resources. A great many officials, both appointed and elected, work to develop our budget. The Finance Committee respects the efforts of all of the people responsible for creating budgets. Their jobs are difficult.

The Finance Committee in accordance with its role in Town Government outlined in the Town Charter seeks to provide meaningful and actionable financial advice and recommendations to the School Committee, Board of Selectmen, Town staff, and most importantly, taxpayers and voters of Sandwich. Committee members take their mission seriously and work to regularly deliver a fair and reasonable assessment of financial plans, budgets, and our town's fiscal stewardship.

The Finance Committee wishes to thank all those involved in the budget process, especially the School Department and all the Municipal Department Heads. Town Staff cooperated with a complete review of the Municipal Departments, something not done in many years. I wish also to thank the Chair of the Board of Selectman and the School Committee for excellent "Chair to Chair" communications regarding scheduling, etc.

Respectfully submitted,  
 Linell M. Grundman, Chairman, Sandwich Finance Committee

## 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>		551,395	573,290	664,731
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>		1,121,706	1,154,854	1,168,467
<b>Operating Budget Subtotal:</b>		47,656,446	48,309,921	50,174,329
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>				3,143,562
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>				19,807,156
<b>FY'17 BUDGET TOTAL:</b>				<b>73,125,047</b>

**ARTICLE 3**

To see if the Town will vote in accordance with the provisions of M.G.L. c.44, §53F½ to raise and appropriate or transfer from available funds a sum of money, to be expended under the direction of the Board of Selectmen, for the purpose of establishing the FY'17 enterprise fund budget for the Department of Public Works Sanitation Division, or take any action relative thereto.

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

**ARTICLE 4**

To see if the Town will vote in accordance with the provisions of M.G.L. c.44, §53F½ to raise and appropriate or transfer from available funds a sum of money, to be expended under the direction of the Board of Selectmen, for the purpose of establishing the FY'17 enterprise fund budget for Sandwich Hollows Golf Club, or take any action relative thereto.

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

**ARTICLE 5**

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

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

or take any action relative thereto.

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

**ARTICLE 6**

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

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

**AND FURTHER,**

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

or take any action relative thereto.

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

**ARTICLE 7**

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

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

**ARTICLE 8**

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

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

**ARTICLE 9**

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

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

**ARTICLE 10**

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

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

**ARTICLE 11**

To see if the Town will vote to transfer and appropriate the sum of \$52,548.36, or any other amount, from the beach renourishment receipts reserved for appropriation account, to be expended under the direction of the Board of Selectmen, for the purpose

of funding future public ocean beach and dune renourishment projects, or take any action relative thereto.

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

**ARTICLE 12**

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money for the purpose of designing and constructing improvements to Sandwich public roads and related infrastructure, including all costs incidental and related thereto, and further to authorize the Board of Selectmen to enter into any and all contracts necessary to carry out such project; provided that said appropriation shall be contingent upon the passage of a so-called proposition two and one-half capital expenditure exclusion referendum in accordance with M.G.L. c.59, §21C(i½), 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 therefore 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 therefore 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 M.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 M.G.L. 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 M.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 M.G.L. 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 M.G.L. 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 M.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 M.G.L. 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 M.G.L. 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 M.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 M.G.L. c. 40, § 21 or by noncriminal disposition pursuant to M.G.L. 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 M.G.L. 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  
Frank Pannorfi, Chairman

Susan R. James  
Susan James, Vice Chairman

P. B. Beauchemin  
Peter Beauchemin

R. Patrick Ellis  
R. Patrick Ellis

Ralph A. Vitacco  
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

4-15-2016.  
Date

Ceyde S. Gill  
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

#### FY'17 Tax Levy:

FY'16 Levy Limit	54,242,318	
2.5% Increase	1,356,058	
Est. New Growth	550,000	
Excess Levy Reserve Est.	0	
Overrides / Exclusions	0	
County Assess. Outside 2.5: CCC	166,918	
Debt Outside 2.5 (- Non-Levy & SBA)	918,091	
Debt Outside 2.5 (To Be Issued)	0	57,233,385

#### Other Revenue:

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

#### **Stabilization Fund Balance:**

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

### EXPENSES

#### ReCap Sheet Items:

State Assess: Tuition (10.00%)	3,592,317	
State Assess: All Other (3.00%)	587,985	
Abatements / Overlay	400,000	
FY'16 Snow & Ice Deficit	0	4,580,302

#### Town Meeting Items:

Health Insur.+ Mitig. Plan (4.58%)	9,700,000	
County Retirement Assess. (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%)		<u>16,274,032</u>

**Total Estimated Expenses** 75,350,190

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

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

<b><u>Overall Assumptions – FY'16</u></b>	
• 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

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

**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.

**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