BOARD OF SELECTMEN AGENDA
May 21, 2020 – 5:00 P.M.
Sandwich Town Hall at 130 Main Street & Via Remote Participation Software

Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, M.G.L. c.30A, §18, and the Governor’s March 15, 2020 Order imposing strict limitation of the number of people that may gather in one place, this meeting of the Town of Sandwich Board of Selectmen will be conducted via remote participation to the greatest extent possible. Special information and the general guidelines for remote participation by the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town’s website, at www.sandwichmass.org. For this meeting, members of the public who wish to listen and watch the meeting may do so via the Sandwich Community Television website, at www.sandwichtv.org. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post of the Town’s website an audio or video recording, transcript, or other comprehensive record of the proceedings as soon as possible after the meeting. Thank you for your consideration and understanding during this unique public health emergency.

1. Convene Open Session in Auditorium
2. Pledge of Allegiance
3. Review & Approval of Minutes – 4/30/20
4. Town Manager Report
5. Correspondence / Statements / Announcements / Future Items / Follow-up
6. Representative Randy Hunt – Reopening Massachusetts Overview & Related Issues
7. Old Business
   • COVID-19 Return to Operations Plan
   • FY’21 Budget Overview
   • Annual Town Meeting Overview – 6/15/20
   • Other Matters Not Reasonably Anticipated by the Chairman
8. New Business
   • Report on Any Approved Vendor & Payroll Warrants
   • Other Matters Not Reasonably Anticipated by the Chairman
9. Public Comment – publiccomment@sandwichmass.org
10. Closing Remarks
11. Adjournment

NEXT MEETING: 5/28/20
Like all of you, we are digesting the Governor’s reopening plan, announced today, as well as a number of related guidances and implementing Executive Order. While the reopening plan is broad in reach and scope, we expect that various state agencies will provide clarifying guidance in the coming days. As we await that additional guidance, we wanted to ensure that you had ready access to the relevant documents published today:

- Governor’s Executive Order Implementing a Phased Reopening of Workplaces and Imposing Workplace Safety measures to Address COVID-19 (attached)
- “Reopening Massachusetts”: the Administration’s plan to safely reopen the Massachusetts economy, get people back to work, and ease social restrictions while minimizing the health impacts of COVID-19 [https://www.mass.gov/info-details/reopening-massachusetts](https://www.mass.gov/info-details/reopening-massachusetts)
- Department of Public Health “Safer at Home” Advisory: [https://www.mass.gov/news/safer-at-home-advisory](https://www.mass.gov/news/safer-at-home-advisory)

In the coming days, we will be reviewing a number of questions raised under the reopening plan, and we will be sure to keep you informed when new guidance is issued in this regard. Additionally, we continue to monitor developments on key legislation impacting local elections and town meetings, and we will alert you in the event that such legislation is enacted.

In the meantime, from the staff and attorneys of KP Law, take good care.
ORDER IMPLEMENTING A PHASED REOPENING OF
WORKPLACES AND IMPOSING WORKPLACE SAFETY
MEASURES TO ADDRESS COVID-19

COVID-19 Order No. 33

WHEREAS, on March 10, 2020, I, Charles D. Baker, Governor of the Commonwealth of Massachusetts, acting pursuant to the powers provided by Chapter 639 of the Acts of 1950 and Section 2A of Chapter 17 of the General Laws, declared that there now exists in the Commonwealth of Massachusetts a state of emergency due to the outbreak of the 2019 novel Coronavirus ("COVID-19");

WHEREAS, on March 11, 2020, the COVID-19 outbreak was characterized as a pandemic by the World Health Organization;

WHEREAS, the Federal Centers for Disease Control have advised that COVID-19 is spread mainly by person to person contact and that the best means of slowing the spread of the virus is through practicing social distancing and protecting oneself and others by minimizing personal contact with environments where this potentially deadly virus may be transmitted;

WHEREAS, on March 23, 2020, in order to restrict all non-essential person-to-person contact and non-essential movement outside the home as a means of combatting the spread of COVID-19 within the Commonwealth, I issued COVID-19 Order No. 13, which designated certain COVID-19 Essential Services, as defined in the Order, temporarily closed the brick-and-mortar premises of businesses and organizations that do not provide COVID-19 Essential Services, and prohibited gatherings of more than 10 people;

WHEREAS, on March 31, 2020, April 28, 2020, and May 15, 2020, I issued COVID-19 Orders No. 21, 30, and 32, respectively, which extended the period in which COVID-19 Order No. 13 would continue to restrict the operation of businesses and organizations that do not provide COVID-19 Essential Services;
WHEREAS, recent public health data indicate improvement in key areas of measurement as a result of the extraordinary efforts of health care providers in the Commonwealth and the public’s unselfish compliance with the restrictions imposed in COVID-19 Order No. 13 and other limitations imposed in response to the COVID-19 health crisis;

WHEREAS, the improving public health data permits a carefully phased relaxation of certain restrictions that COVID-19 Order No. 13 has placed on businesses and other organizations, provided that any adjustment can only be maintained or expanded on the basis of continuing improvements in the public health data, and further provided that any adjustment must reflect the reality that the Commonwealth remains in the midst of a public health emergency, as demonstrated by reporting from the Department of Public Health that as of May 17, 2020, 2,597 persons remain hospitalized in the Commonwealth as a result of COVID-19 and 702 of these patients are receiving treatment in intensive care units;

WHEREAS, sections 7, 8, and 8A of Chapter 639 of the Acts of 1950 authorize the Governor, during the effective period of a declared emergency, to exercise any and all authority over persons and property necessary or expedient for meeting a state of emergency, including but not limited to authority over assemblages in order to protect the health and safety of persons, transportation and travel by any means or mode, regulating the sale of articles of food and household articles, and policing, protection, and preservation of public and private property;

NOW, THEREFORE, I hereby order the following:

1. **Phase I Opening of Businesses and Other Organizations**

Beginning on the dates specified below, businesses and other organizations that are included within the Phase I categories below are permitted to operate from their physical workplaces and facilities (“brick-and-mortar premises”) and may open those premises to workers, customers, and the public provided they comply with all workplace safety rules and standards issued or maintained pursuant to Section 2 and all other terms of this Order.

Beginning May 18, 2020

A. COVID-19 Essential Services: businesses and other organizations providing products and services identified as “COVID-19 Essential Services” in Exhibit A to COVID-19 Order No. 13 (as amended March 31, 2020)

B. Manufacturing: businesses and other organizations engaged in the making, altering, repairing, finishing, or adapting for sale any article or part

C. Construction

D. Places of Worship: churches, temples, mosques, and other places of worship

E. Firearms retailers and shooting ranges
Beginning May 25, 2020

F. General Use Offices: businesses and other organizations operating within general use office spaces, provided that such offices located within the limits of the City of Boston shall not be open before June 1, 2020

G. Car Washes

H. Hair Salons and Barber Shops

I. Pet Groomers

J. Drive-In Movie Theaters

K. Laboratories: businesses and other organizations operating within facilities equipped and used for scientific experiments, research, or for the manufacture of drugs or chemicals or similar products

L. Certain Outdoor Recreational Facilities and Activities as specified in Attachment 1

As of the dates indicated above, businesses and other organizations included within categories B-L above are no longer subject to the restrictions imposed by COVID-19 Order No. 13.

Businesses and other organizations not included within categories A-L above remain subject to the restrictions imposed by COVID-19 Order No. 13.

2. Adoption of Workplace Safety Rules

**General Workplace Safety Rules:** All businesses and other organizations in the Commonwealth that are permitted to operate brick-and-mortar premises must immediately adopt and maintain the following generally applicable COVID-19 workplace safety rules.

| Social Distancing | • All persons, including employees, customers, and vendors should remain at least six feet apart to the greatest extent possible, both inside and outside workplaces  
|                   | • Establish protocols to ensure that employees can practice adequate social distancing  
|                   | • Provide signage for safe social distancing  
|                   | • Require face coverings or masks for all employees |

| Hygiene Protocols | • Provide hand-washing capabilities throughout the workplace  
|                   | • Ensure frequent hand washing by employees and adequate supplies to do so  
|                   | • Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site |

| Staffing and Operations | • Provide training for employees regarding the social distancing and hygiene protocols  
|                        | • Employees who are displaying COVID-19-like symptoms do not report to work  
|                        | • Establish a plan for employees getting ill from COVID-19 at work, and a return-to-work plan |

| Cleaning and Disinfecting | • Establish and maintain cleaning protocols specific to the business  
|                          | • When an active employee is diagnosed with COVID-19, cleaning and disinfecting must be performed |
• Disinfection of all common surfaces must take place at intervals appropriate to said workplace

The Director of the Department of Labor Standards (“DLS”) is hereby directed to post on the Department’s publicly accessible website a directive implementing these generally applicable COVID-19 workplace safety rules for all workplaces subject to this Order.

Sector-Specific Rules: The Director of Labor Standards, in consultation with the Commissioner of Public Health and subject to my approval, shall in addition issue COVID-19 workplace safety rules for certain, specific workplace sectors (“Sector-Specific Rules”) to address the particular circumstances and operational needs of those specific workplace sectors. Sector-Specific Rules shall supplement the generally applicable COVID-19 safety rules applicable to all workplaces in the Commonwealth. Businesses and other organizations shall adopt and comply with all Sector-Specific Rules applicable to their workplace.

Phase I Sector-Specific Requirements: The Director of Labor Standards is directed immediately to issue detailed Sector-Specific Rules for the following workplace sectors:

- Manufacturing
- Construction
- Places of Worship
- General Use Offices
- Car Washes
- Hair Salons and Barber Shops
- Pet Groomers
- Laboratories

Earlier Issued DPH Sector-Specific Orders: The Commissioner of Public Health, at my direction, has previously issued orders and mandatory guidance implementing detailed, sector-specific COVID-19 workplace safety standards for the workplaces indicated below that have been designated as Essential Services pursuant to COVID-19 Order No. 13. These previously issued orders and mandatory guidance, as they may be subsequently amended by the Commissioner, shall continue to apply to these businesses and organizations under the terms of this Order.

- Grocery Stores and Pharmacies
- Nurseries, Greenhouses, Garden Centers, and Agricultural Supply Stores
- Farmer’s Markets, Farm Stands, and Community-Supported Agriculture Programs (CSAs)

Otherwise Applicable Health and Safety Standards: These generally applicable COVID-19 workplace safety rules and any Sector-Specific Rules shall supplement and, except as
provided in Section 6 below, shall not displace otherwise applicable health and safety rules issued by any Federal, State, or Local authority acting within the scope of its lawful authority.

3. Compliance and Self-Certification

*Newly Opened Workplaces:* Businesses and other organizations that are authorized under the terms of this Order to open their brick-and-mortar premises to workers, customers, and the public shall be required to certify compliance with all applicable general and applicable Sector-Specific rules. Before opening a brick-and-mortar premises under the terms of this Order, a business or other organization not previously authorized to operate as COVID-19 Essential Service pursuant to COVID-19 Order No. 13 shall be required to implement the following measures:

a. Bring the workplace into full compliance with all generally applicable COVID-19 workplace safety rules and all Sector-Specific Rules that are applicable to the individual workplace
b. Complete the required self-certification to verify compliance with all general and specific rules and make the self-certification available for inspection upon a request by State or Local authorities
c. Post on the premises all public notices and advisories that are required to be displayed under the terms of this Order

The Director of Labor Standards shall establish the procedures and publish the forms of self-certification and public notice required to comply with these provisions.

*Re-starting Construction Projects:* In addition, before any construction project that is inactive as of May 17, 2020 re-opens pursuant to this Order, the general contractor shall:

a. Ensure that all municipal permits are in place
b. Satisfy all conditions that appear in the Sector-Specific Rules for Construction; and
c. For all projects that do not involve construction or remodeling in 1 to 3 unit residences involving 5 or fewer workers, notify the City or Town in which the project is located of the date that construction will re-start and meet any City or Town requirements necessary to confirm that the project satisfies all of the conditions that appear in the Sector-Specific Rules for Construction.

*COVID-19 Essential Services:* A business or other organization that has prior to the issuance of this Order been authorized to remain open to workers, customers, and the public as a “COVID-19 Essential Service” shall have until May 25, 2020 to comply with and certify its compliance with any COVID-19 workplace safety rule issued pursuant to this Order or with the public notice provisions specified above.

Such businesses and other organizations shall, in any event, immediately undertake best efforts to comply with the generally applicable COVID-19 workplace safety rules adopted in Section 2 of this Order.
4. **Limitations on Gatherings**

A business or other organization that is authorized to open its brick-and-mortar premises to workers, customers, and the public under the terms of this Order shall not be subject to the 10-person limitation on gatherings established in Section 3 of COVID-19 Order No. 13 in its normal operations of those premises; provided, however, that such businesses and other organizations must comply with the general social distancing requirements and any more specific limitations on gatherings and meeting sizes established pursuant to the provisions of Section 2 of this Order.

Section 3 of COVID-19 Order No. 13 shall otherwise remain in effect.

5. **Limited Operations by Retail Stores not providing Essential Services**

Retail stores that do not provide Essential Services as defined in COVID-19 Order No. 13 (and Exhibit A to the Order) are not included in the Phase I Opening and may not open their brick-and-mortar premises. These retail businesses may, however, continue to provide limited remote fulfillment in accordance with guidance issued by the Executive Office of Housing and Economic Development, provided that they adopt and maintain the generally applicable COVID-19 workplace safety rules in Section 2. (Guidance available at https://www.mass.gov/info-details/covid-19-essential-services-faqs#general-questions—essential-services-related-)

Additionally, I hereby direct the Executive Office of Housing and Economic Development to issue supplemental guidance specifying methods by which retail businesses may permissibly expand their current limited remote fulfillment operations to accommodate customer curb-side pick-up. This guidance shall permit retail business customer curb-side pick-up transactions beginning May 25, 2020.

6. **Enforcement and Authority**

The Department of Labor Standards, in consultation with the Department of Public Health ("DPH"), shall have general authority to promulgate directives, regulations, and guidance to implement and enforce the COVID-19 workplace safety rules established or authorized under this Order.

DPH shall have specific authority to promulgate directives, regulations, and guidance to implement and enforce the terms of this Order as it applies to businesses, organizations, and workplaces subject to the sanitary code established pursuant to section 127A of chapter 111 of the General Laws and where DPH otherwise has existing regulatory authority.

A municipal board of health or authorized agent pursuant to G. L. c. 111, § 30 shall have concurrent authority with DLS and DPH to enforce the terms of this Order and any directives, regulations, or guidance issued by DLS and DPH under the authority of this Order.

This Order is intended to establish a uniform set of COVID-19 workplace safety rules for all businesses and other organizations operating brick-and-mortar premises across the Commonwealth. No municipal or other local authority should adopt or enforce any workplace
health or safety rule to address COVID-19 that is in addition to, stricter than, or otherwise in conflict with any COVID-19 workplace safety rule adopted in this Order or under the implementing directives, regulations, and guidance issued by DLS or DPH under the authority granted by this Order. DLS, DPH, and each municipal or local authority shall uniformly apply any enforceable COVID-19 workplace safety rule.

Violation of the terms of this Order or any directives, regulations, or guidance issued by DLS or DPH pursuant to this Order may result in a civil fine of up to $300 per violation. This Order may also be enforced by injunction. A motion for an injunction to enforce this Order or any directives, regulations, or guidance issued on its authority may be filed in the district court or other any court of competent jurisdiction for the municipality in which the violation has been charged.

In issuing directives, regulations, or guidance under the terms of this Order, (a) the Director of Labor Standards shall act under the authority G. L. c. 149, §§ 6 & 6½; and (b) the Commissioner of Public Health shall act under the authority of G. L. c. 17, § 2A and G. L. c. 111, §§ 6 & 127A, insofar as those statutes are consistent with the provisions of this Order and authority is available thereunder. The Director of Labor Standards and the Commissioner of Public Health may issue regulations implementing the terms of this Order pursuant to the processes generally provided in G. L. c. 30A, §§ 2-6.

If any provision of this Order or the application thereof to any person or entity or circumstance is determined to be invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of this Order or its application to other persons, entities, and circumstances.

7. **Exceptions**

This Order shall not apply to any of the following businesses, organizations, workplaces, or facilities:

a. Any municipal legislative body, the General Court, or the Judiciary
b. Federal governmental entities
c. Any health care facility or provider licensed by the Department of Public Health
d. Any of the following workplaces or facilities with specialized functions and populations, provided that DPH shall in each case consult with the responsible authority and provide COVID-19 health and safety guidance as needed:
   - Public and private elementary and secondary (K-12) schools
   - Residential and day schools for special needs students
   - Licensed, approved, or exempt child care programs and any emergency child care centers and emergency residential programs operating under emergency authorization
   - Facilities operated by the Department of Correction or any Sheriff
Facilities operated or licensed by the Department of Mental Health or the Department of Developmental Services

And any other facilities or workplaces that the Commissioner of Public Health may in writing exempt from the terms of this Order

COVID-19 Order No. 32 is hereby rescinded.

COVID-19 Order No. 13 as modified by this Order is hereby extended and shall remain in effect until rescinded or until the state of emergency is ended, whichever occurs first.

This Order is effective immediately and shall remain in effect until rescinded or until the state of emergency is ended, whichever occurs first.

Given in Boston at 9:30 AM this 18th day of May, two thousand and twenty

[Signature]

CHARLES D. BAKER
GOVERNOR
Commonwealth of Massachusetts
Attachment 1 to COVID-19 Order No. 33

Defining Certain Outdoor Recreational Activities and Facilities
included in the Phase I Opening

“Certain Outdoor Recreational Activities and Facilities” means the following:

a. **campgrounds;** provided, however, that individual campsites, including campsites with cabins and campsites for self-contained recreational vehicles, be occupied and used only by single household groups, and provided further that all common areas, excluding restrooms, remain closed

b. **recreational boating facilities,** solely for the purpose of enabling recreational boating, including rowing and sailing facilities, yacht clubs, boat clubs, and boat rentals; provided, however, that the occupants of a vessel be limited to a single household group and that no more than 10 people are aboard a single vessel at any one time

c. **for hire and charter fishing;** provided, however, that no more than 10 people, including any captain and crew, are aboard a single vessel at any one time

d. **white water rafting;** provided, however, that the occupants of a raft or kayak be limited to a single household group and, if applicable, a guide

e. **zoos, botanical gardens, nature centers, and outdoor wildlife reserves;** provided, however, that buildings, other than restrooms, remain closed to the public; and provided, further that admission be capped at not more than 20% of overall outdoor capacity

f. **businesses providing outdoor recreational experiences and educational activities,** including ski area summer activities, alpine slides, zip-lines, horse riding schools and stables, mountain biking, and archery ranges

May 18, 2020
Reopening Massachusetts

Learn more about Reopening Massachusetts

General business guidance

Information to help businesses meet the self-certification requirement to reopen. All businesses must meet these requirements before reopening. Businesses operating to provide Essential Services, as defined in the Governor’s March 23, 2020 Executive Order, updated on March 31, April 28 and May 15, may remain open and have until May 25, 2020 to comply with these mandatory safety standards.

- **COVID-19 control plan template** – Template that satisfies the written control plan requirement for self-certification
- **Compliance attestation poster** – Poster that customer facing businesses are required to print, sign, and post in an area within the business premises that is visible to workers and visitors
- **Employer and Worker posters** – Posters that businesses can print and display within the business premises to describe the rules for maintaining social distancing, hygiene protocols, and cleaning and disinfecting

Additional Resources

Sector-specific protocols and best practices

Mandatory safety standards and recommended best practices for sectors that are eligible to open in Phase 1. Additional sector guidance for future phases will be issued at a later date. Businesses operating to provide Essential Services, as defined in the Governor's March 23, 2020 Executive Order, updated on March 31, April 28 and May 15, may remain open and have until May 25, 2020 to comply with their industry’s sector-specific protocols (if applicable).

Additional guidance

Additional guidelines for activities that are eligible to resume in Phase 1.

Places of worship

Outdoor Recreation

Use the button below to find guidance from the Executive Office of Energy and Environmental Affairs regarding recreation, including beaches, parks, mountain biking, recreational boating, and more.
HHS guidance

The Reopening Advisory Board

On April 28, Governor Baker announced the formation of the Reopening Advisory Board, chaired by Lieutenant Governor Karyn Polito and Secretary of Housing and Economic Development Mike Kennealy. The Board includes representatives from the business community, public health officials, and municipal leaders from across the Commonwealth. This group is charged with advising the Baker-Polito Administration on strategies to reopen the economy in phases based on health and safety metrics.

Additional Resources
Reopening: Mandatory Safety Standards for Workplaces

Overview

The Department of Public Health (DPH) and the COVID-19 Command Center developed new Mandatory Workplace Safety Standards in consultation with the Reopening Advisory Board. These new standards will apply universally to all workplaces that are open in Phase 1, and are designed to reduce the risk of COVID-19 transmission to employees and customers during the first phase of reopening, and are applicable to all sectors and industries.

The Administration is releasing these Mandatory Workplace Safety Standards early, in advance of the start of Phase 1, to give workplaces time to plan and prepare for reopening.

These safety standards will be supplemented by sector-specific safety protocols and recommended best practices, which will provide further details and limited exceptions.

Social Distancing

- All persons, including employees, customers, and vendors should remain at least six feet apart to the greatest extent possible, both inside and outside workplaces
- Establish protocols to ensure that employees can practice adequate social distancing
- Provide signage for safe social distancing
- Require face coverings or masks for all employees

Hygiene Protocols

- Provide hand washing capabilities throughout the workplace
- Ensure frequent hand washing by employees and adequate supplies to do so
- Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site

Staffing and Operations

- Provide training for employees regarding the social distancing and hygiene protocols
- Employees who are displaying COVID-19-like symptoms do not report to work
- Establish a plan for employees getting ill from Covid-19 at work, and a
return-to-work plan

Cleaning and Disinfecting

- Establish and maintain cleaning protocols specific to the business
- When an active employee is diagnosed with COVID-19, cleaning and disinfecting must be performed
- Disinfection of all common surfaces must take place at intervals appropriate to said workplace

Sector Specific Safety Protocols

The Reopening Advisory Board is developing Sector Specific Safety Standards and Best Practices that will detail how particular industries should operate upon reopening, as well as provide for limited exceptions to the mandatory standards. These sector specific standards are forthcoming.
Phase 1

- People over the age of 65 and people who have underlying health conditions – who are at high risk for COVID-19 – should continue to stay home except for essential errands such as going to the grocery store and to attend to healthcare needs.

- All residents are advised to leave home only for healthcare, worship and permitted work, shopping, and outdoor activities.

- When going to the pharmacy ask if you can fill your prescriptions for 90 days if possible; for some medications this is not allowed. If you are at high-risk, try to use a mail-order service.

- Don’t participate in close contact activities such as pick-up sports games.

- All residents are REQUIRED to cover their face when they cannot maintain six feet of social distance in public.

- Parents should limit play dates for children.

- Refrain from visiting nursing homes, skilled nursing facilities, or other residential care settings.

- All residents are advised to wash their hands frequently for at least 20 seconds with soapy water.

- All residents are advised to be vigilant, monitor for symptoms and stay home if you feel sick.

- Use remote modes of communication like phone or video chat instead of visiting friends or family who are high risk for COVID-19.

Resources

- Wear a Mask in Public
  - Order and Guidance (/news/wear-a-mask-in-public)
- Video (https://www.youtube.com/watch?v=HlUJRqOVP)

- Stop the Spread of Germs
  - Fact Sheets (/info-details/covid-19-printable-fact-sheets#prevention-)
  - Video (https://www.youtube.com/watch?v=atoYskFtXs)

- Social Distancing
  - Fact Sheets (/info-details/covid-19-printable-fact-sheets#prevention-)
  - Video (https://www.youtube.com/watch?v=TKW72Nh2JUg)

  - Video (https://www.youtube.com/watch?v=jOLO7dhJnS)

- Self-Quarantine
  - Information sheet (/doc/information-sheet-how-to-self-quarantine-and-self-isolate/download)
  - Infographic (/info-details/covid-19-printable-fact-sheets#at-home-quarantine-or-self-monitoring-)
  - Video (https://youtu.be/QyRd8F9BWUA)

- Coping with Stress and Anxiety
  - Fact Sheets (/info-details/covid-19-printable-fact-sheets#coping-with-stress-and-fear-)
  - Video (https://www.youtube.com/watch?v=jGIsQkP-)

If you or a family/household member does not feel safe at home, please call 1-800-799-7233 for live support. If you are unable to speak safely, you can log onto thehotline.org to chat online, or text LOVEIS to 22522.

If you or a family/household member have another concern or need regarding this stay-at-home advisory, please call 2-1-1.

You can sign up to get the most up-to-date information sent to your phone by texting COVIDMA to 888-777.

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Department of Public Health (/orgs/department-of-public-health)

DPH promotes the health and well-being of all residents by ensuring access to high-quality public health and healthcare services, and by focusing on prevention, wellness, and health equity in all people.

More (/orgs/department-of-public-health)
Order and Guidance: Wear a Mask in Public (/news/wear-a-mask-in-public)
5/01/2020   Department of Public Health
Learn about wearing face coverings and cloth masks in public, to slow the spread of COVID-19, as required in Governor Baker’s Executive Order


COVID-19: Essential Services (/info-details/covid-19-essential-services)

Did you find what you were looking for on this webpage?

☐ Yes  ☐ No

SEND FEEDBACK
Executive Office of Energy and Environmental Affairs (EEA) COVID-19 Guidance Documents

Guidance and directives related to the reopening of outdoor recreational activities and businesses in the Commonwealth.

TABLE OF CONTENTS

- Parks, Open Space, and Outdoor Education Programs
  - Mountain Biking
  - Hunter Education
  - Beaches Guidance for Managers
  - Recreational Boating
  - For Hire and Charter Boats
  - Zoos, Wildlife Reserves, Botanical Gardens
  - Ecotourism
  - White Water Rafting
  - Campgrounds

Parks, Open Space, and Outdoor Education Programs

- Parks Open Space and Outdoor Education Best Practices
  5-18-20
Mountain Biking


Hunter Education


Beaches Guidance for Managers


Recreational Boating

Recreational Boating and various other marine and inland waterway related activities

- Recreational Boating and other waterway related activities 5-18-20 (/doc/recreational-boating-and-other-waterway-related-activities-5-18-20/download)

Reopening Standards for Recreational Boating Businesses


For Hire and Charter Boats


Zoos, Wildlife Reserves, Botanical Gardens


Ecotourism


White Water Rafting
Campgrounds


EEA Outdoor Recreation Facility Restroom Cleaning Best Practices


Outdoor Recreation Task Force Presentation


Drive-In Theaters


General Business Guidance

- Information to help businesses meet the self-certification requirement to reopen (https://www.mass.gov/info-details/reopening-massachusetts#general-business-guidance)

Did you find what you were looking for on this webpage?

☐ Yes  ☐ No

SEND FEEDBACK
Memorandum

From: Executive Office of Energy and Environmental Affairs

Date: May 18, 2020

Subject: Beaches Guidelines for Managers

The following are safety and re-opening standards for the management and use of coastal and inland beaches in the Commonwealth for Phase 1 of the Commonwealth’s Reopening.

All beach managers and visitors should adopt the specific guidelines outlined herein. Property-specific guidelines should be posted at entrance points to beach areas and on relevant social media/websites. Guidelines provided herein apply to all inland and coastal beaches unless otherwise specified.

This guidance will apply until amended or rescinded. Any questions regarding this guidance can be sent to outdoor.recreation@mass.gov

DPH Orders and Guidelines

Face Coverings and Masks: All beach visitors shall comply with COVID-19 Order 31: Order Requiring Face Coverings in Public Places Where Social Distancing is Not Possible. The order requires any person over the age of 2, whether indoors or outdoors, to wear a face covering or mask when they cannot maintain 6 feet of distance between themselves and others, unless they have a medical condition preventing them from doing so (see further guidance here: https://www.mass.gov/info-details/covid-19-state-of-emergency). Masks are not required to be worn while swimming.


Coastal and Inland Beaches – Manager and User Guidelines for Parking and Capacity

Coastal and Inland Beach Manager Guidelines (version 1.0)
• To allow for adequate social distancing for ingress, egress, and transit across the beach, beach capacity should be managed to accommodate a minimum of 12 ft distance between toweling/beach blanket groups.
• Parking lots, people entering the beach or other factors should be managed, if necessary, to limit beach capacity to accommodate adequate social distancing based on an assessment by the beach manager.
• Loading and unloading times for people and personal items at drop off areas should be limited, where possible. No loitering, tailgating.
• Picnic areas should be closed if social distancing cannot be maintained and sanitization cannot be performed between use.

User Guidelines
• Beach visitors are required to maintain social distancing of at least 6 feet or more at all times and visitors should maintain at least 12 ft minimum distance between toweling/beach blanket areas.
• Organized ball games should not be allowed activity including, but not limited to, volleyball, Kan Jam, spikeball, football, soccer, Kadima, and bocce.
• Beach visitors shall abide by social distancing standards for bathroom lines and follow any established visual guidelines for maintaining a 6’ distance in all restroom facilities.
• A minimum distance of 6 feet shall be maintained between lifeguards and between the public and lifeguard stands unless in the case of an emergency.

Over Sand Vehicle (OSV) Coastal Beaches
• Capacity for OSV beaches should be calculated by beach manager.
• Methodology for calculating beach capacity of OSV’s should account for at least one car length (15 to 20 feet) between vehicles at high tide.
• Capacity for OSV should be clearly outlined and signed for potential users and made available on social media.
• Activities on OSV beaches should follow guideline of Beach Activities listed above.

Lifeguards
• A minimum distance of 6 feet should be maintained between lifeguards, the public and lifeguard stands except in the case of an emergency.

Admissions/Contact Stations/Rentals
• Admission/entry transactions are encouraged, where possible should be carried out through a no contact process such as online reservations, timed-ticketing, permit/sticker issuance or an on-site electronic transaction method that allows for social distancing guidelines to be followed. If not feasible, hand transactions and cash may be allowed.
• Any necessary visitors-staff interactions, whether in a vehicle or on foot, should be in accordance with social distancing.
If renting equipment, all equipment must be cleaned and disinfected between use. If items cannot be properly disinfected, rental should not be allowed. Masks and snorkels should not be rented.

Restrooms, Comfort Stations, Showers
- Managers should ensure that users can abide by social distancing standards for bathroom lines and follow any established visual guidelines for maintaining a 6’ distance in all restroom facilities.
- In advance of the initial opening of public restrooms, the managing entity should adhere to the Centers for Disease Control and Prevention (CDC) guidelines pertaining to the cleaning and disinfection standards for interior spaces and that social distancing can be maintained.
- The managing entity should have the facilities cleaned at least once daily by staff and perform deep cleaning and disinfection services at least once per week and should follow the EEA COVID-19 Outdoor Recreation Facility Restroom Cleaning Best Practices.
- Composting (clivus or similar) toilets should be permanently closed and should be replaced with temporary (seasonal) portable restrooms with daily cleanings.
- Restroom facilities should contain adequate hand washing and/or sanitizer stations.
- Indoor shower facilities and changing facilities will remain closed in Phase 1.
- Water fountains and water refill stations will remain closed in Phase 1.

Food Service, Concessions, and Vending
- Food service shall follow all applicable food service and restaurant protocols and guidelines. Food service must be limited to take-out in Phase 1.

Trash Disposal and Management
- Trash disposal at beaches is available to the discretion of the city or town it is located in and/or the managing organization.
- Visitors of beaches should expect limited or no trash disposal receptacles. When visiting beaches without trash receptacles, visitors should adhere to a strict “carry in, carry out” policy and take waste with them.
- Where trash receptacles are available for normal use, beach managers should where feasible, provide no touch, lidless trashcans.

Shuttle Service to Beach Facilities
- Shuttle services to the beach are closed in Phase 1.
COVID 19 Re-Open

Town Of Sandwich
COVID 19 Command Team
May 18, 2020 - DRAFT

Draft Return to Operations Plan 04 17 2020
Purpose

- Activate Unified Command Group response to the novel Coronavirus known as COVID 19.

- Set objectives and operational period

- Coordinate the reopening of Sandwich Town Government with the Four Phase Approach to Reopening Massachusetts.

Draft Return to Operations Plan 04 17 2020
Four-Phase Approach to Reopening Massachusetts

- **Forward momentum / positive outlook**
- **Current state: Stay at home**
  - Potential reversion if public health metrics worsen

- **Phase 1: Start**
  - Limited industries resume operations with severe restrictions.

- **Phase 2: Cautious**
  - Additional industries resume operations with restrictions and capacity limits.

- **Phase 3: Vigilant**
  - Additional industries resume operations with guidance.

- **Phase 4: New Normal**
  - Development of vaccine and/or therapy enables resumption of “new normal”.

- If public health metrics fall below thresholds, may move back to a prior phase.
- Potential for focused interventions to prevent local outbreaks from spreading as part of reopen process (e.g., at the business, business type or city level).
We will provide overall social guidance, safety standards, and sector specific protocols for Phase 1 reopening process on three dimensions.

- **Overall social guidance**
  - E.g., restrictions on gathering sizes, social distancing, face coverings, limitations for vulnerable population

- **Mandatory safety standards for workplaces**
  - E.g., limitations on office opening, allowed capacity, required distancing, cleaning protocols

  Supported by safety protocol checklists / templates

- **Sector specific safety protocols and best practices**
  - E.g., specific precautionary measures and safety protocols to protect employees or public (face coverings, separators)

  Supported by sector specific safety protocol checklists / templates

Will also provide easy to digest public facing communication across each type of safety protocol and best practice.
**Mandatory Safety Standards for Workplaces**

<table>
<thead>
<tr>
<th>Safety Standards</th>
<th>NOTE: These safety standards are applicable to all sectors and industries. There will be sector-specific safety protocols and recommended best practices which provide further details and limited exceptions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Distancing</td>
<td>- Establish protocols to ensure that employees can practice adequate social distancing</td>
</tr>
<tr>
<td></td>
<td>- Provide signage for safe social distancing</td>
</tr>
<tr>
<td></td>
<td>- Require face coverings or masks for all employees</td>
</tr>
<tr>
<td></td>
<td>- Provide hand washing capabilities throughout the workplace</td>
</tr>
<tr>
<td>Hygiene Protocols</td>
<td>- Ensure frequent hand washing by employees and adequate supplies to do so</td>
</tr>
<tr>
<td></td>
<td>- Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site</td>
</tr>
<tr>
<td>Staffing and Operations</td>
<td>- Provide training for employees regarding the social distancing and hygiene protocols</td>
</tr>
<tr>
<td></td>
<td>- Employees who are displaying COVID-19-like symptoms do not report to work</td>
</tr>
<tr>
<td></td>
<td>- Establish a plan for employees getting ill from Covid-19 at work, and a return-to-work plan</td>
</tr>
<tr>
<td>Cleaning and Disinfecting</td>
<td>- Establish and maintain cleaning protocols specific to the business</td>
</tr>
<tr>
<td></td>
<td>- When an active employee is diagnosed with COVID-19, cleaning and disinfecting must be performed</td>
</tr>
<tr>
<td></td>
<td>- Disinfection of all common surfaces must take place at intervals appropriate to said workplace</td>
</tr>
</tbody>
</table>
Objectives

- Establish guidelines for reopening Town of Sandwich Government

- Establish guidance for State and Local Election and Town Meeting
May 18, 2020

Short Term Look Ahead-

Phase One Governor’s Reopening – May 25th (effective May 26th)

Offices at 25% total occupancy

Town Meeting – June 15, 2020

Graduation – June 29th

Tax Bills/Beach Stickers – Last 2 weeks in June 1st week in July – Busy Season

Additional Actions for consideration

- Portable restroom increased cleaning per CDC guidance?
- Temporary Closure of OCC During Camp Hours
  - Ramp to remain open to residents
- Cancel Senior Tax program
CANCELATIONS & CLOSURES RECOMMENDED BY THE TOWN OF SANDWICH COVID-19 COMMAND TEAM

April 28, 2020

NOTE: These are subject to change based on future orders from the Governor & developing public health protocols.

- Any event where social distancing protocols cannot be adequately observed when more than 10 people will be present between now and July 5
- Memorial Day parade
- Hoxie House & Grist Mill will not be opened for 2020
- All July 4 events
  - Note: Fireworks vendor will honor our existing downpayment for any future firework event(s)
- No walk-up or in-person beach or transfer station sticker sales; all sales must be processed on-line or via the Town Hall Annex drop box
- Sandwich Fest
- All road races and similar events between now and July 5
- All public beach parking lots at 6:00 p.m. through July 5
- No public beach fires allowed through July 5
Opening Approach – General

- Public asked to continue remote requests for service where possible (drop boxes)
- Surveillance, Prevention, Protection
- Social Distancing, Hygiene Protocols, Staffing and Operations, Cleaning and Disinfecting
- Mask and facial coverings to be worn by all staff when 6’ distancing is not possible
- Public asked to follow the Governor’s guidance to wear masks
- 6’ distancing – signs & markers

Draft Return to Operations Plan 04 17 2020
Opening Approach – General

- Hand sanitizing stations at all public buildings
- Distancing markings
- Barriers and Plexiglass where feasible
- Staff Training Upon Return to Work & Review Audits
- Staff Screening
  - serology test for COVID 19 for All Staff - voluntary
  - Voluntary Self administered daily temperature check
  - If you feel sick – please do not come to work

Draft Return to Operations Plan 04 17 2020
Employee Screening

• Employee Testing will be offered in drive-thru format at COA on designated days.

• Public Health Nurse Joanne Geake will maintain test results and information – SFD Paramedics will assist in testing and sampling along with logistics.
Employee Screening

- Testing form and sign off will have to be designed in consultation with Human Resources and Nursing.

- Not mandatory but voluntary but will show the impact within town government and who will show anti-body capability

- No Touch Thermometers for voluntary daily self testing

Draft Return to Operations Plan 04 17 2020
TOWN OF SANDWICH
COVID 19 TESTING

Date: April 27, 2020  
To: All Town Employees  
From: TOS COVID 19 Command Team  
Subject: COVID 19 rapid testing

The Town of Sandwich has instituted voluntary COVID 19 rapid testing for all town employees wishing to be tested.

1. The Town of Sandwich purchased an early run of serum-based antibody tests that are quick response testing kits for COVID-19 from Sterlitis Solutions and is working with Sterlitis Solutions and Syntron Bioresearch to conduct a test run of recently released test kits.

2. The COVID Command team decided that early access to quick response testing was an opportunity to continue our pro-active approach to the coronavirus pandemic response allowing our response team and first responders to refine our systems for mass testing and improve workplace and public safety.

3. In our evaluation phase, certain essential employees will voluntarily participate in the study and the testing will serves both a means of evaluating the ease of use of the test kits, and the effectiveness of our local testing protocol. The system also tests for the presence of coronavirus antibodies.

4. The COVID – 19 Command Team, specifically the Fire Chief, Health Agent, and Public Health Nurse, will monitor the testing protocol execution, results, and workplace safety during the testing of our public safety personnel and other essential town employees.

5. The testing will be conducted in Phases with employee groups identified in each phase.

| Public Safety – DNR – Harbormaster | Phase I |
| DPW, Golf Course, Command Team | Phase I |
| Department Heads | Phase I |
| Town Clerk – Election Workers | Phase II |
| Library | Phase II |
| Recreation Department | Phase II |
| Inspections & Assessing Department | Phase II |
| School Department Food Distribution | Phase II |
| Council on Aging | Phase II |

6. A generic notification email used to schedule testing is listed below.

You have expressed interest in having a COVID 19 rapid test. The following date and time is your assigned testing schedule. If you cannot make it please let me know. You are to bring and wear a mask and expect testing to last about 20 minutes.

Your testing information and results are maintained only by the Public Health Nurse or Health Agent; no other personnel will be privy to your test results. When you arrive you will check in with the Staging Officer and you will remain in your car until they are ready to test you. Please read below:

Test Date: May 15, 2020 (Friday)  
Test Time: 1:00 pm  
Location: Human Services Building – 262 Quaker Meetinghouse Rd, town parking lot

Thank you and email back confirmation of attending.

7. Sandwich Fire Department personnel under the supervision of the Sandwich Public Health Nurse will conduct the testing. The Fire Department will send (2) FF-Permedocs as testers and (2) FF-EMT to support personnel, one to handle staging of cars and the second to handle patient care report documentation.

8. If determined that your test result is something other than negative, you may be asked to go for a nasal swab PCR test through the Public Health Nurse or if available have a PCR nasal swab test conducted at the testing site.

9. All Town Employees regardless of test result will continue to follow social distancing and hand washing measures as outlined by the Governor of Massachusetts and Sandwich Board of Health.
Employee Training


- Director of Public Health and Fire Chief will conduct on site training for all employees upon return to work
Hi Everyone,

Thank you yet again for all your continued patience and dedication as we collectively cope with the ongoing COVID-19 issues and try to address them in the best interests of our community’s public health and safety. You may have heard that yesterday afternoon Governor Baker issued an extension of his prior order, closing all non-essential services to the public until Monday, May 18, 2020 and continuing to limit any gathering of individuals to 10 people or less. In light of this, all Town buildings and offices will remain closed until May 18, 2020. Here is a direct link to the Governor’s Order: https://www.mass.gov/news/baker-polito-administration-extends-non-essential-business-closures-to-may-18th-announces.

Even though our offices remain closed, I want to stress again how thankful and proud I am that so many of our services have been able to continue uninterrupted through this public health emergency. In addition, most critical municipal operations have continued with our COVID-19 Command Team constantly trying to find ways for us to remain operationally viable while increasing our social distancing and public health protocols. As this public health emergency progresses, I am sure we will need to continue to modify our operations and find new ways to complete tasks we need to conduct.

Toward that end, all department heads have been working on an operational return plan once we are given the green light to reopen to the public. This plan will identify ways each of our departments can reopen safely following whatever health protocols will be in effect at that time. We are all thinking of ways to safely reopen our buildings and have purchased personal protective equipment to help open offices. All buildings will be fully disinfected before reopening and, as of last week, we have been one of the few communities in the Commonwealth to secure rapid testing kits that we plan to offer to all Town staff prior to returning to work. These tests show if someone is positive or negative with COVID-19 and has the added benefit of identifying COVID-19 antibodies. As part of being selected as a beta testing site for this product, we are currently trying the test on a voluntary basis for first responders and other essential, front line personnel.

I also want to reiterate that all year-round staff in every department will continue to receive their regular pay and are not in jeopardy of losing their paychecks or benefits. This is important to remember as we all know people who have lost their jobs or had their pay significantly reduced. In terms of our upcoming fiscal year’s budget, we have not received any directives from the State, but have responsibly altered some of our revenue assumptions to make the FY’21 Budget we will present to the Annual Town Meeting as safe as we can based on what we know today. If this guidance changes, we will be able to go back to a Special Town Meeting in the fall to address any problem areas.

As many of you may know, the annual town election has been moved to the same date as the special state election for the vacant State Senate position, Tuesday, May 19. I strongly encourage you if you are a Sandwich residents who plans to vote in the election to PLEASE follow the proper procedures so you can vote by mail, rather than in person. These can be found on the Town Clerk’s website: http://www.sandwichmass.org/160/Town-Clerk.
The Annual Town Meeting has been rescheduled to Monday, June 15. If this date stays viable, we will work on ways to safely hold the meeting. If it is not possible to hold the Town Meeting in mid-June, we will have to reschedule the meeting to a later date. In the event the meeting cannot be held by July 1, the State has approved special measures the Board of Selectmen can implement to approve a partial budget for FY’21 to allow to operate past July 1.

I want to remind everyone again of the excellent resources we have for free through our Employee Assistance Program (EAP) administered by our health and liability insurance provider, the Massachusetts Interlocal Insurance Association (MIIA). The MIIA EAP program can be reached by calling 800-451-1834. It is open 24 hours a day, 7 days a week, is completely confidential, and is available to all members of your household.

Lastly, I want to highlight that our Command Team has been issuing regular public information releases and videotaping public service announcements (PSAs). These can be found through the following link: [http://www.sandwichmass.org/1507/8584/Town-COVID-19-Status-Updates](http://www.sandwichmass.org/1507/8584/Town-COVID-19-Status-Updates).

Thank you again for your patience and understanding as we address this unique public health emergency. Please continue to follow all the personal hygiene, social distancing, and stay-at-home protocols to allow us all to return to more normal operations as soon as we can.

If anything significant changes related to our reopening, I will be sure to update all department heads so they can communicate with personnel directly. Please continue to take care and stay safe.

Sincerely,

Bud Dunham

From: Dunham, George  
Sent: Wednesday, April 1, 2020 12:23 PM  
To: All Town Employees  
Importance: High

Hi Everyone,

Thank you again for all your patience and dedication as we collectively cope with the ongoing COVID-19 issues and try to address them in the best interests of our community’s public health and safety. You may have heard that yesterday afternoon Governor Baker issued an extension of his prior order, closing all non-essential services to the public until Monday, May 4, 2020. In light of this, all Town buildings and offices will remain closed until May 4, 2020. Let’s hope that as this date approaches, there will not be another extension of this closure and we can all return to more normal operations.

Even though our offices remain closed, I cannot stress enough how thankful and proud I am that so many of our services have been able to continue uninterrupted through this public health emergency, largely due to the remote participation capabilities our Information Technology Department and others have provided us. In addition, most critical municipal operations have continued with our COVID-19 Command Team constantly trying to find ways for us to remain operationally viable while increasing our social distancing and public health protocols. As this public health emergency progresses, I am sure we will need to continue to modify our operations and find new ways to complete tasks we need to conduct.
PPE Protocol

- Facilities working on plexi-glass installation, temporary markings, and other social distancing features for town departments.

- Gloves and face masks will be required to be worn until June 30, 2020 or when CDC – DPH lifts the guidance on masks

- Some staggered workforce scheduling will also be implemented until June 30, 2020
  - Workforce will match social distancing and occupational space guidelines as determined by Health Department

Draft Return to Operations Plan 04 17 2020
CLEANING AND SANITIZING:

- The Town Buildings that are Occupied daily are cleaned and sanitized daily, Monday - Friday.
- These include, the Town Hall, Town Annex, Jan Sebastian Drive, the Human Services Building, the DPW Offices and staff areas, and All Public Safety Buildings.
- The Public Safety Buildings, that comprise of Fire Stations 1-3 and the Police Department are also cleaned and sanitized on weekends and Holidays to ensure occupant safety.
- The Public Safety Buildings and vehicles are also being fogged with a virucide by an outside vendor several times per week as an added layer of protection to aid in the control the COVID-19 virus.
- The following Buildings are cleaned and sanitized prior to, and after use as needed, but they are sanitized at least once a week.
  - Oak Crest Cove structures, (which include the Lodge, IT house and the cabins), and the Sandhill School Building.
  - All restrooms, offices, common use areas, horizontal surfaces such as desks and counters, door edges, door hardware, all plumbing fixtures, water closets, dispensers, switch plates etc. are cleaned with a peroxide based cleaner and the surfaces are then sanitized using an EPA registered virucide that kills Coronaviruses.
  - Staff wears PPE when cleaning and disinfecting, to protect the staff members and to prevent recontamination of the cleaned surfaces.
  - The Library, Marina and Golf Course Clubhouse are cleaned by their staff or vendors. The facilities department assists as requested or needed.
- Prior to staff returning full time all buildings will be thoroughly cleaned, sanitized and fogged.
- The buildings shall be sanitized daily and periodic fogging of the buildings will be conducted.

Filter Changes + Clean Up.

Draft Return to Operations Plan 04 17 2020
STAFF WALKTHROUGHS:

- The equipment checks and building walkthroughs are conducted by both the custodial and maintenance staff. The custodial staff monitors the buildings they are cleaning daily and the facilities staff checks all the buildings daily or as scheduled so there is overlapping coverage.
- The buildings that are occupied daily are also checked daily for any deficiencies and if any are found they are reported immediately to facilities department for review and or repair as necessary.
- The buildings that are unoccupied are checked on Mon-Wed-Friday. Any deficiencies are immediately reported to facilities department for review and or repair as necessary.
- The seasonal buildings that do not have an active water supply or heat are checked weekly for damage, vandalism, leaks or rodents. Deficiencies are reported immediately to facilities for review and or repair as necessary.
- The Maintenance staff is on call 24/7 for emergencies and staff members have a list of vendors to contact for emergencies that cannot be handled in house.
- Attic spaces and crawl spaces are monitored on a regular basis.

Draft Return to Operations Plan 04 17 2020
Quarantine is for individuals who may have been exposed to someone who is COVID-19 positive but are not exhibiting any symptoms and have not tested positive. Individuals who are in quarantine should stay in place for 14 days.

Isolation is for individuals who have either tested positive for COVID-19 or who are exhibiting symptoms of COVID-19 (including fever, chills, shaking chills, muscle pain, headache, sore throat, or new loss of taste or smell) and have been told by a provider that they have, or probably have, COVID-19, even in the absence of a test.

<table>
<thead>
<tr>
<th>Worker Type</th>
<th>Quarantine for 14 days when...</th>
<th>Isolate when...</th>
<th>End Isolation and Return to work when...</th>
</tr>
</thead>
</table>
| Health Care Workers | As of May 4, 2020, the CDC is not recommending that these workers self-quarantine after an exposure if they are not experiencing COVID-19 symptoms. All workers should wear appropriate PPE, and self-monitor for symptoms. | You have tested positive for COVID-19 OR you have symptoms of COVID-19 | Symptomatic  
1. Symptom-based strategy  
   - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and  
   - Improvement in respiratory symptoms (e.g., cough, shortness of breath); and,  
   - At least 10 days have passed since symptoms first appeared.  
2. Test-based strategy:  
   - Resolution of fever without the use of fever-reducing medications and  
   - Improvement in respiratory symptoms (e.g., cough, shortness of breath), and  
   - Negative results of two consecutive respiratory specimens collected ≥ 24 hours apart |
| First Responders |  |  | Asymptomatic  
1. Time-based strategy: At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test.  
2. Test-based strategy: Negative results of two consecutive respiratory specimens collected ≥ 24 hours apart |
| Essential Workers |  |  |  
| All Other Workers | You have been exposed to someone with COVID-19 BUT you don’t have symptoms |  |  

*A positive test does not necessarily correlate with the person’s ability to transmit the disease*
STATE GOLF COURSE OPERATIONAL GUIDELINES

May 7, 2020

Are golf courses considered essential? NO

Golf courses are not essential businesses and cannot have employees working on-premise. Notwithstanding this restriction, essential services, such as groundskeeping to avoid hazardous conditions and security, provided by employees, contractors, or vendors are permitted.

Private operators of golf courses may permit individuals access to the property so long as there are no gatherings of any kind, appropriate social distancing of six feet between individuals is strictly followed, and the business operator and golfers abide by the specific guidelines for golf courses outlined below.

Municipalities may decide to open municipal courses under these guidelines, if they so choose.

The specific guidelines for golf courses are:

- Security personnel can be delineated by each club (ex. a pro and the head starter) and will be present to enforce social distancing. There can be no other employees working at the recreational component of the golf operation.

- All staff must wear face coverings while on the property

- Club facilities including but not limited to the club house, pro shop, restaurant, bag room and locker room must remain closed

- No caddies allowed

- No golf carts allowed

- Push carts may be used. Players must either carry their own bag or use a push cart

- All golfers must maintain proper social distancing of at least 6 feet at all times

- Groups of players are restricted to no more than 4 players at one time.

- Members-only clubs can allow guests as determined by the security personnel on the golf course
- Private clubs that allow non-members to make reservations can do so at their discretion

- Maintenance personnel are permitted to work on the golf course

- Tee Time Policy must be 15 minutes between groups

- Golfers must stay in their car until 15 minutes before their tee time and must return to their car immediately following play

- Online and remote payment options must be utilized

- All golfers must use their own golf clubs. Sharing golf clubs or rental golf clubs is not allowed.

- Flag sticks must remain in the hole. Hole liners must be raised so picking a ball out of the hole doesn't occur

- Bunker rakes must be removed, and ball washers must be removed or covered.

- Practice putting green, driving range, and chipping areas must be closed.

- Facilities must have readily accessible hand sanitizer
Sandwich Hollows Golf Club COVID – 19 Operating Procedures

Effective Immediately:

Staff

- We provide workers with protective gloves, Mask and any other sanitizing materials
- We clean all touchable areas heavily with disinfectant. (Examples: carts and flagsticks)
- The club house is closed to the public.
- Pro Shop will remain close to the public with a pay window.
- Portable restroom available to the public.
- We creating more space between groups in tee sheet to avoid overcrowding.
- We instituted a touchless interaction (pay online or with credit card and no cash)
- We instituted ways to avoid touching anything on the golf course (removing flagsticks, bunker rakes, divot mix boxes, ball washers, raise cup liners.
- We sanitize all carts before and after use with pressure washer.
- We will have starters and rangers on the golf course for crowd control and social distancing.

Golfers

- Should keep a minimum of six feet between others no matter the situation, avoiding contact with others (handshakes, etc.)
- Anyone who has symptoms or is sick from COVID-19 must stay away from their club at all times
- Shouldn't pick up any golf balls they find that are not theirs and should not touch flagsticks or any other objects on the course
- Should only touch their own clubs
- Portable Restroom Available
Oxivir TB Sanitizer

Nitrile Gloves

Clorox Disinfecting Wipes

Pressure Washer

Pay Window

Portable Restroom
STAFFING & OPERATIONS
Include safety procedures in the operations

☐ Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission, including:
  • Social distancing, hand-washing, proper use of face coverings
  • Self-screening at home, including temperature or symptom checks
  • Importance of not coming to work if ill
  • When to seek medical attention if symptoms become severe
  • Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus

☐ Workers must wear face coverings when social distancing of 6 feet is not possible, except where unsafe due to medical condition or disability

☐ Workers must continue to telework if feasible; external meetings should be remote to reduce density in the office

☐ Employers should establish adjusted workplace hours and shifts for workers (if working in-person, leverage working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion at entry points

☐ Limit visitors and service providers on site; shipping and deliveries should be completed in designated areas

☐ Limit business sponsored travel and comply with state and federal travel restrictions / guidelines

☐ Workers must stay home if feeling ill

☐ Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home or arrange an alternate work assignment

☐ Workers are strongly encouraged to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer

☐ Encourage workers who test positive for COVID-19, to disclose to the employer of the office for purposes of cleaning / disinfecting and contact tracing. If the employer is notified of a positive case at the workplace, the employer should notify the local Board of Health (LBOH) where the workplace is located and work with them to trace likely contacts in the workplace and advise workers to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH

☐ Post notice to workers and customers of important health information and relevant safety measures as outlined in government guidelines

☐ Log everyone who comes in contact with site to enable contact tracing, including temporary visitors (e.g., those doing material drop-offs)

CLEANING & DISINFECTING
Incorporate robust hygiene protocols

☐ Conduct frequent cleaning and disinfection of site (at least daily and more frequently if feasible)

☐ Keep cleaning logs that include date, time, and scope of cleaning

☐ Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, elevator buttons, staircases, vending machine, bathrooms)

☐ Clean shared spaces (e.g., conference rooms) between use and supply cleaning products (e.g., sanitizer, disinfecting wipes)

☐ In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current CDC guidance
SOCIAL DISTANCING
Ensure >6ft between individuals

- Businesses and other organizations shall limit occupancy within their office space to no more than
  - 25 percent of (a) the maximum occupancy level specified in any certificate of occupancy or similar permit or as provided for under the state building code; or (b) the business or organization's typical occupancy as of March 1, 2020
  - Any business or other organization that has been operating as a "COVID-19 Essential Service" as of May 18, 2020 shall have until July 1, 2020 to comply with these occupancy limitations

- Businesses and other organizations may exceed this maximum occupancy level based on a demonstrated need for relief based on public health or public safety considerations or where strict compliance may interfere with the continued delivery of critical services

- Ensure separation of 6 feet or more between individuals unless this creates a safety hazard due to the nature of the work or the configuration of the workspace

- Close or reconfigure worker common spaces and high density areas where workers are likely to congregate (e.g., break rooms, eating areas) to allow 6 feet of physical distancing; redesign work stations to ensure physical distancing (e.g., separate tables, use distance markers to assure spacing)

- Cafeterias may operate only with prepackaged food, practicing physical distancing and appropriate hygiene measures

- Physical partitions must separate workstations that cannot be spaced out (partitions must be taller than a standing workers)

- Limit meeting sizes, ensure 6 feet of social distancing, encourage remote participation

- Stagger work schedules, lunch and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing

- Minimize the use of confined spaces (e.g., elevators, control rooms, vehicles) by more than one individual at a time; all workers in such spaces at the same time are required to wear face coverings

- Improve ventilation for enclosed spaces where possible (e.g., open doors and windows)

- Designate assigned working areas (e.g., floor, building) to individuals where possible to limit movement throughout the facility and limit contact between workers

- Establish directional hallways and passageways for foot traffic if possible, to minimize contact. Post clearly visible signage regarding these policies

- Limit visitors where feasible, and avoid congregation in common areas (e.g., lobbies)

HYGIENE PROTOCOLS
Apply robust hygiene protocols

- Ensure access to handwashing facilities on site, including soap and running water, wherever possible and encourage frequent handwashing; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative

- Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)

- Require regular and not less than daily cleaning and sanitization of all high-touch areas such as workstations, door handles, and restrooms

- Avoid sharing use of office materials / equipment or disinfect equipment between use (e.g., telephones, fax machines)

- Post visible signage throughout the site to remind workers of the hygiene and safety protocols

STAFFING & OPERATIONS
Include safety procedures in the operations
## Town Hall - General Operations

<table>
<thead>
<tr>
<th>Social Distancing</th>
<th>Hygiene Protocols</th>
<th>Staffing and Operations</th>
<th>Cleaning and Disinfecting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plexiglass at reception</td>
<td>All Staff wear masks until mask order lifted</td>
<td>Downstairs restroom staff only</td>
<td>See Facilities Department process</td>
</tr>
<tr>
<td>Floor Markings 6' distance</td>
<td>Patrons Requested to wear masks per Governor's order</td>
<td>Promote Online Services</td>
<td></td>
</tr>
<tr>
<td>Signs asking patrons to stop at reception &amp; limiting access into offices</td>
<td>Signs promoting mask, handwashing &amp; distance</td>
<td>and Appointments</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Antibacterial Dispenser in Entry way (and around the building)</td>
<td>All staff review hygiene, social distancing &amp; sanitation recommendations</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>More Discussion needed about private use of Stage and Auditorium</td>
<td>More Discussion needed about private use of Stage and Auditorium and required hygiene and sanitation for users.</td>
</tr>
</tbody>
</table>
## Phase II – Town Hall

### Town Hall – Town Manager

<table>
<thead>
<tr>
<th>Social Distancing</th>
<th>Hygiene Protocols</th>
<th>Staffing and Operations</th>
<th>Cleaning and Disinfecting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plexiglass at reception plus internal barriers</td>
<td>All Staff wear masks until mask order lifted when social distancing cannot be observed</td>
<td>Limit Copier Use to Building Staff Downstairs restroom staff only</td>
<td>See Facilities Department process</td>
</tr>
<tr>
<td>Floor Markings 6’ distance</td>
<td>Patrons Requested to wear masks per Governor’s order</td>
<td>Promote Online Services and appointments</td>
<td></td>
</tr>
<tr>
<td>Signs asking patrons to stop at reception &amp; limiting access into offices &amp; hygienic use of copier &amp; postage machine</td>
<td>Signs promoting mask, handwashing &amp; distance</td>
<td>All staff review hygiene, social distancing &amp; sanitation recommendations</td>
<td></td>
</tr>
<tr>
<td>Relocate interoffice mail to hallway</td>
<td></td>
<td>All staff report – unless they are not feeling well</td>
<td></td>
</tr>
<tr>
<td>Add exterior ‘inbox’ for applications</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


FY'21 BUDGET

PROJECTED GENERAL FUND REVENUES AND EXPENSES - FY'21

REVENUES

FY'21 Tax Levy:
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

Other Revenue:
Mass. School Building Authority Funds 1,279,534
State Aid: Discretionary (-6.30%) 2,250,000
State Ch. 70 Aid: School (0.00%) 7,151,788
Est. Local Receipts 5,000,000
Surplus Revenue / Free Cash 2,640,082
FY'20 Health Insur. to 100 Route 6A 800,000
Overlay Release 50,000
Transfer from Stabilization Fund 0 19,171,404

Total Estimated Revenues 86,361,925

EXPENSES

ReCap Sheet Items:
State Assess: Tuition Assess (10.00%) 4,895,534
State Assess: All Other (3.00%) 633,854
Abatements / Overlay 550,000
FY'20 Snow & Ice Deficit 0 6,079,388

Town Meeting Items:
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
Transfer to Stabilization Fund 25,000 23,906,491

Operating Budgets:
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%) 18,256,108

Total Estimated Expenses 85,522,161

Stabilization Fund & OPEB Trust Fund Balances:

<table>
<thead>
<tr>
<th></th>
<th>Stab. Fund</th>
<th>OPEB Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Balance on 7/1/19:</td>
<td>1,829,888</td>
<td>921,925</td>
</tr>
<tr>
<td>Proposed Transfer From/To Fund:</td>
<td>25,000</td>
<td>25,000</td>
</tr>
<tr>
<td>Projected Post ATM Balance:</td>
<td>1,854,888</td>
<td>946,925</td>
</tr>
</tbody>
</table>

ESTIMATED FY'21 BUDGET BALANCE 839,764
## FY21 GENERAL FUND OPERATING BUDGET TOTALS

<table>
<thead>
<tr>
<th>NO.</th>
<th>DEPARTMENT</th>
<th>FY20 APPROP</th>
<th>FY21 SALARY</th>
<th>FY21 OPER</th>
<th>FY21 TOTAL</th>
<th>% CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>114</td>
<td>Moderator</td>
<td>450</td>
<td>450</td>
<td>0</td>
<td>450</td>
<td>0.00%</td>
</tr>
<tr>
<td>123</td>
<td>Select./Manager</td>
<td>529,874</td>
<td>465,980</td>
<td>57,850</td>
<td>523,830</td>
<td>-1.14%</td>
</tr>
<tr>
<td></td>
<td>Personnel Expen.</td>
<td>500,000</td>
<td>300,000</td>
<td>0</td>
<td>300,000</td>
<td>-40.00%</td>
</tr>
<tr>
<td>131</td>
<td>Finance Comm.</td>
<td>3,400</td>
<td>2,000</td>
<td>1,400</td>
<td>3,400</td>
<td>0.00%</td>
</tr>
<tr>
<td>135</td>
<td>Accounting</td>
<td>222,961</td>
<td>172,615</td>
<td>15,250</td>
<td>187,865</td>
<td>-15.74%</td>
</tr>
<tr>
<td>141</td>
<td>Assessing</td>
<td>394,166</td>
<td>341,124</td>
<td>29,125</td>
<td>370,249</td>
<td>-6.07%</td>
</tr>
<tr>
<td>145</td>
<td>Treasurer</td>
<td>232,727</td>
<td>283,372</td>
<td>-15,450</td>
<td>267,922</td>
<td>15.12%</td>
</tr>
<tr>
<td>146</td>
<td>Tax Collector</td>
<td>212,154</td>
<td>162,087</td>
<td>58,900</td>
<td>220,987</td>
<td>4.16%</td>
</tr>
<tr>
<td>147</td>
<td>Tax Title</td>
<td>35,000</td>
<td>0</td>
<td>35,000</td>
<td>35,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>151</td>
<td>Legal</td>
<td>300,000</td>
<td>0</td>
<td>300,000</td>
<td>300,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>152</td>
<td>Human Resour.</td>
<td>179,354</td>
<td>176,413</td>
<td>10,000</td>
<td>186,413</td>
<td>3.94%</td>
</tr>
<tr>
<td>161</td>
<td>Town Clerk</td>
<td>192,156</td>
<td>196,390</td>
<td>6,200</td>
<td>202,590</td>
<td>5.43%</td>
</tr>
<tr>
<td>162</td>
<td>Elect. &amp; Regist.</td>
<td>49,750</td>
<td>23,000</td>
<td>52,750</td>
<td>75,750</td>
<td>52.26%</td>
</tr>
<tr>
<td>171</td>
<td>Natural Resour.</td>
<td>303,997</td>
<td>286,968</td>
<td>28,150</td>
<td>315,118</td>
<td>3.66%</td>
</tr>
<tr>
<td>175</td>
<td>Plan. &amp; Devel.</td>
<td>231,213</td>
<td>209,383</td>
<td>29,625</td>
<td>239,008</td>
<td>3.37%</td>
</tr>
<tr>
<td>190</td>
<td>Facilities Mgmt.</td>
<td>642,652</td>
<td>381,314</td>
<td>341,974</td>
<td>723,288</td>
<td>12.55%</td>
</tr>
<tr>
<td>195</td>
<td>Town Reports</td>
<td>11,000</td>
<td>0</td>
<td>12,500</td>
<td>12,500</td>
<td>13.64%</td>
</tr>
<tr>
<td>196</td>
<td>Bind Records</td>
<td>7,000</td>
<td>0</td>
<td>7,000</td>
<td>7,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>197</td>
<td>Info. Technology</td>
<td>663,873</td>
<td>259,430</td>
<td>440,000</td>
<td>699,430</td>
<td>5.36%</td>
</tr>
<tr>
<td></td>
<td><strong>Total 100s</strong></td>
<td>4,711,727</td>
<td>3,260,526</td>
<td>1,410,274</td>
<td>4,870,800</td>
<td>-0.87%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NO.</th>
<th>DEPARTMENT</th>
<th>FY20 APPROP</th>
<th>FY21 SALARY</th>
<th>FY21 OPER</th>
<th>FY21 TOTAL</th>
<th>% CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>210</td>
<td>Police Dept.</td>
<td>4,558,510</td>
<td>4,427,906</td>
<td>354,335</td>
<td>4,782,241</td>
<td>4.91%</td>
</tr>
<tr>
<td>220</td>
<td>Fire Dept.</td>
<td>3,679,534</td>
<td>3,247,302</td>
<td>550,800</td>
<td>3,798,102</td>
<td>3.22%</td>
</tr>
<tr>
<td>241</td>
<td>Inspections</td>
<td>291,605</td>
<td>286,591</td>
<td>16,155</td>
<td>302,746</td>
<td>3.82%</td>
</tr>
<tr>
<td>244</td>
<td>Sealer of W &amp; M</td>
<td>200</td>
<td>0</td>
<td>14,000</td>
<td>14,000</td>
<td>6900.00%</td>
</tr>
<tr>
<td>291</td>
<td>Emerg. Mgmt.</td>
<td>17,500</td>
<td>12,500</td>
<td>10,000</td>
<td>22,500</td>
<td>28.57%</td>
</tr>
<tr>
<td>294</td>
<td>Forest Warden</td>
<td>1,500</td>
<td>0</td>
<td>1,500</td>
<td>1,500</td>
<td>0.00%</td>
</tr>
<tr>
<td>297</td>
<td>Bourne Shellfish</td>
<td>4,000</td>
<td>0</td>
<td>4,000</td>
<td>4,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>299</td>
<td>Greenhead Fly</td>
<td>2,500</td>
<td>0</td>
<td>2,500</td>
<td>2,500</td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td><strong>Total 200s</strong></td>
<td>8,555,349</td>
<td>7,974,299</td>
<td>953,290</td>
<td>8,927,589</td>
<td>4.35%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NO.</th>
<th>DEPARTMENT</th>
<th>FY20 APPROP</th>
<th>FY21 SALARY</th>
<th>FY21 OPER</th>
<th>FY21 TOTAL</th>
<th>% CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>300</td>
<td>School Dept.</td>
<td>34,132,914</td>
<td>35,144,706</td>
<td>0</td>
<td>35,144,706</td>
<td>2.96%</td>
</tr>
<tr>
<td>313</td>
<td>UCCRVTS</td>
<td>2,161,680</td>
<td>2,135,468</td>
<td>0</td>
<td>2,135,468</td>
<td>-1.21%</td>
</tr>
<tr>
<td></td>
<td><strong>Total 300s</strong></td>
<td>36,294,594</td>
<td>37,280,174</td>
<td>0</td>
<td>37,280,174</td>
<td>2.72%</td>
</tr>
</tbody>
</table>

(Notes: School Dept.' amount **includes** Ch. 70 aid.)
<table>
<thead>
<tr>
<th>NO.</th>
<th>DEPARTMENT</th>
<th>FY20 APPROP</th>
<th>FY21 SALARY</th>
<th>FY21 OPER</th>
<th>FY21 TOTAL</th>
<th>% CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>410</td>
<td>DPW - Engineer.</td>
<td>227,086</td>
<td>269,522</td>
<td>9,800</td>
<td>279,322</td>
<td>23.00%</td>
</tr>
<tr>
<td>420</td>
<td>DPW</td>
<td>1,825,761</td>
<td>1,161,063</td>
<td>713,375</td>
<td>1,874,438</td>
<td>2.67%</td>
</tr>
<tr>
<td>421</td>
<td>Snow &amp; Ice</td>
<td>400,000</td>
<td>100,000</td>
<td>300,000</td>
<td>400,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>424</td>
<td>Streetlights</td>
<td>25,000</td>
<td>0</td>
<td>20,000</td>
<td>20,000</td>
<td>-20.00%</td>
</tr>
<tr>
<td></td>
<td>Total 400s</td>
<td>2,477,847</td>
<td>1,530,585</td>
<td>1,043,175</td>
<td>2,573,760</td>
<td>3.87%</td>
</tr>
<tr>
<td>510</td>
<td>Health Dept.</td>
<td>214,691</td>
<td>217,308</td>
<td>10,175</td>
<td>227,483</td>
<td>5.96%</td>
</tr>
<tr>
<td>522</td>
<td>Nursing Dept.</td>
<td>165,829</td>
<td>123,705</td>
<td>46,200</td>
<td>169,905</td>
<td>2.46%</td>
</tr>
<tr>
<td>540</td>
<td>Social Services</td>
<td>35,000</td>
<td>0</td>
<td>35,000</td>
<td>35,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>541</td>
<td>Senior Services</td>
<td>231,800</td>
<td>224,962</td>
<td>13,500</td>
<td>238,462</td>
<td>2.87%</td>
</tr>
<tr>
<td>543</td>
<td>Veterans</td>
<td>88,320</td>
<td>0</td>
<td>103,500</td>
<td>103,500</td>
<td>17.19%</td>
</tr>
<tr>
<td></td>
<td>Total 500s</td>
<td>735,640</td>
<td>565,975</td>
<td>208,375</td>
<td>774,350</td>
<td>5.26%</td>
</tr>
<tr>
<td>610</td>
<td>Library</td>
<td>991,595</td>
<td>826,470</td>
<td>179,437</td>
<td>1,005,907</td>
<td>1.44%</td>
</tr>
<tr>
<td>630</td>
<td>Recreation</td>
<td>229,684</td>
<td>203,877</td>
<td>48,725</td>
<td>252,602</td>
<td>9.98%</td>
</tr>
<tr>
<td>650</td>
<td>DPW - Parks</td>
<td>25,850</td>
<td>0</td>
<td>30,850</td>
<td>30,850</td>
<td>19.34%</td>
</tr>
<tr>
<td>671</td>
<td>Hoxie / Grist Mill</td>
<td>53,500</td>
<td>3,500</td>
<td>0</td>
<td>3,500</td>
<td>-93.46%</td>
</tr>
<tr>
<td>693</td>
<td>Memorial Day</td>
<td>1,200</td>
<td>0</td>
<td>1,200</td>
<td>1,200</td>
<td>0.00%</td>
</tr>
<tr>
<td>694</td>
<td>Historic District</td>
<td>14,800</td>
<td>2,250</td>
<td>13,300</td>
<td>15,550</td>
<td>5.07%</td>
</tr>
<tr>
<td></td>
<td>Total 600s</td>
<td>1,316,629</td>
<td>1,036,097</td>
<td>273,512</td>
<td>1,309,609</td>
<td>-0.53%</td>
</tr>
</tbody>
</table>

**GEN. GOVT. TOTAL**
(no School)

<table>
<thead>
<tr>
<th>FY21 Total</th>
<th>FY'21 @ 3.00%</th>
<th>Current Difference vs. 3.00%</th>
</tr>
</thead>
<tbody>
<tr>
<td>17,797,192</td>
<td>18,331,108</td>
<td>-75,000</td>
</tr>
</tbody>
</table>

**GRAND TOTAL**
(incl. School)

<table>
<thead>
<tr>
<th>FY21 Total</th>
<th>FY'21 @ 3.00%</th>
<th>Current Difference vs. 3.00%</th>
</tr>
</thead>
<tbody>
<tr>
<td>54,091,786</td>
<td>55,536,282</td>
<td>-1,444,500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FY21 Total</th>
<th>FY'21 @ 3.00%</th>
<th>Current Difference vs. 3.00%</th>
</tr>
</thead>
<tbody>
<tr>
<td>54,091,786</td>
<td>55,536,282</td>
<td>-1,444,500</td>
</tr>
</tbody>
</table>
# COVID-19 IMPACTED CAPITAL BUDGET

**FY'21 CAPITAL BUDGET - FINAL RECOMMENDATION**

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>ITEM</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPW - Highways/Parks</td>
<td>Ride-On-Mower</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Crew-Cab-Pickup</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Truck/Basin-Cleaner-Replacement</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>DPW-Facility-Improvements—Design</td>
<td>0</td>
</tr>
<tr>
<td>DPW - Sanitation</td>
<td>Backhoe/Loader-Replacement</td>
<td>0</td>
</tr>
<tr>
<td>Information Technology</td>
<td>IT &amp; GIS Improvements</td>
<td>76,138</td>
</tr>
<tr>
<td>Police</td>
<td>Taser-Replacement</td>
<td>0</td>
</tr>
<tr>
<td>Fire</td>
<td>EMS Equipment Upgrades <em>(AF)</em></td>
<td>184,000</td>
</tr>
<tr>
<td>Public Safety</td>
<td>Communication System Upgrade <em>(AF)</em></td>
<td>10,000</td>
</tr>
<tr>
<td></td>
<td>Ballistic &amp; Active Shooter Equipment <em>(AF)</em></td>
<td>63,000</td>
</tr>
<tr>
<td>Recreation</td>
<td>Beach-Sign-Program</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Supervisor-Vehicle-Replacement</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Lifeguard-Chair-Replacements</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Beach-Accessibility-Chair</td>
<td>0</td>
</tr>
<tr>
<td>Planning &amp; Development</td>
<td>Local-Comprehensive-Plan-Consulting</td>
<td>0</td>
</tr>
<tr>
<td>Facilities</td>
<td>Annual Building Maintenance Funds</td>
<td>125,000</td>
</tr>
</tbody>
</table>

**Subtotal Town Departments** 458,138

| School Department           | Annual Building Maintenance Funds   | 125,000|
|                             | Vehicle-Replacement                 | 0      |
|                             | School-Safety-Group                 | 0      |
|                             | District-Wide-Classroom-Furniture   | 0      |

**Subtotal School Department** 125,000

**TOTAL CAPITAL APPROPRIATION** 583,138

Less Ambulance Fund Transfer -257,000

**TOTAL NET CAPITAL APPROPRIATION** 326,138
RECOMMENDED FINANCIAL MOTIONS FOR BOARD OF SELECTMEN MEETING

May 28, 2020

For Next Week!

1. **Authorization to Submit Partial FY’21 Budget to Department of Revenue:**

   Move in accordance Chapter 53 of the Acts of 2020 to approve the submission of the recommended partial FY’21 Budget to the Department of Revenue for approval, provided the Town cannot hold an Annual Town Meeting by June 30, 2020.

   *(NOTE: Approval includes Enterprise Funds, Revolving Funds, etc.)*

2. **Authorization to Return FY’20 Departmental Balances from Receipts Reserved for Appropriation Accounts back to Same Receipts Reserved for Appropriation Account:**

   Move to return all remaining departmental balances from transfers made from receipts reserved for appropriation accounts back to the same receipts reserved for appropriation account at the close of FY’20.

3. **Authorization to Transfer 25% of Cape Cod Municipal Health Group Fund Balance Payment to Public Employee Committee (PEC) Fund:**

   Move in accordance with M.G.L. c.32B, §19 to transfer 25% – or $213,549 – of the payment received by the Town of Sandwich during FY’20 from the Town’s proportionate share of the Cape Cod Municipal Health Group fund balance to the Public Employee Committee (PEC) Fund.

4. **ALREADY APPROVED = Use of FY’20 Free Cash Certification Past July 1, 2020:**

   Move to support the use of the July 1, 2019 Free Cash certifications past July 1, 2020 if the holding of the Annual Town Meeting is delayed past July 1, 2020 and to authorize the Town Manager to seek permission from the Department of Revenue to use this certification past July 1, 2020 for the intended uses of funding all or a portion of the building renovations at 100 Route 6A and the FY’21 Capital Budget.

5. **Other???:**
An Act to Address Challenges
Faced by Municipalities and State Authorities Resulting From COVID-19

TO: Local Officials
FROM: Mary Jane Handy, Director of Accounts
DATE: May 2020
SUBJECT: Deficit Spending Authority for Continued Operation After June 30, 2020
In the Event of a Delay in FY2021 Budget Adoption

This Bulletin provides guidance to local officials regarding the procedures for obtaining deficit spending authority for continued operation beginning July 1, 2020 as authorized by section 5 of An Act to Address Challenges Faced by Municipalities and State Authorities Resulting From COVID-19, Chapter 53 of the Acts of 2020, (the Act). Section 5 provides an option for towns and districts for expenditure without appropriation if the town’s or district’s annual budget is delayed beyond June 30, 2020 due to the current COVID-19 emergency (“emergency”).

Section 5 authorizes the Division of Local Services’ Director of Accounts (director) to approve expenditure from any appropriate fund or account of an amount necessary to continue uninterrupted government operations of not less than 1/12th of the town’s or special purpose district’s FY2020 approved budget. The director’s authority continues provided the emergency prevents budget adoption by a town or special purpose district meeting. Once the FY2021 budget is adopted, the deficit expenditure authority approved by the director terminates and spending authority thereafter will be pursuant to the budget approved by the town or district meeting.

Towns and districts may not spend beginning July 1, 2020 without either a FY2021 budget approved by the town or district meeting or approval of monthly deficit spending by the director under section 5 through the procedures described in this Bulletin. If it is possible that a scheduled town or district meeting may not be held by June 30, we strongly encourage that a monthly expenditure plan under this Bulletin be submitted as soon as possible to ensure spending authorization starting July 1.

Supporting a Commonwealth of Communities
www.mass.gov/DLS P.O. Box 9569 Boston, MA 02114-9569 (617) 626-2300
I. Process to Receive Deficit Expenditure Approval by the Director

A. Delay of Town or Special Purpose District Meeting

Section 5 applies to a town or district where the adoption of its annual budget is delayed beyond June 30, 2020 due to the current COVID-19 emergency ("emergency").

Bulletin 2020-02 explains sections 1 through 4 of Chapter 53 of the Acts of 2020. These provisions grant authority to boards of selectmen and town councils to delay town meetings beyond June 30 and to moderators to recess and continue scheduled meetings due to the emergency. Towns are advised to consult with their local counsel regarding the responsibilities of the board or council and the form of vote to delay the meeting. Districts are advised to post their annual meeting warrants and have the moderator recess and delay the meeting if necessary.

B. Develop a Monthly Expenditure Plan

Section 5 requires that the selectboard, town council or board of commissioners approve an expenditure plan for the month of July for submission to the director that provides sufficient expenditure authority necessary to achieve uninterrupted government operations and prudent fiscal restraint. The plan development and approval process will continue for each successive month while the emergency continues and prevents the adoption of a budget by the town or district meeting.

The monthly expenditure plan should include:

- an expenditure estimate for operations in the general fund and enterprise fund (estimates should consider that a reduction in estimated revenues may be required during the FY2021 tax rate setting process);

- amounts sufficient to cover regional school district, pension or other similar assessments; and

- debt service payments.

The monthly budget plan should not include:

- any activities which you have reason to believe will not be supported by the relevant appropriations (once adopted);

- increases in salaries called for in collective bargaining agreements that have not previously been approved by the legislative body;

- appropriations such as reserved premiums, overlay surplus, free cash, stabilization or other similar funds balances;

- capital or other items that ordinarily require special purpose appropriation by town or district meeting; and
• estimated FY2020 COVID-19 emergency expenditure deficits or other emergency expenditure deficits given authorization by the director under G.L. c. 44, § 31.

FY2020 encumbrances, borrowing proceeds, gifts, grants, final judgments of courts or other adjudicatory agencies and other similar expenditures that do not require town or special purpose district appropriation for expenditure may be spent as usual without the director’s authority.

Questions as to specific expenditures which can or cannot be added to the plan may be sent to the director for a decision.

C. Approve the Monthly Expenditure Plan

The monthly expenditure plan must be approved by the selectboard, town council or board of commissioners by majority vote pursuant to the open meeting law, as revised per Governor Baker’s Executive Order on March 12, 2020. The vote need only indicate that the board or council approves the plan being submitted. The clerk of each board or council must certify that a vote to approve the plan was properly taken.

D. Submit the Monthly Request for Deficit Expenditure Authority

Towns and districts are required to complete and submit in Gateway for each month the Deficit Expenditure Approval form found in the “Misc Forms” Module along with these additional requirements:

• the uploaded monthly expenditure plan approved by the selectboard, town council or board of commissioners;
• completion of the summary of expenditures section of the form;
• an uploaded Clerk’s certificate of vote stating the submitted plan was approved by the selectboard, town council or board of commissioners, the date and time of the meeting and vote results; and
• the Clerk’s electronic signature.

Spending is not allowed beginning July 1 without a FY2021 budget approved by the town or district meeting or approval of monthly deficit spending by the director under this Bulletin. If it is possible that a scheduled town or district meeting may not be held by June 30, we strongly encourage that a monthly expenditure plan under this Bulletin be submitted as soon as possible to ensure spending authorization starting July 1.

II. Director’s Approval

Section 5 authorizes the director to allow deficit expenditures for continued operations beginning July 1, 2020 of not less than 1/12th of the town’s or district’s FY2020 budget. For non-tax rate setting special purpose districts, the director will rely on FY2020 budget information received from the district’s board of commissioners.
The director will approve monthly expenditures for July if the submittal is in compliance with section 5 and the instructions contained in this Bulletin. If the emergency continues to prevent budget adoption by a town or special purpose district meeting, the process described above will continue as long as necessary.

III. Accounting for Approved Expenditures

Once the town or special purpose district receives expenditure approval by the director, local officials must use best practices to manage spending so as not to exceed the director's expenditure allowance. When the annual budget is approved by the town or district meeting, the director's expenditure approval terminates and spending authority for the town or district is then pursuant to its adopted budget.

All expenditures made under the director's approval must be fully raised or otherwise funded on the FY2021 Tax Rate Recap.
Town of Sandwich
Annual Town Meeting

WARRANT

Monday, June 15, 2020
7:00 p.m. – Sandwich High School

BOARD OF SELECTMEN
David J. Sampson, Chair
Michael J. Miller, Vice-Chair
Robert J. George
Shane T. Hoctor
Charles M. Holden

FINANCE COMMITTEE
Mark I. Snyder, Chair
Matthew D. Anderson, Vice-Chair
Gwenn H. Dyson
Robert Guerin
James McCormick
James W. Pierce
Laura B. Wing

MODERATOR
Garry N. Blank
May 28, 2020

Dear Residents of Sandwich,

As you all know, our community, region, state, and nation have been living in a very unique period in our history with the ongoing COVID-19 public health emergency. We want to thank you for your patience and support as we have tried to address this crisis in the best interests of our residents and the community as a whole.

Because of our collective efforts and the prudent leadership and cooperation with our state and regional partners and Town Counsel, KP Law, decisions have been made by the Board of Selectmen and Town staff over the last several months to change how and when we normally complete municipal business. These actions were taken in accordance with Governor Baker’s March 15, 2020 Order and March 23, 2020 Order that imposed strict limitations on the number of people that may gather in one place, and in accordance with the Town of Sandwich’s March 14, 2020 declaration of a local emergency, all of which were related to the COVID-19 public health response.

Furthermore, the General Court has enacted several emergencies measures that have afforded the Town flexibility in scheduling the annual town meeting and the annual election, as well as key municipal finance tools that will allow the Town to continue providing critical services to Town residents during these challenging times.

The March 23, 2020 Special Town Meeting, which was initially rescheduled until April 13, 2020, was officially cancelled in its entirety by the Selectmen in early April. Any warrant articles scheduled for the Special Town Meeting that still needed to be acted upon appear in the Annual Town Meeting warrant before you.

The Annual Town Election, originally scheduled for May 7, 2020, was officially moved to May 19, 2020 to align with the special State election for the vacant State Senate seat. This decision not only saved us the added expense of a separate election, but it allowed us to limit the public’s health exposure to just one election rather than two.

By reading the Annual Town Meeting warrant closely, you will see that a few standard votes and actions do not appear on the warrant. We have purposefully attempted to reduce the number of articles that have to be voted upon at this time and are trying to be prudent with Sandwich’s financial projections, not knowing yet how the COVID-19 emergency will impact the finances of the State and our community over the next fiscal year or more. In light of this, we have delayed some normal budget votes until a future Town Meeting and have focused only on the essential votes we need to move our community forward heading into FY’21.

As we write this, we do not know if we will be forced for public health reasons to move the planned June 15, 2020 Annual Town Meeting even further into FY’21. If this happens, we will take the appropriate votes as allowed under State law to address the
FY’21 Budget for town and school operations to continue. We also plan to take whatever actions we can to address the capital projects and purchases recommended in the warrant.

We thank you for your patience and understanding during this unprecedented public health emergency. Without question, by working together we are better able to function in a reduced capacity and expedite our return to more normal living conditions and operations. We could not have done this without all of you.

Thank you again for your patience, understanding, and support.

Sincerely,

Board of Selectmen
INDEX OF WARRANT ARTICLES

June 15, 2020 Annual Town Meeting

1. Report of Town Officials (p. ___)
2. FY’21 Budget (p. ___)
3. FY’21 Enterprise Fund Budgets: DPW – Sanitation Division, Sandwich Hollows Golf Club, Sandwich Marina, & Cable Public Access (p. ___)
4. FY’21 Revolving Fund Appropriation Limits (p. ___)
5. FY’21 Capital Budget (p. ___)
6. Amend Purpose for Fire Department Capital Appropriation (p. ___)
7. Transfer to Stabilization Fund (p. ___)
8. Transfer to OPEB Trust Fund (p. ___)
9. Ch. 90 State Aid to Highways Program (p. ___)
10. Appropriation to Fund 100 Route 6A Renovations (p. ___)
11. Authorization to File Special Act for Filling of School Committee Vacancy (p. ___)
12. Deed Clarification for Terrapin Ridge Project Site (p. ___)
13. Authorization to Expand Senior Exemption Program Qualifying Standards (p. ___)
14. CPA Fund Expenditure – Administrative Costs, 10% Allocations, & Debt Payment (p. ___)
15. Authorization to Dispose of Henry T. Wing School to SCG Development & Approve CPA Appropriation for Community Housing Resources (p. ___)
16. Petition: Increased Security at Pilgrim Nuclear Power Station (p. ___)
17. Petition: Commercial Single-Use Plastic Water Bottle Ban Town Bylaw (p. ___)
18. Petition: Adoption of Climate Policy Town Bylaw (p. ___)

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

Reference Material:
1. Article 2 – FY’21 Estimated General Fund Revenues & Expenses (p. ___)
2. Article 15 – Authorization to Dispose of Henry T. Wing School (p. ___)
3. A Glossary of Commonly Used Terms (p. ___)
4. Table of Basic Points of Motions (p. ___)