Present for the Board of Selectmen: Dave Sampson, Michael Miller, Robert George, Shane Hoctor, Charles Holden, George Dunham, Town Manager; Heather Harper, Assistant Town Manager: All present via Zoom
Others Present: William Jennings, Garry Blank

Mr. Sampson opened the meeting 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 222.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 on 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. Mr. Sampson called for an attendance roll call.

PLEDGE OF ALLEGIANCE

REVIEW AND APPROVAL OF MINUTES

Mr. Miller moved to approve the minutes from March 5, 2020 and April 2, 2020. Seconded by Mr. George. Unanimously approved by roll call vote.

PUBLIC FORUM

None.

TOWN MANAGER REPORT

1. Mr. Dunham reported that the CIPC will meet on May 18 at 4:00 Pm to approve the Capital Budget. The Finance Committee will meet the Tuesday after Memorial Day in person to go over the Warrant articles. Next meeting of the BOS will be May 28.
2. The DPW has been working on roads – Lakeview Dr. and Chase Rd., as well as several drainage projects. The DPW has been assisting with the skate park as well. The High School paving project has gone out to bid and the work is expected to begin in June. This will be a re-paving and not total reconfiguration. The plan is for a solar canopy to be installed, however Ms. Harper stated that this project is a challenge; due to design interconnections, projects like this take a long time to connect.
3. The Powell family has generously donated $785,000 to the Weston Memorial Fund that supports the library. Monies in that fund are invested and the earnings support the library operating budget.

There was a short break to address difficulties with the audio.

**ORRESPONDENCE/STATEMENTS/ANNOUNCEMENT**

Mr. George asked about cameras and lighting at the Boardwalk. Mr. Dunham stated that this could be made more attractive during reconstruction. There is a group forming to look at privatizing the Boardwalk. Mr. Dunham stated that this would not be possible because of the liability. Mr. Hector reported that he had explained this and the issues of complex permitting to the group and that what they propose is not possible, that the current plan is the best alternative. If the Boardwalk were to be destroyed in a storm, this would need to be done anyway. Mr. Sampson stated that the solution has to be for the long term. Some people cannot access it the way it is now. The current recommended plan had a lot of input; there will be additional opportunities for input upcoming.

Mr. Dunham announced that Mike Riccio will be making a presentation next week to the North Atlantic Division about the beach. There have been many conversations in preparation. The main recommendation is to complete the 400,000 cu yd renovation project, then future plans to put dredged sand from the canal on the beach. This might use up the entire allowed $12.5 million. The permitting will need to cover the projects all at once.

**STAFF MEETING**

None.

**OLD BUSINESS**

*Bond Anticipation Notes:* Bill Jennings would like the Selectmen to authorize him to sign the bond anticipation notes for $500,000 for the Library and Center for Active Living projects. This will be used to pay bills for the rest of the fiscal year. This will be a one-year note at 1.49% interest to be paid off by May 2021. The BOS signatures will need to be by fax, Mr. Jennings will sign and the money will be in the bank by the end of the month. There are $80,000 in bills now, mostly related to design work. Ms. Harper said that both projects are moving along. The CAL architects will be doing design development this summer and hope to go out to bid for the project in the fall.

**Mr. Miller moved to allow the Town Treasurer to move forward with the BAN as presented with signatures by fax for $500,000. Seconded and approved unanimously by roll call vote.**

*COVID-19 Response:* Mr. Dunham reported that there have been 77 total cases. The number of cases has increased primarily due to testing first line health care personnel and increased testing. He has been in conversation with the Lt. Governor’s reopening group, and the reopening will not begin on May 18, but the Governor will issue a report on that date that will guide how the reopening will occur. Ms. Harper reported about actions recommended by the COVID-19 Leadership Team. They include the following and are focused on meeting the safety needs of staff and townspeople:

- Use a surveillance, protection, and prevention approach, which will include keeping social distancing and providing appropriate hygiene measures.
• Ask the public to continue doing business with the Town online. More lock boxes will be available for hard copy documents.
• Limiting contacts to one employee only in offices.
• Cleaning and disinfecting facilities, sanitizing stations in every public building, use of plexiglass where needed, and use of masks when social distancing is not possible. These will be uniform approaches across all Town departments.
• Staff screening – more than 200 employees have been tested over the past two weeks. Staff will be tested before returning to work and thermal thermometers will be available for self-testing.
• Recommendations that staff not come to work if ill.

There will be department-specific training sessions for staff in each department before employees return. Sandwich Hollows is reopening for walking. Carts are a major source of revenue, so total revenues will be decreased. Golf outings will adhere to the Governor’s standards. The Marina is scheduled for a soft opening on May 19. There other challenges:
• Opening of camps and campgrounds – need guidelines for this
• Flexibility for restaurant openings
• The Farmers’ Market will be at the Wing School and the Flea Market will need social distancing
• Social isolation fatigue – decreased civility
• Recreation summer fun camp is a possibility with stringent safety precautions. Family members will need to be somewhat flexible. The camp will follow CDC requirements to close buildings to the public while camp is going on.
• Waiting for State guidelines for beaches
• The skate park and courts will be open in a few weeks. These are not managed facilities, so people using them will need to follow social distancing and wear masks. Mask wearing is essential for the Boardwalk.
• The COA will continue to provide help on an individual basis. The senior tax credit program probably will not continue for this year.

Mr. Dunham reported that the Transfer Station will be ramped up to full operations next week. Leaf and yard waste can be deposited up on the hill on Tuesday; after that, it will be using the usual procedure. The one time fees or anything else requiring hand to hand contact are not available yet. Mr. Sampson said that all departments have done a good job with maintaining operations through this crisis. He has been participating in a regional reopening task force focused on consistency among towns. He has conveyed to the task force that business owners need to know expectations regarding the reopening process.

May 19 Election: The Town Clerk says that about 3,000 ballots for early voting have been submitted. This should make the polling places safer and more comfortable. All polling places will be enforcing social distancing and masks and will be disinfected, as well as providing appropriate equipment for workers. There will be a Public Service Announcement published to let people know what to expect. Maps will be available. Members of the public should bring their own masks.
FY '21 Budget: Mr. Dunham reported that if there is no Town Meeting before June 30, then there will be a need for a certified financial plan in place for approval to use 1/12 of the budget. Even though departments have been working on the 1/12 budget, he is still looking to have the June 15 meeting. Mass Municipal Association estimates a decrease in State revenues by 54% because of extended due dates for collections. There also are likely to be cuts in State aid of about $500,000 and a possible additional $1.5 million for Chapter 70. Mr. Dunham walked through proposed changes in the budget. The general capital budget has been reduced to $326,138 due to removal of all non-essential requests and using the Ambulance Fund for four public safety requests. He is looking to increase the budget balance through $600,000 of additional cuts as follows: $75,000 from general government (this will decrease the percentage increase from 3% to 2.58%); property and liability insurance decreased $40,000; discretionary aid was previously decreased by 6.3%. The $3.5 million in excess levy capacity has not been touched. The goal is for departments to return money to ease planning for FY '22. The School Department could possibly return funds, but not immediately. Mr. Miller asked whether money saved by the School Department as a result of schools being closed could be saved for the future. Mr. Dunham responded if the free cash is enough, the schools would like to set up a stabilization fund for emergencies and think the Finance Committee would approve this. Mr. Hoctor asked whether the schools have it in their budget to sanitize the buildings. He also asked whether there would be a possibility of state or federal grants to assist. Mr. Dunham said he ordered decontamination and other equipment from the FEMA reimbursement. He is keeping close track of COVID related expenses; they might be replaced by FEMA or MEMA.

Mr. Sampson moved to amend the FY '21 budget as presented in response to the COVID emergency. Seconded and approved unanimously by roll call vote.

Annual Town Meeting Warrant: Because of the Governor's restriction of gatherings to 10 people, Town Meeting would be a challenge. Town Meetings are exempt from this, but must follow social distancing guidelines. There has been much discussion of how to accomplish this. A proposal is to have the main Town Meeting in the gym and also use the cafeteria, auditorium and maybe classrooms. Facial coverings might be required and possibly temperature checks. Gary Blank said that public safety is the first priority, but he would like to go with the June 15 date if at all possible. If it cannot be done on that date, it will need to be pushed forward to September. One of the goals for June would be to remove non-essential articles from the warrant and consolidate others, such as the Enterprise funds, into a single article. Article 11, filing of a special act to fill a school committee vacancy, has been added. Town Counsel has said that, despite what is in the Charter, state law provides for a joint BOS and School Committee appointment to fill a vacancy. An advertisement would be run to attract interest in the position. Mr. Dunham has reached out to petitioners asking them to be willing to postpone their articles. Mr. Miller questioned whether there should be some kind of advance Zoom or other workshop to make voters aware of the warrant articles in advance. Mr. Blank suggested a meeting similar to the pre-town meeting meeting. There was a question as to whether it would be more efficient to lump articles together or to follow the usual procedure. Mr. Dunham said that people will be able to read the background of the articles in advance. There was a question about how votes would be counted.

Mr. Sampson moved that the Town Meeting Warrant be approved as presented. Seconded by Mr. Holden and unanimously approved by roll call vote.

Other Old Business Not Reasonably Anticipated: None.
NEW BUSINESS

School Committee Replacement: This does not need to be discussed, as it was covered previously. Mr. Miller expressed concern about having three new members plus an appointed member on the School Committee. He hopes people will step forward to run.

Seasonal Alcohol License: This will be taken up at the May 28 meeting. It will be advertised and the public hearing will be by technology, with people able to access. Kathy Coggeshall has put together a form for restaurants to apply for additional seats. There may need to be a public hearing if the State requires it.

Vendor Warrant: Mr. Dunham signed the vendor warrant. Everything looks normal and departments are getting things done.

Other New Business Not Reasonably Anticipated: Mr. George wondered if Sandwich Hollows Golf Course could give a membership discount to Town Employees as a show of appreciation for their work during this crisis. Mr. Dunham will find out, however Mr. Sampson thinks it would be hard to implement and would only appeal to those who play golf. There was a suggestion to have a cookout at the end of the summer instead of the Christmas ceremony. There was a question about whether the skate park and courts will have lighting for night use; only the parking areas will be lighted. Ms. Harper announced that the Cape Cod Culinary Collaboration will be having a hot meal program Tuesday 4 to 6 PM. Mr. Dunham reported that the Cape Cod Commission had a hearing on the Cotuit Rd. solar project; it was approved unanimously. The Cape Cod Military support group is having a non-contact drive through hot dog event.

PUBLIC FORUM

None.

CLOSING REMARKS

Mr. George thanked Tomatoes restaurant for providing the midnight meals to the hospitals. Mr. Miller complimented all the organizations that have supplied so much food to people of need.

ADJOURNMENT

The meeting adjourned at 9:08 PM

Respectfully submitted,

Kathleen Coggeshall

Supporting Documents:
1. From William Jennings re: BAN Sale – Selectmen’s Meeting
2. Vote of The Board of Selectmen
3. Town of Sandwich – COVID-19 Case Summary
4. Four Phase Approach to Reopening Massachusetts (3 pages)
5. Absentee Ballot Annual Town Election SAMPLE  
6. Special State Election Official Absentee Ballot SAMPLE  
7. Projected General Fund Revenues and Expenses FY21  
8. FY21 Budget (2 pages)  
9. FY21 Capital Budget – Final Recommendation  
10. DLS Bulletin – An Act To access Challenges Faced By Municipalities ad Sate Authorities Resulting from COVID-19 (4 pages)  
12. Annual Town Meeting Warrant (18 pages)  
13. Reference Material (7 pages)  
14. Email from G Dunham to John Giorgio re: vacancy on School Committee  
15. Letter of resignation from School Committee Angela Dalpe  
16. Supplement budget to Packet (13 pages)