

TOWN OF SANDWICH

THE OLDEST TOWN ON CAPE COD

130 MAIN STREET
SANDWICH, MA 02563

TEL: 508-888-4910 AND 508-888-5144

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BOARD OF
SELECTMEN

TOWN
MANAGER

BOARD OF SELECTMEN AGENDA

February 2, 2012 – 7:00 P.M.
Sandwich Town Hall – 130 Main Street

1. Pledge of Allegiance
2. Review & Approval of Minutes (*Vote*)
3. Town Manager Report
4. Correspondence / Statements / Announcements / Future Items (*10 Minutes*)
5. Public Forum (*15 Minutes*)
6. Staff Meeting (*60 Minutes*)
 - License Hearings:
 - 1) 7:30 P.M. Public Hearing: Annual All Alcohol License Request – Marshland Too
315 Cotuit Road – Henry L. Cooke, Jr., Proposed Manager
 - 2) Livery License Request – Thomas J. Driscoll, 3 Field Island Point
 - Town Manager – Presentation of Recommended FY'13 General Government Budget &
Initial FY'13 Budget Submissions; DPW Sanitation Division Enterprise Fund; Governor's
Proposed FY'13 Cherry Sheets
7. Old Business (*15 Minutes*)
 - Execute Private Road Winter Maintenance Policy
 - Joint Public Safety Building Efforts: March 1, 2012
 - Meal Tax Program Public Forum: March 15, 2012, 7:30 P.M.
 - Other
8. New Business (*15 Minutes*)
 - February 23, 2012 Selectmen Meeting: FY'13 Budget Focus & Public Budget Hearing
 - Other
9. Public Forum
10. Closing Remarks
11. Executive Session
 - Acquisition of Real Property
 - Collective Bargaining
 - Litigation Strategy
12. Adjournment

NEXT MEETING: Thursday, February 16, 2012, 7:00 P.M. – Sandwich Town Hall

**SANDWICH BOARD OF SELECTMEN
PUBLIC HEARING**

In accordance with M.G.L. Ch. 138, the Sandwich Board of Selectmen will hold a public hearing on Thursday, February 3, 2012 at 7:30 p.m. in the Town Hall, 130 Main Street, Sandwich, MA to consider a new All Alcohol Common Victualler license for Marshland Group, Inc. d/b/a Marshland Too Restaurant, Henry L. Cooke, Jr. Manager, 315 Cotuit Road, Sandwich, MA. 3,000 sq. ft. Five exits -3 in rear of building, two entrances and exits in front. Bar with 7 stools. restrooms, seating capacity 88. Anyone wishing to be heard on the subject will be afforded an opportunity at that time.

Frank Pannorfi, Chairman
Board of Selectmen

Applicants are current license holders with excellent record of compliance with liquor laws. There is no reason to deny the application pending ABCC approval.

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

Manager Application

All proposed managers are required to complete a Personal Information Form, and attach a copy of the corporate vote authorizing this action and appointing a manager.

1. Licensee Information:

Legal Name of Licensee: Business Name (d/b/a)

Address:

City/Town State Zip Code

ABCC License Number: (If existing licensee) Phone Number of Premise

2. Manager Information:

Name: Cell Phone Number:

Are you a U.S. Citizen: Yes No Court and Date of Naturalization:

(Submit proof of citizenship and/or naturalization such as Voter's Certificate, Birth Certificate or Naturalization Papers)

List the number of hours per week you will spend on the licensed premises:

Have you ever been charged or convicted of a state, federal or military crime? Yes No

If yes, attach an affidavit as to all charges and disposition.

Do you now, or have you ever, held any direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages? Yes No

If yes, please describe:

Have you ever been the Manager of Record of a license to sell alcoholic beverages that has been suspended, revoked or cancelled? Yes No

If yes, please describe:

Have you ever been the Manager of Record of a license that was issued by this Commission? Yes No

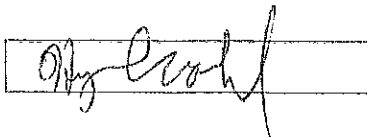
If yes, please describe:

Please list your employment for the past ten years (Dates, Position, Employer, Address and Telephone):

If additional space is needed, please use the last page

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature



Date

**MINUTES OF THE SPECIAL MEETING OF DIRECTORS
OF MARSHLAND GROUP, INC.**

All of the Directors of MARSHLAND GROUP, INC. having consented to the time of place of the Directors special meeting, the meeting was held on January 3, 2012, at 315 Cotuit Road, Sandwich, MA 02563 at 10:00 a.m.

Item I

The first item of business that was taken up was the waiver of notice. The waiver, having been signed by all of the directors, was read aloud by the chairman and was ordered to be made a part of the minutes.

Item II

The Chairman stated that the purpose of meeting was that the Corporation should apply to the Licensing Board of the Town of Sandwich, for an All Alcoholic Liquor License for the corporate restaurant located at 315 Cotuit Road, Sandwich, MA 02563, to replace the current Beer and Wine license for the premises. Upon motion, seconded, and carried it was RESOLVED that the President of the corporation is authorized to execute such documents as is necessary to apply to the Licensing Board of the Town of Sandwich, for an All Alcoholic Liquor License for the corporate restaurant located at 315 Cotuit Road, Sandwich, MA 02563.

No further business having come to the meeting, the Chairman called for adjournment, seconded and carried.

Dated: January 3, 2012



CHAIRMAN

ATTACHMENTS:

Waiver of Notice

To: Local Licensing Authorities
From: Alcoholic Beverages Control Commission
Re: 2010 Federal Census Figures

For the purposes of the quota determining the availability of liquor licenses under Mass. General Law c.138, the Secretary of the Commonwealth has adjusted the federal census for the 2010 year and has determined that the population of SANDWICH is 20675

Therefore you are authorized to issue 21 annual licenses for the sale of all kinds of alcoholic beverages under section 12 and 5 annual licenses for such sale under section 15

Further, you are authorized to issue 5 annual licenses for the sale of wines and malt beverages under section 12 and 5 annual licenses for such sale under section 15.

Please be advised that if your community has one or more licenses over the stated figures authorized, such licenses can continue. However, if such licenses are surrendered, rescinded, cancelled or revoked, they cannot be replaced by new applicants.

This authorization does not include Veteran's Clubs, which if authorized, may be issued irrespective of the quota, or licenses issued under special legislation.

- 17 Annual Common Victualler – All Alcoholic
 - 1 Annual Club – All Alcoholic
 - 1 Annual Club – Veterans
- 6 Annual Common Victualler – Wine and Malt
- 6 Annual Retail Package Goods Store – All Alcoholic
- 5 Annual Retail Package Goods Store – Wine and Malt



TOWN OF SANDWICH
REQUEST FOR PRIVATE LIVERY LICENSE

NAME THOMAS J. DRISCOLL
Home Address: 3 FIELD ISLAND POINT
Phone 5 Cell 5087769577 Email COOPASS6@GMAIL.COM

Name of Business _____
Business Address: 3 FIELD ISLAND POINT SANDWICH MA
Number of Vehicles requested: 1

Vehicle #1

Make and Year of Vehicle 2007 AUDI A6
Number of Passengers 5
Registration # VT 618P

Vehicle #2

Make and Year of Vehicle _____
Number of Passengers _____
Registration # _____

Insurance Company: Name Russell INS. Address 65 Pearl St SToughton MA
(Include photocopy of coverage for each vehicle)

Description of Business CAR SERVICE

Printed Name Thomas J. Driscoll Signed Name J. Driscoll
Date 1-26-2012



CERTIFICATE OF REGISTRATION

M.G.L. Chapter 90 Section 24B makes it a crime to alter this Certificate

RMV Division

PLATE TYPE PAS	REGISTRATION NUMBER VT618P	REGISTRATION TYPE PASSENGER	EFFECTIVE DATE 01/25/2012	EXPIRES LAST DAY OF →	MONTH 08	YEAR 13	TRANSACTION NUMBER 01202592580102
MFRS MODEL YEAR 2007	MAKE AUDI	MODEL A6	BODY STYLE/TYPE SEDAN	COLOR GRAY	Not valid without official signature of Registrar		IF VEHICLE CARRYING PASSENGERS FOR HIRE: MAXIMUM NUMBER OF PASSENGERS THAT CAN BE SEATED.
VEHICLE IDENTIFICATION NUMBER WAUEH74F07N036559		INSURANCE COMPANY PLYMOUTH ROCK ASSU		TITLE NUMBER	REGISTRAR <i>Rachel Kaprielian</i>		TOTAL REGISTERED WEIGHT FOR A COMMERCIAL VEHICLE OR TRAILER.
RESIDENTIAL ADDRESS (IF DIFFERENT)			3 FIELD ISLAND POINT SANDWICH, MA 025632769				
NAME(S) OF OWNER(S) AND MAILING ADDRESS DRISCOLL, THOMAS J BX 1091 FORESTDALE, MA 026440710					FEES REGISTRATION 25.00 TITLE 75.00 SPECIAL PLATES 0.00 SALES TAX 862.50 TOTAL 962.50		
MASSACHUSETTS DEPARTMENT OF TRANSPORTATION REGISTRY OF MOTOR VEHICLES DIVISION The records of the RMV database constitute the official status of the vehicle registration.							

SPECIAL MESSAGE IF THIS VEHICLE IS NEWLY ACQUIRED, IT MUST BE INSPECTED WITHIN SEVEN (7) DAYS OF REGISTRATION.	CHANGE OF ADDRESS
	STREET ADDRESS
	CITY, STATE, ZIP CODE

Important Information for Vehicle Owners

- Every person operating a motor vehicle shall have the Certificate of

**SUMMARY OF TOWN MANAGER'S RECOMMENDED
FY'13 GENERAL GOVERNMENT OPERATING BUDGET**

- the recommended FY'13 General Government operating budget meets the Board of Selectmen's directive for an increase of 3.0% over the FY'12 budget
- even while fulfilling contracted wage increases and other expenses, the budget more realistically funds some key operating budget accounts
- the best example of this effort is increasing the Police Department overtime account from \$367,000 to \$425,000 – this account has often been exceeded and by increasing it by \$58,000, it will diminish the Department's reliance on the Reserve Fund, which is never guaranteed
- a summary of the significant budget account changes is found in the first few pages of the FY'13 budget document
- there are no new major program initiatives or additional, full-time staffing in the recommended FY'13 General Government budget – there is a new appropriation of \$10,000 to cover any as-needed custodial / building monitor needs which has been a readily apparent weakness in our prior budgets, particularly as utilization of the Town Hall meeting room has developed
- the new DPW Sanitation Division Enterprise Fund will be presented in as clear a manner as possible, recognizing that I will be safe and conservative in establishing this budget for its first year of existence, particularly in not overestimating the amount of revenue generated from sanitation operations
- the recommended FY'13 General Government operating budget is fiscally responsible, better addresses realistic budget expenses than prior budgets, and maintains the general level of excellent services provided to the public with the least amount of staff per capita than any other community in our vicinity
- the recommended budget does not address long-standing staffing and programmatic needs – a list of some of these needs is found on the last page of the budget document
- in terms of the **total Town of Sandwich budget** for FY'13, I have focused on the following:
 - taking full advantage of Municipal Health Insurance Reform Law and working out a mutually acceptable mitigation plan with the Public Employee Committee, representing all unions & retirees
 - increasing the Stabilization Fund to at least \$1.0 million
 - funding as many capital needs as possible by utilizing capital, operating, receipt reserved for appropriation, and one-time funding sources to their fullest extent – this should allow for such purchases as a new ambulance, a new packer truck, additional DPW trucks with plows, **AND** funding for compatible financial software between the School and Town departments
 - unfortunately, it appears that for the first time ever: 1) FY'13 State Assessments will exceed all FY'13 State Discretionary Aid, primarily due to massive increases in Sending Tuitions Assessments; and 2) Assessments for Sending Tuitions will exceed the UCCRVTs budget
- lastly, we will inevitably receive additional FY'13 budget information from the State and other sources over the next several months and I will be prepared – as always – to amend the General Government and Total Town Budgets recommendations as needed to provide the Board of Selectmen, Finance Committee, and Town Meeting with a balanced, fiscally responsible budget

PROJECTED REVENUES AND EXPENSES - FY'13

REVENUES

<u>FY'13 Tax Levy:</u>			
FY'12 Levy Limit	46,778,703		
2.5% Increase	1,169,468		
Est. New Growth	400,000		
Excess Levy Reserve Est.	0		
Requested Operational Overrides	0		
County Assess. Outside 2.5: CCC	166,882		
Debt Outside 2.5 (- Non-Levy & SBA)	965,795	49,480,848	
 <u>Other Revenue:</u>			
Land Bank Purchases	1,240,250		
School Building Authority Funding	1,405,795		
State Aid: Discretionary (-5.96%)	2,150,000		
State Ch. 70 Aid: School (0.00%)	6,376,393		
Estimated Local Receipts (- \$500K)	4,300,000 *		
Ambulance Transportation Receipts	750,000		
Surplus Revenue: Certified	2,137,550		
Overlay Release	150,000		
Transfer from Stabilization Fund	0	18,509,988	

Total Estimated Revenues 67,990,836

* = Est. Local Receipts & General Gov't. Budget both reduced by \$500,000 for DPW - Sanitation Division Enterprise Fund.

Stabilization Fund Balance:	
Actual Balance on 11/7/11:	834,508
Proposed Transfer From/To Stabilization Fund:	175,000
Projected Post ATM Balance:	1,009,508

EXPENSES

<u>ReCap Sheet Items:</u>			
Abatements / Overlay	400,000		
State Assess.(Incl. Sending Tuitions)(28.69%)	2,700,000	3,100,000	
 <u>Town Meeting Items:</u>			
Group Health Insur. + 25% Mitig. Plan(-4.49%)	8,500,000		
County Retirement Assess. (8.87%)	2,800,987		
Property & Liability Insurance (6.67%)	880,000		
Medicare (6.00%)	523,736		
Unemployment Account	100,000		
Debt: Long Term	4,061,599		
Debt: Short Term	75,000		
Reserve Fund	400,000		
Social Services	21,200		
Capital Budget (Incl. \$125K for Bldgs.)	600,000		
Capital Budget - Compatible Software	50,000		
Transfer to Stabilization Fund	175,000		
FY'12 Snow & Ice Deficit	150,000	18,337,522	
 <u>Operating Budgets:</u>			
School Budget: Local (1.17%)	23,150,000		
Ch. 70 (0.00%)	6,376,393	29,526,393	
UCCRVTS Budget (15.00%)		2,054,405	
General Gov't. Budget (3.00% - \$500K) *		14,605,626	

Total Estimated Expenses 67,623,946

ESTIMATED FY'13 BUDGET BALANCE 366,890

ESTIMATED FY'14 BUDGET BALANCE	-1,707,528
ESTIMATED FY'15 BUDGET BALANCE	-3,155,357
AVE. ANNUAL DEFICIT CHANGE FY'14-'16	-1,548,620

FY'13 BUDGET TOTALS

NO.	DEPARTMENT	FY12 APPROP	FY13 SALARY	FY13 OPER	FY13 TOTAL	% CHANGE
114	Moderator	1	450	0	450	44900.00%
123	Select./Manager	377,656	353,116	43,350	396,466	4.98%
	Personnel Expen.	158,153	150,136	0	150,136	-5.07%
131	Finance Comm.	2,700	2,000	1,400	3,400	25.93%
135	Accounting	183,362	174,239	25,250	199,489	8.80%
141	Assessing	341,087	333,261	29,925	363,186	6.48%
145	Treasurer	174,755	186,338	-450	185,888	6.37%
146	Tax Collector	241,224	201,959	49,400	251,359	4.20%
147	Tax Title	25,000	0	25,000	25,000	0.00%
151	Legal	225,000	0	225,000	225,000	0.00%
152	Human Resour.	143,842	144,282	8,000	152,282	5.87%
161	Town Clerk	156,990	141,141	3,000	144,141	-8.18%
162	Elect. & Regist.	45,000	21,000	36,500	57,500	27.78%
171	Natural Resour.	236,898	219,342	19,600	238,942	0.86%
175	Plan. & Devel.	153,133	132,220	21,125	153,345	0.14%
190	Facilities Mgmt.	474,604	168,676	322,500	491,176	3.49%
195	Town Reports	11,000	0	11,000	11,000	0.00%
196	Bind Records	1,000	0	1,000	1,000	0.00%
197	Info. Technology	331,456	96,970	238,300	335,270	1.15%
	Total 100s	3,282,861	2,325,130	1,059,900	3,385,030	3.11%
210	Police Dept.	3,148,270	3,008,697	271,500	3,280,197	4.19%
220	Fire Dept.	3,790,423	3,521,009	368,800	3,889,809	2.62%
241	Inspections	231,306	229,052	16,105	245,157	5.99%
244	Sealer of W & M	200	0	200	200	0.00%
291	Emerg. Mgmt.	5,250	0	7,750	7,750	47.62%
294	Forest Warden	1,500	0	1,500	1,500	0.00%
297	Bourne Shellfish	4,000	0	4,000	4,000	0.00%
299	Greenhead Fly	1,500	0	1,500	1,500	0.00%
	Total 200s	7,182,449	6,758,758	671,355	7,430,113	3.45%
300	School Dept.	29,259,276	29,526,393	0	29,526,393	0.91%
313	UCCRVTs	1,786,439	2,054,405	0	2,054,405	15.00%
	Total 300s	31,045,715	31,580,798	0	31,580,798	1.72%

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

NO. DEPARTMENT FY12 APPROP FY13 SALARY FY13 OPER FY13 TOTAL % CHANGE

410	DPW - Engineer.	123,593	118,832	9,800	128,632	4.08%
420	DPW	1,540,118	785,647	558,025	1,343,672	-12.76%
421	Snow & Ice	250,010	12,520	237,491	250,011	0.00%
424	Streetlights	30,000	0	30,000	30,000	0.00%
435	DPW - Sanitation	765,569	234,431	265,569	500,000	-34.69%
Total 400s		2,709,290	1,151,430	1,100,885	2,252,315	-16.87%

510	Health Dept.	167,616	165,627	9,125	174,752	4.26%
522	Nursing Dept.	128,938	109,291	14,700	123,991	-3.84%
541	COA	152,115	151,944	10,500	162,444	6.79%
543	Veterans	41,992	0	42,883	42,883	2.12%
Total 500s		490,661	426,862	77,208	504,070	2.73%

610	Library	892,196	731,095	187,867	918,962	3.00%
630	Recreation	71,149	74,711	13,375	88,086	23.80%
650	DPW - Parks	13,850	0	13,850	13,850	0.00%
671	Hoxie / Grist Mill	10,000	0	0	0	-100.00%
693	Memorial Day	1,200	0	1,200	1,200	0.00%
694	Historic District	12,000	2,000	10,000	12,000	0.00%
Total 600s		1,000,395	807,806	226,292	1,034,098	3.37%

GEN. GOVT. TOTAL 14,665,656 11,469,986 3,135,640 14,605,626 -0.41%
 (no School)

Selectmen Directed 3.0% Increase = 14,605,626 Adjustment Needed = 0
 (minus \$500,000 for Sanitation Ent. Fund)

GRAND TOTAL 45,711,371 43,050,784 3,135,640 46,186,424 1.04%
 (incl. School)

FY'13 RECOMMENDED GENERAL GOVERNMENT BUDGET

Summary of Significant Non-Personnel Related Budget Changes

(Contracted Wage Increases Included in Appropriate Operating Budgets)

<u>Acct.</u>	<u>Budget - Line Item(s)</u>	<u>Change</u>
3 Accts.	Reinstated Paid Elected Official Stipends (Moderator, Selectmen, Assessors)	13,450
123	Selectmen / Manager - Personnel Expenses / Wage Adjustment Account	-8,153
146	Collector - Postage Increase & Stickers	2,500
162	Elections & Registrations - Fewer State & Federal Elections	12,500
190	Public Facilities - As-Needed Custodian / Building Monitor	10,000
210	Police - Various Line Items	12,385
	Police - Overtime (More Realistically Funded)	58,000
220	Fire - CMED Services - Sheriff's Office	15,000
291	Emergency Management - Additional Operating Funds	2,500
520	Nursing - Purchase of Medical Supplies / Vaccines	2,500
		120,682

ADDITIONAL GENERAL GOVERNMENT BUDGET NEEDS**GHD's List Only, Not Reviewed with Board of Selectmen****Listed in Order of Budget Account**

	<u>Amount:</u>
123 Hire (1) Additional Staff in Manager's Office	60,000
135 Add'l. Funding for Finance Director Implementation	50,000
175 Hire Asst. Town Planner	50,000
197 / 410 Hire IT Assistant & GIS Analyst	110,000
210 Hire (8) Civilian Dispatchers for Joint Dispatch	400,000
210 Add'l Funding for Police Overtime	50,000
210 Hire Police Detective	75,000
220 Add'l Funding for Fire Overtime	50,000
220 Hire (4) Firefighters (<u>Capital</u> = Sell 2 Substations, Build 1 Near SHS)	325,000
420 Hire (2) DPW Laborers & Restore Operating Funds	150,000
541 Additional Staffing Needs in COA for Senior Services	50,000
610 Sunday Library Openings & Archivist Salary	<u>30,000</u>
Total Additional "Needs Budget"	1,400,000

DEPARTMENT: 435 - DPW - Sanitation Division
TOC

FY'13 = COMMENCEMENT OF ENTERPRISE FUND

	EXPEND FY08	EXPEND FY09	EXPEND FY10	EXPEND FY11	APPROP FY12	REQUEST FY13
PERSONNEL SUBTOTAL (Form 2)	0	0	0	0	0	234,431
OPERATING SUBTOTAL (Form 3)	777,698	787,361	719,655	762,616	765,569	765,569
TOTAL DEPARTMENT BUDGET (Form 2 + Form 3)	777,698	787,361	719,655	762,616	765,569	1,000,000
Est. Enterprise Fund Revenues						500,000
NET DEPARTMENT BUDGET	777,698	787,361	719,655	762,616	765,569	500,000

Department Revenue from Prior Fiscal Year: 914,170 (Transfer Station fees, private hauler charges)

DEPARTMENT: 435 - DPW - Sanitation Division

FY'13 = COMMENCEMENT OF ENTERPRISE FUND

TOC

POSITION	NAME	FY12 G/S	FY12 SALARY	LONG	FY12 TOTAL	FY13 G/S	FY13 SALARY	LONG	FY13 TOTAL
Sanitation Foreman	S. Mulroy	G 8	52,285	300	52,585	G 8	52,285	400	52,685
Laborer	G. Gray - A CDL; H	S 9	50,856	300	51,156	S 9	52,291	375	52,666
Laborer	J. Lifrieri - A CDL; H	S 4	46,259	0	46,259	S 5	48,610	300	48,910
Seasonal/P-T Labor			0		0		20,181		20,181
Gate Guards			34,600		34,600		34,600		34,600
Weekend Drivers			24,800		24,800		24,800		24,800
52.2 weeks/year			575		575		589		589

PERSONNEL SUBTOTAL

209,975

234,431

DEPARTMENT:
TOC

435 - DPW - Sanitation Division

FY'13 = COMMENCEMENT OF ENTERPRISE FUND

ACCT #	ACCOUNT NAME	EXPEND FY08	EXPEND FY09	EXPEND FY10	EXPEND FY11	APPROP FY12	REQUEST FY13
5033	Transport - Bay Colony RR	84,995	68,256	90,430	87,269	90,454	90,454
5224	Hazardous Waste Capac.	22,605	14,810	45,421	15,265	14,000	14,000
5247	Equipment Maintenance	113,731	82,622	84,375	91,004	90,000	90,000
5275	Equipment Hire	140,729	98,917	16,520	18,211	16,500	16,500
5318	Testing Wells	23,246	16,749	38,538	32,741	33,000	33,000
5420	Office Supplies	1,321	812	2,985	3,792	3,000	3,000
5481	Purchase Fuel	23,363	0	0	0	0	0
5545	Landfill Expenses	64,625	156,891	80,385	75,933	74,810	74,810
5582	Uniforms	1,356	1,152	1,200	1,200	1,200	1,200
5583	Clothing Allowance	573	776	933	0	900	900
5610	Tipping Fees - SEMASS	241,548	263,621	305,542	346,716	350,587	350,587
5611	Otis Operations	59,606	82,755	53,326	90,485	91,118	91,118
OPERATING SUBTOTAL		777,698	787,361	719,655	762,616	765,569	765,569

**Massachusetts Department of Revenue
Division of Local Services
FY2013 Local Aid Estimates**

SANDWICH

	FY2012 Cherry Sheet Estimate	FY2013 Governor's Budget (H2)	Difference
Education:			
Chapter 70	6,376,393	6,376,393	0
School Transportation	0	0	0
Charter Tuition Reimbursement	676,535	622,842	-53,693
Smart Growth School Reimbursement	0	0	0
Offset Receipts:			
School Lunch	11,622	10,994	- 628
School Choice Receiving Tuition	194,715	274,133	79,418
Sub-Total, All Education Items	7,259,265	7,284,362	25,097
General Government:			
Unrestricted General Government Aid	884,410	884,410	0
Local Share of Racing Taxes	0	0	0
Regional Public Libraries	0	0	0
Urban Renewal Projects	0	0	0
Veterans' Benefits	3,157	5,631	2,474
State Owned Land	543,297	543,471	174
Exemptions: Vets, Blind, Surviving Spouses & Elderly	109,975	108,725	-1,250
Offset Receipts:			
Public Libraries	17,638	18,122	484
Sub-Total, All General Government	1,558,477	1,560,359	1,882
Total Estimated Receipts	8,817,742	8,844,721	26,979

**FY2013 Local Aid Assessments
SANDWICH**

	FY2012 Cherry Sheet Estimate	FY2013 Governor's Budget (H2)	Difference
County Assessments:			
County Tax	286,291	293,448	7,157
Suffolk County Retirement	0	0	0
Sub-Total, County Assessments	286,291	293,448	7,157
State Assessments and Charges:			
Retired Employees Health Insurance	0	0	0
Retired Teachers Health Insurance	0	0	0
Mosquito Control Projects	85,125	88,393	3,268
Air Pollution Districts	7,103	7,413	310
Metropolitan Area Planning Council	0	0	0
Old Colony Planning Council	0	0	0
RMV Non-Renewal Surcharge	19,660	18,300	-1,360
Sub-Total, State Assessments	111,888	114,106	2,218
Transportation Authorities:			
MBTA	0	0	0
Boston Metro. Transit District	0	0	0
Regional Transit	88,903	88,903	0
Sub-Total, Transportation Authorities	88,903	88,903	0
Annual Charges Against Receipts:			
Special Education	0	144	144
STRAP Repayments	0	0	0
Sub-Total, Annual Charges	0	144	144
Tuition Assessments			
School Choice Sending Tuition	255,782	290,071	34,289
Charter School Sending Tuition	1,355,130	1,865,628	510,498
Essex County Tech Sending Tuition	0	0	0
Sub-Total, Tuition Assessments	1,610,912	2,155,699	544,787
Total Estimated Charges	2,097,994	2,652,300	554,306

Released January 25, 2012

FY'13 CHERRY SHEET RECEIPTS

GHD Draft - 1/31/2012

<u>Account:</u>	<u>FY'12</u>	<u>Gov.'s DOR Est. FY'13</u>	<u>Difference</u>	<u>% Change</u>	<u>Proposed FY'13 Budget Est.</u>	<u>Difference</u>
A. EDUCATION:						
<u>Distributions and Reimbursements:</u>						
* 1. Chapter 70	6,376,393	6,376,393	0	0.00%	6,376,393	0
2. School Transportation Programs	0	0	0			
3. Retired Teachers' Pensions	0	0	0			
4. Charter Tuition Assessment Reimbursement	676,535	622,842	-53,693			
SBAB - School Construction	1,418,438	1,418,438	0			
<u>Offset Items - Reserve for Direct Expenditure:</u>						
* 5. School Lunch	11,622	10,994	-628			
* 6. School Choice Receiving Tuition	194,715	274,133	79,418			
Sub-Total, All Education Items	8,677,703	8,702,800	25,097			
B. GENERAL GOVERNMENT:						
<u>Distributions and Reimbursements:</u>						
1. Unrestricted Gen. Gov. Aid (Old = Lottery, AA)	953,340	884,410	-68,930			
2. Local Share of Racing Taxes	0	0	0			
3. Regional Public Libraries	0	0	0			
4. Police Career Incentive	0	0	0			
5. Urban Renewal Projects	0	0	0			
6. Veterans' Benefits	3,157	5,631	2,474			
7. State Owned Land	543,297	543,471	174			
8. Exemptions: Vet, Blind, SS, Elderly	109,975	108,725	-1,250			
<u>Offset Items - Reserve for Direct Expenditure:</u>						
* 9. Public Libraries	17,638	18,122	484			
Sub-Total, All General Government	1,627,407	1,560,359	-67,048			
C. TOTAL ESTIMATED RECEIPTS	10,305,110	10,263,159	-41,951			
Total Discretionary Aid (* = Not Included)	3,704,742	3,583,517	-121,225			
Discretionary Aid - SBAB (*= Not Included)	2,286,304	2,165,079	-121,225	-5.30%	2,150,000	15,079

FY'13 CHERRY SHEET ASSESSMENTS

GHD Draft - 1/31/2012

<u>Account:</u>	<u>FY'12</u>	<u>Gov.'s DOR Est. FY'13</u>	<u>Final Difference</u>	<u>% Change</u>	<u>Proposed FY'13 Budget Est.</u>	<u>Difference</u>
A. County Assessment, County Tax:	286,291	293,448	7,157	2.50%		
B. STATE ASSESSMENTS AND CHARGES:						
1. Retired Employees Health Insurance	0	0	0			
2. Retired Teachers Health Insurance	0	0	0			
3. Mosquito Control Projects	85,125	88,393	3,268			
4. Air Pollution Districts	7,103	7,413	310			
5. Metropolitan Area Planning Council	0	0	0			
6. Old Colony Planning Council	0	0	0			
7. RMV Non-Renewal Surcharge	19,660	18,300	-1,360			
Sub-Total, State Assessments	111,888	114,106	2,218	1.98%		
C. TRANSPORTATION AUTHORITIES:						
1. MBTA	0	0	0			
2. Boston Metro. Transit District	0	0	0			
3. Regional Transit (CCRTA)	88,903	88,903	0			
Sub-Total, Transportation Assessments	88,903	88,903	0	0.00%		
D. ANNUAL CHARGES AGAINST RECEIPTS						
1. Special Education	0	144	144			
2. STRAP Repayments	0	0	0			
Sub-Total, Annual Charges Against Receipts	0	144	144	N/A		
E. TUITION ASSESSMENTS*						
1. School Choice Sending Tuition	255,782	290,071	34,289			
2. Charter School Sending Tuition	1,355,137	1,865,628	510,491			
3. Essex County Technical Institute Sending Tuition	0	0	0			
Sub-Total, Tuition Assessments	1,610,919	2,155,699	544,780	33.82%		
TOTAL ESTIMATED ASSESSMENTS	2,098,001	2,652,300	554,299	26.42%	2,700,000	47,700

* **Note:** Tuition Assessment totals are subject to change until "final" charter & school choice sending figures are provided to the State DOE.

FY'12 BUDGET HISTORY – TUITION ASSESSMENTS

<u>Date</u>	<u>Issuing Body</u>	<u>Amount</u>
1/26/11	Governor	\$1,294,604
4/13/11	House	\$1,294,604
5/2/11	Annual Town Meeting – Approves FY'12 Budget	
5/27/11	Senate	\$1,576,633
7/5/11	Conference Committee	\$1,595,919
7/12/11	Final Budget – DOR Issues Official Cherry Sheets	\$1,610,912
Tuition Assessment Changes Through State FY'12 Budget Process:		\$316,308

FY'13 BUDGET HISTORY – TUITION ASSESSMENTS

<u>Date</u>	<u>Issuing Body</u>	<u>Amount</u>
1/25/11	Governor	\$2,155,699

Note: The Governor's proposed FY'13 Tuition Assessments amount as found on the preliminary Cherry Sheets released by the Department of Revenue is \$2,155,699, an increase of \$544,780 over FY'12 (+34%). If this FY'13 amount holds, the Town will have experienced a \$1,342,385 in Tuition Assessments increases since FY'11 (+165%). Furthermore, a \$2,155,699 assessment, as has been proposed, is equal to all of the Town's proposed FY'13 Discretionary Aid (\$2,165,079) and greater than the projected FY'13 operating budget for the Upper Cape Cod Regional Vocational Technical School (\$2,054,405).

TOWN OF SANDWICH

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BOARD OF
SELECTMEN

TOWN
MANAGER

BOARD OF SELECTMEN POLICY

WINTER MAINTENANCE OF PRIVATE ROADS

Effective July 1, 1994 and until further notice, the Board of Selectmen hereby authorize the Department of Public Works to provide winter maintenance, consisting of snow plowing and sanding only, in accordance with M.G.L. c.40, §6C for private roads which have not been accepted by the Town as public ways. This authorization is granted provided said roads meet the following criteria.

1. The road must be open to the travelling public with no restrictive gates, signage, speed bumps, or other hindrances present. The road must be free of ruts, pot holes and bumps exceeding two (2) vertical inches and must have an adequate turnaround for winter maintenance equipment, as determined by the Department of Public Works.
2. The road must have at least fourteen (14) feet of vertical clearance in all areas without overhanging limbs or other obstacles. The road must be twelve (12) feet wide plus have 2-foot drivable shoulders on each side.
3. A sign properly identifying the road must be installed and properly maintained in accordance with the specifications set forth in the Manual on Uniform Traffic Control Devices, published by the Federal Highway Administration.
4. The road must be properly marked along the edge of the right of way to provide direction to those providing winter maintenance services. Exact location and type of markers must comply with the Department of Public Works guidelines. The Department of Public Works shall not be responsible for damage to plantings, fences, walls, mailboxes, irrigation systems or other objects located within a road right-of-way for damage caused by violation of this policy. The Department of Public Works shall not be responsible for damage to lawns if the edge of the road is not clearly marked.
5. Residents of a private road who desire winter maintenance must submit a notice requesting the Department of Public Works to consider plowing their street along with a waiver of liability holding the Town harmless for any damage caused to the road and surrounding property by October 1. The petition must be signed by 100% of the abutters/owners of the private road unless an association exists within the neighborhood, in which case a representative can sign for the abutters/owners. The association must submit documentation demonstrating that it is an official association with the power to make decisions for all property owners. Once the petition is submitted and the road is

approved for winter maintenance, no further petitions will be required as long as the road meets the requirements of the policy herein. If one resident of a street submits a letter requesting discontinuance of winter maintenance, the Department of Public Works will notify the association representative and/or residents that these services will no longer be provided on this road for future winter seasons.

6. The Department of Public Works will inspect the road each spring to ensure it is plowable and in sufficient condition to avoid damage to Town equipment and injury to the Town's employees and agents. The petitioned road must be accessible by a road that also meets the requirements of the policy herein. The association representative and/or residents will be notified by April 1 of measures that need to be taken to remain on the private road plow list. Notification will be provided by a legal notice in the local paper and on the town web site. The Department of Public Works may also notify residents by letter, phone and/or by door hangers at its discretion. Upon request from the residents, the Department of Public Works will inspect the roads for compliance. Roads not approved by October 1 will have to be petitioned the following year for winter maintenance services.
7. If the road is deemed to be inappropriate for winter maintenance, the decision of the Department of Public Works is final. If the residents of the road want to appeal this decision, they may present the appeal for further consideration to a subcommittee of the Board of Selectmen which will consult with the Director of Public Works in issuing a final decision which may not be appealed further.

Given under our hands this 28th day of April, 1994.
Amended January 5, 2012.

Frank Pannorfi, Chairman

John Kennan, Vice Chairman

Linell M. Grundman

Jim Pierce

Ralph A. Vitacco