BOARD OF SELECTMEN AGENDA

March 10, 2022 – 7:00 P.M.
Sandwich Town Hall – 130 Main Street

1. Convene Open Session Meeting in Auditorium
2. Pledge of Allegiance
3. Public Comment
4. Review & Approval of Minutes – 3/3/22
5. Town Manager Report
6. Correspondence / Statements / Announcements / Future Items / Follow-up
7. Staff Meeting
   Relevant Town Staff – Town Beaches & 2022 Season
8. Old Business
   • FY'23 Budget Update
   • Annual Town Meeting – May 2, 2022
   • Update on Current Building Projects
   • Selectmen Meeting Schedule
   • Other Matters Not Reasonably Anticipated by the Chairman
9. New Business
   • Recommended Visitor Services Board Appointment – Heather Mead
   • Other Matters Not Reasonably Anticipated by the Chairman
10. Public Comment
11. Closing Remarks
12. Adjournment

NEXT MEETING: Thursday, 3/17/22, 7:00 P.M., Town Hall

Melissa Carroll
TOWN CLERK
TOWN OF SANDWICH
MAR 08 2022
RECEIVED & RECORDED
Hi Heather,

Per our discussion in regards to the Boardwalk parking lot and the three ponds, please see my thoughts below. I have also attached the Beach Revenues comparison by parking lot for the past few years.

Boardwalk Parking lot:

The small lot that services the Sandwich Boardwalk is one of our most lucrative parking lots despite its size. While there are a small few that park and walk over the boardwalk and stay at Town Neck Beach for the day, but the majority of patrons are very transient and come to look at, walk, or jump off the boardwalk then moving on. The small lot at Boardwalk Beach would never be able to produce the revenue it does if people were parking for the day. With the boardwalk damaged we may see a small decrease in revenue, but I don’t think adding a shuttle to Town Neck will help us financially.

Residential Pond access for 2022:

I would recommend that we keep Snake Pond and Ryder Conservation as Residents only and open up Oakcrest to all.

Snake parking – the lot is limited and has issues with large ruts due to the drainage off the roads. We also plan to hold our swimming lessons there again this summer so it makes sense for our programing and residents to limit the use of the lot to residents only.

Ryder Beach parking – with limited staffing to clean and maintain the property it may make sense to restrict the parking to residents only. That being said if we don’t have a Gate Attendant this will be difficult to enforce.

Oakcrest Cove – This beach has the most beach and disc golf parking with only minor ruts due to poor drainage. Opening this lot will allow user of the beach and disc golf to park for a fee with ample space for both also eliminating the any issues with disc golf users going to the beach.

Please let me know if you have any other questions or would like more information.

Respectfully,

Guy J. Boucher
Town of Sandwich
Recreation Director
508-888-4361
508-888-5884 (fax)
www.sandwichrec.com

**Please note my new e-mail address: gboucher@sandwichmass.org**
### TOWN OF SANDWICH
### RECREATION DEPARTMENT
### BEACH COMPARISON REPORT BY YEARS

<table>
<thead>
<tr>
<th>Location</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>Grand Total</th>
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<tbody>
<tr>
<td>BOARDWALK</td>
<td>$32,575.00</td>
<td>$41,690.00</td>
<td>$46,439.25</td>
<td>$53,280.00</td>
<td>$66,110.00</td>
<td>$44,580.00</td>
<td>$284,674.25</td>
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<tr>
<td>E. SANDWICH I</td>
<td>$470.00</td>
<td>$705.00</td>
<td>$1,650.00</td>
<td>$1,620.00</td>
<td>$6,210.00</td>
<td>$990.00</td>
<td>$11,645.00</td>
</tr>
<tr>
<td>E. SANDWICH II</td>
<td>$4,790.00</td>
<td>$3,321.00</td>
<td>$4,910.00</td>
<td>$5,940.00</td>
<td>$15,100.00</td>
<td>$10,930.00</td>
<td>$44,991.00</td>
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<tr>
<td>FIRST BEACH</td>
<td>$</td>
<td>$10,340.00</td>
<td>$21,220.00</td>
<td>$11,320.00</td>
<td>$31,560.00</td>
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<tr>
<td>OCC BEACH</td>
<td>$1,455.00</td>
<td>$1,245.00</td>
<td>$2,595.00</td>
<td>$3,300.00</td>
<td>-</td>
<td>$1,100.00</td>
<td>$9,695.00</td>
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<tr>
<td>SNAKE POND</td>
<td>$2,852.00</td>
<td>$2,655.00</td>
<td>$3,990.00</td>
<td>$6,460.00</td>
<td>-</td>
<td>-</td>
<td>$15,957.00</td>
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<tr>
<td>TOWN NECK</td>
<td>$33,034.00</td>
<td>$35,145.00</td>
<td>$45,216.00</td>
<td>$56,260.00</td>
<td>$85,300.00</td>
<td>$77,060.00</td>
<td>$332,015.00</td>
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<tr>
<td>Grand Total</td>
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<td>$84,761.00</td>
<td>$104,800.25</td>
<td>$137,200.00</td>
<td>$193,940.00</td>
<td>$145,980.00</td>
<td>$730,537.25</td>
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FY’23 BUDGET

PROJECTED GENERAL FUND REVENUES AND EXPENSES - FY’23

REVENUES

FY’23 Tax Levy:
FY’22 Levy Limit 70,893,641
2.5% Increase 1,772,341
Est. New Growth 500,000
Excess Levy Reserve Est. -3,000,000
 Overrides / Exclusions 0
County Assess. Outside 2.5: CCC 201,475
Exempt Debt: GF Outside Prop. 2.5 2,283,713 72,651,170

Other Revenue:
State Aid: Discretionary (15.18%) 2,754,251
State Ch. 70 Aid: School (1.01%) 7,298,848
Est. Local Receipts 5,500,000
Free Cash Certification - STM Capital 2,792,528
Overlay Release 0
Transfer from Stabilization Fund 0 18,345,627

Total Estimated Revenues 90,996,797

EXPENSES

ReCap Sheet Items:
State Assess: Tuition Assess (10.75%) 4,770,363
State Assess: All Other (1.37%) 716,952
Abatements / Overlay 550,000
FY’22 Snow & Ice Deficit 150,000 6,187,315

Town Meeting Items:
Group Health Insurance (3.48%) 11,900,000
County Retirement Assess. (4.14%) 4,802,452
Property & Liability Insurance (7.53%) 1,445,000
Medicare (4.00%) 724,132
GF Sanitation Ent. Fund Approp. 60,500
Unemployment Account 100,000
OPEB Trust Fund 100,000
Exempt Debt: GF Outside Prop. 2.5 2,283,713
Non-Exempt Debt: GF Inside Prop. 2.5 1,276,872
Borrowing Expenses 100,000
Reserve Fund 500,000
Capital Budget - ATM - Net 300,000
Capital Budget - Fall 2022 STM - Net 450,000
Transfer to Stabilization Fund 100,000 24,142,669

Operating Budgets:
School Budget: Local (3.00%) 29,697,687
Ch. 70 (0.00%) 7,226,188 36,923,875
UCCRVTS Budget (9.68%) 2,668,824
General Gov’t. Budget (9.24%) 20,540,474

Total Estimated Expenses 90,463,157

ESTIMATED FY’22 BUDGET BALANCE 533,640

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 12/31/21:</td>
<td>2,539,419</td>
<td>1,252,894</td>
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<tr>
<td>Proposed Transfer From/To Fund:</td>
<td>100,000</td>
<td>100,000</td>
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<tr>
<td>Projected Post ATM Balance:</td>
<td>2,639,419</td>
<td>1,352,894</td>
</tr>
</tbody>
</table>

Page 1
REVENUES

FY'23 Tax Levy:
FY'22 Levy Limit: 70,893,641
2.5% Increase: 1,772,341
Est. New Growth: 500,000
Excess Levy Reserve Est.: -3,250,000
Overrides / Exclusions: 0
County Assess. Outside 2.5: CCC: 201,475
Exempt Debt: GF Outside Prop. 2.5: 2,283,713

Other Revenue:
State Aid: Discretionary (15.18%): 2,754,251
State Ch. 70 Aid: School (1.01%): 7,298,848
Est. Local Receipts: 5,500,000
Free Cash Certification - STM Capital: 2,792,528
Overlay Release: 100,000
Transfer from Stabilization Fund: 0

Total Estimated Revenues: 90,846,797

EXPENSES

ReCap Sheet Items:
State Assess: Tuition Assess (10.75%): 4,770,363
State Assess: All Other (1.37%): 716,952
Abatements / Overlay: 550,000
FY'22 Snow & Ice Deficit: 0

Town Meeting Items:
Group Health Insurance (3.48%): 11,800,000
County Retirement Assess. (4.14%): 4,802,452
Property & Liability Insurance (11.63%): 1,500,000
Medicare (4.00%): 724,132
GF Sanitation Ent. Fund Approp.: 60,500
Unemployment Account: 100,000
OPEB Trust Fund: 250,000
Exempt Debt: GF Outside Prop. 2.5: 2,283,713
Non-Exempt Debt: GF Inside Prop. 2.5: 1,276,872

Borrowing Expenses: 150,000
Reserve Fund: 500,000
Capital Budget - ATM - Net: 300,000
Capital Budget - Fall 2022 STM - Net: 450,000
Transfer to Stabilization Fund: 100,000

Operating Budgets:
School Budget: Local (3.00%): 29,697,687
Ch. 70 (1.01%): 7,298,848

UCCRVTS Budget (9.68%): 2,668,824
General Gov't. Budget (9.24%): 20,540,474

Total Estimated Expenses: 90,640,817

Stabilization Fund & OPEB Trust Fund Balances:

<table>
<thead>
<tr>
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<th>Stab. Fund</th>
<th>OPEB Fund</th>
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<tbody>
<tr>
<td>Actual Balance on 12/31/21:</td>
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<td>1,252,894</td>
</tr>
<tr>
<td>Proposed Transfer From/To Fund:</td>
<td>100,000</td>
<td>250,000</td>
</tr>
<tr>
<td>Projected Post ATM Balance:</td>
<td>2,639,419</td>
<td>1,502,894</td>
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ESTIMATED FY'22 BUDGET BALANCE: 205,980
<table>
<thead>
<tr>
<th>NO.</th>
<th>DEPARTMENT</th>
<th>FY22 APPROP</th>
<th>FY23 SALARY</th>
<th>FY23 OPER</th>
<th>FY23 TOTAL</th>
<th>% CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>114</td>
<td>Moderator</td>
<td>450</td>
<td>500</td>
<td>0</td>
<td>500</td>
<td>11.11%</td>
</tr>
<tr>
<td>123</td>
<td>Select./Manager</td>
<td>487,401</td>
<td>444,209</td>
<td>43,350</td>
<td>487,559</td>
<td>0.03%</td>
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<tr>
<td></td>
<td>Personnel Expen.</td>
<td>338,973</td>
<td>627,985</td>
<td>0</td>
<td>627,985</td>
<td>85.26%</td>
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<tr>
<td>131</td>
<td>Finance Comm.</td>
<td>3,400</td>
<td>2,000</td>
<td>875</td>
<td>2,875</td>
<td>-15.44%</td>
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<tr>
<td>135</td>
<td>Accounting</td>
<td>195,491</td>
<td>188,035</td>
<td>23,350</td>
<td>211,385</td>
<td>8.13%</td>
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<tr>
<td>141</td>
<td>Assessing</td>
<td>392,599</td>
<td>308,601</td>
<td>47,400</td>
<td>356,001</td>
<td>-9.32%</td>
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<tr>
<td>145</td>
<td>Treasurer</td>
<td>271,194</td>
<td>449,009</td>
<td>90,350</td>
<td>539,359</td>
<td>98.88%</td>
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<tr>
<td>146</td>
<td>Tax Collector</td>
<td>228,060</td>
<td>0</td>
<td>0</td>
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<tr>
<td>147</td>
<td>Tax Title</td>
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<td>0.00%</td>
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<tr>
<td>151</td>
<td>Legal</td>
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<td>0</td>
<td>325,000</td>
<td>325,000</td>
<td>8.33%</td>
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<tr>
<td>152</td>
<td>Human Resour.</td>
<td>196,878</td>
<td>188,822</td>
<td>12,000</td>
<td>200,822</td>
<td>2.00%</td>
</tr>
<tr>
<td>161</td>
<td>Town Clerk</td>
<td>209,194</td>
<td>208,169</td>
<td>1,250</td>
<td>209,419</td>
<td>0.11%</td>
</tr>
<tr>
<td>162</td>
<td>Elect. &amp; Regist.</td>
<td>48,000</td>
<td>25,950</td>
<td>44,800</td>
<td>70,750</td>
<td>47.40%</td>
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<tr>
<td>171</td>
<td>Natural Resour.</td>
<td>313,356</td>
<td>295,962</td>
<td>26,050</td>
<td>322,012</td>
<td>2.76%</td>
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<tr>
<td>175</td>
<td>Pian. &amp; Devel.</td>
<td>262,703</td>
<td>229,912</td>
<td>35,000</td>
<td>264,912</td>
<td>0.84%</td>
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<td>190</td>
<td>Facilities Mgmt.</td>
<td>747,325</td>
<td>461,507</td>
<td>385,500</td>
<td>847,007</td>
<td>13.34%</td>
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<td>195</td>
<td>Town Reports</td>
<td>12,500</td>
<td>0</td>
<td>12,500</td>
<td>12,500</td>
<td>0.00%</td>
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<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>
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<tr>
<td>197</td>
<td>Info. Technology</td>
<td>708,152</td>
<td>279,959</td>
<td>440,000</td>
<td>719,959</td>
<td>1.67%</td>
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<tr>
<td></td>
<td><strong>Total 100s</strong></td>
<td>4,757,676</td>
<td>3,710,620</td>
<td>1,529,425</td>
<td>5,240,045</td>
<td>10.14%</td>
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<td>210</td>
<td>Police Dept.</td>
<td>4,923,555</td>
<td>4,747,030</td>
<td>390,335</td>
<td>5,137,365</td>
<td>4.34%</td>
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<td>220</td>
<td>Fire Dept.</td>
<td>3,925,753</td>
<td>3,584,758</td>
<td>550,800</td>
<td>4,135,558</td>
<td>5.34%</td>
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<td>241</td>
<td>Inspections</td>
<td>314,226</td>
<td>320,704</td>
<td>11,830</td>
<td>332,534</td>
<td>5.83%</td>
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<tr>
<td>244</td>
<td>Sealer of W &amp; M</td>
<td>14,350</td>
<td>0</td>
<td>14,709</td>
<td>14,709</td>
<td>2.50%</td>
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<td>291</td>
<td>Emerg. Mgmt.</td>
<td>22,500</td>
<td>12,500</td>
<td>10,000</td>
<td>22,500</td>
<td>0.00%</td>
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<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>
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<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>
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<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>
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<tr>
<td></td>
<td><strong>Total 200s</strong></td>
<td>9,208,384</td>
<td>8,664,992</td>
<td>985,674</td>
<td>9,650,666</td>
<td>4.80%</td>
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<td>300</td>
<td>School Dept.</td>
<td>36,058,894</td>
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<td>313</td>
<td>UCCRVTS</td>
<td>2,433,216</td>
<td>2,668,824</td>
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<td>2,668,824</td>
<td>9.68%</td>
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<td><strong>Total 300s</strong></td>
<td>38,492,110</td>
<td>39,592,699</td>
<td>0</td>
<td>39,592,699</td>
<td>2.86%</td>
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*(Note: School Dept. amount includes Ch. 70 aid.)*
<table>
<thead>
<tr>
<th>NO.</th>
<th>DEPARTMENT</th>
<th>FY22 APPROP</th>
<th>FY23 SALARY</th>
<th>FY23 OPER</th>
<th>FY23 TOTAL</th>
<th>% CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>410</td>
<td>DPW - Engineer.</td>
<td>289,071</td>
<td>237,897</td>
<td>57,800</td>
<td>295,697</td>
<td>2.29%</td>
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<tr>
<td>420</td>
<td>DPW</td>
<td>1,990,283</td>
<td>1,287,346</td>
<td>1,365,050</td>
<td>2,652,396</td>
<td>33.27%</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>
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<tr>
<td>424</td>
<td>Streetlights</td>
<td>20,000</td>
<td>0</td>
<td>20,000</td>
<td>20,000</td>
<td>0.00%</td>
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<tr>
<td></td>
<td><strong>Total 400s</strong></td>
<td><strong>2,699,354</strong></td>
<td><strong>1,625,243</strong></td>
<td><strong>1,742,850</strong></td>
<td><strong>3,368,093</strong></td>
<td><strong>24.77%</strong></td>
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<tr>
<td>510</td>
<td>Health Dept.</td>
<td>237,259</td>
<td>235,175</td>
<td>10,250</td>
<td>245,425</td>
<td>3.44%</td>
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<td>522</td>
<td>Nursing Dept.</td>
<td>178,254</td>
<td>136,732</td>
<td>46,200</td>
<td>182,932</td>
<td>2.62%</td>
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<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>
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<tr>
<td>541</td>
<td>Senior Services</td>
<td>248,229</td>
<td>251,861</td>
<td>14,000</td>
<td>265,861</td>
<td>7.10%</td>
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<tr>
<td>543</td>
<td>Veterans</td>
<td>105,000</td>
<td>0</td>
<td>117,500</td>
<td>117,500</td>
<td>11.90%</td>
</tr>
<tr>
<td></td>
<td><strong>Total 500s</strong></td>
<td><strong>803,742</strong></td>
<td><strong>623,768</strong></td>
<td><strong>222,950</strong></td>
<td><strong>846,718</strong></td>
<td><strong>11.90%</strong></td>
</tr>
<tr>
<td>610</td>
<td>Library</td>
<td>1,031,580</td>
<td>845,895</td>
<td>179,437</td>
<td>1,025,332</td>
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<tr>
<td>630</td>
<td>Recreation</td>
<td>251,955</td>
<td>262,145</td>
<td>48,725</td>
<td>310,870</td>
<td>23.38%</td>
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<tr>
<td>650</td>
<td>DPW - Parks</td>
<td>30,850</td>
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<td>30,850</td>
<td>30,850</td>
<td>0.00%</td>
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<tr>
<td>671</td>
<td>Hoxie / Grist Mill</td>
<td>3,500</td>
<td>56,000</td>
<td>0</td>
<td>56,000</td>
<td>1500.00%</td>
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<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>15,550</td>
<td>0</td>
<td>10,700</td>
<td>10,700</td>
<td>-31.19%</td>
</tr>
<tr>
<td></td>
<td><strong>Total 600s</strong></td>
<td><strong>1,334,635</strong></td>
<td><strong>1,164,040</strong></td>
<td><strong>270,912</strong></td>
<td><strong>1,434,952</strong></td>
<td><strong>7.52%</strong></td>
</tr>
</tbody>
</table>

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

**GRAND TOTAL**
(incl. School)

FY'23 @ 3.04% = 19,375,698
Current vs. 3.04% = (1,164,776)

FY'23 @ 4.98% = 19,740,474
Current vs. 4.98% = (800,000)

FY'23 @ 9.24% = 20,540,474
Current vs. 9.24% = 0
# FY'23 RECOMMENDED GENERAL GOVERNMENT BUDGET SUMMARY

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY'22 Total General Government Budget =</td>
<td>18,803,791</td>
<td></td>
</tr>
<tr>
<td>Base FY'23 General Government Budget =</td>
<td>19,375,698</td>
<td>3.04%</td>
</tr>
<tr>
<td><strong>Includes:</strong> Actual Wages &amp; Step Increases; 7 Unresolved Union Contracts; Minor Operating Changes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommended FY'23 General Government Budget =</td>
<td>19,740,474</td>
<td>4.98%</td>
</tr>
<tr>
<td><strong>Includes:</strong> 151 - Legal &amp; Professional Services - Consultants</td>
<td>25,000</td>
<td></td>
</tr>
<tr>
<td>161 - Elections &amp; Registrations - Up Year</td>
<td>25,250</td>
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<tr>
<td>190 - Public Facilities - 2 New Large Buildings</td>
<td>106,026</td>
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<tr>
<td>210 - Police - Vehicles &amp; Operating</td>
<td>36,000</td>
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<tr>
<td>210 - Public Safety Dispatch Supervisor</td>
<td>70,000</td>
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<tr>
<td>630 - Rec. - Seasonal Wages <em>(Net $36K Transfer)</em></td>
<td>50,000</td>
<td></td>
</tr>
<tr>
<td>671 - Hoxie House &amp; Grist Mill - Full Reopening</td>
<td>52,500</td>
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</tr>
<tr>
<td>Comprehensive Recommended FY'23 General Government Budget =</td>
<td>20,540,474</td>
<td>9.24%</td>
</tr>
<tr>
<td><strong>Includes:</strong> 420 - DPW - Public Infrastructure Improvements</td>
<td>650,000</td>
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</tr>
<tr>
<td>220 - Fire O.T. <em>(Net $100K Transfer)</em></td>
<td>150,000</td>
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</tr>
</tbody>
</table>
# FY'23 CAPITAL BUDGET - DRAFT RECOMMENDATION

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>ITEM</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities</td>
<td>Annual Building Maintenance Funds</td>
<td>150,000</td>
</tr>
<tr>
<td>Golf Department</td>
<td>Equip. Replacement &amp; Course Improvements</td>
<td>125,000</td>
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<tr>
<td></td>
<td><strong>Subtotal Town Departments</strong></td>
<td>275,000</td>
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<tr>
<td>School Department</td>
<td>Annual Building Maintenance Funds</td>
<td>150,000</td>
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<tr>
<td></td>
<td><strong>Subtotal School Department</strong></td>
<td>150,000</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL CAPITAL APPROPRIATION</strong></td>
<td>425,000</td>
</tr>
<tr>
<td></td>
<td>Less Ambulance Fund Transfer</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Less Golf Enterprise Fund Transfer</td>
<td>-125,000</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL NET CAPITAL APPROPRIATION FOR ATM</strong></td>
<td>300,000</td>
</tr>
</tbody>
</table>
INDEX OF *POTENTIAL* WARRANT ARTICLES

May 2, 2023 Annual Town Meeting

1. Report of Town Officials & Long Range Plan Overview (p. ____)
2. FY’23 Budget (p. ____)
3. FY’23 Enterprise Fund Operating Budgets (p. ____)
4. FY’23 Revolving Fund Appropriation Limits (p. ____)
5. Capital Budget (p. ____)
6. Authorize Lease Purchase of Ambulance (p. ____)
7. WIIF Appropriation – Continued CWRMP Implementation (p. ____)
8. Transfer to Stabilization Fund (p. ____)
9. Transfer to OPEB Trust Fund (p. ____)
10. Ch. 90 State Aid to Highways Program (p. ____)
11. School Department Cellular Lease Transfer and Appropriation of Funds (p. ____)
12. Beach Renourishment Account Appropriation (p. ____)
13. Sandwich Promotions Fund Appropriations (p. ____)
14. Sandwich Hollows Irrigation System & Equipment Project & Bond Authorization (p. ____)
15. School Department Capital Projects Debt Exclusion Authorization (p. ____)
16. School Department Sinking Fund Transfer for Human Services Building Renovations...if Needed (p. ____)
17. Authorize Granting of Easements for Beach and Dune Renourishment Project (p. ____)
18. CPA Fund Expenditure – Administrative Costs, 10% Allocations, & Debt Payment (p. ____)
19. CPA Project: _____ Resources – _________ (p. ____)
21. Petition: Town Bylaw Amendment – Remove Personal Watercraft Ban on Peters Pond (p. ____)
22. Petition: Town Bylaw & Zoning Amendment: Recreational Marijuana (p. ____)
23. Elect Officers & Ballot Questions (p. ____)

**NOTE:** Petition articles have been printed as submitted and may contain typographic and other errors.
LONG RANGE PLAN – BOARD OF SELECTMEN 2022 UPDATE

MISSION STATEMENT

The government of the Town of Sandwich will provide the public with the highest, most efficient and effective level of service with the resources available in a manner that exemplifies honesty, integrity and a commitment to public service while honoring our rich history, protecting our environment and responsibly planning for our future.

SUMMARY OF LONG RANGE PLAN

The purpose of the Long Range Plan (LRP) is to annually project the future needs of the Town and identify the primary issues and projects on which the Town will focus, and to report this to Town Meeting (Section 4.2.5(i) of Town Charter). The vision that forms the basis for the LRP is articulated in detail in the Local Comprehensive Plan (LCP) approved by Town Meeting in May 2009 and planned for an update this year. The document below is long range in the sense that it takes us further than just one budget cycle. It is meant to define the next few steps of the journey to the vision set forth in the LCP and the other planning documents identified in the Attachments below. The Board of Selectmen and Town Meeting have already initiated many of these efforts, with progress continuing to be made on many fronts. Several of the items found in the Action Plan will also be voted on at the May 2022 Annual Town Meeting and are addressed in the recommended FY’23 budget.

INTRODUCTION

Guiding principles followed in developing the LRP include:

• Adequate staffing takes precedence over capital assets

• Innovation and efficiency must be considered when adding or modifying infrastructure, staff, and services

• Delivering a superior level of service, within reasonable means, should always be a desired outcome

• Realistic limitations of a large population & small tax base need to be considered

• Proposition 2.5 funding limitations need to guide wage / compensation packages

• Funding sources & tax impacts of proposed actions will be identified during the planning phase
ACTION PLAN
(\* = proposed action item leader)

1. Improved Delivery of Existing Services

a. Implement General Government staffing, succession, & reorganization plan and modify when appropriate – 2022 & Beyond – Board of Selectmen & Town Manager\*

   i. Complete the renovation of 100 Route 6A for the consolidation of general government departments and dispose of Town Hall Annex & 16 Jan Sebastian Drive

   ii. Continue to assess effectiveness of delivery of services when vacancies occur & make appropriate organizational changes when prudent

   iii. Prioritize & fund new positions & organizational changes identified to improve the delivery of General Government services and address staffing shortfalls

   iv. On an ongoing basis, consider facilitating town-wide efficiencies in services wherever possible and consider regional programs for efficiency

   v. Sustain COVID-19 Command Team as needed to plan and prepare staff, boards, committees and the public endemic response to COVID-19

b. Evaluate and implement enhanced use of technology for Town departments and relevant boards and committees and for appropriate outreach to general public; implement ‘QAlert’ Citizen Response Management program; enhance public participation in Red Alert system – 2022 & Beyond – Director of Public Works, Assistant Town Manager, IT Director\*

c. Continued to evaluate waste management facility operations including a review of Pay-As-You-Throw Program & adjust sticker & bag fees as appropriate to fully cover sanitation costs – 2022 & Beyond – Director of Public Works\*

d. Support new Superintendent of Schools in transition and support the schools on efficiency and improvement efforts, particularly those designed to retain and attract students and develop measurable outcomes to demonstrate successes – 2022 & Beyond – School Committee\*, Superintendent of Schools

e. Work cooperatively with Town staff, Departments, School Committee and School Administration, to discuss future needs, funding priorities, services, and how changing demographics will impact future budgets, services, and capital needs; explore shared services where prudent & feasible – 2022 & Beyond – Board of Selectmen\*, School Committee & Department, Relevant Town & School Staff, Finance Committee, Capital Improvement Planning Committee
g. Support Planning & Development Department in updating & implementing revised Local Comprehensive Plan, including fostering public support and formal adoption at Town Meeting with Cape Cod Commission approval

h. Continue review & implementation of relevant recommendations from Beach Management Plan & and Municipal Vulnerability Preparedness Plan, enforce dune protection efforts – 2022 & Beyond – Recreation Director*, Natural Resources Director, Director of Public Works, Public Facilities Director

i. Closely track & ensure that the excess levy capacity set aside for FY’22 and beyond will be earmarked to cover all debt associated Library renovations and new Center for Active Living as approved within the Town’s Proposition 2.5 levy limit throughout life of 30-year bond payment schedule; also applies for Sandwich Hollows capital improvement bond, if approved by voters – 2022 & Beyond – Finance Director*, Town Manager’s Office, Board of Selectmen

j. Appoint Charter Review Committee to review current Town Charter for Selectmen review & approval prior to submission of any recommended changes to Town Meeting – 2022 & 2023 – Board of Selectmen*, Town Manager’s Office, Town Counsel

2. Capital Asset Management - Ongoing

   a. Continue to implement & develop plan on future use, sale, etc. of public safety and other properties being replaced by new facilities based on the recommendations of the Surplus Building Review Team report and Town Meeting authority; take appropriate implementation action(s); consider infrastructure consolidation where appropriate, such as downtown Fire Station relocation with improved DPW facilities – 2022 & Beyond – Town Manger’s Office*, Director of Planning & Development, Director of Assessing

   b. Support sale of Tax Title properties for sale through auction to return the properties back onto the ‘tax rolls’ – 2022 & Beyond – Finance Director*

   c. Continue extensive efforts to address beach erosion issues & lobby county, state, federal officials accordingly and seek appropriate funding when required – 2022 & Beyond – Board of Selectmen, Town Manager, Natural Resources Director*, Woods Hole Group

      i. Continue active participation with Army Corps of Engineers on active Cape Cod Canal Section 111 & future Section 204 studies, various permitting & funding efforts – 2022 & Beyond

      ii. Lobby state & federal officials for support of Section 111 plan, funding implementation, & amending Army Corps operations & maintenance permit &
policy for dredging Cape Cod Canal by requiring placement of dredge material in Town Neck Beach restoration footprint rather than dumping in Cape Cod Bay; need support for access to future sources of sand & continue nearshore sediment borrow source permitting & studies for future renourishment efforts; said permits to include Scusset Beach borrow site and Sandwich Harbor marsh system restoration & dredging—2022 & Beyond

iii. Continue to work with federal and state delegation to secure additional appropriated funding for completion of fully permitted Beach Renourishment Project, including release of remaining State Environmental Bond Bill funds & maximizing potential Section 111 federal funding amount above existing legislative limits—2022 & Beyond

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

d. Implement the voter approved public roads and public infrastructure debt exclusion and implement continued funding within FY’23 DPW operating budget—2022 & Beyond—Director of Public Works*, Engineering Consultant

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

ii. Provide sufficient additional funding to DPW Budget to maintain roads & infrastructure at higher standard once larger-scale improvements have been completed; partially recommended in FY’23 operating budget—FY’23 and Long-Term

iii. Continue private road taking process and implement the Special Act that authorized Assessments for Betterments for Improvements to Private Ways—2022—Director of Public Works*

iv. Continue efforts to design, fund, and construct shared use pedestrian path on Service Road in conjunction with Barnstable and to implement general pedestrian improvements with sidewalks, shared use paths, and crossings at appropriate designated locations, including Quaker Meetinghouse and Cotuit Roads and 100 Route 6A—2022 & Beyond—Director of Public Works*, Assistant Town Engineer, Bike & Pedestrian Committee

v. Expedite submission and processing of all required Boardwalk permits; facilitate regulatory review through MEPA, Army Corps, and other state and local
permits and issue IFB for reconstruction, striving for Winter 2022-23 reconstruction with reopening in Summer 2023 – 2022 & Beyond – Engineering Consultant, Internal Town Staff Team led by Assistant Town Engineer

e. Continue to achieve Comprehensive Water Resources Management Plan (CWRMP) milestones as defined in completed Plan – 2022 & Beyond – Health Director*, Water Quality Advisory Committee, Wastewater Consultant, Town Manager

i. Begin implementing recommendations of CWRMP & Interim Solutions Plan with appropriate action items, where possible, including relevant funding from the American Rescue Plan Act of 2021 and the Water Infrastructure Investment Fund and addressing long-term School Department wastewater needs – 2022 & Beyond – Director of Public Health*, Town Manager's Office

ii. Continue representing the Town of Sandwich's interests when participating in any collaborative projects for watershed solutions, including regional and sub-regional efforts, such as opportunities at Joint Base Cape Cod, the Cape and Islands Water Protection Fund, & the State Revolving Fund – 2022 & Beyond

iii. Implement & approve Inter-Municipal Agreements on Popponesset Bay, Three Bays, and Waquoit watersheds with towns of Mashpee, Barnstable & Falmouth by working of shared watershed permits to submit to State Department of Environmental Protection, and provide funding to accomplish this work – 2022 & Beyond

iv. Evaluate regional efforts with Falmouth, Bourne, Mashpee, Barnstable and Joint Base Cape Cod officials on future regional efforts involving the JBCC wastewater plant & disposal system, including filing of future grant requests as deemed appropriate and drafting future Inter-Municipal Agreement for parties to formally work together on shared solutions; if JBCC option no longer relevant, determine what can be accomplished with neighboring towns – 2022 & Beyond

v. Continue to educate public on Federal and State Section 208 requirements and consequences of inaction with assistance from Cape Cod Commission & Water Quality Advisory Committee including inland impaired waterbodies- 2022 & Beyond

vi. Work with relevant private developers in meeting local CWRMP goals & regional Section 208 requirements, requiring them to pay their fair share of wastewater infrastructure improvements & operations – 2022 & Beyond

3. Capital Asset Management – Projects
a. Support and monitor the Henry T. Wing Residences through regulatory and financial planning by SCG Development and facilitate transfer of land for the purpose of over 65 housing in accordance with the Option to Purchase approved by the June 15, 2022 Special Town Meeting executed by SCG Development and the Board of Selectmen – 2022 & Beyond – Planning & Development Department*, Board of Selectmen

b. Follow-up on Long Range Capital Plan (LRCP) & summit workshops to ask voters for appropriate funding for LRCP projects deemed relevant by Board of Selectmen – 2022 & Beyond – Board of Selectmen*, School Committee, Finance Committee, Capital Improvement Planning Committee

  i. Present warrant article(s) to fund LRCP projects supported by Selectmen – Long Term

d. Address School Department capital needs & renovate Human Services Building for central school administration and fund accordingly through debt exclusion & sinking fund transfer – Superintendent of Schools, School Facilities Director*, & Relevant Consultants – 2022 & Beyond

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

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

a. Continue excellent working relations with Stonepeak ownership of Canal Station power plant and assist Stonepeak with future development plans, including a new Unit #4 & removing Units #1 & #2 & stack when deemed obsolete; prudently plan for how any future New Growth revenue associated with Canal Plant is utilized; assist Stonepeak with future use of property at entrance to Cape Cod Canal – 2022 & Beyond – Town Manager*, Director of Assessing, Planning & Development Director, Town Meeting

b. Continue to focus on economic development efforts – 2022 & Beyond – Board of Selectmen, Town Manager’s Office, Planning & Development Director*, Director of Assessing

  i. Explore any economic development opportunities with Cape Cod Commission (CCC), including implementing related CCC District Local Technical Assistance grants, once completed – 2022 & Beyond – Planning & Development Director, Town Manager’s Office, Appropriate Town Staff
c. Determine viability of Payment-In-Lieu-Of-Tax (PILOT) program for local non-profit organizations and implement consistent plan, if deemed appropriate – 2022 & Beyond – Board of Selectmen, Board of Assessors, Director of Assessing*

5. Preserve and Protect Historic Character and Natural Resources

a. Maintain the recently renovated Sand Hill School Community Center and oversee the public and private use of the building as COVID impacts diminish – Facilities Department* – 2022 & Beyond

b. Consider proposals to restore and use of the Deacon Eldred House for residential use and take appropriate actions toward disposition to a qualified proposer – 2022 – Board of Selectmen*, Town Manager

c. Determine best uses for Town Hall first floor once municipal offices relocated to 100 Route 6A, focusing on municipal needs first & private, non-profit needs second – 2022 & Beyond – Town Manager’s Office*, Facilities Department, Board of Selectmen

d. Review warrant articles for Community Preservation Committee recommendations with Selectmen pre-authorization required prior to submission of Town-related & owned requests above $50,000 threshold, particularly with limited funding available & reduced Community Preservation Act (CPA) surcharge; identify Town capital improvement needs that can be funded by CPA – 2022 & Beyond – Board of Selectmen*, Community Preservation Committee

e. Continue to review open space purchase priority list, particularly if large, desirable parcels become available and to expand and connect existing open space properties; present acquisition opportunities to public in a timely fashion through funding mechanism deemed appropriate – 2022 & Beyond – Board of Selectmen, Natural Resources Director*, Conservation Commission, Community Preservation Committee

ATTACHMENTS

Many of the action items and concepts expressed above are also addressed with much more specificity in numerous documents like the Local Comprehensive Plan, our annual multi-year financial projections, and various planning documents covering specific issue areas. A listing of all these documents – and the documents themselves – can be found on the Town’s website (www.sandwichmass.org) or viewed at the Office of the Board of Selectmen & Town Manager, Town Hall, 130 Main Street, Sandwich, MA 02563.
February 15, 2022

Board of Selectmen
130 Main Street
Sandwich, Massachusetts 02563

Re: Citizen Petition

Dear Chairman Miller & Members of the Board:

I am writing to inform you and the Board that the attached citizen petition submitted to my office, on February 14, 2022, has met the requirements in accordance with Massachusetts General Law Chapter 39, Section 10 and the Town of Sandwich By-Laws.

The law requires that at least ten (10) registered voters sign a petition in order to have it appear on the Annual Town Meeting Warrant. Attached you will find a copy of the petition containing the total of required signatures. Per the By-Laws, this petition has met the threshold in order to appear on the Warrant for May 5, 2022 Annual Town Meeting.

If you have questions regarding these certifications please do not hesitate to contact me.

Regards,

[Signature]

Susan Lundquist
Assistant Town Clerk
Citizen’s Petition FOR SANDWICH SPRING 2022 TOWN MEETING

Article: Commercial Single-Use Plastic Water Bottle Ban
To see if the Town will vote to adopt the following as a general by-law and to insert it into the Code of the Town of Sandwich, Massachusetts.

Section 1. Sale of Single-use Plastic Water Bottles
Effective on September 12, 2022, it shall be unlawful to sell non-carbonated, unflavored drinking water in single-use plastic bottles of less than one gallon in the Town of Sandwich. Enforcement of this regulation will begin September 12, 2022.

Section 2. Definitions
A single-use plastic bottle is a beverage container made from any type of plastic resin.

Section 3. Exemptions
Sales or distribution of non-carbonated, unflavored drinking water in single-use plastic bottles occurring subsequent to a declaration of emergency (by the Emergency Management Director or other duly authorized Town, County, Commonwealth or Federal official) affecting the availability and/or quality of drinking water to residents of the Town shall be exempt from this bylaw until seven days after the declaration has ended.

Section 4. Enforcement
Enforcement of this article shall be the responsibility of the Town Manager or his/her designee. The Town Manager shall determine the inspection process to be followed, incorporating the process into other Town duties as appropriate.

Any establishment conducting sales in violation of this article shall be subject to a non-criminal disposition fine as specified in G. L. Chapter 40 § 21D. The following penalties apply:
- First violation: Written warning
- Second violation: $150 fine
- Third and subsequent violations: $300 fine

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

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

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

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

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>STREET ADDRESS</th>
<th>PRINTED NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Jeffrey Polidor</td>
<td>798 Quaker Meetinghouse</td>
<td>Jeffrey Polidor</td>
</tr>
<tr>
<td>2. Brian Kuchar</td>
<td>107 Great Hill Rd.</td>
<td>Brian Kuchar</td>
</tr>
<tr>
<td>3. Eva Golden</td>
<td>12 Stepping Stone Ln</td>
<td>Eva Golden</td>
</tr>
<tr>
<td>4. Amy McCull</td>
<td>84 Churchway</td>
<td>Amy McCull</td>
</tr>
<tr>
<td>5. L. M. Kelly</td>
<td>49 Moon Compass Ln</td>
<td>L. M. Kelly</td>
</tr>
<tr>
<td>6. Amy L. Kelly</td>
<td>49 Moon Compass Ln</td>
<td>Amy L. Kelly</td>
</tr>
<tr>
<td>7. Christopher Noel Hall</td>
<td>15 Kensington Ln</td>
<td>Christopher Noel Hall</td>
</tr>
<tr>
<td>8. Wayne Chinnock</td>
<td>17 Woodridge Rd</td>
<td>Wayne Chinnock</td>
</tr>
<tr>
<td>9. Melodie Chinnock</td>
<td>17 Woodridge Rd</td>
<td>Melodie Chinnock</td>
</tr>
<tr>
<td>10. Natalie Rowan</td>
<td>11 Kensington Dr</td>
<td>Natalie Rowan</td>
</tr>
<tr>
<td>11. Will Kyper</td>
<td>37 Piccadilly Road</td>
<td>Will Kyper</td>
</tr>
</tbody>
</table>
Citizen's Petition FOR SANDWICH SPRING 2022 TOWN MEETING

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SIGNATURE  STREET ADDRESS  PRINTED NAME
(NO P.O. BOXES)

1. Lily Keary  4 Charles Street  Lily Keary
2. Brian Kelly  7 Timber Way  Brian Kelly
3. Ann Barrett  7 Timber Way  Ann Barrett-Kelly
5. Megan Taylor  62 Popple Bottom Rd  Megan Taylor
6. Tim Ryan  24 Pond View Drive  Tim Ryan

7.
8.
9.
10.
11.
12.
We the undersigned voters in the Town of Sandwich in accordance with the General By-laws, Chapter 1, Section 1.05, Part 1 request the Board of Selectmen place the following Article on the Warrant for the May 2, 2022 Annual Town Meeting.

To see if the Town will vote to amend the Town of Sandwich Bylaws, Chapter 9, Boat Operations and Use of Waterways, Section 9.04, Horsepower, and Section 9.05, Operation, by inserting the words highlighted in red and deleting the words highlighted in strikethrough as written below, or take any action relative thereto.

Section 9.04: Horsepower
4) There shall be no horsepower limitation on Peters Pond.
   a) The use of Personal Watercrafts, including jet-ski watercraft, surf jet watercrafts, and wet-bike watercrafts is prohibited on Peters Pond.

Section 9.05: Operation
1) Vessels shall not be operated on any pond at greater than headway speed and create no wake-wash, between the hours of sunset to sunrise.

2) No vessel shall be operated at any time on any pond in an overloaded condition.

3) Motorboats and Personal Watercraft shall not be operated within a shoreline safety zone except for the purpose of launching or retrieving such vessel provided they remain outside of the designated swimming area(s), and operate at headway speed, only within the shoreline safety zone.

4) Personal Watercraft operation is prohibited on Peters Pond, after the hour of 7:00 PM or after sunset whichever occurs first, and before sunrise, daily.

5) Personal Watercraft operation is prohibited on Peters Pond, when vision is unduly restricted by weather.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Printed Name</th>
<th>Residential Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schuett</td>
<td>Linda Hanson</td>
<td>50 Blackthorn St, Forest Dale</td>
</tr>
<tr>
<td>Faibish</td>
<td>Clinton LaFrance</td>
<td>47 Westridge Rd, Sandwich</td>
</tr>
<tr>
<td>Ryan Allen</td>
<td>Ryan Aldrich</td>
<td>21 Tabor Rd, Forest Dale</td>
</tr>
<tr>
<td>Smead</td>
<td>Mackenzie Neal</td>
<td>25 Buckingham or Sandwich</td>
</tr>
<tr>
<td>Duff</td>
<td>Della Reiss</td>
<td>15 Fox Hill Ln</td>
</tr>
<tr>
<td>Cagle</td>
<td>Dan Megan</td>
<td>31 Quaker Village Ln</td>
</tr>
<tr>
<td>In Mancz</td>
<td>Jen Megan</td>
<td>31 Quaker Village Lane</td>
</tr>
<tr>
<td>F. Kent</td>
<td>Lisa Kent</td>
<td>61 Mill Rd, Sandwich</td>
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<tr>
<td>D. Drew</td>
<td>Lisa Drew</td>
<td>449 Seabury Rd</td>
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<td>Rachel</td>
<td>Patricia</td>
<td>50 Pine Rd, Sandwich</td>
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<tr>
<td>Barry</td>
<td>Barry Cookson</td>
<td>125 Main Rd, Sandwich</td>
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March 2, 2022

Board of Selectmen
130 Main Street
Sandwich, Massachusetts 02563

Re: Citizen Petition(s)

Dear Chairman Miller & Members of the Board:

I am writing to inform you and the Board that the citizen petition(s) submitted to my office on February 28, 2022, have met the requirements in accordance with Massachusetts General Law Chapter 39, Section 10 and the Town of Sandwich By-Laws.

The law requires that at least ten registered voters sign a petition to have it appear on the Annual Town Meeting Warrant. Attached you’ll find a copy of the petition(s) containing the total required signatures. Per the By-Laws, this petition has met the threshold to appear on the Warrant for May 2, 2022, Annual Town Meeting.

If you have questions regarding this certification, please do not hesitate to contact me.

Regards,

Taylor D. White
Sandwich Town Clerk
The undersigned being registered voters and residing in the Town of Sandwich, Massachusetts hereby petition the Selectmen to place the following Articles on the Warrant for the next Annual Town Meeting:

Summary

The Town previously voted to prohibit adult-use marijuana retailers in all Town zoning districts. These articles seek to amend the Zoning Bylaw 8000 to allow the Registered Marijuana Dispensary (“RMD”, now referred to as a Medical Marijuana Treatment Center, or “MTC”) established in Sandwich by special permit in the medical marijuana overlay district to become a Colocated Marijuana Operation (“CMO”) consisting of the existing MTC and an adult-use marijuana retailer (a “Marijuana Retailer”) so that it may sell adult-use marijuana products pursuant to M.G.L. c. 94G and the regulations set forth at 935 C.M.R. 500.00 et seq., and to further collect marijuana sales tax on such adult-use sales pursuant to M.G.L. c. 64N. The undersigned believe that the Town’s benefit from the tax collected plus certain other fees that may be collected under the Host Community Agreement will bring significant financial benefit to the Town without incurring additional expense.

Petition Article I

To see if the Town of Sandwich will vote to amend the Sandwich Protective Zoning By-Law in Sections 8000, 8001, 8002, 8003, 8004, 8005, 8006 and 8050, and by adding Section 8051 as follows: (2/3 majority vote required)

(Note: Proposed new language appears in bold and underline. Deleted language appears in strikethrough)

8000. Medical Marijuana Overlay District.

8001. Purpose. The purpose of this Section is to provide for the placement of a Registered Marijuana Dispensary Medical Marijuana Treatment Center (RMD-MTC), or colocated marijuana operation consisting of a MTC and an adult-use marijuana retailer (hereinafter referred to as a CMO) in accordance with the Humanitarian Medical Use of Marijuana at MGL c. 94I, App. S-1 et seq. and the Regulation of and the Use and Distribution of Marijuana Not Medically Prescribed at MGL c. 94G et seq., in a location suitable for a lawful medical and/or adult-use retail marijuana facility and to minimize adverse impacts of a RMDMTC or CMO on adjacent properties, residential neighborhoods, and locations where minors congregate by regulating the siting, design, placement, security and removal of a RMDMTC or CMO.

Where not expressly defined in the Zoning Bylaw, terms herein shall be interpreted as defined in the Humanitarian Medical Use of Marijuana Act G.L. c. 94C, App. S-1-1, et seq., MGL c. 94G et seq., and the Cannabis Control Commission Regulations promulgated thereunder, 935 CMR 500 et seq. and 935 CMR 501 et seq., and the Department of Public Health (DPH) Regulation promulgated thereunder, 105 CMR 725, et seq., and otherwise by their plain language.
8002. Overlay District. The Medical Marijuana Overlay District (MMOD) is hereby established as an overlay district. The boundaries of the MMOD are shown on the Zoning Map on file with the Town Clerk. If the provisions of the MMOD are silent on a zoning regulation, the requirements of the underlying district shall apply. If the provisions of the MMOD conflict with the requirements of the underlying district, the requirements of the MMOD shall control. Land within the MMOD may be used for either:

1. A Registered Marijuana Dispensary (RMDMTC) or CMO in which case the requirements set forth in this Section shall apply; or

2. A use allowed in the underlying district in which case the requirements of the underlying district shall apply.

8003. Location.

1. The MMOD overlay is located in the B-2 medical campus area along Route 130 in Sandwich between the Massachusetts Military Reservation, the Route 6 Mid-Cape Highway and the Sandwich Industrial Park as shown on the zoning map on file with the Town Clerk. This location is suitable because it is highly visible with direct access to state highways and byways, easy access for public and emergency services, and relatively central location within the community. The overlay district also share proximity with other medical uses within this campus area.

2. A RMDMTC or CMO shall not be located within 500 feet of any of the following facilities that are in existence at the time of permit application:
   a. School, including a public or private elementary, vocational or secondary school or a public or private college, junior college or university;
   b. Child Care Center as defined in MGL Chapter 15D Section 1A;
   c. Public park; or
   d. Any facility where the primary purpose is to serve persons under age 18 who commonly congregate to participate in scheduled and structured activities other than medical uses.

3. Measurement of distance for the purpose of this bylaw shall be measured from property line to property line. The Zoning Board of Appeals may waive this distance requirement by a supermajority vote as part of the issuance of a Special Permit in any of the following instances:
   a. Renewal of a Special Permit for an existing RMDMTC or CMO; or
   b. New application (change of applicant) for an existing RMDMTC or CMO; or
   c. If the applicant demonstrates that a RMDMTC or CMO would otherwise be effectively prohibited within the Town; or
   d. The applicant demonstrates that the RMDMTC or CMO will employ adequate security measures to prevent diversion of medical marijuana to minors who are not qualifying patients pursuant to 105 CMR 725.004 935 CMR 501 et seq. and 935 CMR 501 et seq.

8004. Eligibility.

1. Only one RMDMTC or CMO shall be permitted within the Town. As defined in Section 10.2 a RMD can either dispense, prepare, cultivate or any combination thereof. Therefore, any facility with one or a combination of these activities constitutes a RMD.
2. Only an applicant holding a valid Provisional Certificate of Registration License from the Department of Public Health Cannabis Control Commission (CCC) is eligible to apply for a Special Permit under this Section.

8005. Administration and Procedure.

1. One RM&DMT or CMO shall be permitted in the MMOD pursuant to a Special Permit. The Zoning Board of Appeals shall be the Special Permit Granting Authority (SPGA) for a RM&DMT or CMO Special Permit. In addition to the RM&DMT or CMO Special Permit, applicants are urged to attend a voluntary town staff Site Plan Review.

2. The Zoning Board of Appeals shall notify and refer copies of RM&DMT or CMO applications to the appropriate Town officials, such as Police Department, Fire Department, Building Commissioner, Town Engineer, Highway Superintendent, Health Department, Water Department, and Council on Aging, who have expertise or responsibilities relating to the application or serve constituencies likely to use a RM&DMT or CMO. These reviewers may examine the application and submit written comments to the Zoning Board of Appeals. Failure to submit written comments by the designated deadline shall be construed as a lack of opposition to the proposal.

3. Applicants for a RM&DMT or CMO Special Permit shall follow the application requirements on forms provided by the Zoning Board of Appeals or their designee.
   a. An applicant for a Special Permit to operate a RM&DMT or CMO under this bylaw shall submit the following to the Zoning Board of Appeals for its review:
      1) A copy of its Provisional Certificate of Registration License from the Massachusetts Department of Public Health (DPH) CCC;
      2) A copy of any waivers of DPH CCC regulations issued to the RM&DMT or CMO;
      3) A full description of all security measures including employee security policies approved by the DPH CCC;
      4) A copy of the emergency procedures approved by the DPH CCC;
      5) A copy of the policies and procedures for patient or personal caregiver home delivery approved by DPH the CCC;
      6) A copy of the policies and procedures for the transfer, acquisition or sale of marijuana between RM&Ds marijuana establishments as approved by the DPH CCC; and
      7) A security contingency plan to address emergency situations and conditions presented by emergencies such as extended power outage and natural disasters.
   b. The site plan shall clearly delineate various areas of the RM&DMT or CMO (both indoors and outdoors) including but not limited to as public access areas, employee-only access areas, storage, cultivation, preparation, waste disposal, administrative, transportation and loading as well as parking areas. Site plans and/or application narrative shall contain sufficient information so that the Zoning Board of Appeals can evaluate the following design and operational standards.
4. Design Standards. The facility shall meet the following minimum requirements:
   a. All activities related to the RMDMTC or CMO with regard to processing, cultivation, or storage of marijuana shall be conducted indoors. No materials, plants or byproducts shall be visible from outside of the premises/building. With the exception of loading areas, no operations shall be visible to the public;
   b. The facility may include waiting areas for customers, patients and caretakers and areas where customers, patients and caregivers receive instruction about use of the product and other activities directly related to administration of services. There shall not be any facilities for use by the general public such as public reception areas, public restrooms or public lounge or seating areas;
   c. All shipping and receiving areas shall exclusively serve the RMDMTC or CMO. In the case of a multi-use or multi-tenant site, the RMDMTC or CMO shall be laid out and designed to ensure separation from other uses or tenants at the site;
   d. The facility shall have adequate water supply, stormwater systems, sewage disposal, and surface and subsurface drainage;
   e. Adequate lighting, including night lighting that provides for monitoring of building and site security;
   f. Signage is limited to that which is permitted under 105-CMR 725.100-(L) 935 CMR 500.00 et seq. and 935 CMR 501.00 et seq. and shall comply with the Town of Sandwich Sign Bylaw.

5. Security and Operational Standards.
   a. The Zoning Board of Appeals shall request review and comment from the Chief of Police or designee. Failure to submit written comments by a designated deadline set by the Zoning Board of Appeals shall be construed as a lack of opposition to the proposal. The Chief of Police or designee may recommend reasonable security conditions to the Board;
   b. The applicant under this Section shall provide and keep up to date contact information as required by the Chief of Police and Building Commissioner such as name, telephone number and electronic mail address of a contact person who must be available 24 hours a day.
   c. Security Design Requirements. At a minimum, the security features used to protect the site shall fully comply with 105-CMR 725 935 CMR 500.00 et seq. and 935 CMR 501.00 et seq. and, in addition, must have the following capabilities:
      1) A security camera system that monitors all entrances and exits for vehicles and persons as well as all areas where marijuana is received, stored, processed, sent or otherwise handled;
      2) The security camera system shall have a minimum 180 day storage capacity;
      3) Access and egress to all entrances and exits for vehicles and persons into areas where marijuana is received, stored, processed, sent or otherwise handled shall be controlled by an electronic access security system that records the ingress and egress of vehicles and persons;
4) All personnel shall have a security identity card that includes a front facial picture of the employee. The identity card shall also serve as the electronic access card for entrance into all restricted areas. The date and time of all access and egress into such areas shall be digitally recorded. Identification cards shall be worn at all times when personnel are in the RMDMTC or CMO facility and must be plainly visible and not concealed;

5) All security alarm systems for the RMDMTC or CMO shall be monitored by central station alarm. The Sandwich Police Department shall be immediately notified of the receipt of any alarm by the central station monitor; and

6) The applicant shall immediately notify the Sandwich Police Department of any breakdown or malfunction of any part of the security system. This notification shall include at a minimum the following:
   - Date and time of malfunction;
   - Nature of malfunction;
   - Any loss or attempted loss of product as a result of the malfunction;
   - The compensatory measures in place to address the discontinuity of the security system; and
   - Estimated date and time of restoration of the security measures.

   a. Failure to comply with any of the provisions of the security measures in this Section shall be reported to the Building Commissioner for review. The applicant’s unwillingness or inability to make timely repairs to the security systems may result in the issuance of a Cease and Desist order until such repairs have been completed and approved by appropriate town officials.

8006. Special Permit Approval Criteria and Conditions.

1. The Zoning Board of Appeals may impose reasonable conditions to improve site design, traffic flow, public safety, water quality, air quality, protection of significant environmental resources and the preservation of community character of the surrounding area including but not limited to the following:
   a. Minimize the impacts of increased noise and traffic;
   b. Impose security precautions related to the high value of products and cash transactions;
   c. Deter unauthorized or ineligible customers at the RMDMTC or CMO;
   d. Impose measures to prevent diversion of marijuana; and
   e. Conditions related to the design and construction of the facility to improve safety, security and conformance with community character.

2. Zoning Board of Appeals shall address the following general conditions in each special permit issued under this Section:
   a. Hours of operation, including dispatch for home delivery;
   b. The reporting of any incidents to the Building Commissioner and Zoning Board of Appeals as required under the requirements of 105 CMR 725.110(9)
935 CMR 500.00 et seq. and 935 CMR 501.00 et seq. within 24 hours of occurrence. Such reports may be redacted as necessary to comply with any applicable state or federal laws and regulations.

c. The reporting of any summary cease and desist order, quarantine order, summary suspension order, limiting sales order, notice of hearing or final action by DPH the CCC or the Division of Administrative Law Appeals as applicable regarding the RMDDMTC or CMO to the Building Commissioner and the Zoning Board of Appeals within 48 hours of their receipt.

3. A Special Permit may be issued to any applicant who, in the determination of the Zoning Board of Appeals, has met the requirements of this Section; as well as the criteria in Sections 1330 and 1340.

4. The issuance of a special permit under this Section shall also be subject to the following:

   a. The special permit shall expire within five (5) years of the date of issue. If the applicant wishes to renew the special permit, an application to renew must be submitted at least 120 days prior to the expiration of the Special Permit;

   b. Special permits shall be limited to the current applicant and shall expire on the date the Special Permit holder ceases operation of the RMDDMTC or CMO;

   c. Special permits shall lapse upon the expiration or termination of an applicant’s registration licensure by DPH the CCC;

   d. The holder of a special permit for an RMDDMTC or CMO facility shall notify the Building Inspector and the Zoning Board of Appeals in writing within 48 hours of the cessation of operation of the RMDDMTC or CMO or the expiration or termination of the permit holder’s registration licensure with DPH the CCC; and

   e. Any failure to fully comply with any conditions of the special permit, this or any bylaws of the Town of Sandwich, or the laws or regulations of the Commonwealth of Massachusetts, may result in the suspension or revocation of the special permit by the Zoning Board of Appeals.

8050. Marijuana Establishments.
Consistent with G.L. c. 94G, §3(a)(2), except for a MTC or colocated marijuana operation consisting of a MTC and Marijuana Retailer, all types of—non-medical; “marijuana establishments” as defined in G.L. c.94G, §1, to include marijuana cultivators, independent testing laboratory, marijuana product manufactures, marijuana retailers or any other types of licensed marijuana-related businesses shall be prohibited within the Town of Sandwich.

8051. Approval of Colocation. Upon the approval for final licensure of an adult-use Marijuana Retailer to be colocated with an existing MTC, the sale of adult-use marijuana shall be allowed at a CMO in the MMOD pursuant to 935 CMR 500.00 et seq. and 935 CMR 501.00 et seq.

Summary

Sandwich Town Meeting previously voted to add Chapter 4, Section 4.15 to the Town Bylaws to prohibit retail sales of adult-use marijuana. This article seeks to delete the reference prohibiting
retail sales of non-medical marijuana for adult-use (over 21) at the existing RMDMTC. This would allow for the establishment of a Colocated Marijuana Operation consisting of both medical and adult-use retail sales.

**Petition Article II**

To see if the Town will vote to amend the general bylaws of the Town section 4.15 of the Sandwich Bylaws which prohibits the retail sale of adult use marijuana at a licensed RMD in order to allow the retail sale of adult-use marijuana and collection of the tax thereto at a licensed RMD converting it to a CMO as follows:

Section 4.15: Marijuana Establishments

Consistent with G.L. c.94G, §3(a)(2), except for a MTC or colocated marijuana operation consisting of a MTC and Marijuana Retailer, all types of non-medical “marijuana establishments” as defined in G.L. c.94G, §1, to include marijuana cultivators, independent testing laboratory, marijuana product manufactures, marijuana retailers or any other types of licensed marijuana-related businesses shall be prohibited within the Town of Sandwich.

*Or take any other action relative thereto.*

**PETITION ARTICLE III**

In the event Petition Articles I and II prevail, and it is deemed there must be a vote by ballot to reverse the prohibition of retail sale of marijuana, the Town Clerk shall place such a ballot question on the very next ballot that will be considered by Sandwich Voters.

*Motions: I move that these articles be accepted and adopted as printed in the warrant.*

I am a resident of the Town of Sandwich and a duly authorized registered voter and hereby request that the attached proposed Petition Articles I, II and III be added to the warrant for the next Town of Sandwich meeting.
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BOARD OF SELECTMEN MEETING SCHEDULE
Winter 2021 – Spring 2021

October 7  No Meeting
October 14 Meeting
October 21 No Meeting
October 28 Meeting

November 4 Meeting
November 11 No Meeting – Veteran’s Day
November 15 SPECIAL TOWN MEETING
November 18 No Meeting – MMMA Fall Conference
November 25 No Meeting – Thanksgiving

December 2 Meeting
December 9 No Meeting
December 16 Meeting
December 23 No Meeting
December 30 No Meeting – School Vacation

January 6 Meeting
January 13 Meeting
January 20 No Meeting
January 27 Meeting

February 3 Meeting
February 10 Meeting
February 17 Meeting
February 24 No Meeting – School Vacation

March 3 Meeting
March 10 Meeting
March 17 Meeting
March 24 No Meeting
March 31 Meeting

April 7 Meeting – Only if needed
April 14 Meeting
April 21 No Meeting
April 28 Meeting

May 2 ANNUAL TOWN MEETING
May 5 No Meeting – Annual Town Election
May 12 Meeting
May 19 Meeting
May 26 No Meeting
Good Morning Bud and Taylor

I have been speaking with Marie Oliva in the past few weeks seeking a candidate from the Canal Chamber to sit on the VSB Committee. I am happy to tell you both that we have found a wonderful candidate Heather Mead that is employed at Heritage Gardens. I have attached her letter for the last seat on the VSB Committee. Could I ask that you put this recommendation from the VSB Committee on the next selectmen's meeting agenda? Let me know if Heather needs to be present at the meeting.

Thank you,

Heidi Trottier
VSB - Chairman
508-776-5766
mrtsautomashpee@gmail.com
Heidi Trottier, Chair
Sandwich Visitor Services Board
Town of Sandwich
130 Main Street
Sandwich, MA 02563

March 1, 2022

Dear Ms. Trottier:

I would be pleased to serve as a member of the Sandwich Visitor Services Board. I support the mission of the VSB, appreciate the important work that the VSB does, and believe my background would enable me to make a positive contribution.

I have spent my career in the visitor services industry at cultural nonprofits. While I am a resident of Bourne, I have deep connections to the Sandwich community, having worked at Heritage Museums & Gardens for the past 28 years. As Director of Visitor Engagement, my work is focused on attracting and meeting the needs of both local residents and visitors, experience I would bring to this role. Additionally, I have been a member of the Board of Directors of the Cape Cod Canal Region Chamber of Commerce for three years, and am happy to serve as their nominee to the VSB.

I care deeply about the town of Sandwich and would look forward to contributing to the good work the VSB does in funding programs and projects that serve to strengthen the town. Thank you, and thank you to the Board of Selectmen for your consideration.

Sincerely,

Heather Mead