BOARD OF SELECTMEN AGENDA
June 25, 2020 – 7:00 P.M.
Sandwich Town Hall at 130 Main Street & Via Remote Participation Software

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

Thank you for your consideration and understanding during this unique public health emergency.

1. Convene Open Session
2. Pledge of Allegiance
3. Reorganization of Board of Selectmen
4. Review & Approval of Minutes – 6/11/20
5. Town Manager Report
6. Correspondence / Statements / Announcements / Future Items / Follow-up
7. Public Hearings & Other Related Matters:
   - 7:30 P.M. Public Hearing: New Seasonal General on Premise All Alcohol License Request – 2 Jarvis Street, Beach House on the Bay d/b/a The Seal – Christopher Wilson, Proposed Manager
   - 7:40 P.M. Public Hearing: Extension of Premises of 6 & 8 Jarvis Street to include 4 Jarvis Street – Belfry Inne & Bistro, Inc. – Christopher Wilson, Manager
   - 7:45 P.M. Public Hearing: Joint Utility Pole Hearing for Verizon & Nstar – New Pole on Dillingham Avenue
   - Change of Manager – Dunbar Tea Corporation, 1 Water Street – Kathryn Wolstenholme, Proposed Manager
8. Old Business
   • FY'20 Budget Update – Likely Reserve Fund Transfers & COVID Issues
   • FY'21 Budget Update – Latest Update on State's FY'21 Cherry Sheets
   • Annual Town Meeting (ATM) Recap & Follow-up
   • Summer & Fall 2020 Selectmen Meeting Schedule
   • Other Matters Not Reasonably Anticipated by the Chairman

9. New Business
   • Annual Board & Committee Appointments
   • Selectmen Committee Liaison Assignments
   • Report on Any Approved Vendor & Payroll Warrants
   • Other Matters Not Reasonably Anticipated by the Chairman

10. Public Comment – publiccomment@sandwichmass.org

11. Closing Remarks

12. Adjournment

**NEXT MEETING:** 7/9/20
Present for the Board of Selectmen: David Sampson, Michael Miller, Robert George, Charles Holden, George Dunham, Town Manager; Heather Harper, Assistant Town Manager – all virtually via ZOOM.

Mr. Sampson opened the meeting by reading the March 12, 2020 Executive Order from Governor Baker suspending certain portions of the Open Meeting Law. There will be no in-person attendance for Selectmen’s meetings, however the meeting will be live-streamed and comments from the public will be taken through technologic means.

PLEDGE OF ALLEGIANCE

REVIEW AND APPROVAL OF MINUTES
Mr. Miller moved that the Board accept the minutes of May 28, 2020 as written. Seconded by Mr. Holden. Unanimously approved by roll call vote.

PUBLIC FORUM
None

TOWN MANAGER REPORT
1. Mr. Dunham reported that the Annual Town Meeting will be held on June 15, 2020 at 7 PM at the High School. He advises getting there early. The Town Report arrived this week. The printing was delayed because of COVID-19 closure, but the owner ended up printing part of it himself, with Kathy Coggeshall sending him what was needed remotely. The Town meeting pre-meeting with the Moderator and Town Counsel will be held tomorrow. The first round of the CARES Act funding request is due to be submitted tomorrow.

CORRESPONDENCE/STATEMENTS/ANNOUNCEMENT
None.

OLD BUSINESS
FY ’20 Budget Update: Two proposed motions that were submitted in the packet last week did not get discussed or approved. The first motion is critical for Natural Resources and the Recreation departments. Mr. Miller moved to return all departmental balances from transfers made from the receipts reserved for appropriation accounts back to the same receipts reserved for appropriation account at the close of FY ’20. Seconded by Mr. George.
Unanimously approved by roll call vote. The second proposed motion deals with a transfer from the Cape Cod Municipal Health Group to various accounts. This is in connection with the Town changing health insurance carriers. The Town received $850,000; 75% will be going back into the general fund and 25% back to the employees. Mr. Miller moved that in accordance with M.G.L. c. 32 §19 to transfer 25% - or $213,549 – of the payment received by the Town of Sandwich during FY ’20 from the Town’s proportionate share of the Cape Cod Municipal Health Group fund balance to the Public Employee Committee (PEC) Fund. Seconded by Mr. George. Unanimously approved by roll call vote.

FY ’21 Budget Update: There has been no news from the State and no details for quite some time. It is possible the State will issue a temporary budget and the final one later. Our budget is done in the best way we can. Questions/Comments from the Board: Mr. Miller asked if Mr. Dunham is comfortable with the budget the way it is. Mr. Dunham said he is and the $3.5 million is there, but not touched. Even if the State cuts its numbers by 20%, that would be $400,000 and we could accommodate that. The question is what is going to happen to the Chapter 70 money.

Town Meeting Overview: Mr. Dunham thanks Sandwich Community Television for the PSA walkthrough, with Taylor White, Chief Burke, Dave Mason, and Bud Dunham explaining the process. This can be seen at www.sandwichcomtytv.org. The preview meeting is tomorrow at 1:30 PM. Attorney John Giorgio is suggesting expanding the wording of Article 12 to “public and/or affordable housing”. The Board also needs to vote to confirm the deed on the parcel. Mr. Holden moved to confirm the deed on the parcel. Seconded by Mr. Miller. Unanimously approved by roll call vote.

Beach and Facilities: The beaches will be fully operational on June 26, including the parking attendants and lifeguards. The COVID-19 has suggested reserving the fresh water beaches for Sandwich residents with stickers only. These include Wakeby, Snake Pond, and Oak Crest. Base stickers would be honored. The Town can still make the decision to close beaches or the Boardwalk if continued operations endanger safety. Mr. Dunham would like the Board’s permission to decide on beach closures, because the decision to do so would need to be done quickly. Mr. Miller expressed concern that there would be public criticism if Mr. Dunham were to make the decision himself.

Questions/Comments from the Board: Mr. George asked how the beaches would be handled on July 4. The plan is to close all the beaches at 6:00 PM until July 5. This will hopefully prevent congregating and fireworks. This is the same as done previously. There will be no other July 4 activities. Mr. George reported that the cannon shooter, who is usually at the fireworks, will be shooting the cannon at noon on July 4 at a property on Gully Lane. There was a question of how many non-residents use the fresh water beaches. There is a fair number who do. They can use the State boat landing at Peters Pond if planning to launch a boat. The fresh water beaches are guarded and have parking attendants as well. Two new beach staff have been hired for oversight and clean-up. Ms. Harper said the parking lots are too large for the number of patrons
who should be social distanced in the swim area. The plans for the beaches will be publicized and will be for 2020 only.

Mr. George moved that access to the fresh water beaches as listed be limited to Sandwich residents only for the 2020 beach season, the exception being the people from the Base. Mr. Miller Seconded.

Mr. Holden asked which departments/agencies would be acting on Mr. Dunham’s order. Mr. Miller would like Mr. Dunham to get approval from the Board at the next Selectmen meeting following any closure. Mr. Sampson said Mr. Dunham could consult with the Chair. Mr. Dunham is most concerned about the Boardwalk. The Town still has the equipment used to close the Boardwalk last time and it can be used again. Town Manager has the authority to close the Boardwalk at any time. **Mr. Sampson moved to amend the motion to add that the Board gives the Town Manager the authority to close any or all Sandwich beaches and the Boardwalk any time there is a public health or safety threat. The decision will be reviewed by the Board of Selectmen at the next scheduled meeting. Seconded by Mr. Holden. The amended motion was unanimously approved by roll call vote.**

**Alcohol Licenses:** Mr. Dunham emphasized that changes to the alcohol licenses related to outside serving are temporary due to the COVID-19 situation. Twenty of 39 have been signed off. The Governor has come up with a plan for towns that is similar to Sandwich’s; all towns would be following the same general language. Mr. Sampson thanked the COVID-19 team for being ahead with the planning. The changes will be to November 1, 2020, unless the Governor extends the state of emergency. If businesses want a permanent change, they would need to come back to the boards. The liquor license limits numbers to a total number of people. Mr. Holden thinks the November 1 date makes it very clear. **Mr. Miller moved that the Board adopt the policy of temporary license changes. Mr. George seconded. Unanimously approved by roll call vote.**

**Easements:** Mr. Dunham talked about easements, which would be needed from residents for beach renourishment. This was a problem the last time. As part of the Section 111, the language has been amended to exclude the language about permanent public access, and state that access would be for maintenance only. Twelve or thirteen owners would be affected. If the residents do not sign the easement permission, work would not be done in front of their property. **Mr. Sampson moved to support the proposed easement as presented. Mr. Holden seconded. Unanimously approved by roll call vote.**

**Other Old Business not Reasonably Anticipated:** None.

**NEW BUSINESS**

**Acceptance of Quarterly Donations:** Mr. Dunham thanked Shawme Heights I and II for their donation, especially. They have done this every year. **Mr. Miller moved to accept the donations. Mr. George seconded. Unanimously approved by roll call vote.**

**Vendor Warrants:** Everything looked fine.
Other New Business not Reasonably Anticipated: None.

PUBLIC FORUM

No public comment.

CLOSING REMARKS

Mr. Miller encouraged everyone to come to Town Meeting Monday, June 15, at 7 PM. The Town and School officials did a lot of work to make it safe to attend.

ADJOURNMENT

The meeting adjourned at 6:20 PM.

Respectfully submitted,

Kathleen Coggeshall

Supporting Documents:

1. Recommended Financial Motions for Board of Selectmen Meeting June 11, 2020
2. Projected General Fund Revenues and Expenses FY21
3. FY 21 General Fund Operating Budget Totals
4. Annual Town Meeting Warrant, Monday, June 15, 2020 (4 pages)
5. Email from Attorney Vicki Marsh re: Terrapin Ridge Confirmatory Deed
6. Confirmation Deed (2 pages)
7. Recommended Beach Operating Plan June 5, 2020 (2 pages)
8. Email from John Giorgio re: Outdoor Dining Policy (4 pages)
9. Email from Michael Riccio re: easement support letters (2 pages)
10. FY20 Consent Agenda
SANDWICH BOARD OF SELECTMEN
PUBLIC HEARING

In accordance with M.G.L. Ch. 138, and Governor Baker’s Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the “COVID-19 Virus and the Board of Selectmen’s Open Meeting Law Declaration providing explanatory language on the use of Virtual Meetings the Sandwich Board of Selectmen will hold a public hearing on Thursday, June 25, 2020 at 7:30 p.m. which shall be convened remotely via a ZOOM video call and broadcast live on SCTV to consider the application of Beach House on the Bay Inc. d/b/a The Seal, Christopher Wilson, Manager for a Seasonal General On Premises license to be located at 2 Jarves Street. One floor brick building, 12 seat bar with 40 seats, side terrace for 20. Two exits and one entrance. Main area is 24x38 with rear bathrooms and storage 20x24. Outdoor area measures 20x30 and front of building 12x24. Full basement storage.

Anyone wishing to be heard on the subject will be afforded an opportunity to comment by email to publiccomment@sandwichmass.org this comment line will be monitored during the meeting.

David Sampson, Chair
Sandwich Board of Selectmen
APPLICATION FOR A NEW LICENSE

Municipality: Sandwich

1. LICENSE CLASSIFICATION INFORMATION

<table>
<thead>
<tr>
<th>ON/OFF-PREMISES</th>
<th>TYPE</th>
<th>CATEGORY</th>
<th>CLASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Premises-12</td>
<td>512 General On-Premises</td>
<td>All Alcoholic Beverages</td>
<td>Seasonal</td>
</tr>
</tbody>
</table>

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

Small bar in an art gallery setting with optional provisions for some prepared food items. This is for a pouring license as no kitchen is on site. Spoke with Jamie Binieda Special Investigator who is familiar with property. We had wanted to transfer the existing seasonal license as change of location but was told by the town we did not process in time.

Is this license application pursuant to special legislation?  
☐ Yes  ☐ No  
Chapter  
Acts of

2. BUSINESS ENTITY INFORMATION

The entity that will be issued the license and have operational control of the premises.

Entity Name: Beach House on the Bay Inc.  
FEIN: 

DBA: The Seal  
Manager of Record: Christopher G Wilson

Street Address: 2 Jarves Street, Sandwich MA 02563

Phone:  
Email:  
Alternative Phone:  
Website: www.thesalecapscod.com

3. DESCRIPTION OF PREMISES

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

One floor brick building. 12 seat bar with 40 seats. Side terrace for 20. Two exits and one entrance. Main area is 24 x 38 with rear bathrooms and storage 20 x 24. Outdoor area measures 20 x 30 and front of building 12 x 24. Full basement storage.

Total Square Footage: 1392  
Number of Entrances: 1  
Seating Capacity: 40

Number of Floors: 1  
Number of Exits: 2  
Occupancy Number: 50

4. APPLICATION CONTACT

The application contact is the person whom the licensing authorities should contact regarding this application.

Name: Christopher G Wilson  
Phone: 774-836-5642

Title: President  
Email: cwilson@belfryinn.com
Town of Sandwich, MA

MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT

Town of Sandwich, MA makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 01/01/2018
Data updated 01/01/2018
Lease dated March 1, 2020 by Beach House on the Bay Inc. dba The Seal
For 2 Jarves Street from Wilsinn LLC

Lessor (Wilsinn LLC.) and Lessee (Beach House on the Bay Inc. dba The Seal) in consideration of one dollar and other valuable consideration hereby agree to the following:

The term of the lease shall be for 5 years commencing on February 1, 2020. The lease payments are follows:

Lessee shall pay to lessor rent for said term in the amount of $2,450.00

Lessee has option to not renew at every five year anniversary.

At each five year anniversary Lessor has the option to either increase or decrease rent.

Lessee shall be responsible for all utilities, insurance on inventory, and interior repairs.

Lessee shall be responsible for real estate taxes.

Lessor and Lessee hereby ratify and confirm all terms and conditions of said lease.

Lessor agrees to defer payments until Lessee receives final Liquor permit, but will be due retroactive on first month following approval. Lessee has option to make payments in any event at its discretion.

Executed this 1st day of February, 2020.

Lessor:

Wilsinn LLC

Lessee:

Beach House on the Bay Inc. dba The Seal

Christopher G. Wilson, Manager

Christopher G. Wilson, President
Lease dated March 1, 2020 by Christopher G. Wilson to Beach House on the Bay Inc. dba The Seal for 4 Jarves Street exterior area as agreed by parties to encompass 600 square feet or as determined by the parties.

Lessor (Christopher G. Wilson) and Lessee (Beach House on the Bay Inc. dba The Seal) in consideration of one dollar and other valuable consideration hereby agree to the following:

The term of the lease shall be for 5 years commencing on February 1, 2020. The lease payments are follows:

Lessee shall pay to lessor rent for said term in the amount of $500.00
Lessee has option to not renew at every five year anniversary.
At each five year anniversary Lessor has the option to either increase or decrease rent.
Lessee shall be responsible for upkeep and maintenance and liability insurance the property.
Lessor and Lessee hereby ratify and confirm all terms and conditions of said lease.
Lessor agrees to defer payments until Lessee receives final Liquor permit, but will be due retroactive on first month following approval. Lessee has option to make payments in any event at its discretion.

Executed this 1st day of February, 2020.

Lessor: 

Christopher G. Wilson

Lessee: 

Beach House on the Bay Inc. dba The Seal

Christopher G. Wilson, President
SANDWICH BOARD OF SELECTMEN
PUBLIC HEARING

In accordance with M.G.L. Ch. 138, and Governor Baker’s Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the “COVID-19 Virus and the Board of Selectmen’s Open Meeting Law Declaration providing explanatory language on the use of Virtual Meetings the Sandwich Board of Selectmen will hold a public hearing on Thursday, June 25, 2020 at 7:40 p.m. which shall be convened remotely via a ZOOM video call and broadcast live on SCTV to consider the application of Belfry Inne and Bistro Inc., 6 & 8 Jarves Street, Christopher Wilson, Manager, for an extension of premises to include 4 Jarves Street, two floors with 6 guest suites each and private bath. Outdoor porch, rear garden, side garden and front garden.

Anyone wishing to be heard on the subject will be afforded an opportunity to comment by email to publiccomment@sandwichmass.org this comment line will be monitored during the meeting.

David Sampson, Chair
Sandwich Board of Selectmen
AMENDMENT-Change or Alteration of Premises Information

☐ Change of Location
- Chg of Location/Alteration of Premises Application
- Financial Statement
- Vote of the Entity
- Supporting financial records
- Legal Right to Occupy
- Floor Plan
- Abutter's Notification
- Advertisement

☒ Alteration of Premises
- Chg of Location/Alteration of Premises Application
- Financial Statement
- Vote of the Entity
- Supporting financial records
- Legal Right to Occupy
- Floor Plan
- Abutter's Notification
- Advertisement

1. BUSINESS ENTITY INFORMATION

<table>
<thead>
<tr>
<th>Entity Name</th>
<th>Municipality</th>
<th>ABCC License Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belfry Inne &amp; Bistro Inc.</td>
<td>Sandwich</td>
<td>00048-4T-1074</td>
</tr>
</tbody>
</table>

Please provide a narrative overview of the transaction(s) being applied for. Attach additional pages, if necessary.

Add location 4 Jarves Street a contiguous property to 6 and 8 Jarves Street that we have 6 guest suites to serve food and beverage. To include front porch, front grass, side lawn and rear lawn area.

APPLICATION CONTACT
The application contact is the person who should be contacted with any questions regarding this application.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christopher G Wilson</td>
<td>President</td>
<td>[email protected]</td>
<td>774-51-5042</td>
</tr>
</tbody>
</table>

2. ALTERATION OF PREMISES

2A. DESCRIPTION OF ALTERATIONS
Please summarize the details of the alterations and highlight any specific changes from the last-approved premises.

Add to serviceable area building located at 4 Jarves Street which is contiguous to existing property consisting of a two floor federal style building with 6 guest suites.

2B. PROPOSED DESCRIPTION OF PREMISES
Please provide a complete description of the proposed premises, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

Two floors with 6 guest suites each with private bath. Outdoor porch, rear garden, side garden and front garden.

<table>
<thead>
<tr>
<th>Total Sq. Footage</th>
<th>Seating Capacity</th>
<th>Occupancy Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2650</td>
<td>14</td>
<td>14</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Entrances</th>
<th>Number of Exits</th>
<th>Number of Floors</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>4</td>
<td>2</td>
</tr>
</tbody>
</table>
Lease dated March 1, 2020 by Christopher G. Wilson to Belfry Inne & Bistro for 4 Jarvis Street

Lessor (Christopher G. Wilson) and Lessee (Belfry Inne & Bistro Inc.) in consideration of one dollar and other valuable consideration hereby agree to the following:

The term of the lease shall be for 5 years commencing on March 1, 2020. The lease payments are follows:

Lessee shall pay to lessor rent for said term in the amount of $2,500.00
Lessee has option to not renew at every five year anniversary.
At each five year anniversary Lessor has the option to either increase or decrease rent.
Lessee shall be responsible for upkeep and maintenance and liability insurance the property.
Lessor and Lessee hereby ratify and confirm all terms and conditions of said lease.
Lessor agrees to defer payments until Lessee receives final Liquor permit, but will be due retroactive on first month following approval. Lessee has option to make payments in any event at its discretion.

Executed this 1st day of March, 2020.

Lessor:  Lessee:

Christopher G. Wilson  Belfry Inne & bistro Inc.

Christopher G. Wilson  Christopher G. Wilson, President
PUBLIC HEARING
POLE HEARING

In accordance with Governor Baker’s Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the “COVID-19 Virus and the Board of Selectmen’s Open Meeting Law Declaration providing explanatory language on the use of Virtual Meetings the Sandwich Board of Selectmen will hold a public hearing on Thursday, June 25, 2020 at 7:45 upon the petition of Verizon and NStar Electric Company for proposed placement of a New Pole on Dillingham Ave. p.m. which shall be convened remotely via a ZOOM video call and broadcast live on SCTV to consider the application of

Anyone wishing to be heard on the subject will be afforded an opportunity to comment by email to publiccomment@sandwichmass.org this comment line will be monitored during the meeting.

David Sampson, Chair
Sandwich Board of Selectmen
MEMORANDUM

To: David Sampson, Chair  
    Board of Selectmen

From: Paul S. Tilton, P.E.  
       Director of Public Works/Town Engineer

Date: June 10, 2020

Subject: Utility Pole Hearing  
          Joint Petition for Utility Pole 77/34 on Dillingham Avenue

The Department has reviewed the subject petition submitted by Verizon New England & Eversource Energy. Comments are as follows:

• It is understood that this petition is for new a pole needed to provide new residential services to adjacent homes.

• It appears the proposed location of pole 77/34 would be directly adjacent to a stormwater mitigation system located on Dillingham Avenue. The proposed pole location is shown as 14 feet off the centerline of Dillingham Avenue. This location would have the pole situated 1-2 feet off the edge of pavement in this area. This pole should be sited a minimum of four feet from the edge of pavement so as not to conflict with this drainage system, or vehicular traffic on the roadway.

• Photographs are attached showing the proposed locations.
PETITION PLAN

SANDWICH NO. MA2020-09

VERIZON NEW ENGLAND, INC and
NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY DATE: January 28, 2020

SHOWING PROPOSED PLACEMENT OF NEW POLE ON DILLINGHAM AVE

LEGEND

- Property Line
- Edge of Road
- Existing Pole to Remain
- Center of Road
- Proposed Joint Owned Pole

Sandwich - Dillingham Ave - P77-34 - 1A4AY3S - MA2020-09 - Plan Pole - REVISED 06122020.vsd
CORPORATE VOTE

The Board of Directors or LLC Managers of Dunbar Tea Corporation duly voted to apply to the Licensing Authority of Sandwich and the Commonwealth of Massachusetts Alcoholic Beverages Control Commission on 6-1-20.

For the following transactions (Check all that apply):

☑ Change of Manager
☐ Other

“VOTED: To authorize James Hegarty Name of Person to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted.”

“VOTED: To appoint Kathryn Wolstenholme Name of Liquor License Manager as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts.”

A true copy attest,

Corporate Office LLC Manager Signature

(Print Name)

For Corporations ONLY
A true copy attest,

Corporation Clerk's Signature

(Print Name)
## PROJECTED FY’20 RESERVE FUND NEEDS & BALANCE

### CURRENT FUNDING AVAILABLE

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<th>Source</th>
<th>Amount</th>
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<tr>
<td>FY’20 Reserve Fund - Requires Finance Committee Approval</td>
<td>500,000</td>
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<tr>
<td>Previously Approved Transfers</td>
<td>0</td>
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<tr>
<td><strong>Current Reserve Fund Balance:</strong></td>
<td>500,000</td>
</tr>
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</table>

### PROJECTED DEFICITS - "UP TO" AMOUNTS

<table>
<thead>
<tr>
<th>Department</th>
<th>Projected Deficit</th>
<th>Actual Deficit</th>
</tr>
</thead>
<tbody>
<tr>
<td>190 - Facilities Department - Utilities</td>
<td>-30,000</td>
<td></td>
</tr>
<tr>
<td>210 - Fire Department - OT (add'l. $100K covered by CARES Act)</td>
<td>-160,000</td>
<td></td>
</tr>
<tr>
<td>543 - Veteran’s Services - Required Coverage with 75% Reimb.</td>
<td>-25,000</td>
<td></td>
</tr>
<tr>
<td>941 - Unemployment - Numerous Recent Filings</td>
<td>-25,000</td>
<td></td>
</tr>
<tr>
<td><strong>Total Projected Deficit:</strong></td>
<td>-240,000</td>
<td>0</td>
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</table>

### FUNDING SHORTFALL TO BE ADDRESSED

<table>
<thead>
<tr>
<th></th>
<th>Projected</th>
<th>Actual</th>
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</thead>
<tbody>
<tr>
<td>Current Reserve Fund Balance:</td>
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<td>500,000</td>
</tr>
<tr>
<td>Total Projected Deficit:</td>
<td>-240,000</td>
<td>0</td>
</tr>
<tr>
<td><strong>Projected Total Reserve Balance:</strong></td>
<td>260,000</td>
<td>500,000</td>
</tr>
</tbody>
</table>
Hi Everyone,

Here’s an important one that went out last Friday by the 6/12/20 deadline. It’s our first submission to the State Department of Revenue (DOR) for CARES Act funding which totaled $796,795. The categories we submitted payment for are found below and on the attached spreadsheet. What’s a little confusing about the explanation below is some of our requested costs are 100% CARES Act eligible, where others have to go to FEMA first. If approved, FEMA will cover 75% of these expenses, but we can seek the remaining 25% from the CARES Act. That’s why any FEMA eligible costs were submitted at 25% of our actual cost.

You’ll see that several of our requests are for technology expenses and improvements to make us more able to serve the public remotely. A great example is securing more laptops and portable computers for our front office staff. As you’d expect, the largest category of expenses is from the School Department. By having these costs covered, it should enable the School to return more funds from their FY’20 Budget if the DOR approves our request as submitted.

We’re supposed to hear back on our submission and receive CARES payment prior to June 30. Another request will be submitted in late December 2020 and there has been some indication that if the State cuts local aid and school aid, the remaining CARES funding allotted to Sandwich ($986,485) could be used to offset any FY’21 losses.

Lastly, it should be noted that there is a separate provision of the CARES Act administered by DESE for educational related expenses which has earmarked about $280,000 for Sandwich Public Schools. I know the School Department is planning to submit relevant expenses to this funding source as well but I’m not sure on the timing of this educational-only program.

Town Accountant Kathleen Barrette has spent many, many hours getting this submission ready and amending our submission regularly as the DOR changed its requirements several times over the last few weeks. Thanks...once we hear back from DOR, I will let you know!

- Bud
The attachments detail the final category amounts based on the most recent estimates and actual invoices.

Most expenses were charged directly to the FEMA/CARES accounts however, $99,000 in fire overtime (general fund) and $23,371 in school expenses (general fund) will be moved to the special revenue expense accounts providing $122,371 additional general funds to be included in the free cash calculation.

The largest projects included in this request that are reimbursed at 100% through the CARES Act are:

TOWN:
VoIP phones for all town offices (not including public safety) $80,000
SurfacePros to upgrade workstations and various hardware to improve remote working $131,240

SCHOOL:
VoIP phone system, related equipment and cabling for school for remote learning $135,580
Technology for remote learning (Chromebooks, laptops, hovercams) $291,586

Other projects that are reimbursed by FEMA at 75% and the CARES Act at 25% are:

WiFi upgrade to Town Hall $25,000
Various social distancing/communicating protocols throughout the town $51,745
Cleaning/Disinfecting all town facilities including barriers and protective measures (HVAC) $313,940

Our total FEMA reimbursable costs to date are $397,171

The Town of Sandwich total actual and estimates costs to respond to COVID-19 $1,193,966

A request for deficit expenditure approval from the DOR is being submitted Tuesday, June 16th for $1,250,000

The total allocated to the Town of Sandwich to respond to the COVID-19 crisis is $1,783,280.

The remaining balance after the first request $986,485

Should you have any questions or concerns, please let me know.

Thanks to all for your help with this project.

Kathleen
Kathleen Barrette
Town Accountant
Town of Sandwich
130 Main Street
Sandwich, MA 02563
kbarrette@sandwichmass.org
Office 508-888-0352
Cell 774-313-1073
## Town of Sandwich

### COVID-19 Emergency Expenditures in Excess of Appropriation

<table>
<thead>
<tr>
<th>Department Name</th>
<th>75/25</th>
<th>75/25</th>
<th>100</th>
<th>75/25</th>
<th>75/25</th>
<th>100</th>
<th>75/25</th>
<th>75/25</th>
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<td>DPW/Transfer Station</td>
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<td>Council on Aging</td>
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<td>$77,126.80</td>
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<tr>
<td>FEMA 75% of 75%</td>
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<tr>
<td>FEMA 100% of 75% or Other</td>
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<td>$157,83</td>
<td></td>
<td>$77,126.80</td>
<td>$1,194,093.82</td>
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</tr>
</tbody>
</table>

### Deficit Expenditure Approval Amount $1,350,000.00
From: Barrette, Kathleen
Sent: Wednesday, June 17, 2020 2:05 PM
To: Dunham, George; Jennings, William; Childs, Ed; Harper, Heather
Subject: CARES Act funding

Hello all,

Just wanted to let you all know that the CARES Act money I requested, $796,795, was received today.

Any questions, please let me know.

Thanks!

Kathleen Barrette
Town Accountant
Town of Sandwich
130 Main Street
Sandwich, MA 02563
kbarrette@sandwichmass.org
Office 508-888-0352
Cell 774-313-1073
**FY'21 BUDGET**

**PROJECTED GENERAL FUND REVENUES AND EXPENSES - FY'21**

### REVENUES

**FY'21 Tax Levy:**
- FY'20 Levy Limit: 66,281,547
- 2.5% Increase: 1,657,039
- Est. New Growth: 500,000
- Excess Levy Reserve Est.: -3,550,000
- Overrides / Exclusions: 0
- County Assess. Outside 2.5: CCC: 190,835
- Debt Outside 2.5 (- Non-Levy & MSBA): 2,111,100

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

**Total Estimated Revenues:** 86,361,925

### EXPENSES

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

**Town Meeting Items:**
- Group Health Insurance (-2.54%): 11,500,000
- County Retirement Assess. (-5.69%): 3,769,883
- Property & Liability Insurance (4.17%): 1,250,000
- Medicare (4.00%): 676,000
- Unemployment Account: 100,000
- OPEB Trust Fund: 25,000
- Debt: Long Term - General Fund: 3,834,470
- Borrowing Expenses: 100,000
- Reserve Fund: 500,000
- Capital Budget - Net: 326,138
- Capital - 100 Route 6A Renovations: 1,800,000
- Transfer to Stabilization Fund: 25,000

**Operating Budgets:**
- School Budget: Local (3.75%): 27,992,918
- Ch. 70 (0.00%): 7,151,788
- UCCRVTS Budget (-1.21%): 2,135,468
- General Gov't. Budget (2.58%): 18,256,108

**Total Estimated Expenses:** 85,522,161

**ESTIMATED FY’21 BUDGET BALANCE:** 839,764

### Stabilization Fund & OPEB Trust Fund Balances:

<table>
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<tr>
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<th>Stab. Fund</th>
<th>OPEB Fund</th>
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<td>Actual Balance on 7/1/19:</td>
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<td>Proposed Transfer From/To Fund:</td>
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<tr>
<td>Projected Post ATM Balance:</td>
<td>1,854,888</td>
<td>946,925</td>
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</table>
FY2021 Cherry Sheets and Monthly Local Aid Distributions

TO: Municipal, Regional and Charter School District Officials

DATE: June 2020

FROM: Sean Cronin, Senior Deputy Commission, Division of Local Services

SUBJECT: FY2021 Cherry Sheets and Monthly Local Aid Distributions

The Division realizes the importance of local governments having guidance relating to both the FY2021 Cherry Sheet estimates and the basis for the upcoming fiscal year's monthly local aid payment. As a result of the COVID-19 outbreak, normal legislative action on the FY2021 state budget has been delayed, and the only budget proposal available is the Governor's. Therefore, DLS is unable to provide cherry sheet estimates at this time.

In regard to monthly aid distributions, after discussion with the Executive Office of Administration & Finance (A&F), DLS will base at least the first two months of FY2021 on the FY2020 cherry sheet estimates for Chapter 70, Unrestricted General Government Aid, State-owned Land and Elderly Exemptions. For the Charter Tuition Reimbursements and School Choice Tuition payments, we will use the final actual payments from FY2020 rather than the cherry sheet estimate, since these programs are based on student enrollment in out-of-district schools or charter schools.

Since the revenue side of the cherry sheet is reflecting FY2020 estimates, we have determined that the assessment programs will also use the FY2020 estimates. The only exception will be for the Charter Tuition assessments and the School Choice Tuition assessments as they relate to the receipt programs described above.

The July payment will be processed and payable on July 31st. If at that time the state budget is not final, the August payment will be made using the same methodology and will be payable on August 31st. We will re-evaluate our methodology as the FY2021 legislative process unfolds.

Questions regarding cherry sheets or distributions should be directed to databank@dor.state.ma.us.

Supporting a Commonwealth of Communities
www.mass.gov/DLS P.O. Box 9569 Boston, MA 02114-9569 (617) 626-2300
Town of Sandwich
Annual Town Meeting

WARRANT

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

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

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

MODERATOR
Garry N. Blank
INDEX OF WARRANT ARTICLES

June 15, 2020 Annual Town Meeting

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

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

Reference Material:
1. Article 2 – FY’21 Estimated General Fund Revenues & Expenses (p. 20)
2. Article 15 – Authorization to Dispose of Henry T. Wing School (p. 21)
3. A Glossary of Commonly Used Terms (p. 22)
4. Table of Basic Points of Motions (p. 25)
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<tr>
<th>Date</th>
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<td>June 11</td>
<td>Meeting – Public Outreach Session for ATM</td>
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<td><strong>ANNUAL TOWN MEETING</strong></td>
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<td>November 16</td>
<td><strong>POTENTIAL SPECIAL TOWN MEETING...IF NEEDED</strong></td>
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<td>December 17</td>
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<td>December 31</td>
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<td>January 7</td>
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APPOINTED OFFICIALS – June 2020

Barnstable County Coastal Resources Committee
David J. DeConto ......................... 2021
Joshua Wrigley ............................ 2021

Barnstable County Home Consortium
Nanette Block Perkins ................... 2021

Bikeway/Pedestrian Committee
Lee Rindfuss, Co-Chair ............... 2021
John G. Scott, alternate ............... 2021

Cable TV Advisory Committee
Burt Fisher ................................. 2021
Richard Mclean ......................... 2021
Susan Miller ............................... 2021
Sean Rausch .............................. 2021
Michael Salitro ........................... 2021

Cape Cod Water Protection Collaborative
Dave Mason ............................... 2021

Cemetery Commissioner
Mike Miller ............................... 2023
Robert George ............................ 2023

Community Preservation Committee
Richard Anderson ....................... 2023

Conservation Commission
Cameron S Murphy ...................... 2023

Council on Aging
John (Jack) Lee ......................... 2023
Dawn Black, Alternate .................. 2021

Cultural Council
Wade Sayer ............................... 2023
Anne Sayer .......................... 2023
Christa A. Danilowicz.............. 2023

Disability Commission
Mary Susan Grabowski .......... 2023

Emergency Management/Planning Committee
Brian Gallant, Director .......... 2021
George Russell .................... 2021
Frank O’Laughlin ................. 2021
George Dunham ..................... 2021
Douglas Lapp ....................... 2021
David Mason ....................... 2021
Daniel Mahoney .................... 2021
Chrystal LaPine .................... 2021
Chris Miles ......................... 2021
Heather Gallant .................... 2021
James Foley ......................... 2021
Jeff Perry .......................... 2021
John LaPine ........................ 2021
Leslie Alden ....................... 2021
Lois Wack .......................... 2021
Michael Walker ..................... 2021
Paul Tilton ......................... 2021
Peter Wack ........................ 2021
Randy Lewis ........................ 2021
Robin Walker ........................ 2021
Paul W. Schrader ................. 2021
John Burke ........................ 2021
Tom Wruk .......................... 2021
Chip Reilly ........................ 2021
Dana Ashworth ..................... 2021
Chris Farrell ....................... 2021
Mick Dunning ....................... 2021
Adam Bunker ....................... 2021
Richard Donahue ................... 2021
Joanne Geake ....................... 2021
David DeConto ..................... 2021

Fence Viewer
Brendan Brides ..................... 2021

Forest Warden
John J. Burke................................. 2021

**Glass Town Cultural District**
Robert Vinciguerra...................... 2021
Charleen Johnson ..................... 2021
Jeanne Pendergast ................... 2021
Joanne Lamothe ..................... 2021
Lee Repetto ............................ 2021
Katie Campbell ...................... 2021
Ralph Vitacco .......................... 2021
Paula Johnson ..................... 2021
Ann Scott-Putney ................... 2021

**Golf Advisory Committee**
John G. Tzimorangas, Chair .... 2021
Norm Theriault, Vice .......... 2021
Michael Regan .................... 2021
Victor Devine ..................... 2021
Paul Washburn .................... 2021
Thomas Witham ................... 2021

**Hazardous Waste Coordinator**
John J. Burke................................. 2021

**Herring Warden**
David DeConto ............................ 2021

**Parking Clerk**
Taylor White ............................. 2021

**Personnel Board**
Kelee Renzi, Chair ............... 2021
Karen Miller ..................... 2021
Susan Hart ....................... 2021

**Recreation Committee**
Ken Mooney ............................. 2021
Ted Mullin .............................. 2021
Dianne G. O’Connell ........... 2021
Kenneth Hughes ................. 2021
Elizabeth Wyatt Bowman ...... 2021
Joseph Walsh .......................... 2021
Sue McKenna .......................... 2021

Regional Transit Authority
George H. Dunham .................... 2021

Registrars of Voters
Joe Carlson ............................ 2023

Right to Know Coordinator
John J. Burke .......................... 2021

Sign Inspector
Brendan Brides ....................... 2021

Sandwich Historical Commission
Gregory Antman ....................... 2023
Matthew J. Schimmel ................. 2023
Ellen Carlson, alternate ............. 2021
Joanne M. Richardson, alternate 2021
Richard Claytor, alternate ......... 2021
Maria Nye, alternate ................. 2021

Shellfish Constable
Dave DeConto ......................... 2021

Town Treasurer
William Jennings ....................... 2021

Veteran’s Agent, Director of Veterans’ Services and
Veterans Burial Agent
Greg Quilty ............................ 2021

Visitor Services Board
Nancy Clifford ......................... 2021
Daryl Crossman ....................... 2021
Heidi Trottier, Chair ................. 2021
Kathy Aubin ........................... 2021
Carol G. Hanson ...................... 2021
Beverly Comeau

Zoning Board of Appeals
Chase Terrio
Gerald Nye, Alternate

2021
2025
2021
TO: Taylor White, Town Clerk
FROM: Kathleen Coggeshall, Office Manager
DATE: July 5, 2019
SUBJECT: Board of Selectmen Committee Liaisons

Committee Liaisons:

School Committee and School Negotiation Liaison
Community Preservation Committee
Golf Advisory
MMR Senior Management Board
Cemetery Commissioners
Water Quality Advisory Committee
SEIC
Council on Aging
Winter Road Maintenance Appeal Committee
Bike/Pedestrian Committee

Charlie Holden/Mike Miller, Alternate
Shane Hoctor
Dave Sampson
Dave Sampson
Mike Miller, Robert George, Dave Sampson
Shane Hoctor
Mike Miller
Robert George
Dave Sampson, Robert George
Charlie Holden