

Town of Sandwich
Annual Town Meeting

WARRANT

Monday, May 7, 2018

7:00 p.m. – Sandwich High School



BOARD OF SELECTMEN

Susan James, Chair
David J. Sampson, Vice-Chair
Robert J. George
Michael J. Miller

Peter Beauchemin (*In Memoriam*)

MODERATOR

Garry N. Blank

FINANCE COMMITTEE

Robert Guerin, Chair
Mark I. Snyder, Vice-Chair
Matthew D. Anderson
Gwenn H. Dyson
Daniel E. Frye
Charles M. Holden
James W. Pierce
Richard J. Reilly
Laura B. Wing

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**TOWN OF SANDWICH
2018 ANNUAL TOWN MEETING
May 7, 2018**

Warrant

Barnstable, ss.

To the Constables of the Town of Sandwich, in the County of Barnstable,

GREETINGS:

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of the Town of Sandwich qualified to vote in elections and Town affairs to meet at the Sandwich High School, 365 Quaker Meetinghouse Road, in East Sandwich on

Monday, May 7, 2018, at 7:00 p.m.,

then and there to act on the following articles, and for election on

Thursday, May 10, 2018, at 7:00 a.m. and close at 8:00 p.m.

Those residing within the area of Precincts 1 and 2 meet at the Henry T. Wing School, 33 Water Street, Sandwich. Those residing within the area of Precincts 3 and 4 meet at the Oak Ridge School, 260 Quaker Meetinghouse Road, East Sandwich. Those residing within the area of Precincts 5 and 6 meet at the Forestdale School, 151 Route 130, Forestdale.

ARTICLE 1

To see if the Town will vote to hear the reports of all Town Officers and Committees and to act thereon and to hear the report of the Board of Selectmen on the Long Range Plan, or take any other action relative thereto.

Recommended by the Board of Selectmen.

ARTICLE 2

To see if the Town will vote to hear the report of the Finance Committee and to see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$75,144,512.00, or any other amount, to defray Town expenses for the Fiscal Year July 1, 2018 to June 30, 2019 as itemized below in the third column entitled FY'19 Recommendation, or take any other action relative thereto.

Recommended by the Board of Selectmen and Finance Committee.

Fiscal Year 2019 Finance Committee Budget Message:

The process of creating a municipal budget with finite funds and competing priorities is always a challenge. Town employees, including department heads, our Superintendent of Schools and our Town Manager, together with various boards and committees, work diligently to research, build and execute a budget plan that enables our schools, public safety and municipal service departments to continue to provide quality services to our residents.

Over the last several years, Town Meeting has adopted budgets, created and recommended by your municipal government leaders, which have modestly enhanced reserves while addressing both new and some long-neglected maintenance, repair and capital needs. Thanks to responsible planning, good fiscal management and the on-going support of Town Meeting, our town's financial condition remains sound and has been modestly improved.

While our budget news is generally good, there are a number of real and significant obstacles in the path of our continued progress. At our regular, public, budget-related hearings and in consultation with our Superintendent of Schools, our Town Manager and various boards and committees, the Finance Committee routinely provides objective, balanced assessments of operational reporting processes, expense planning and prioritization, financial controls and also identifies opportunities to stabilize operating costs and or potentially mitigate ongoing and future expenditures. Recent Finance Committee written reports to our municipal leaders included:

- Recommendation that the Board of Selectmen (“BOS”) make a policy decision to “freeze” the school’s School Choice revenue line item at its current amount (FY’17) and, effective immediately (FY’18) and hereafter, “adjust” to the benefit of the municipal (non-school) budget (and reduce the School budget) annually an amount equal to any year-over-year increase in School Choice revenues.
- Recommended the creation and implementation of new, town-wide (and uniform) detailed position level compensation report. The new report should, at a minimum, present:
 - (i) current employee total compensation (separately - salary, benefit costs and overtime) by individual position and by department/team:
 - (ii) historic employee total compensation by individual position and department/team for the prior 3 or 5 years highlighting % change year-over-year; and,
 - (iii) other benefits paid such as personal use of a municipal vehicle, travel reimbursements or educational reimbursements, etc, and the estimated value of such benefits.
- Recommended that the BOS and School Committee should in each year’s budget create and fund specific technology related line items to ensure hardware, software, (including new service) initiatives and associated expenses are being adequately planned for and funded.

- Recommended that the BOS and Town Manager should centralize all recreation related planning and spending under the direction of a recreation head; and, should direct the recreation head to create a master plan of prioritized recreation-related capital needs including repair and replacement projects as well as new recreation initiatives . The master plan should among other things detail the population served by each recreation activity/project being funded in order to help demonstrate community benefit.
- Recommended that the Town Manager create and implement a standardized reporting process that provides the Town’s Capital Planning Committee, Finance Committee and other town supervisory entities regular updates on the Town’s: (i) current vehicle inventories, (ii) vehicle conditions, (iii) vehicle operation and maintenance costs, (iv) vehicle purchase and disposition activity (including cost) and (v) fuel usage reports. Also, the BOS should instruct all departments that as a matter of policy that these “in department” vehicle budget line items are only to be used to purchase, maintain and operate traditional fleet vehicles (ie cars and trucks) and that all other transportation expenses, including for example: trailers, ATVs, boats, other watercraft, buses, snowmobiles, etc. must be presented as Capital requests to the Capital Planning Committee for review, prioritization and approval.

During the last several budget cycles, the Finance Committee has communicated recommendations specific to other significant immediate financial risks including for example, the disposition of the H. T. Wing School, funding beach re-nourishment efforts and creating and implementing a waste water management program. Each recommendation is intended to help regulate and perhaps avoid operating cost increases and or potentially mitigate future expenditures. A number of past recommendations and observations have already been acted upon by the BOS, School Committee, Superintendent of Schools and our Town Manager. We are very appreciative of the ongoing partnership and responsiveness.

Finance Committee members take their work very seriously. We work diligently to deliver a complete, fair and reasonable assessment of the Town’s financial plan, current budget and longer-term fiscal stewardship. We are grateful for the opportunity and honor that we have to work with so many talented municipal professionals; including our Superintendent of Schools and Town Manager, as well as the dedicated volunteers serving on our School Committee and Board of Selectmen as together we represent you our neighbors and fellow taxpayers.

Respectfully submitted,

Bob Guerin, Chairman
 Mark I. Snyder, Vice Chairman
 Matthew D. Anderson
 Gwendolyn (Gwenn) Hope Dyson
 Daniel E. Frye

Charles M. Holden
 James W. Pierce
 Richard J. Reilly
 Laura B. Wing

FY'19 GENERAL FUND BUDGET TOTALS

No.	Department	FY'17 Appropriation	FY'18 Appropriation	FY'19 Recommendation
114	Moderator	450	450	450
123	Selectmen/Manager	479,632	497,081	512,583
	Personnel Expenses	414,500	259,426	247,271
131	Finance Committee	3,400	3,400	3,400
135	Accounting	214,338	208,269	216,347
141	Assessing	387,126	385,229	377,372
145	Treasurer	210,809	225,081	231,977
146	Tax Collector	197,601	202,711	210,855
147	Tax Title	35,000	35,000	35,000
151	Legal	300,000	300,000	300,000
152	Human Resources	176,338	181,656	186,761
161	Town Clerk	172,001	182,361	188,406
162	Elect. & Registration	70,250	50,250	60,750
171	Natural Resources	274,814	281,237	287,093
175	Planning & Development	218,046	218,160	225,857
190	Facilities Management	530,350	599,440	613,232
195	Town Reports	11,000	11,000	11,000
196	Bind Records	6,000	6,000	7,000
197	Info. Technology	537,012	574,902	656,517
	Total 100s	4,238,667	4,221,653	4,371,871
210	Police Department	4,333,512	4,479,098	4,567,104
220	Fire Department	3,273,122	3,409,792	3,701,971
241	Inspections	273,268	278,281	293,402
244	Sealer of Weights & Measures	200	200	200
291	Emergency Management	11,500	11,500	17,500
294	Forest Warden	1,500	1,500	1,500
297	Bourne Shellfish	4,000	4,000	4,000
299	Greenhead Fly	2,000	2,000	2,000
	Total 200s	7,899,102	8,186,371	8,587,677
300	School Department	31,715,518	32,578,784	33,273,259
313	UCCRVTs	2,184,779	2,157,422	2,288,389
	Total 300s	33,900,297	34,736,206	35,561,648
410	DPW - Engineering	194,367	201,142	207,514
420	DPW	1,678,698	1,722,366	1,750,218
421	Snow & Ice	400,000	400,000	400,000
424	Streetlights	30,000	25,000	25,000
	Total 400s	2,303,065	2,348,508	2,382,732

No.	Department	FY'17 Appropriation	FY'18 Appropriation	FY'19 Recommendation
510	Health Department	191,771	199,288	208,531
522	Nursing Department	152,412	144,468	151,925
540	Social Services	35,000	35,000	35,000
541	COA	230,048	236,711	241,427
543	Veterans	55,500	73,000	73,320
Total 500s		664,731	688,467	710,203
610	Library	949,833	998,332	997,589
630	Recreation	161,834	170,252	190,533
650	DPW - Parks	20,850	25,850	25,850
671	Hoxie / Grist Mill	20,000	25,500	25,500
693	Memorial Day	1,200	1,200	1,200
694	Historic District	14,750	14,750	14,750
Total 600s		1,168,467	1,235,884	1,255,422
Operating Budget Subtotal:		50,174,329	51,417,089	52,869,553
135	Sanitation, Marina & SHGC Indirect Costs Transfers			45,000
171	Waterways Fund Transfer			7,500
220	Ambulance Fund Transfer			1,200,000
630	Beach & Recreation Account Transfers (incl. Sandy Neck)			241,249
650	Cemetery Trust Fund Transfer			25,000
671	Hoxie House / Grist Mill Transfer			27,500
Inter-Fund Transfers Subtotal:				1,546,249
132	Reserve Fund			500,000
710	Short Term Debt			50,000
750	Debt			2,860,718
910	Group Health Insurance			11,500,000
912	Medicare			625,000
940	Property & Liability Insurance			1,150,000
941	Unemployment Account			100,000
941	OPEB Trust Fund			100,000
950	Retirement Assessment			3,842,992
Other Budget Accounts Subtotal:				20,728,710
FY'19 BUDGET TOTAL:				75,144,512

ARTICLE 3

To see if the Town will vote in accordance with the provisions of M.G.L. c.44, §53F½ to raise and appropriate or transfer from available funds a sum of money, to be expended under the direction of the Board of Selectmen, for the purpose of establishing the FY'19 enterprise fund budget for the Department of Public Works Sanitation Division, or take any other action relative thereto.

Recommended by the Board of Selectmen and Finance Committee that \$1,046,823.00 be appropriated for said purpose.

ARTICLE 4

To see if the Town will vote in accordance with the provisions of M.G.L. c.44, §53F½ to raise and appropriate or transfer from available funds a sum of money, to be expended under the direction of the Board of Selectmen, for the purpose of establishing the FY'19 enterprise fund budget for Sandwich Hollows Golf Club, or take any other action relative thereto.

Recommended by the Board of Selectmen and Finance Committee that \$962,466.00 be appropriated for said purpose.

ARTICLE 5

To see if the Town will vote in accordance with the provisions of M.G.L. c.44, §53F½ to raise and appropriate or transfer from available funds a sum of money, to be expended under the direction of the Board of Selectmen, for the purpose of establishing the FY'19 enterprise fund budget for the Sandwich Marina – East Boat Basin, or take any other action relative thereto.

Recommended by the Board of Selectmen and Finance Committee that \$1,752,850.00 be appropriated for said purpose.

ARTICLE 6

To see if the Town will vote to amend the Sandwich Town Bylaws, Section 2.11, Departmental Revolving Funds by adding a new Revolving Fund listing, to read as follows:

Revolving Fund	Authorized to Spend Fund	Revenue Source	Use of Fund
Senior & Community Services Programs	Senior & Community Services Director & Town Manager	Program fees & charges	Recreation programs

AND FURTHER,

To see if the Town will vote in accordance with the provisions of M.G.L. c.44, §53E1/2 and Section 2.11 of the Sandwich Town Bylaws to authorize the spending limits of revolving funds for the following Town departments for FY'19, to be expended under the direction of the Board of Selectmen, in accordance with the following list:

Revolving Account	Expenditure Limit
Recreation Programs	\$425,000
Solar Energy / Town Utilities	\$100,000
Town Hall Meeting Room	\$10,000
Oak Crest Cove Expenses	\$10,000
Sandwich: A Cape Cod Town Book	\$3,000
Senior & Community Services Programs	\$60,000

or take any other action relative thereto.

Recommended by the Board of Selectmen and Finance Committee.

ARTICLE 7

To see if the Town will vote to hear the report of the Capital Improvement Planning Committee, and further, to raise and appropriate the sum of \$1,047,987.58 or any other amount, to be expended under the direction of the Board of Selectmen, for the purpose of purchasing and repairing equipment, vehicles, and buildings, and providing related services in accordance with the following list:

Town Clerk – Poll IT Tablets & Improvements	22,260
Natural Resources – Boom Mower Attachment	14,200
Facilities Department – Town Building Repairs/Improvements	125,000
Information Technology –Software & Hardware Upgrades	100,000
Police Department – Law Enforcement Virtual Training System	66,859
Police Department – Radio System Upgrades	53,600
Fire Department – Gas Meter Replacement	12,745
Fire Department – SCBA Fill Station	50,000
Fire Department – Boat Engine Repowering & Improvements	12,000
Fire Department – Dive Recovery Equipment	5,500
Inspections – Vehicle Replacement	29,219
DPW – Highway – Asphalt Paver	147,651
DPW – Sanitation – Open Top Ejection Trailer Replacement	62,191
DPW – Parks – Utility Body Pickup Truck Replacement	50,000
DPW – Parks – Gravely Brush Mower Replacement	8,500

School Department – School Building Repairs/Improvements	125,000
School Department – Demolition & Removal Wing Portables	50,000
School Department – Facilities Maintenance Software	53,759
School Department – Ford T350 Wheelchair Van Replacement	54,603
School Department – School Safety Improvements	200,000

Capital List Total 1,243,087

AND FURTHER,

To see if the Town will vote to transfer and appropriate the sum of \$195,099.42, or any other amount, from the revenue and unexpended balance sources in accordance with the following list, to be expended under the direction of the Board of Selectmen, for a total FY'19 capital appropriation of \$1,243,087.00, or any other amount:

Capital Project	Date of Vote	Balance
Ambulance Fund Transfer		35,745.00
School – HTW School Relieving Study	5/5/14 ATM, Article 5	3,876.07
DNR – Mobile Radio Upgrades	5/4/15 ATM, Article 6	8,424.00
DNR – Trailer & Equipment Replacement	5/4/15 ATM, Article 6	1,311.88
DNR – Tractor Replacement	5/4/15 ATM, Article 6	3,289.88
DNR – AED Purchases	5/2/16 ATM, Article 6	1,215.00
DNR – Tractor Improvements	5/2/16 ATM, Article 6	673.48
Facilities – Debris & Leaf Blower	5/2/16 ATM, Article 6	4,155.00
Emergency Management – Communication Sys.	5/4/15 ATM, Article 6	4,867.76
DPW – Packer Truck Replacement	5/7/12 ATM, Article 5	2,865.69
DPW – Chipper Replacement	5/4/15 ATM, Article 6	3,280.27
Nursing – Refrigerator & Freezer Replacement	5/2/16 ATM, Article 6	1,447.37
Library – Restroom Renovations	5/7/12 ATM, Article 5	3,326.02
Sandwich High School HVAC System Repairs	11/21/16 ATM, Article 1	120,622.00

Capital Offset Total 195,099.42

or take any other action relative thereto.

Recommended by the Board of Selectmen, Finance Committee, and Capital Improvement Planning Committee.

ARTICLE 8

To see if the Town will vote in accordance with M.G.L. c.40, §5B to raise and appropriate or transfer from available funds the sum of \$100,000.00, or any other amount, to be transferred into the Stabilization Fund, or take any other action relative thereto.

Recommended by the Board of Selectmen and Finance Committee.

ARTICLE 9

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$36,595.00, or any other amount, to be expended under the direction of the Board of Selectmen, for the purpose of funding the FY'19 Sandwich Promotions Fund as established under Chapter 227 of the Acts of 1997, or take any other action relative thereto.

Recommended by the Board of Selectmen and Finance Committee.

ARTICLE 10

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation , in the form set forth below, to replace the existing special legislation establishing the Town of Sandwich Promotions Fund with new special legislation, for the primary purpose of changing the percentage of room occupancy tax revenue that is deposited into the Fund and changing the manner in which revenue from the Fund is distributed; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court which are within the scope of the general public objectives of the petition; or take any other action relative thereto.

AN ACT ESTABLISHING A PROMOTIONS FUND IN THE TOWN OF SANDWICH.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Notwithstanding the provisions of section 53 of chapter 44 of the General Laws or any other general or special law to the contrary, the town of Sandwich is hereby authorized to establish in the town treasury a special account to be known as the Promotions Fund of the town of Sandwich, into which account shall be deposited certain receipts comprising a portion of the total local room occupancy tax received annually by the town under the provisions of section 3A of chapter 64G of the General Laws, as set forth in section 2, as well as any grants, gifts, or donations made to the town in furtherance of the purposes of this act.

SECTION 2. For the purposes of establishing the portion of the local room occupancy tax that may be deposited in said Fund, the town is hereby authorized to deposit, commencing during fiscal year 2019, 25 per cent of all local room occupancy tax revenue received during the course of each fiscal year, with the remaining 75 percent being deposited into the general fund of the Town of Sandwich. All interest earned from said Fund shall be treated as general fund revenue of the town of Sandwich.

SECTION 3. There is hereby established in the town of Sandwich a visitor services board consisting of 7 members to be appointed by the board of selectmen, 1 of whom shall be nominated by the Cape Cod canal region chamber of commerce, 1 of whom

shall be nominated by the Sandwich chamber of commerce, 1 of whom shall be nominated by the Sandwich economic development committee, 1 of whom shall represent the hospitality interests within the town, and 3 of whom shall be members at large. If any of the organizations with nominating privileges hereunder cease to exist or operate, the board of selectmen may appoint in place of such nominee a member at large to serve on said visitor services board. The board of selectmen shall fill any vacancies on said visitor services board in a like manner. Said visitor services board shall be charged with the expenditure of revenue from the Fund, as appropriated by town meeting, and shall make an annual report of its doings to the board of selectmen at least thirty days prior to the date of the annual town meeting.

SECTION 4. Expenditures from said Fund shall be made as follows: 40 percent of the revenue deposited into the Fund each fiscal year shall be paid to the Sandwich Chamber of Commerce and 20 percent of the revenue deposited into the Fund each fiscal year shall be paid to the Canal Region Chamber of Commerce; payments shall be made annually, subject to town meeting appropriation, provided that the recipients and the town, acting by and through the visitor services board and town manager, enter into a grant agreement for the expenditure of such funds for programs and projects that enhance the beautification, recreational resources, public safety, promotional and marketing activities, events, services, and public improvements which are of clear mutual interest to the residents and visitors of the town of Sandwich, and which strengthen said town as an attractive center for tourism, conventions, and related purposes of the visitor industry. Recipients shall provide an annual report to the board of selectmen and visitor services board at least thirty days prior to the date of the annual town meeting, detailing expenditures made during the fiscal year and including a forecast of expenditures for the following fiscal year. If any of the recipients designated hereunder cease to exist, the portion of Fund revenue allocated for that recipient shall be available for appropriation and expenditure by the visitor services board in accordance with section 5 of this act.

SECTION 5. Any revenue remaining in said Fund after distribution in accordance with section 4 of this act, shall be available for appropriation by town meeting for expenditure by the visitor services board for programs and projects that enhance the beautification, recreational resources, public safety, promotional and marketing activities, events, services, and public improvements which are of clear mutual interest to the residents and visitors of the town of Sandwich, and which strengthen said town as an attractive center for tourism, conventions, and related purposes of the visitor industry. The cost of such programs shall not exceed the funds available in the Promotions Fund of the town of Sandwich. Any revenue remaining in said fund at the end of the fiscal year shall be available for appropriation during the following fiscal year. Any and all contracts for services, programs and projects authorized hereunder shall be awarded and executed by the board of selectmen, or its designee, upon the recommendation of the visitor services board, subject to compliance with all applicable procurement laws of the commonwealth.

SECTION 6. Chapter 227 of the Acts of 1997 and Chapter 153 of the Acts of Chapter 2009 are hereby repealed.

SECTION 7. This act shall take effect upon passage.

Recommended by the Board of Selectmen and Finance Committee.

ARTICLE 11

To see if the Town will vote to appropriate the sum of money, received or to be received, from the Chapter 90 State Aid to Highways Program for highway construction and/or maintenance on any State approved road during FY'19, or take any other action relative thereto.

Recommended by the Board of Selectmen and Finance Committee.

ARTICLE 12

To see if the Town will vote to transfer and appropriate the sum of \$30,706.00, or any other amount, to be expended under the direction of the School Committee, from the Sandwich High School cellular antenna lease receipt reserved for appropriation account, under Chapter 154 of the Acts of 2009, for the purpose of the maintenance and improvement of exterior athletic fields and facilities at Sandwich High School, or take any other action relative thereto.

Recommended by the Board of Selectmen and Finance Committee.

ARTICLE 13

To see if the Town will vote to transfer and appropriate the sum of \$57,468.00, or any other amount, from the beach renourishment receipts reserved for appropriation account, as established at the 2013 Annual Town Meeting under Article 23, to be expended under the direction of the Board of Selectmen, for the purpose of funding future public ocean beach and dune renourishment projects, or take any other action relative thereto.

Recommended by the Board of Selectmen and Finance Committee.

ARTICLE 14

To see if the Town will vote to transfer and appropriate \$55,006.00, or any other amount, from bond sale premiums from the Sandwich Marina Office and Garage construction project, as authorized at the February 9, 2015 Special Town Meeting under Article 7, to the Sandwich Marina – East Boat Basin enterprise fund, or take any other action relative thereto.

Recommended by the Board of Selectmen and Finance Committee.

ARTICLE 15

To see if the Town will vote to transfer and appropriate \$33,131.00, or any other amount, from the Reserve for Debt fund balance Account #01-3200-3296, to be expended under the direction of the Board of Selectmen, for the purpose of funding the Fiscal Year 2018 bonding costs associated with the Public Safety construction projects, as authorized at the May 3, 2016 Annual Town Meeting under Article 13, or take any other action relative thereto.

Recommended by the Board of Selectmen and Finance Committee.

ARTICLE 16

To see if the Town will vote to rescind the following debt exclusion authorization amounts which were never bonded and are not needed to complete the authorized projects as listed below, or take any action relative thereto:

<u>Project</u>	<u>Date of Vote</u>	<u>Amount</u>
Cape Cod Land Bank Purchases	5/3/04 ATM, Article 39	850,000
Cape Cod Land Bank Purchase	5/3/04 ATM, Article 40	90,000
CPA George Fernandez Way Expansion	5/4/09 ATM, Article 18	1,850,000
Oak Ridge & Forestdale Roofs & Windows	5/2/11 ATM, Article 4	1,665,780
Sandwich Marina Office & Garage	2/9/15 STM, Article 7	500,000
CPA Lower Shawme Dam	5/2/16 ATM, Article 16	1,200,000
Total Amount to Rescind		6,155,780

Recommended by the Board of Selectmen and Finance Committee.

ARTICLE 17

To see if the Town will vote to accept the layout as a public way of the road known as "Clipper Circle," as heretofore laid out by the Board of Selectmen, and as shown on a plan entitled "Town of Sandwich, Plan of Clipper Circle, as Laid Out as a Town Way by the Selectmen," dated February 21, 2018 prepared by The Horsley Witten Group, said plan on file with the Town Clerk; and further to authorize the Board of Selectmen to acquire by gift, purchase or eminent domain the fee to or lesser interests in said road and any and all related easements, and further to see if the Town will vote to raise by taxation, transfer from available funds and/or borrow a sum of money for said layout, acquisition of rights, and construction, improvement, repair and/or rehabilitation of said roadway and related structures, facilities and/or appurtenances, and any and all expenses related to the foregoing, the entire cost of which shall be assessed as a betterment by the Board of Selectmen, in accordance with M.G.L. c.80, upon each of those properties that receive benefit thereby, with such assessments to bear interest at

a rate not to exceed two percent above the rate of interest chargeable to the Town; or take any action relative thereto.

Recommended by the Board of Selectmen.

ARTICLE 18

To see if the Town will vote to accept the layout as a public way of the road known as “Kensington Drive” as heretofore laid out by the Board of Selectmen, and as shown on a plan entitled “Town of Sandwich, Plan of Kensington Drive, as Laid Out as a Town Way by its Selectmen,” dated October 2017, prepared by David C. Thulin, PLS, said plan on file with the Town Clerk; and further to authorize the Board of Selectmen to acquire by gift, purchase or eminent domain the fee interest or easements in said road for purposes for which public ways are commonly used, and any and all related easements; and further to see if the Town will vote to transfer the sum of \$13,892.00, or any other amount, from the FY’18 Legal Account, for said layout, acquisition of rights, and construction, repair and/or rehabilitation of said roadway and related structures and/or appurtenances, and any and all expenses related thereto; or take any action relative thereto.

(2/3 Vote Required)

Recommended by the Board of Selectmen and Finance Committee.

ARTICLE 19

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money for the purpose of constructing improvements and remodeling, constructing, reconstructing and making extraordinary repairs to Sandwich public roads and public infrastructure, including the boardwalk and related structures, and all other costs incidental and related thereto; and further to authorize the Board of Selectmen to enter into any and all contracts necessary to carry out such project; provided that said appropriation shall be contingent upon the passage of a so-called Proposition Two and One-half debt exclusion referendum in accordance with M.G.L. c.59, §21 C(k), or take any action relative thereto.

(2/3 Vote Required)

Recommended by the Board of Selectmen and Finance Committee.

ARTICLE 20

To see if the Town will vote to direct the Board of Selectmen to issue a Request for Proposals pursuant to General Laws Chapter 30B, Section 16, to dispose, by either conveyance of the fee simple interests or by a long term lease of up to 99 years, a portion of the Henry T, Wing School parcel consisting of Assessor’s Map 43, Parcel 005, as shown on a sketch plan entitled “H.T. Wing School May 2018 Annual Town Meeting Sketch”, dated April 9, 2018, prepared by the Town of Sandwich Engineering Department, attached as “Article 20 – Sketch Plan for Henry T. Wing School Disposition Area” to the warrant, delineating the portion of the parcel to be made available for

disposition and the portion to be retained by the Town; provided that the award of a sale or long-term lease shall be subject to approval of a future Town Meeting after the completion of the RFP process; and provided further, that the RFP shall contain the following restrictions and limitations: (1) the Town will retain ownership of all playing fields and open space as well as all Morse Road and Beale Avenue parking; (2) the Town will retain a historic preservation restriction requiring that all or a portion of the exterior façade of the 1927 building be retained; (3) the Town will grant an easement for all septic system and leaching bed components with a requirement that the owner/lessee pay to connect the building(s) to any sewer line installed in the future on Route 130 or Beale Avenue; (4) proposed uses of the buildings shall be consistent with existing zoning; (5) the owner/lessee shall be responsible for all demolition costs; (6) primary access to any new buildings shall be off Beale Avenue; and (7) such other terms and conditions deemed to be in the best interests of the Town of Sandwich as determined by the Board of Selectmen; or take any action relative thereto.

Recommended by the Board of Selectmen and Finance Committee.

ARTICLE 21

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the FY'19 Community Preservation budget and to appropriate from the Community Preservation Fund FY'19 estimated annual revenues the sum of \$75,000.00, or any other sum, to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for FY'19; and further to reserve for future appropriation a sum of money from the Community Preservation Fund estimated annual revenues for open space, historic resources, and community housing purposes, as well as a sum of money to be placed in the FY'19 Budgeted Reserve for general Community Preservation Act purposes; and further to appropriate from the Community Preservation Fund a sum or sums of money for previously authorized Community Preservation Act debt payments; and further to appropriate from the Community Preservation Fund a sum or sums of money for Community Preservation projects or purposes as recommended by the Community Preservation Committee; or take any other action in relation thereto.

Recommended by the Board of Selectmen, Finance Committee, and Community Preservation Committee.

ARTICLE 22

To see if the Town will vote to raise and appropriate or transfer from available funds under the Community Preservation Act open space and recreation program, or borrow, the sum of \$2,100,000.00, or any other amount, to be expended under the direction of the Board of Selectmen, for the purpose of securing professional services to design, permit, construct, and to rehabilitate and make extraordinary repairs to establish skate park and multi-purpose recreation court facilities to be located at 34 Quaker Meetinghouse Road; or take any other action relative thereto.

(2/3 Vote Required)

Recommended by the Board of Selectmen, Finance Committee, and Community Preservation Committee.

ARTICLE 23

To see if the Town will vote to transfer and appropriate under the Community Preservation Act affordable housing program the sum of \$10,000.00, or any other amount, to be expended under the direction of the Board of Selectmen, for the purpose of supporting the Housing Assistance Corporation Cape Community Housing Partnership down payment and closing cost assistance program; that to meet this appropriation the Town transfer from the Community Preservation Fund a sum of money for this purpose; and further, to authorize the Board of Selectmen to enter into a grant agreement with said Housing Assistance Corporation, on such terms and conditions as the Board of Selectmen deems appropriate; or take any other action relative thereto.

Recommended by the Board of Selectmen, Finance Committee, and Community Preservation Committee.

ARTICLE 24

To see if the Town will vote to transfer and appropriate under the Community Preservation Act affordable housing program the sum of \$100,000.00, or any other amount, to be expended under the direction of the Board of Selectmen, for the purpose of supporting the Latham Centers, Inc. and Residential Rehabilitation Housing, Inc. Headwaters Replacement Housing program located at 2 Symphony Lane; that to meet this appropriation the Town transfer from the Community Preservation Fund a sum of money for this purpose; and further, to authorize the Board of Selectmen to enter into a grant agreement with said Latham Centers, Inc. and Residential Rehabilitation Housing, Inc., on such terms and conditions as the Board of Selectmen deems appropriate; or take any other action relative thereto.

Recommended by the Board of Selectmen, Finance Committee, and Community Preservation Committee.

ARTICLE 25

To see if the Town will vote to transfer and appropriate under the Community Preservation Act historic resources program the sum of \$75,000.00, or any other amount, to be expended under the direction of the Board of Selectmen, for the purpose of preserving, restoring, and protecting the Nye Family of America Association Inc. Grange Mill at the Benjamin Nye Homestead located at Old County Road; that to meet this appropriation the Town transfer from the Community Preservation Fund a sum of money for this purpose; and further, to authorize the Board of Selectmen to enter into a grant agreement with said Nye Family of America Association, Inc., on such terms and

conditions as the Board of Selectmen deems appropriate, setting forth the conditions under which such funds may be expended; and to further authorize the Board of Selectmen to accept a historic preservation restriction pursuant to the grant agreement; or take any other action relative thereto.

Recommended by the Board of Selectmen, Finance Committee, and Community Preservation Committee.

ARTICLE 26

To see if the Town will vote to transfer and appropriate under the Community Preservation Act open space and recreation program the sum of \$15,000.00, or any other amount, to be expended under the direction of the Board of Selectmen, for the purpose of designing, constructing, and installing a Vietnam memorial monument with the American Legion Post 188 to be located at Town Hall Square; that to meet this appropriation the Town transfer from the Community Preservation Fund a sum of money for this purpose; and further, to authorize the Board of Selectmen to enter into a grant agreement with said American Legion Post 188, on such terms and conditions as the Board of Selectmen deems appropriate, setting forth the conditions under which such funds may be expended, or take any other action relative thereto.

Recommended by the Board of Selectmen, Finance Committee, and Community Preservation Committee.

ARTICLE 27

To see if the Town will vote to amend the Sandwich Protective Zoning By-laws by amending the definition of Accessory Dwelling Unit, by deleting the crossed out wording and inserting the underlined wording as follows:

ACCESSORY DWELLING UNIT - A dwelling unit with the purpose of promoting affordable housing in the Town for year-round residents that is no larger than 1,000 square feet in size or thirty (30) percent ~~of~~ of the gross square footage of a principal dwelling, whichever is ~~smaller~~ larger.

or take any other action relative thereto.

(2/3 Vote Required)

Recommended by the Board of Selectmen.

ARTICLE 28

To see if the Town will vote to amend the Sandwich Protective Zoning By-laws by deleting the reference in Article IV, Section 4138 to the "1987 Master Plan update" and replacing it with the "2009 Local Comprehensive Plan", or take any other action relative thereto.

(2/3 Vote Required)

Recommended by the Board of Selectmen.

ARTICLE 29

To see if the Town will vote to amend the Sandwich Protective Zoning By-laws by amending Article IV, Section 4182, Procedure, and Section 4186, Application Requirements for Building Permit and Special Permit” so that both sections reference the correct section numbers as follows:

Section 4182, Procedure, Second Paragraph: change reference to read “...Sections 4180 through 4196 and other applicable sections of this bylaw.”

Section 4186, Application Requirements for Building Permit and Special Permit, Paragraph I: change reference to read “...Section 4195 if on town land.”

or take any other action relative thereto.

(2/3 Vote Required)

Recommended by the Board of Selectmen.

ARTICLE 30

To see if the Town will vote to amend the Sandwich Protective Zoning By-laws by deleting Article VIII, Temporary Moratorium on Recreational Marijuana Establishment, in its entirety, or take any action relative thereto.

(2/3 Vote Required)

Recommended by the Board of Selectmen.

ARTICLE 31

To see if the Town will vote to amend the Town of Sandwich Bylaws by adding a new Part 10, Protocols for Dangerous Dog issues, to Section 3.75, Animal Control, to read as follows:

Part 10 PROTOCOL FOR DANGEROUS DOG ISSUES

1. In the case of a dog that attacks a person without justification and causes serious bodily injury; which includes but not limited to, inflicting serious bodily harm or death to a person requiring emergency ambulance transportation to a medical facility and/or hospitalization from medical treatment resulting from the attack and/or permanent loss of function and/or serious disfigurement and/or a serious fracture, a “Dangerous Dog Hearing” shall be requested of the hearing authority by the Town Animal Control Officer. During said hearing, shall be conducted in accordance with G.L. c. 140, §157, and euthanization shall be seriously considered by the Hearing Authority.
2. The process for investigating an attack shall include, when feasible, a thorough background check into the:

- a. behavioral history of the animal, including records from rescue/adoption shelters if applicable
 - b. proper licensing and vaccinations
 - c. an evaluation of the seriousness of the injuries shall be taken into consideration, provided that the injured person consents to disclosure of their medical records
3. If the Animal Control Officer has probable cause to believe that a dog has attacked a person without justification and caused serious bodily injury, as defined above, the animal shall immediately be impounded at the facility used by the Town to shelter animals, provided that the following conditions are met:
 - a. The dog is voluntarily surrendered by the owner; or
 - b. If the dog is not voluntarily surrendered by the owner the Hearing Authority shall file a petition in the District Court for an order of confinement in accordance with G.L c. 140, §157(e)(2);
 - c. To the extent permitted by law, the owner will incur all cost for the impoundment and subsequent evaluations until issuance of a final order by the Hearing Authority. The order of the Hearing Authority shall be considered final when all appeals have been taken or the time for taking an appeal has expired; and
 - d. Notwithstanding the foregoing, the terms of confinement of the dog, if any, shall be subject to such conditions as the District Court sees fit to impose.
4. If, after conducting a hearing and investigation as set forth in this Bylaw and G.L. c. 140, §157, the Hearing Authority determines that a dog impounded pursuant this bylaw is a Dangerous Dog, before the animal is released from impoundment:
 - a. The animal shall be evaluated for aggressive behavior by a trained animal behaviorist, who shall issue a written opinion and any recommendations to retrain the dog or the owner to reduce the likelihood of another incident shall be completed before the animal is released. The written opinion shall be provided to the Animal Control Officer, the animal owner and the victim of the attack;
 - b. The animal's home environment, including the adequacy of the physical conditions to humanely control the animal and the owner's ability to properly care for the animal, shall be evaluated by responsible Town authorities or by a trained animal behaviorist; and
 - c. The owner of the dog shall provide to responsible Town authorities proof of insurance in an amount not less than \$100,000 insuring the owner or keeper against any future claim, loss, damage or injury to persons, domestic animals, or property resulting from actions, whether intentional or unintentional of the dog.
5. Any recommendations received in accordance with Section 4 of this bylaw shall be incorporated into any order of restraint or confinement issued by the Hearing Authority in accordance with G.L. c. 140, §157.

6. Nothing in this By-law is intended to limit or restrict the authority of the Hearing Authority to act in accordance with G.L. c. 140, §157.

Or take any action relative thereto.

(Submitted by Petition)

No Recommendation Required.

ARTICLE 32

To Elect the following Officers:

- One Board of Assessor member for a term of three years;
- One Board of Health member for a term of three years;
- One Board of Selectmen member for a term of three years;
- One Constable for a term of three years;
- One Moderator for a term of three years;
- Three Planning Board members for terms of three years;
- One Sandwich Housing Authority member for a term of five years;
- One Sandwich Housing Authority member for a term of four years;
- Three School Committee members for terms of three years;
- Three Trustees of the Sandwich Public Library for a term of three years;
- Two Trustees of the Sandwich Public Library for unexpired terms of one year;
- One Trustee of the Weston Memorial Fund for a term of three years;

and all other candidates that may appear on the official ballot,

and to vote YES or No on the following question.

BALLOT QUESTION #1

Shall the Town of Sandwich be allowed to exempt from the provisions of proposition two and one-half, so called, the amounts required to pay for the bond issued for the purpose of constructing improvements and remodeling, constructing, reconstructing and making extraordinary repairs to Sandwich public roads and public infrastructure, including the boardwalk and related structures, and all other costs incidental and related thereto?

YES: _____

NO: _____

The polls for the election will be open at 7:00 a.m. and close at 8:00 p.m. on said

THURSDAY, THE TENTH DAY OF MAY, 2018.

And you are hereby directed to serve this Warrant by posting attested copies thereof, one at the Town Hall, and one at each of the Post Offices in Sandwich, the last posting to be at least fourteen days prior to the time of holding said meeting,


given under our hands this 19th Day of April, 2018.



Susan James, Chairman



David J. Sampson, Vice Chairman




Robert J. George

Michael J. Miller


SELECTMEN OF SANDWICH

I hereby certify that I have posted attested copies of this warrant at Sandwich Town Hall, Town Hall Annex, Sandwich Post Office, East Sandwich Post Office and Forestdale Post Office, all located within the Town of Sandwich, on

4-20-18
Date



Constable

Reference Material & Volunteer Service Form for Residents

NOTE: Reference material is provided for informational purposes only.)

ARTICLE 1 – BOARD OF SELECTMEN – 2018 LONG RANGE PLAN

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. 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 1, 2017 Annual Town Meeting and are addressed in the recommended FY'18 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 & reorganization plan and modify when appropriate – 2018 & Beyond – Board of Selectmen & Town Manager*

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

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

iii. On an ongoing basis, consider facilitating town-wide efficiencies in services wherever possible.

b. Continued review of Pay-As-You-Throw Program & adjust sticker & bag fees as appropriate to fully cover sanitation costs – 2018 & Beyond – Director of Public Works*

c. Continue to evaluate recreational opportunities at Sandwich Hollows Golf Course, Oak Crest Cove, or other Town sites, taking into consideration recommendations in the Sandwich Hollows Recreation Master Plan

– 2018 & Beyond – Town Manager's Office*, Recreation Director, Golf Director

d. Continue to support Substance Abuse Prevention Committee efforts locally and continue to play a lead role in regional efforts– 2018 & Beyond – Substance Abuse Prevention Committee*, Barnstable County, Board of Selectmen, School Committee, Public Health Nurse

e. Implement enhanced use of technology for Town departments and relevant boards and committees and for appropriate outreach to general public; if deemed appropriate, provide funding for identified technology improvements;– 2018 & Beyond – Assistant Town Manager, IT Director*

f. Continue to support School improvement efforts, particularly those designed to retain and attract students – 2018 & Beyond – School Committee*, Superintendent of Schools

g. 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 – 2018 & Beyond – Board of Selectmen*, School Committee & Department, Relevant Town & School Staff, Finance Committee, Capital Improvement Planning Committee

i. Continue to convene a summit of stakeholders to analyze current and projected demographics, assess resources and upcoming needs, develop achievable goals, and begin discussions about future priorities related to any changing demographics –2018

ii. Follow through with additional meetings to develop a consensus plan for implementing any recommended strategies for transition or reapportionment of resource allocation, especially considering seniors and schools – 2018

iii. Develop measurable outcomes to demonstrate success of educational initiatives, including retention and attraction of students – 2018

h. Continue review & implementation of relevant recommendations from Beach Management Plan & enforce dune protection efforts – 2018 & Beyond – Recreation Director*, Natural Resources Director, Director of Public Works, Public Facilities Director

2. Capital Asset Management - Ongoing

a. Implement public safety planning efforts & oversee construction through completion of project– 2018 & Beyond – Board of Selectmen*, Public Safety Planning Group, Consultants

i. Develop plan on future use, sale, etc. of public safety and other properties being replaced by new facilities with assistance from internal building disposition advisory group – 2018 & Beyond

ii. Address need for downtown substation outside of flood zone – Long-term

iii. If deemed feasible, participate in discussion about regional efforts for joint 911 dispatch services for Barnstable County – Long-term – Board of Selectmen, Town Manager, Chief of Police, Fire Chief

b. Continue extensive efforts to address beach erosion issues & lobby county, state, federal officials accordingly and seek appropriate funding when required – 2018 & Beyond – Board of Selectmen, Town Manager, Natural Resources Director*, Woods Hole Group

i. Continue active participation with Army Corps of Engineers on active Section 111 & future Section 204 studies, various permitting & funding efforts – 2018 & Beyond

ii. Lobby state & federal officials 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– 2018 & 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 – 2018 & Beyond

- iv. Work with federal and state delegation to secure funding and permitting for future completion of Sandwich Harbor restoration & dredging; resurrect Old Harbor inlet stabilization plan, if deemed appropriate – 2018 & Beyond
- c. Lead public support for public roads and public infrastructure improvements & seek funding of significant road & infrastructure debt exclusion – 2018 & Beyond – Board of Selectmen, Director of Public Works
- i. Lobby Governor & State House in conjunction with Massachusetts Municipal Association for additional Ch. 90 appropriations & more timely release of approved Ch. 90 funds – 2018 & Beyond
 - ii. Provide sufficient additional funding to DPW Budget to maintain roads & infrastructure at higher standard once larger-scale improvements have been completed
 - iii. Continue private road taking process and assess other private road actions that may be feasible for future Town Meetings
- d. Continue to achieve Comprehensive Water Resources Management Plan (CWRMP) milestones as defined in completed Plan – 2018 & 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 which may include Water Infrastructure Investment Fund or relevant debt exclusion(s) – 2018 & Beyond
 - ii. Continue representing the Town of Sandwich's interests when participating in any collaborative projects for watershed solutions, including regional and sub-regional efforts – 2018 & Beyond
 - iii. Implement Inter-Municipal Agreement on Popponesset Bay watershed with towns of Mashpee and Barnstable by working of shared watershed permit to submit to State Department of Environmental Protection, and provide funding to accomplish this work – 2018 & Beyond
 - iv. Continue regional grant with towns of Falmouth, Bourne, Mashpee, 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 – 2018 & 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 – 2018 & Beyond

vi. Work with relevant private developers, especially NRG Canal, LLC, in meeting local CWRMP goals & regional Section 208 requirements, requiring them to pay their fair share of wastewater infrastructure improvements & operations – 2018 & Beyond

3. Capital Asset Management – Projects

- a. Make a recommendation to present to the public on future of Henry T. Wing School and seek appropriate Town Meeting action & funding, if appropriate – 2018 & Beyond – School Committee, Board of Selectmen, Director of Planning & Economic Development*, Capital Improvement Planning Committee, Consultants
- 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 – 2018 & Beyond – Board of Selectmen*, School Committee, Finance Committee, Capital Improvement Planning Committee
 - i. Present warrant article(s) to fund LRCP projects supported by Selectmen – 2018 & Beyond
 - ii. Update LRCP summary document based on Selectmen decisions and summit workshops – 2018– Town Manager*, Finance Director, CIPC
- c. Plan to address downtown fire substation needs at DPW Barn location on Route 130 – 2018 & beyond, Town Manager, Board of Selectmen, Fire Chief
- d. Determine plan of action for delivery of senior & community services, library services, and School Department administrative needs for capital & staffing requirements and to fund needs accordingly – Senior & Community Services Director*, Public Health Nurse, Library Director*, Library Trustees, Superintendent of Schools*, & Relevant Consultants – 2018 & Beyond
- e. Re-establish a new skate park facility & fund accordingly at future Town Meeting or through appropriate funding mechanism – 2018 – Recreation Director*, Recreation Committee, Facility Users, Community Preservation Committee
- f. Explore & recommend various funding approaches, including such programs as the Special Purpose Stabilization Fund override or other funding mechanisms, designed to meet infrastructure goals and long range capital needs with the least impact on taxes – 2018 & Beyond – Board of Selectmen*, Town Manager’s Office, Finance Director, Town Counsel

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

- a. Continue excellent working relations with NRG ownership of Canal Station power plant and assist NRG with fully implementing Unit #3 project and related infrastructure efforts; prudently plan for how any future New Growth revenue associated with Unit #3 is utilized, ensuring that funding

within Proposition 2.5 limits is not used for future debt projects – 2018 & Beyond – Town Manager*, Director of Assessing, Planning & Development Director, Town Meeting

- b. Continue to focus on economic development efforts – 2018 & Beyond – Board of Selectmen, Town Manager’s Office, Planning & Development Director*, Director of Assessing, Sandwich Economic Initiative Corporation
 - i. Explore any economic development opportunities with Cape Cod Commission (CCC) – 2018 & Beyond – Planning & Development Director, Town Manger’s Office, Appropriate Town Staff
 - ii. Continue master planning effort for Town Marina and adjoining property with relevant stakeholders, including Army Corps of Engineers, NRG Canal, private property owners; prepare for any potential lease amendments with Army Corps to foster goals of MassDevelopment master plan – 2018 & Beyond
- c. Continue to explore infrastructure improvement efforts for enhanced economic development, considering all of the legal options available on a local, regional, state, and federal basis, including Water & Wastewater Infrastructure Fund implementation – 2018 & Beyond
- d. Determine if Payment-In-Lieu-Of-Tax (PILOT) program will be implemented following joint meeting with Board of Assessors for local non-profit organizations and implement consistent plan, if deemed appropriate – 2018 & Beyond – Board of Selectmen, Board of Assessors, Director of Assessing*

5. Preserve and Protect Historic Character and Natural Resources

- a. Complete Sand Hill School Community Center renovation project & assess success of Deacon Eldred House lease – Board of Selectmen, Clark-Haddad Building Group, Consultants – 2018 & Beyond
- b. Warrant articles for Community Preservation Committee recommendations with Selectmen pre-authorization prior to submission of Town-related & owned requests above \$50,000 threshold, particularly with limited funding available & consideration of reduced Community Preservation Act surcharge – 2018 & Beyond – Board of Selectmen*, Community Preservation Committee
- c. Assist Sandwich Housing Authority with George Fernandes Way expansion project & discuss ways SHA can help Town address Sandwich Affordable Housing Plan, especially affordable housing that will attract young professionals; continue joint efforts with Habitat for Humanity to construct home(s) in Sandwich where deemed appropriate – Summer 2018 & Beyond – Board of Selectmen, Sandwich Housing Authority*
- d. 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 –

2018& 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.

ARTICLE 2 – FY'19 ESTIMATED GENERAL FUND REVENUES & EXPENSES

REVENUES

FY'19 Tax Levy:

FY'18 Levy Limit	58,584,945	
2.5% Increase	1,464,624	
Est. New Growth	550,000	
Excess Levy Reserve Est.	0	
Overrides / Exclusions	0	
County Assess. Outside 2.5: CCC	181,639	
Debt Outside 2.5 (- Non-Levy & MSBA)	1,130,130	61,911,338

Other Revenue:

Mass. School Building Authority Funds	1,279,534	
State Aid: Discretionary (-5.00%)	2,184,430	
State Ch. 70 Aid: School (0.78%)	7,044,138	
Est. Local Receipts	4,900,000	
Surplus Revenue / Free Cash	2,485,339	
Overlay Release	50,000	
Transfer from Stabilization Fund	0	<u>17,943,441</u>

Total Estimated Revenues

79,854,779

EXPENSES

ReCap Sheet Items:

State Assess: Tuition Assess (10.00%)	4,023,856	
State Assess: All Other (3.00%)	627,416	
Abatements / Overlay	400,000	
FY'18 Snow & Ice Deficit	0	5,051,272

Town Meeting Items:

Group Health Insurance (6.98%)	11,500,000	
County Retirement Assess. (5.98%)	3,842,992	
Property & Liability Insurance (9.52%)	1,150,000	
Medicare (-7.29%)	625,000	
Unemployment Account	100,000	
OPEB Trust Fund	100,000	
Debt: Long Term - General Fund	2,860,718	
Borrowing Expenses	50,000	
Reserve Fund	500,000	
Capital Budget - Net	1,047,988	
Transfer to Stabilization Fund	100,000	21,876,698

Operating Budgets:

School Budget: Local (2.50%)	26,229,121	
Ch. 70 (0.78%)	7,044,138	33,273,259
UCCRVTS Budget (6.07%)		2,288,389
General Gov't. Budget (2.50%)		17,097,905
FY'19 SAFER Offset (1.26%)		<u>210,000</u>

Total Estimated Expenses

79,797,523

ESTIMATED FY'19 BUDGET BALANCE

57,256

Stabilization Fund Balance:

Actual Balance on 6/30/17:	1,576,393
Proposed Transfer From/To Stabilization Fund:	<u>100,000</u>
Projected Post ATM Balance:	1,676,393

**ARTICLE 19 – ESTIMATED TAX IMPACT OF
BALLOT QUESTION**

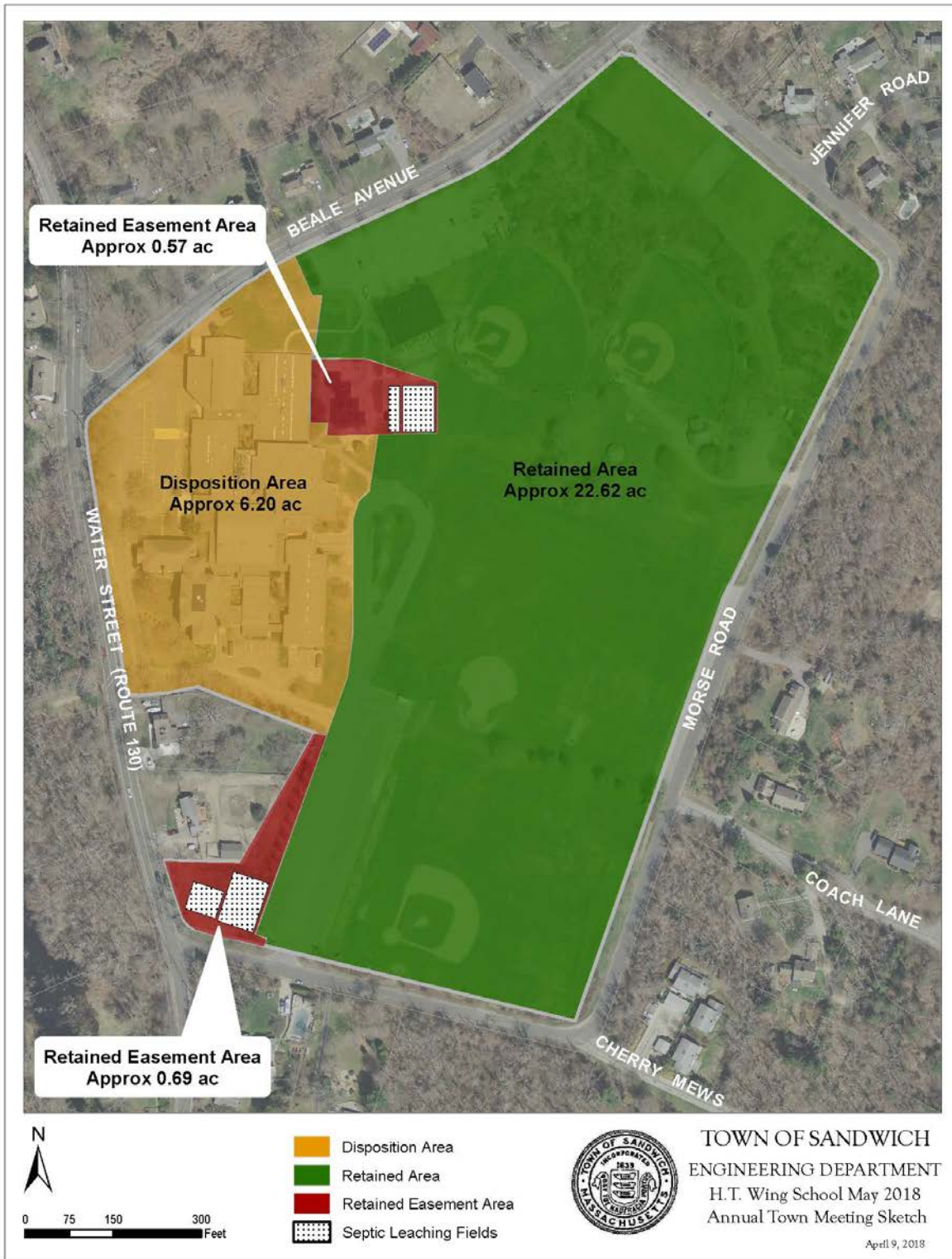
Overall Assumptions – FY'18

- | | |
|-------------------------|-----------------|
| • Total Town Valuation: | \$4,118,169,590 |
| • Average Home Value: | \$392,000 |

Article 19 & Ballot Question #1

- | | |
|---|---|
| • Purpose: | Public Roads & Public Infrastructure Improvements |
| • Amount: | \$8,000,000 |
| • Type: | Debt Exclusion |
| • Estimated Length of Bonding: | 15 Fiscal Years |
| • Year 1 Est. Annual Tax Impact for Ave. Valued Home: | \$76 |
| • Year 15 Est. Annual Tax Impact for Ave. Valued Home: | \$51 |
| • Total Est. Tax Impact for Ave. Valued Home Over 15 Years: | \$948 |

ARTICLE 20 – SKETCH PLAN FOR HENRY T. WING SCHOOL DISPOSITION AREA



A GLOSSARY OF COMMONLY USED TERMS

Appropriation – An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited to a specific amount and identifies the timeframe when it will be expended.

Assessed Valuation – A valuation set upon real estate or other property by a government as a basis for levying taxes. Equalized assessed valuation refers to a municipality's assessed valuation, as determined by local assessors, adjusted by the State Department of Revenue to reflect a full and fair market value ("Equalized Valuation").

Betterment – An addition made to, or change made in, a fixed asset which is expected to prolong its life or to increase its efficiency. The term is also applied to sidewalks, water lines, and highways and the corresponding tax assessment abutters may authorize for repairs to their properties.

Bond – A written promise to pay a specified sum of money, called the face value (par value) or principal amount, at a specified date or dates in the future, called the maturity date(s) together with periodic interest at a specified rate. The difference between a note and a bond is that the latter runs for longer period of time and requires greater legal formality.

Bond Anticipation Note (BAN) – Short-term note of a government sold in anticipation of bond issuance. BANs are full faith and credit obligations.

Bond Ratings – Designations used by bond rating services to give relative indications of credit quality.

Budget – A plan of financial operations embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

Budget Message – Statement summarizing the plans and policies contained in the budget report, including an explanation of the principal budget items and recommendations regarding financial policy for the upcoming year.

Capital Budget – A plan for expenditure of public funds for capital purposes.

Capital Expenditure – Nonrecurring payments for capital improvements including construction, acquisition, site development and overhead costs. The fees for architects, engineers, lawyers, and other professional services plus the cost of financing may be included.

Cherry Sheet – An annual statement received by the Town from the Department of Revenue detailing estimated receipts for the next fiscal year from various state aid accounts, the lottery, and estimated charges payable in setting the tax rate.

Supplemental Cherry Sheets may be issued during the year and there is no guarantee that the estimated receipts and charges shown thereon will not vary from actual receipts and charges. The name was derived from the pink color of the document.

Debt Service – The cost (usually stated in annual terms) of the principal retirement and interest of any particular bond issue.

Enterprise Fund – Those funds which are established for specific uses under M.G.L. c.44, §53F1/2 that require an annual appropriation to operate (i.e. Sandwich Hollows Golf Club).

Excess Levy Capacity – The difference between a community's maximum tax levy limit as established by Proposition 2.5 and its actual tax levy in the most recent year for which the community has set a tax rate. It is the additional tax levy that a community can raise at Town Meeting without going to the voters for an override or debt exclusion.

Exclusions (Debt Exclusion or Capital Expenditure Exclusion) – Proposition 2.5 allows communities to raise funds for certain purposes above the amount of their levy limits or levy ceilings. Subject to voter approval, a community can assess taxes in excess of its levy limit for the payment of certain capital projects and for the payment of specified debt service costs. Such an exclusion increases the amount of property tax revenue a community may raise for a limited or temporary period of time in order to fund the specific project. Unlike overrides, exclusions do not increase the community's levy limit and do not become part of the base for calculating future years' levy limits. Capital expenditure exclusions last for one year while debt exclusions last for the term of the bond.

Fiscal Year – The state and municipalities operate on a fiscal year which begins on July 1 and ends on June 30. For example, the FY'17 fiscal year is from July 1, 2016 to June 30, 2017.

Free Cash (Surplus Revenue) – Free cash represents the portion of surplus revenue which the municipality is able to appropriate. It is money that the community raised to spend for a particular item but was left over because the full appropriation was not expended. From this surplus the municipality's liabilities are subtracted (i.e. any unpaid back taxes). The remainder, if any, is certified annually by the Department of Revenue as the community's free cash. Amounts from certified free cash may be appropriated at Town Meeting by the community for expenditures or to offset property taxes.

General Fund – The fund into which the general (non-earmarked) revenues of the municipality are deposited and from which money is appropriated to pay the general expenses of the municipality.

Growth Revenue (New Growth) – The amount of property tax revenue that a community can add to its allowable tax levy from taxes from new construction,

alterations, subdivisions, or changes of use. It is computed by applying the prior year's tax rate to the increase in valuation.

Note – A short-term loan, typically of a year or less in maturity.

Overlay – The amount raised by the assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and state allowed exemptions.

Overrides – Proposition 2.5 allows a community to assess taxes in excess of the automatic annual 2.5% increase and any increase due to new growth by passing an override. A community can take this action as long as it is below its levy ceiling (2.5% of full and fair cash value of community). When an override is passed, the levy limit for the year is calculated by including the amount of the override. Unlike exclusions, the override results in a permanent increase in the levy limit of a community, which becomes part of the levy limit base and increases along with the base at the rate of 2.5% each year.

Proposition 2.5 – M.G.L. c.59, §21C was enacted in 1980 and limits the amount of revenue a city or town may raise from local property taxes each year. This amount is the community's annual levy limit. The law allows the levy limit to increase each year by 2.5% plus any new growth revenue derived from taxes from new construction and alterations. This amount may not exceed the community's levy ceiling. Proposition 2.5 also established two types of voter approved increases in local taxing authority – overrides and exclusions.

Reserve Fund – A fund established by Town Meeting which is under the control of the Finance Committee and from which transfers may be made for extraordinary and unforeseen expenditures. The appropriation cannot be greater than 5% of the tax levy for the prior fiscal year.

Revolving Funds – Those funds which may be used without appropriation and which are established for particular uses under M.G.L. such as continuing education programs, school lunch programs, self-supporting recreation and park services, conservation services, etc. (i.e. Sandwich Marina, Sandwich Community School).

Stabilization Fund – A special reserve account which is invested until used. Towns may appropriate into this fund in any year an amount no more than 10% of the prior year's tax levy. The outstanding balance in the account cannot exceed 10% of the Town's equalized valuation. Generally, it takes a 2/3 vote of Town Meeting to appropriate money from the Stabilization Fund.

Surplus Revenue – See "Free Cash".

TABLE OF BASIC POINTS OF MOTIONS

Rank	Type of Motion	2nd Req'd.	May Debate	May Amend	Vote Req'd.	May Recons.	May Interrupt
	MAIN MOTIONS						
None	Main Motion	Yes	Yes	Yes	Varies	Yes	No
Same	Reconsider or Rescind	Yes	Same	No	Majority	No	No
None	Take from the Table	Yes	No	No	Majority	No	No
None	Advance an Article	Yes	Yes	Yes	Majority	Yes	No
	PRIVILEGED MOTIONS						
1	Dissolve or Adjourn	Yes	No	No	Majority	No	No
	Adjourn to Fixed						
2	Time/Recess	Yes	Yes	Yes	Majority	No	No
3	Point of No Quorum	No	No	No	None	No	No
4	Fix the Time to Adjourn	Yes	Yes	Yes	Majority	Yes	No
5	Question of Privilege	No	No	No	None	No	Yes
	SUBSIDIARY MOTIONS						
6	Lay on the Table	Yes	No	No	2/3	Yes	No
7	The Previous Question	Yes	No	No	2/3	No	No
8	Limit or Extend Debate	Yes	No	No	2/3	Yes	No
9	Postpone to Time Certain	Yes	Yes	Yes	Majority	Yes	No
10	Commit or Refer	Yes	Yes	Yes	Majority	Yes	No
11	Amend (or Substitute)	Yes	Yes	Yes	Majority	Yes	No
12	Indefinitely Postpone	Yes	Yes	No	Majority	Yes	No
	INCIDENTAL MOTIONS						
Same	Point of Order	No	No	No	None	No	Yes
Same	Appeal	Yes	Yes	No	Majority	Yes	No
Same	Division of a Question	Yes	Yes	Yes	Majority	No	No
Same	Separate Consideration	Yes	Yes	Yes	Majority	No	No
Same	Fix the Method of Voting	Yes	Yes	Yes	Majority	Yes	No
Same	Nominations to Committee	No	No	No	Plurality	No	No
Same	Withdraw or Modify Motion	No	No	No	Majority	No	No
Same	Suspension of Rules	Yes	No	No	2/3*	No	No

* Unanimous if rule protects minorities; out of order if rule protects absentees

Source: Town Meeting Time, 3rd Edition