

Town of Sandwich
Annual Town Meeting

WARRANT

Monday, May 4, 2015

7:00 p.m. – Sandwich High School



BOARD OF SELECTMEN

Ralph A. Vitacco, Chair
Frank Pannorfi, Vice-Chair
R. Patrick Ellis
Susan James
James W. Pierce

MODERATOR

Garry N. Blank

FINANCE COMMITTEE

Gene Parini, Chair
Linell M. Grundman, Vice-Chair
Michael Dwyer
Robert Guerin
Thomas R. Hickey
James Lehane
Richard Reilly
Mark Snyder
Matthew Terry

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**TOWN OF SANDWICH
2015 ANNUAL TOWN MEETING
May 4, 2015**

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 4, 2015, at 7:00 p.m.,

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

Thursday, May 7, 2015, at 7:00 a.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 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 \$68,459,219.00, or any other amount, to defray Town expenses for the Fiscal Year July 1, 2015 to June 30, 2016 as itemized below in the third column entitled FY'16 Recommendation, or take any action relative thereto.

Recommended by the Board of Selectmen and Finance Committee.

Fiscal Year 2016 Finance Committee Budget Message:

In accordance with Section 7.12b of the Town Charter, The Finance Committee presents its Fiscal Year 2016 budget message to Town Meeting and to the taxpayers and residents of Sandwich.

On March 31, 2015, The Finance Committee voted unanimously to recommend passage of Warrant Article 2, the budget. This is a good budget for the Town of Sandwich. It is based on sound assumptions regarding our projected revenue and expenses, however, as the Town Manager will explain in his budget presentation, it is always difficult to estimate state aid and assessments as these amounts will not be finalized by the state until after town meeting. It is important to note that Sandwich budgets extremely close to our allowed limits which leads to very little leeway if assumptions change during the fiscal year. If the state assessments change significantly from current projections, we will have to schedule a Special Town Meeting to make the proper adjustments to the FY'16 budget. Last year, Standard and Poor's raised its bond rating from AA to AA+ due to the Town's strong economy, which speaks to the town's operating efficiency.

This budget calls for the implementation of a joint police and fire civilian dispatch system, leading to the hiring of 5 additional dispatches. This will allow more police officers to be on patrol and to respond to emergency calls. Also, one additional full time Detective will be added for police investigation efforts. Four additional EMS / Firefighter positions will be added to respond to an increasing number of emergency calls. These new positions will greatly improve public safety services to the Town of Sandwich, while at the same time improve efficiencies by decreasing the amount of overtime paid to public safety personnel in future budgets. The only other full time position being added to the General Government side, is a Program Coordinator to the Recreation Department to help develop and oversee recreational activities for the town.

After supporting a higher than normal increase to the FY 15 School budget to implement the STEM initiative, the Selectmen and Finance Committee supported a reduction of 1.56% in the FY 16 school budget as a result of decreased enrollments and the closing of the Wing School.

The cost per pupil cost for the Town of Sandwich is the lowest on the Cape as well as neighboring towns over the bridge. Although the cost per student has been below state average, our students have been accepted to top colleges and universities and are well prepared to embark on the careers of their choice, which speaks to the efficiency of the school system. We know that the Superintendent and School Committee have been working diligently to enhance its curriculum in an effort to retain students in the district.

The Finance Committee voted unanimously to support the \$1.6 million in capital purchases and improvements in Article 6. This amount will be offset by financial transfers from the Ambulance Fund and the remaining balance in the Library HVAC project for a net appropriation just over \$900,000. Key areas of the capital budget

include replacing several department vehicles, emergency communications equipment, building and property improvements, and repairing the elevator at the Sandwich public Library.

The Finance Committee also voted to recommend passage of Article 8 in transferring \$200,000 to the Stabilization Fund, bringing the total stabilization fund to over \$1,250,000. Also, the Town's first appropriation to the Other Post Employment Benefit Trust Fund in the amount of \$100,000 is being recommended as well.

We have had a very rough winter which led to an all-time deficit of more than \$500,000 for Snow and Ice expenses. This shortfall will be addressed in Article 9 along with a future FY'15 Reserve Fund transfer that the Finance Committee will consider next month.

Based on the total FY'16 budget being recommended tonight, it is projected that the Town's tax rate will decrease from \$14.82 per thousand of home value to \$14.66. This translates to an estimated average tax bill of \$5,225.

In addition to reviewing the financial articles that are appearing at Town Meeting tonight, the Finance Committee also made some recommendations to the Board of Selectmen. These include:

- More consistent submission of budget information
- Capital budgeting procedures and details
- Creation of a budget steering committee
- Comparative operating budget details with major changes highlighted and
- Periodic review of prior capital budget appropriations and balances

Finally, we would like to publically thank the Town and School staff and officials that met with us regularly over the last several months, presented detailed budget information, and answered numerous questions during our deliberations on the FY' 16 budget. As our diligent review efforts have proven over the years, even when we have slight disagreements about specific spending amounts or funding sources, we all recognize that Sandwich is operated very efficiently, follows sound financial practices and makes wise budget decisions.

FY'16 BUDGET TOTALS

No.	Department	FY'14 Appropriation	FY'15 Appropriation	FY'16 Recommendation
114	Moderator	450	450	450
123	Selectmen/Manager	432,571	451,549	467,269
	Personnel Expenses	388,878	252,254	244,875
131	Finance Committee	3,400	3,400	3,400
135	Accounting	204,731	217,367	226,810
141	Assessing	364,148	373,800	384,818
145	Treasurer	184,461	190,328	205,882
146	Tax Collector	254,595	193,336	201,800
147	Tax Title	20,000	25,000	35,000
151	Legal	275,000	275,000	300,000
152	Human Resources	156,551	161,271	170,163
161	Town Clerk	151,400	158,168	165,677
162	Elect. & Registration	42,750	77,250	60,750
171	Natural Resources	238,627	245,608	270,676
175	Planning & Development	150,334	202,623	222,299
190	Facilities Management	496,100	502,862	522,455
195	Town Reports	11,000	11,000	11,000
196	Bind Records	6,000	6,000	6,000
197	Info. Technology	393,379	492,219	529,329
	Total 100s	3,774,375	3,839,485	4,028,653
210	Police Department	3,326,005	3,479,919	4,098,264
220	Fire Department	3,096,128	3,264,912	3,211,210
241	Inspections	247,616	257,631	265,317
244	Sealer of Weights & Measures	200	200	200
291	Emergency Management	7,750	11,500	11,500
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	6,685,199	7,021,662	7,593,991
300	School Department	30,324,286	31,358,436	30,915,593
313	UCCRVTS	1,998,563	1,828,435	2,049,172
	Total 300s	32,322,849	33,186,871	32,964,765
410	DPW - Engineering	146,059	184,212	188,745
420	DPW	1,362,853	1,449,207	1,467,558
421	Snow & Ice	250,012	250,013	250,014
424	Streetlights	30,000	30,000	30,000
	Total 400s	1,788,924	1,913,432	1,936,317

No.	Department	FY'14 Appropriation	FY'15 Appropriation	FY'16 Recommendation
510	Health Department	169,748	177,515	187,330
522	Nursing Department	125,873	132,121	145,742
540	Social Services	21,200	21,200	35,000
541	COA	191,191	198,448	217,769
543	Veterans	43,383	44,006	45,500
	Total 500s	551,395	573,290	631,341
610	Library	939,639	985,336	944,017
630	Recreation	93,746	108,320	155,787
650	DPW - Parks	13,850	13,850	20,850
671	Hoxie / Grist Mill	0	0	20,000
693	Memorial Day	1,200	1,200	1,200
694	Historic District	12,750	13,000	13,000
	Total 600s	1,061,185	1,121,706	1,154,854
Operating Budget Subtotal:		46,183,927	47,656,446	48,309,921
135	Sanitation, Marina & SHGC Indirect Costs Transfers			45,000
171	Waterways Fund Transfer			12,500
220	Ambulance Fund Transfer			1,000,000
630	Beach & Recreation Account Transfers (incl. Sandy Neck)			200,304
632	Marina Debt			210,000
645	Community Preservation Act Debt			1,252,561
650	Cemetery Trust Fund Transfer			25,000
671	Hoxie House / Grist Mill Transfer			33,000
Inter-Fund Transfers Subtotal:				2,778,365
132	Reserve Fund			500,000
710	Short Term Debt			50,000
750	Debt			2,758,586
910	Group Health Insurance			9,275,000
912	Medicare			600,000
940	Property & Liability Insurance			840,000
941	Unemployment Account			100,000
950	Retirement Assessment			3,147,347
	OPEB Trust Fund			100,000
Other Budget Accounts Subtotal:				17,370,933
FY'16 BUDGET TOTAL:				68,459,219

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'16 enterprise fund budget for the Department of Public Works Sanitation Division, or take any action relative thereto.

Recommended by the Board of Selectmen and Finance Committee that \$1,035,611.00 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'16 enterprise fund budget for Sandwich Hollows Golf Club, or take any action relative thereto.

Recommended by the Board of Selectmen and Finance Committee that \$858,958.00 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, §53E1/2 to authorize revolving funds for the following Town departments for FY'16, to be expended under the direction of the Board of Selectmen, in accordance with the following list:

Revolving Account	Revenue Source	Allowed Expenses	Expenditure Limit	Year-End Balance
Sandwich Marina	Marina revenues, fees & charges	Marina operations & capital	\$2,000,000	Available for following year
Recreation Programs	Program fees & charges	Recreation programs	\$250,000	Available for following year
Solar Energy / Town Utilities	Green energy payments	Town utility expenses	\$200,000	Available for following year
Town Hall Meeting Room	Function fees & charges	Town Hall & monitor expenses	\$5,000	Available for following year

or take any action relative thereto.

Recommended by the Board of Selectmen and Finance Committee.

ARTICLE 6

To see if the Town will vote to hear the report of the Capital Improvement Planning Committee, and further, to raise and appropriate or transfer from available funds the sum of \$1,164,575.00, 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, with any unexpended balance for each item identified below to be placed in the Building Repairs / Capital Purchases account to be expended under the direction of the Board of Selectmen:

Assessing – Replace Vehicle	23,150
Natural Resources – Replace Tractor	39,000
Natural Resources – Replace Trailer & Equipment	10,000
Facilities Department – Town Building Repairs/Improvements	125,000
Facilities Department – (30) Automatic Defibrillators	44,000
Facilities Department – Town Neck Restroom/Concession Design	25,000
IT Department – Replace Police & Fire Phone System	50,000
Emergency Management – Communication Back-up System	20,000
Police Department – Replace (4) Mobile Radios	20,000
Fire Department – (4) Automatic Chest Compression Systems	60,000
Fire Department – (4) Stretcher Lift Systems	100,000
Inspections Department – Replace Vehicle	32,500
Engineering Department – Boardwalk & Beach Access Repairs	60,000
DPW – Highway Department – Replace Dump Truck w/Plow	150,000
DPW – Highway Department – Replace Chipper	50,000
Health Department – Replace Vehicle	23,150
Library – Elevator Repairs & Improvements	85,000
Library – Fire Alarm System Improvements	11,875
Recreation Department – Replace Van	30,000
Recreation Department – Replace Rescue Boat, Motor, Trailer	10,000
DPW – Parks Department – Replace (2) Dump Trucks w/Plows	140,000
Natural Resources – Replace Buoys	3,000
Natural Resources – Conservation Land Improvements	8,500
Natural Resources – Mobile Radio & System Upgrades	9,900
Police Department – Replace Radio Batteries	8,000
Police Department – Replace All Terrain Vehicle	6,000
Recreation Department – Oak Crest Cove Court Maintenance	8,800
Recreation Department – Oak Crest Cove Retaining Wall Repairs	6,700
Recreation Department – Kayak Purchases	5,000
Capital List Total	1,164,575

AND FURTHER,

To offset the cost of the capital projects listed in Article 6, to see if the Town will vote to transfer and appropriate the sum of \$160,000.00, or any other amount, from the Ambulance Fund, and transfer and appropriate the sum of \$90,000.00, or any other amount, from an unexpended balance from the Library HVAC project as voted at the May 7, 2012 Annual Town Meeting under Article 6, to be expended under the direction of the Board of Selectmen, for a net FY'16 capital appropriation of \$914,575.00, or any other amount,

or take any action relative thereto.

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

ARTICLE 7

To see if the Town will vote to transfer and appropriate the sum of \$88,642.84, or any other amount, to be expended under the direction of the School Committee, from the Sandwich High School cellular tower lease receipt reserved for appropriation account, for the purpose of the maintenance and improvement of exterior athletic fields and facilities at Sandwich High School, or take any action relative thereto.

Recommended by the Board of Selectmen and Finance 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 a sum of \$200,000.00, or any other amount, to be transferred into the Stabilization Fund, or take any 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 a sum of money, said funds to be expended under the direction of the Board of Selectmen, for the purpose of reducing a projected FY'15 deficit in the Snow and Ice Account, or take any action relative thereto.

Recommended by the Board of Selectmen and Finance Committee that \$400,000.00 be appropriated for said purpose.

ARTICLE 10

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of \$25,079.83, or any other amount, to be expended under the direction of the Board of Selectmen, for the purpose of funding the FY'16 Sandwich Promotions Fund as established under Chapter 227 of the Acts of 1997, or take any action relative thereto.

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'16, or take any action relative thereto.

Recommended by the Board of Selectmen and Finance Committee.

ARTICLE 12

To see if the Town will vote to reduce the rate of interest that accrues on property taxes deferred by eligible seniors under M.G.L. c.59, §5, Clause 41A, the so-called Property Tax Deferral for Seniors program, from 8.0% to 5.0%, with such reduced rate to apply to taxes assessed for any fiscal year beginning on or after July 1, 2015, or take any 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 \$54,899.76, or any other amount, from the beach renourishment receipts reserved for appropriation account, 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 action relative thereto.

Recommended by the Board of Selectmen and Finance Committee.

ARTICLE 14

To see if the Town will vote in accordance with M.G.L. c.40, §14 to accept by purchase, gift, eminent domain, or otherwise, from private property owners along the affected Town beaches, any and all permanent easements associated with the Army Corps of Engineers' proposed Town of Sandwich Dune and Beach Reconstruction Project for access and placement of sediment purposes, or take any action relative thereto.

Recommended by the Board of Selectmen.

ARTICLE 15

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the FY'16 Community Preservation budget and to appropriate from the Community Preservation Fund FY'16 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'16; 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'16 Budgeted Reserve for general Community Preservation Act purposes; 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 16

To see if the Town will vote to transfer and appropriate under the Community Preservation Act historic resources 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 preserving, restoring, and protecting the Town's written history, Sandwich: A Cape Cod Town, by updating and publishing the document in both print and electronic forms; that to meet this appropriation the Town transfer from the Community Preservation Fund a sum of money for this purpose; or take any other action relative thereto.

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

ARTICLE 17

To see if the Town will vote in accordance with M.G.L. c.44, §53E1/2 to establish a revolving fund in which to place revenues collected from any payments made to the Town from purchasing the Town's written history, Sandwich: A Cape Cod Town, to be expended under the direction of the Board of Selectmen for the purpose of paying for any future publication of the Town's history, and to establish a limit on the total amount that may be expended from the fund in FY'16, or take any action relative thereto.

Recommended by the Board of Selectmen and Finance Committee.

ARTICLE 18

To see if the Town will vote to transfer and appropriate under the Community Preservation Act historic resources program the sum of \$7,000.00, or any other amount, to be expended under the direction of the Board of Selectmen, for the purpose of commemorating the Town's participation in the Civil War through the manufacture and display of a Civil War Memorial Plaque at Town Hall; that to meet this appropriation the Town transfer from the Community Preservation Fund a sum of money for this purpose; or take any other action relative thereto.

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

ARTICLE 19

To see if the Town will vote to rescind the vote of the May 2, 2011 Annual Town Meeting under Article 19 appropriating \$450,000.00 from the Community Preservation Act affordable housing program for the purpose of supporting the Forestdale Village

affordable housing project owned by Forestdale Village, LLC, or take any other action relative thereto.

Recommended by the Board of Selectmen and Finance Committee.

ARTICLE 20

To see if the Town will vote to amend the Sandwich Protective Zoning By-laws, Section 2410, Abandonment, by deleting Section 2410 in its entirety and replacing it with the following, thereby increasing the allowed period of abandonment from two years to five years, or take any action relative thereto.

2410. Abandonment. A non-conforming use of a building or land, which has been abandoned for a period of five (5) years, shall not thereafter be returned to such non-conforming use. A non-conforming use shall be considered abandoned when the premises has been vacant for five years, or when the characteristic equipment and/or furnishings of the non-conforming use have been removed from the premises and have not been replaced by similar equipment, whichever shall occur first.

No Recommendation Required.

ARTICLE 21

To see if the Town will vote to amend the Sandwich Protective Zoning By-laws, Article IV, Special Regulations, by adding a new Section 4126, Exterior Storage, to read as follows, or take any action relative thereto.

4126. Exterior storage units may temporarily (no longer than six months) be positioned on a property only after notification to the Building Inspector of its date of delivery and its date of proposed removal.

No Recommendation Required.

ARTICLE 22

To see if the Town will vote to amend the Sandwich Protective Zoning By-laws by inserting a new Article VIII, Medical Marijuana Overlay District (MMOD), to read as follows, or take any action relative thereto.

ARTICLE VIII – MEDICAL MARIJUANA OVERLAY DISTRICT (MMOD)

8000 Medical Marijuana Overlay District

8001 Purpose

The purpose of this Section is to provide for the placement of a Registered Marijuana Dispensary (RMD) in accordance with the Humanitarian Medical Use of Marijuana at GL c 94C, App. S1-1 et seq., in a location suitable for a lawful medical marijuana facility and to minimize adverse impacts of a RMD on adjacent properties, residential

neighborhoods, and locations where minors congregate by regulating the siting, design, placement, security and removal of a RMD.

Where not expressly defined in the Zoning Bylaw, terms herein shall be interpreted as defined in the Humanitarian Medical Use of Marijuana Act G.L. c 94C. App. S 1-1, et seq. and the Department of Public Health (DPH) Regulations promulgated thereunder, 105CMR 725, et seq., and otherwise by their plain language.

8002 Overlay District

The Medical Marijuana Overlay District (MMOD) is hereby established as an overlay district. The boundaries of the MMOD are shown on the Zoning Map on file with the Town Clerk. If the provisions of the MMOD are silent on a zoning regulation, the requirements of the underlying district shall apply. If the provisions of the MMOD conflict with the requirements of the underlying district, the requirements of the MMOD shall control. Land within the MMOD may be used for either:

1. A Registered Marijuana Dispensary (RMD) in which case the requirements set forth in this Section shall apply; or
2. A use allowed in the underlying district in which case the requirements of the underlying district shall apply.

8003 Location

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

2. A RMD shall not be located within 500 feet of any of the following facilities that are in existence at the time of permit application:

- a. School, including a public or private elementary, vocational or secondary school or a public or private college, junior college or university;
- b. Child Care Center as defined in MGL Chapter 15D Section 1A;
- c. Public park; or
- d. Any facility where the primary purpose is to serve persons under age 18 who commonly congregate to participate in scheduled and structured activities other than medical uses.

3. Measurement of distance for the purpose of this bylaw shall be measured from property line to property line. The Zoning Board of Appeals may waive this distance requirement by a supermajority vote as part of the issuance of a Special Permit in any of the following instances:

- a. Renewal of a Special Permit for an existing RMD; or
- b. New application (change of applicant) for an existing RMD; or
- c. If the applicant demonstrates that a RMD would otherwise be effectively prohibited within the Town; or
- d. The applicant demonstrates that the RMD will employ adequate security measures to prevent diversion of medical marijuana to minors who are not qualifying patients pursuant to 105 CMR 725.004.

8004 Eligibility

1. Only one RMD shall be permitted within the Town. As defined in Section 10.2 a RMD can either dispense, prepare, cultivate or any combination thereof. Therefore, any facility with one or a combination of these activities constitutes a RMD.

2. Only an applicant holding a valid Provisional Certificate of Registration from the Department of Public Health is eligible to apply for a Special Permit under this Section.

8005 Administration and Procedure

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

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

3. Applicants for a RMD Special Permit shall follow the application requirements on forms provided by the Zoning Board of Appeals or their designee.

- a. An applicant for a Special Permit to operate a RMD under this bylaw shall submit the following to the Zoning Board of Appeals for its review:

- 1) A copy of its Provisional Certificate of Registration from the Massachusetts Department of Public Health (DPH);
- 2) A copy of any waivers of DPH regulations issued to the RMD;
- 3) A full description of all security measures including employee security policies approved by the DPH;
- 4) A copy of the emergency procedures approved by the DPH;
- 5) A copy of the policies and procedures for patient or personal caregiver home delivery approved by DPH;
- 6) A copy of the policies and procedures for the transfer, acquisition or sale of marijuana between RMDs as approved by the DPH; and
- 7) A security contingency plan to address emergency situations and conditions presented by emergencies such as extended power outage and natural disasters.

b. The site plan shall clearly delineate various areas of the RMD (both indoors and outdoors) including but not limited to as public access areas, employee-only access areas, storage, cultivation, preparation, waste disposal, administrative, transportation and loading as well as parking areas. Site plans and/or application narrative shall contain sufficient information so that the Zoning Board of Appeals can evaluate the following design and operational standards.

4. Design Standards. The facility shall meet the following minimum requirements:

- a. All activities related to the RMD with regard to processing, cultivation, or storage of marijuana shall be conducted indoors. No materials, plants or byproducts shall be visible from outside of the premises/building. With the exception of loading areas, no operations shall be visible to the public;
- b. The facility may include waiting areas for patients and caretakers and areas where patients and caregivers receive instruction about use of the product and other activities directly related to administration of services. There shall not be any facilities for use by the general public such as public reception areas, public restrooms or public lounge or seating areas;
- c. All shipping and receiving areas shall exclusively serve the RMD. In the case of a multi-use or multi-tenant site, the RMD shall be laid out and designed to ensure separation from other uses or tenants at the site;
- d. The facility shall have adequate water supply, stormwater systems, sewage disposal, and surface and subsurface drainage;

e. Adequate lighting, including night lighting that provides for monitoring of building and site security;

f. Signage is limited to that which is permitted under 105 CMR 725.100 (L) and shall comply with the Town of Sandwich Sign Bylaw.

5. Security and Operational Standards

a. The Zoning Board of Appeals shall request review and comment from the Chief of Police or designee. Failure to submit written comments by a designated deadline set by the Zoning Board of Appeals shall be construed as a lack of opposition to the proposal. The Chief of Police or designee may recommend reasonable security conditions to the Board;

b. The applicant under this Section shall provide and keep up to date contact information as required by the Chief of Police and Building Commissioner such as name, telephone number and electronic mail address of a contact person who must be available 24 hours a day.

c. Security Design Requirements. At a minimum, the security features used to protect the site shall fully comply with 105 CMR 725 and, in addition, must have the following capabilities:

1) A security camera system that monitors all entrances and exits for vehicles and persons as well as all areas where marijuana is received, stored, processed, sent or otherwise handled;

2) The security camera system shall have a minimum 180 day storage capacity;

3) Access and egress to all entrances and exits for vehicles and persons into areas where marijuana is received, stored, processed, sent or otherwise handled shall be controlled by an electronic access security system that records the ingress and egress of vehicles and persons;

4) All personnel shall have a security identity card that includes a front facial picture of the employee. The identity card shall also serve as the electronic access card for entrance into all restricted areas. The date and time of all access and egress into such areas shall be digitally recorded. Identification cards shall be worn at all times when personnel are in the RMD facility and must be plainly visible and not concealed;

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

6) The applicant shall immediately notify the Sandwich Police Department of any breakdown or malfunction of any part of the security system. This notification shall include at a minimum the following:

- Date and time of malfunction;
- Nature of malfunction;
- Any loss or attempted loss of product as a result of the malfunction;
- The compensatory measures in place to address the discontinuity of the security system; and
- Estimated date and time of restoration of the security measures.

6. Enforcement

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

8006 Special Permit Approval Criteria and Conditions

1. The Zoning Board of Appeals may impose reasonable conditions to improve site design, traffic flow, public safety, water quality, air quality, protection of significant environmental resources and the preservation of community character of the surrounding area including but not limited to the following:

- a. Minimize the impacts of increased noise and traffic;
- b. Impose security precautions related to the high value of products and cash transactions;
- c. Deter unauthorized or ineligible customers at the RMD;
- d. Impose measures to prevent diversion of marijuana; and
- e. Conditions related to the design and construction of the facility to improve safety, security and conformance with community character.

2. Zoning Board of Appeals shall address the following general conditions in each special permit issued under this Section:

- a. Hours of operation, including dispatch for home delivery;
- b. The reporting of any incidents to the Building Commissioner and Zoning Board of Appeals as required under the requirements of 105CMR 725.110(f) within 24

hours of occurrence. Such reports may be redacted as necessary to comply with any applicable state or federal laws and regulations.

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

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

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

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

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

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

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

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

8007 Prohibition Against Nuisances

No use shall be allowed in the MMOD which creates a nuisance to abutters or to the surrounding area, or which creates any hazard, including but not limited to fire, explosion, fumes, gas, smoke, odors, obnoxious dust, vapors, offensive noise or vibration, flashes, glare, objectionable effluent or electrical interference, which may impair the normal use and peaceful enjoyment of any property, structure or dwelling in that area.

8008 Severability

The provisions of the Bylaw are severable. The invalidity of any Section or provision of this Zoning Bylaw shall not invalidate any other Section or provision hereof.

No Recommendation Required.

ARTICLE 23

To see if the Town will vote to amend the Sandwich Protective Zoning By-laws, Definitions, by deleting the current definitions of “Height” and “Yard” and replacing them with the following definitions, and by inserting a new definition of “Storage, Exterior”, or take any action relative thereto.

HEIGHT – The vertical distance from the mean existing grade at the front line of the building to the highest point of the roof for flat or shed roofs, to the deck line for mansard roofs and to the ridge for gable, hip and gambrel roofs; except for those buildings that are required to be placed on elevated foundations, specific to Federal and/or State flood elevation requirements, adjacent to the shoreline and/or within those areas designated by FEMA to be part of an A or V Zone, where the vertical distance would be measured from the top of the Federal and/or State required elevated foundation to the highest point of the roof for flat or shed roofs, to the deck line for mansard roofs and to the ridge for gable, hip, and gambrel roofs. Not included are spires, cupolas, TV antennae and other parts of structures, which do not enclose potentially habitable floor space.

YARD – A required open space, unobstructed with structures other than fences or other customary yard accessories.

STORAGE, EXTERIOR – Temporary (no longer than six months) exterior storage units located outside a building including but not limited to “pods”, trailers, containers and the like which may house merchandise, furniture and more.

No Recommendation Required.

ARTICLE 24

To see if the Town will vote to amend Section 2.01 of the Town Bylaws, Capital Improvement Planning Committee, by deleting the language in Part 2 highlighted below with a strikethrough and adding the language highlighted with an underline, or take any action relative thereto.

Part 2: The Committee shall define and study all proposed capital projects and improvements involving major non-recurring tangible assets and projects. All officers, boards and committees, including the Selectmen and the School Committee, shall give to the Committee on forms prepared by it the information needed to prepare a Capital Budget for Town Meeting. The Committee shall consider the relative need, impact, timing, cost and funding methodology of these capital expenditures and the effect each will have on the financial position of the Town. ~~No appropriation shall be voted for a capital improvement requested by a~~

~~department, board or commission unless the proposed capital improvement is considered in the Committee's report, or the Committee shall first have submitted and may make a report to the Finance Committee and Board of Selectmen explaining the omission.~~

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

ARTICLE 25

To see if the Town will vote to raise and appropriate or transfer from available funds 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 restoring and repairing the Town Hall auditorium piano, or take any action relative thereto.

Recommended by the Board of Selectmen. Not Recommended by the Finance Committee and Capital Improvement Planning Committee.

ARTICLE 26

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 Town Moderator for a term of three years;
- Three Planning Board members for a term of three years;
- One Sandwich Housing Authority member for a term of five years;
- Three School Committee members for a term of three years;
- One School Committee member for an unexpired term of one year;
- Three Trustees of the Sandwich Public Library for a term of three years;
- One Trustee of the Weston Memorial Fund for a term of three years;

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

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

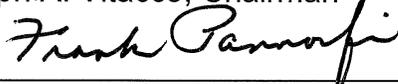
THURSDAY, THE SEVENTH DAY OF MAY, 2015.

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 16th Day of April, 2015.



Ralph A. Vitacco, Chairman



Frank Pannorfi, Vice Chairman



R. Patrick Ellis



Susan James



James W. Pierce

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

4-17-2015
Date



Constable

Reference Material & Volunteer Service Form for Residents

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

ARTICLE 1 – BOARD OF SELECTMEN – 2015 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 4, 2015 Annual Town Meeting and are addressed in the recommended FY'16 budget.

INTRODUCTION

Guiding principles followed in developing the LRP include:

- Adequate staffing takes precedence over new buildings
- 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. Complete consolidation & unification of financial systems with School & Town –School Director of Finance & Business Operations*, Information Technology Director*, Finance Director*, Town Treasurer / Collector, Director of Assessing, School Information Technology Staff
 - i. Assessing Department implements new software program – July 2015
- b. Outline & prioritize General Government staffing & reorganization implementation plan – 2015 & 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 positions not requiring override or substantial reallocation of funds to implement
 - iii. Prioritize positions requiring override or substantial reallocation of funds to implement
 - iv. Present & fund reorganization plan to address organizational chart deficiencies
 - v. Identify & fund chronically underfunded operating budget accounts to more closely match expenses
- c. Continued review of Pay-As-You-Throw Program – 2015& Beyond – Director of Public Works*
 - i. Eliminate tax subsidized operation to a full fee for service operations and recommend fees changes, when appropriate – May 2015 & Beyond
 - ii. Work with Upper Cape towns to set actual closing date and any future use of Upper Cape Regional Transfer Station on Joint Base Cape Cod – 2015 & Beyond
- d. Continue progress on recreational facilities & Sandwich Hollows Recreation Master Plan – 2015 & Beyond – Town Manager’s Office*, Recreation Director, Golf Director
- e. Continue prioritization of Tax Title Redemption & Foreclosure Process – Board of Selectmen, Town Treasurer/Collector*
- f. Continue Substance Abuse Prevention Committee efforts & focus on regional grant request to federal Drug Free Community program – 2015 – Substance Abuse Prevention Committee*, Barnstable County, Board of Selectmen, School Committee, Public Health Nurse

g. Continue to support the implementation of STEM Program – 2015 & Beyond – School Committee*, Superintendent of Schools

h. Implement relevant recommendations from Beach Management Plan – 2015 & Beyond – Recreation Director*, Natural Resources Director, Director of Public Works, Public Facilities Director

i. Appropriate funding for recommended capital improvements – May 2015 & Beyond

ii. Initiate maintenance plan for beach parking lots & cleanliness of beach areas with implementation contingent upon proper funding – 2015 & Beyond

2. Capital Asset Management

a. Refocus public safety planning efforts – 2015 – Board of Selectmen*, Public Safety Planning Group, Consultants

i. Conduct public process on chosen alternative(s) - including website outreach, public feedback, public outreach & listening meetings, etc. – 2015

ii. Present public safety building infrastructure & personnel plan supported by Board of Selectmen to future Town Meeting(s) – Fall 2015

iii. Successfully implement public safety civilian dispatch locally – FY'16

iv. Continue to participate in ongoing discussion about regional efforts for joint 911 dispatch services for Barnstable County – 2015 & Beyond – Board of Selectmen, Town Manager, Chief of Police, Fire Chief

b. Public roads and public infrastructure improvements – 2015 & Beyond – Board of Selectmen, Director of Public Works

i. Determine recommended capital funding alternative(s) & present to Town Meeting & voters – 2015 & Beyond

ii. Lobby Governor & State House for additional Ch. 90 appropriations & more timely release of approved Ch. 90 funds – 2015 & Beyond

iii. Provide sufficient additional funding to DPW Budget to maintain roads & infrastructure at higher standard

iv. Implement private road taking process for action at 2015 & future Annual Town Meetings

c. Evaluate the developing School District Master Plan & adopt School Committee recommendation(s) – 2015 & Beyond – School Committee*

- i. Assist School Committee in implementing recommended actions from School District Master Plan – May 2015 & Beyond – School Committee, Board of Selectmen
 - ii. Support the decommissioning of the Henry T. Wing School for school purposes; School Department continued oversight of Wing School until any municipal services are relocated to the Wing School
 - iii. Continue professional re-living analysis of the Henry T. Wing School with associated public outreach & input– 2015 & Beyond – Board of Selectmen, Capital Improvement Planning Committee, Consultants
 - iv. Present recommended decision & associated funding to future Town Meeting – 2015 & Beyond
- d. Follow-up on Long Range Capital Plan (LRCP) & recommendations presented to Board of Selectmen – 2015 & Beyond – Board of Selectmen*, School Committee, Finance Committee, Capital Improvement Planning Committee
- i. Consider warrant article(s) to fund relevant portions of the LRCP – 2015 & Beyond
 - iv. Review LRCP for future changes and updates – 2015 & Beyond – Town Manager*, CIPC
- e. Revisit future of Clark-Haddad Building & Deacon Eldred House with Consultant report & input to determine course of action for these properties – Board of Selectmen, Capital Improvement Planning Committee, Community Preservation Committee, Consultants – 2015 & Beyond
- i. Seek appropriate funding when recommended course(s) of action determined – 2015 & Beyond

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

- a. Continue to achieve Comprehensive Water Resources Management Plan (CWRMP) milestones – per wastewater consultant’s schedule – 2015 & Beyond – Health Director*, Water Quality Advisory Committee, Wastewater Consultant
- i. Proceed with recommendations of Interim Solutions plan and implement appropriate action items, where possible – 2015 & Beyond
 - ii. Actively participate in Barnstable County Section 208 planning efforts & implement watershed recommendations where possible, while representing the interests of the Town of Sandwich
 - iii. Educate public on Federal and State Section 208 requirements and consequences of inaction – 2015 & Beyond

- iv. Work with relevant private developers in meeting local CWRMP goals & regional Section 208 requirements
- b. Continue to assist successful South Sandwich Village Center (SSVC) developer in permitting efforts & any potential zoning changes – 2015 & Beyond
- c. Continue to foster positive working relations with NRG ownership of Canal Station power plant and assist NRG with any potential development / redevelopment and related infrastructure efforts – May 2015 & Beyond – Town Manager*, Director of Assessing, Town Planner, Town Meeting
- d. Continue to focus on economic development efforts – 2015 & Beyond – Board of Selectmen, Town Manager’s Office, Planning & Economic Development Director*, Director of Assessing, Sandwich Economic Initiative Corporation
 - i. Continue on-going RESET efforts with Cape Cod Commission (CCC) – 2015 & Beyond – Town Manger’s Office, Appropriate Town Staff
 - 1. Town land in SSVC – RFP
 - 2. Private land in SSVC – CCC permitting efforts
 - 3. Sandwich Industrial Park – Ch. H relevance, thresholds & locations
 - 4. South Shore YMCA Property – open space & wastewater credits
 - ii. Continue MassDevelopment master planning effort for Town Marina and adjoining property– 2015 & Beyond
- e. Implement appropriate Town staffing to further assist economic development efforts & review success of staffing to implement economic development goals; adjust as deemed appropriate – 2015 & Beyond
- f. 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 – 2015 & Beyond

4. Preserve and Protect Historic Character and Natural Resources

- a. Continue extensive efforts to address beach erosion issues & lobby county, state, federal officials accordingly – 2015 & Beyond – Board of Selectmen, Town Manager, Natural Resources Director*, Woods Hole Group
 - i. Continue active participation with Army Corps of Engineers on Section 111 & Section 204 studies, various permitting & funding efforts – 2015 & Beyond
 - ii. Lobby state & federal officials for access to future sources of sand & proceed with Coastal Zone Management grant to permit nearshore sediment borrow source for future renourishment efforts – 2015 & Beyond

iii. Work with federal and state delegation to secure funding for completion of Beach Renourishment Project, including funding of Hurricane Sandy & Tropical Storm Nemo FEMA requests, release of State Environmental Bond Bill funds, and coastal resiliency grant efforts – 2015 & Beyond

iv. Work with federal and state delegation to secure funding for future completion of Old Harbor Inlet Stabilization Project – 2015 & Beyond

b. Warrant articles for Community Preservation Committee recommendations with Selectmen pre-authorization prior to submission of Town-related & owned requests, particularly with limited funding available – 2015 & Beyond – Board of Selectmen*, Community Preservation Committee

c. Meet with Sandwich Housing Authority to discuss progress on George Fernandes Way expansion project & ways to address Sandwich Affordable Housing Plan; continue joint efforts with Habitat for Humanity to construct home(s) in Sandwich, – Summer 2015 & Beyond – Board of Selectmen, Sandwich Housing Authority*

d. Continue to review open space purchase priority list, particularly if large, desirable parcels become available – 2015 & 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'16 PROJECTED REVENUES & EXPENSES

REVENUES

<u>FY'16 Tax Levy:</u>		
FY'15 Levy Limit	52,158,738	
2.5% Increase	1,303,968	
Est. New Growth	525,000	
Excess Levy Reserve Est.	0	
Overrides / Exclusions	0	
County Assess. Outside 2.5: CCC	162,847	
Debt Outside 2.5	1,022,574	55,173,127
 <u>Other Revenue:</u>		
Land Bank / CPA Debt	1,252,561	
Marina Debt	210,000	
School Building Authority Funding	1,279,534	
State Aid: Discretionary (-9.05%)	1,886,891	
State Ch. 70 Aid: School (0.00%)	6,665,593	
Est. Local Receipts (Incl. Meals Tax)	4,400,000	
Surplus Revenue / Free Cash	1,741,440	
Overlay Release	100,000	
Transfer from Stabilization Fund	0	<u>17,536,019</u>
 Total Estimated Revenues	 72,709,146	

EXPENSES

<u>ReCap Sheet Items:</u>		
State Assess: Tuitions (1.67%)	3,100,000	
State Assess: All Other (3.00%)	541,128	
Abatements / Overlay	400,000	4,041,128
 <u>Town Meeting Items:</u>		
Group Health Insurance (5.70%)	9,275,000	
County Retire. Assess. (5.38%)	3,147,347	
Property & Liability Insur. (1.82%)	840,000	
Medicare (1.96%)	600,000	
Unemployment Account	100,000	
Debt: Long Term	4,221,147	
Debt: Short Term	50,000	
Reserve Fund	500,000	
Capital Budget – Net	924,575	
Transfer to Stabilization Fund	200,000	
OPEB Trust Fund	100,000	
FY'15 Snow & Ice Deficit	400,000	20,358,069
 <u>Operating Budgets:</u>		
School Budget: Local (-1.56%)	24,250,000	
Ch. 70 (0.00%)	6,665,593	30,915,593
UCCRVTS Budget (12.07%)		2,049,172
General Gov't. Budget (4.25%)		<u>15,345,156</u>
 Total Estimated Expenses		 72,709,118

ESTIMATED FY'16 BUDGET BALANCE

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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.

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'04 fiscal year is from July 1, 2003 to June 30, 2004.

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

TOWN OF SANDWICH TALENT BANK

Serve Your Community

Town Government needs citizens who are willing to give time in the service of their community. The Talent Bank was adopted by the Board of Selectmen as a means of compiling names of citizens who are willing voluntarily serve on boards, committees, and as resource people. Names in this file are available for use by the public as well as the Selectmen and all Town offices.

Talent Bank files are being updated to include categories consistent with the changing needs of the Town of Sandwich. Please complete the questions listed below, indicate your areas of interest, and either drop the form off at Town Hall or send it to:

Town of Sandwich Talent Bank
Sandwich Town Hall
130 Main Street
Sandwich, MA 02563

Name: _____ Tel. No.: _____

Mailing Address: _____

E-Mail Address: _____

Occupation / Background / Experience: _____

LIST ORDER OF PREFERENCE:

- | | | |
|---|---|--|
| <input type="checkbox"/> Beach Advisory Committee | <input type="checkbox"/> Energy Committee | <input type="checkbox"/> Sandwich Cultural Council |
| <input type="checkbox"/> Board of Health* | <input type="checkbox"/> Finance Committee** | <input type="checkbox"/> Sandwich Econ. Initiative Corp. |
| <input type="checkbox"/> Cape Cod Commission | <input type="checkbox"/> Golf Advisory Comm. | <input type="checkbox"/> Sandwich Historical Commission |
| <input type="checkbox"/> Capital Planning Comm.** | <input type="checkbox"/> Historic District Comm.* | <input type="checkbox"/> Sandwich Housing Authority* |
| <input type="checkbox"/> Conservation Comm. | <input type="checkbox"/> Library Trustees* | <input type="checkbox"/> Visitor Services Board |
| <input type="checkbox"/> Council on Aging | <input type="checkbox"/> Personnel Board | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Disabilities Commission | <input type="checkbox"/> Planning Board* | Other: _____ |
| <input type="checkbox"/> Emergency Management | <input type="checkbox"/> Recreation Committee | Other: _____ |

* = Elected

** = Appointed by Moderator