

Board of Selectmen: Keith J. Kruckas, John J. Morrin, Thomas H. Barnes, Nancy J. Talbot, Caitlin M. McCarthy
Town Manager: Stuart B. Beckley
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Board of Selectmen
Ware Town Hall, Meeting Room, 126 Main Street
Regular Meeting Notice Agenda – Tuesday, January 4, 2022 at 7:00 p.m.

6:30 PM- Executive Session – MGL Chapter 30(a)2- Contract Negotiations

7:00 PM- Regular Meeting

Instructions for call in option: at or before 7:00 p.m., call the phone number below and when prompted enter the Meeting ID number. The platform is Zoom Meetings.
Join online: <https://us02web.zoom.us/j/7846041861> (the online option will require a download).
Meeting ID: 784 604 1861
Passcode: 01082
Phone: 929-205-6099

Opening Remarks, Announcements, and Agenda review by Chair

Consent Agenda

- Approval of November 16, 2021, November 23, 2021, and December 7, 2021, Meeting Minutes
- Approval of 2022 Board of Selectmen Meeting Dates (see attached list)

Scheduled Appearances- none

Old Business

- Discussion on ARPA Funds, Essential Worker Bonuses
- Update from Licensing Clerk on Section 12 Liquor Licenses, Hardship Letters, Revenue

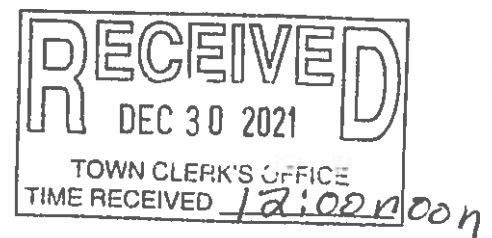
New Business

- Appointment: Elena Palladino, Historical Commission
- Review of Dumpster Fees (527 CMR Section 34)

Comments and Concerns of Citizens

Town Manager Report

Adjournment





Board of Selectmen

Ware Town Hall, Meeting Room, 126 Main Street

Regular Meeting Minutes – Tuesday, November 16, 2021, at 7:00 p.m.

Instructions for call in option: at or before 7:00 p.m., call the phone number below and when prompted enter the Meeting ID number. The platform is Zoom Meetings.

Join online: <https://us02web.zoom.us/j/7846041861> (the online option will require a download).

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Passcode: 01082

Phone: 929-205-6099

Present: Selectman Thomas Barnes, Selectman Nancy Talbot, Chairman Keith Kruckas, Selectman Caitlin McCarthy, Vice-Chairman John Morrin, Town Manager Stuart Beckley, Executive Assistant Chris Nolan, Michael Schrader from Tighe & Bond, Devin Peterson, Lynn Nenni, Ken Willette, Terrance Smith, Catherine Cascio, Jennifer McMartin, Alex Bergeron, Todd LaValley

Absent: None

Present via Zoom: Eileen Kennedy from Ware River News, Town Accountant Tracy Meehan, Director of Planning & Community Development Rob Watchilla

Meeting Opened by Chairman Kruckas at 7:00 PM.

Opening Remarks, Announcements, and Agenda review by Chair

- A moment of silence was held to honor Trish Barnes, the Town's HR Director, who sadly passed away on November 10, 2021 at the age of 70.
- Chairman Kruckas thanked Ms. Barnes for all the good work she did for the Town.
- Selectman Barnes thanked the Police, Fire, and Building Departments for their fast response times to the recent house fire on Aspen Street.
- Vice-Chairman Morrin thanked the community for their coming out to show support at the Veterans Day parade and ceremony.

Consent Agenda

- Approval of October 5, 2021, and October 19, 2021 Meeting Minutes
- Approval of One-Day Liquor License: Workshop 13, November 18, 2021, from 7-10 PM
- Approval of One-Day Liquor License: Workshop 13, December 5, 2021, from 1-4 PM
- Approval of One-Day Liquor License: Workshop 13, December 16, 2021 from 7-10 PM
- Special Event Permit Application: Ware Flair Committee presents the Ware Flair Holiday Drive Thru, Saturday, December 11, 2021 from 4:30-9:00 PM @ Grenville Park
- Special Event Permit Application: Proprietors of the Ware Center Meeting House present the Ware Tree & Wreath Festival, Saturday, December 11, 2021 from 11 AM – 3 PM @ Grand Hall of Ware Town Hall
- Selectman Barnes expressed the wish for the minutes to be pulled from the agenda, claiming there were

some issues he wanted to see addressed. Chairman Kruckas expressed agreement.

- Mr. Nolan explained that due to some last-minute communications from Workshop 13, the first two One-Day Liquor License applications would need to be pulled, as the former event had been cancelled, while the latter was rescheduled.

Selectman Talbot made the motion to approve the latter three items on the Consent Agenda. Selectman McCarthy seconded the motion. The motion passed unanimously (5-0).

Scheduled Appearances

- **7:05 PM- Carol Zins presentation on Shop Small**
 - Ms. Zins began by thanking small businesses for all the work they do to support the local community.
 - She announced that the event, Shop Small Weekend, will be starting on Saturday, November 27th at the Welcome Center, located at 52 Main Street.
 - A lottery basket, sponsored by North Brookfield Savings Bank, would be stationed here.
 - A crafters station would be located at E2E (79 Main Street), to be utilized by local businesses and crafters who do not have their own storefronts.
 - Ms. Zins recognized Ware's underappreciated and eclectic group of local shops and establishments, giving specific acknowledgements to Workshop 13, ArtWorks, Talk of the Town, Nat Falk, Lost & Found Mercantile, It's Wine O'Clock, This N' That 2, Feel In Great Nutrition, Cluett's, Ware River News, Niko's, Lazer's, Rollaway Lanes, All out Rc, KM Graphics, and Otto Florist & Gifts.
 - Ms. Zins also encouraged residents to give to local charities and youth programs, and to cherish the wonderful community they live in.
- **7:15 PM- Water & Sewer Rate Hearing with Finance Committee**
 - Michael Schrader, Project Manager from Tighe & Bond, introduced himself.
 - Mr. Schrader gave a brief overview of the Town's water system, which consists of 42 miles of pipes and serves about 2,300 customer accounts (roughly 70% of Ware households).
 - Mr. Schrader addressed some of the Capital Improvements needed to the water system, such as
 - A generator needed at the Dismal Swamp Well
 - Hydrant replacements
 - Rehabilitation of two water tanks
 - Water main replacement
 - Construction of a water filtration plant (pushed back to 2026)
 - Mr. Schrader then addressed some statistics.
 - The water system's demand is increasing roughly 2-3% per year.
 - The water system is in overall decent shape and not in need of any major overhauls.
 - The Town's water fund has a fairly robust balance, and he recommended using it to make improvements.
 - If the aforementioned water filtration plant is approved later this decade, that would come with a steep upfront cost.
 - Mr. Schrader listed some facts and recommendations regarding the Town's water system.
 - A 2% rate increase in the first year is necessary.
 - The average household consists of 2.5 persons.
 - The average person uses 50 gallons of water per day.
 - In per-person water use, Ware falls below the state average.
 - According to the trajectory from 2017, Ware is ahead of the state's curve in having water rates match system improvements.
 - Mr. Schrader then began discussing the Town's sewer system.

- The sewer consists of 23 miles of pipe.
- It serves 1,550 customers (roughly 50% of Ware households).
- Sewer systems are more capital-intensive to improve and maintain than water systems.
- Ware's Wastewater Treatment Plant was built in the 1960s and had its last major update in the 1980s.
- All the plant's equipment is likely in need of replacement.
- The plant's most pressing issue is currently the presence of rags and wipes getting caught in the piping and needing to be removed manually.
- If these objects are not caught and removed quickly enough, they create sewage backups into drains and homes, which in the worst case scenario could lead to a consent order from the State.
- An influent filtration screen at the WWTP would alleviate this issue.
- This important proposed piece of equipment would free up plant operators from needing to constantly monitor for problematic objects, allowing them to focus more on plant operations.
- This upgrade would be funded by ARPA.
- The Assessment of the plant would be covered by the sewer rate.
- Improvements to the plant would need funding from debt and the State's Revolving Fund.
- Sewer rehabilitation would need to be covered by debt.
- After improvements, ongoing evaluations and rehabilitations should be rate-funded.
- Mr. Schrader revealed that without the allotment of ARPA funds toward the screen project, each ratepayer could expect to pay an additional \$60/year.
- He mentioned that the Town Sewer has been running at a deficit, receiving money from the General Fund in 2020, with a projection to do the same in 2021.
- According to Mr. Schrader, the principal challenge is determining how to raise rates adequately, without hurting low-income residents of the Town.
- He acknowledged that the goal of the system is solely to function and does not aim to generate a profit.
- Mr. Schrader shared some income statistics for the Town's population.
 - Median household income is just under \$43k.
 - The lowest quintile (20%) income is just under \$18k.
 - According to the poverty prevalence indicator used by Tighe & Bond, 35% of Ware residents meet the criteria for being impoverished.
- Selectman Talbot asked Mr. Schrader if other Town's systems were having the same issue with non-flushable objects clogging the pipes.
 - Mr. Schrader answered yes, that rags, wipes, and masks are endemic to sewer systems, and all have become a significant problem during the COVID-19 pandemic.
- Mr. Schrader revealed that using the poverty prevalence indicator shows that the financial burden to Ware residents resulting from sewer rates will be classified as 'Moderate-High' by 2026.
- Selectman Barnes asked whether Ware would benefit from the federal infrastructure bill, expressing concern that all the awarded money in Massachusetts would go to the Boston area.
 - Mr. Schrader answered that awards from the infrastructure bill will be based on needs, and that while Ware certainly has a long list of competitors for the money, it should expect to receive at least some funding.
 - Specifically, situations that are classified as being a threat to human safety generate the strongest guarantee of funding from the bill.
- Finance Committee member Terrance Smith asked about the importance of leveraging ARPA monies with the State Revolving Fund, in addition to other potential funding sources. He also asked about debt authorization, the expected timeline on the WWTP influent screen project, and whether completion could be expected by the deadline for determining the use of ARPA funds in 2024.
- Chairman Kruckas expressed fear that the cost of the project might be vastly underestimated.
 - Mr. Schrader reminded the Board of the essential nature of this project, and also reassured them

that their estimates would be fairly accurate.

- Mr. Schrader showed via visuals that the worst-case scenario featured the Town funding the sewer project with no help from ARPA whatsoever, and that luckily, this was not the situation.
- Mr. Beckley remarked that the Board needed to decide whether they would be voting that evening to change rates for the February bill, or if they would defer the decision to early 2022, when they could adjust rates for the May bill.
- Mr. Schrader recommended changing the rates immediately as the better option from a funding standpoint.
- Finance Committee Chair Lynn Nenni stated the Committee's recommendation to set Tighe & Bond's recommended 2023 rates as soon as possible, as the first part of FY22 has already passed.
 - Mr. Schrader replied that this was a sound idea from a funding perspective.
- Ms. Nenni expressed the desire for the Town's fund to build up its reserves and start major projects as soon as possible.
- Mr. Schrader stated that avoiding a \$60/year increase in customer sewer rates was ideal.
- Chairman Kruckas argued that even smaller increases would pose a hardship to some households with unreasonably high rates.
- Mr. Schrader replied that households whose sewer rates seem unreasonably high likely have system issues that should be investigated.
- Ms. Nenni emphasized that Tighe & Bond's numbers are merely estimates, subject to change.
- Mr. Schrader countered that their estimates are made from years of compiled and thoroughly researched data, arguing that there is a certain degree of predictability with rates such as these.
- Ms. Nenni inquired what would occur if usage of the water system were to decrease.
- Mr. Schrader stated that the estimates took this possibility into consideration, accounting for as much as a 4% annual decrease in customer usage, which should be considered unrealistically severe.
- He also noted that Ware, like most predominantly residential Towns, saw an increase in water usage in 2020, from increased time spent in homes and more frequent handwashing.
- Mr. Smith asked what impact the closure of the hospital would have on water and sewer rates, as it had been the second-highest rate payer in the Town.
 - Chairman Kruckas answered that the Town was encouraging new growth to compensate for this loss, notably including a marijuana cultivation facility at the Millyard.
 - Mr. Schrader commented that cannabis cultivation was ideal from a water/sewer perspective, as they heavily use water while contributing little to sewer.
- Ms. Cascio asked what the impact of residents failing to pay their bills may have on the system.
 - Mr. Schrader reinforced that missed payments are also fairly predictable numbers that were accounted for in Tighe & Bond's calculations.
- Ms. Nenni asked for clarification over whether the chart displayed by Mr. Schrader suggested that rates would stabilize by 2028.
 - Mr. Schrader answered in the affirmative, based on today's calculations.
- Mr. Smith mentioned that the WWTP assumes SRF Funding in 2026.
- Mr. Schrader stated that from a funding perspective, an increase in ratepayers is always beneficial.
- Chairman Kruckas called for a recess so that the Board could deliberate numbers.
- Mr. Beckley noted that immediately assuming Tighe & Bond's recommended FY23 rates would be an immediate substantial increase in rates.
 - Selectman Talbot agreed, stating that this could be too financially strenuous for residents.
 - Chairman Kruckas also agreed, noting that this was especially the case with the rising costs of other utilities today.
 - Mr. Willette responded by calling for the Board to develop as aggressive a funding plan as possible in order to build a strong reserve.
- Mr. Smith argued that if ARPA money is committed to funding the WWTP influent screen, rather than relying on rate funding, then immediate assumption of the FY22 rates could be acceptable.
 - Vice-Chairman Morrin interjected that ARPA is meant for the General Fund.

- Mr. Beckley expressed that utility improvements are a perfectly acceptable use of ARPA funds.
- Chairman Kruckas argued this topic needed to be tabled until further discussion on ARPA was had.
- Selectman Barnes expressed his desire to ensure all the money received from ARPA will be spent.

Selectman Kruckas made the motion to table the hearing until after the discussion on ARPA later in the meeting. Selectman Morrin seconded the motion. The motion passed unanimously (5 Yes, 0 No).

- Mr. Schrader noted the need for some future adjustments to be made based on half vs. quarter-year rate adjustments.
- Mr. Smith asked the Board what they planned on using ARPA for, if not the WWTP screen project.
 - Selectman McCarthy spoke in favor of funding the project with ARPA monies, noting the urgency of the project and lack of time for deliberations.
 - Chairman Kruckas asserted that every Town department was eagerly requesting Capital Improvement money, and he was not willing to make guarantees.
- Mr. Smith noted the lack of progress made on discussing this issue since February.
 - Selectman McCarthy responded that she was hopeful they would make progress that evening.
 - Chairman Kruckas asserted that the Board was still not committed to voting on this issue at the meeting.

Old Business

- **ARPA Spending (with Finance Committee)**
 - Ms. Nenni introduced the Finance Committee's recommendation for the Board to approve \$1.5 million from ARPA for the WWTP screen project, in addition to \$300,000 for two water storage tank rehabilitations (on Church Street and Anderson Road).
 - Mr. Beckley noted that the state legislators representing Ware had successfully earmarked funding in the state's ARPA spending for flood prevention at Quarry Street, the Town pool project, and the North Street bridge replacement, totaling \$5 million.
 - Vice-Chairman Morrin questioned whether Climate Improvement money could be used for the water storage tanks.
 - Mr. Beckley answered that this was a possibility.
 - Chairman Kruckas asked about the culvert on Old Poor Farm Road.
 - Mr. Beckley answered that one application for this project was not accepted, but there remained the possibility of a state culvert program.
 - Vice-Chairman Morrin asserted that he disagreed with the Town continuing to take from its General Fund.
 - The Board members took a few moments to individually look through the Finance Committee's list of potential ARPA spending options.
 - Chairman Kruckas asked when the Town might have a better idea of how much money it is to receive from the federal infrastructure bill.
 - Mr. Beckley estimated that this answer could be expected in about one year.
 - Mr. Smith argued that funding Capital Improvements with the General Fund helped to benefit the entire community.
 - Vice-Chairman Morrin disagreed, arguing that the improvements merely represented the Town footing the bills of large companies like Baystate Health.
 - Vice-Chairman Morrin expressed that there are Enterprise Funds for purposes like these.
 - Mr. Smith disagreed, stating that 50% of residents use the Town Sewer, and that borrowing from the Enterprise Funds would raise taxes for all residents.
 - Mr. Willette emphasized that the Finance Committee disagreed with the statements of Vice-Chairman Morrin.
 - Mr. Smith emphasized the importance of the Town investing in its own infrastructure.
 - Chairman Kruckas expressed disagreement with taking drastic measures for projects that would

only benefit half of the Town's taxpayers.

- Ms. Cascio disagreed, arguing that residents have a right to decent water and infrastructure, which is currently lacking from the Town's hundred-year-old system.
- Chairman Kruckas interjected that residents are moving out of Ware every day because of its high cost of living.
 - Ms. Cascio responded that no one would choose to live in the Town at all if it failed to meet their basic infrastructure needs.
- Mr. Beckley argued that it made no sense to borrow from the Enterprise Fund before taking from the Town's \$1.4 million reserve.
- Mr. Peterson stated that the rate calculations included the Town drawing from its \$1.4 million reserve for scheduled improvements, but not using all of it.
- Chairman Kruckas argued that the cost of the engineering for these projects was unreasonably high.
- Selectman Talbot asked for clarification on what the \$300,000 number represented.
- Ms. Nenni answered that this was the design estimate for the water tank rehab.
- Vice-Chairman Morrin noted that executing the rehab projects would be an additional \$1.4 million for each, on top of the design cost.
- Mr. Smith explained that the cost accounts for a water safety issue resolution, and that the Finance Committee recommended a single package for the rehabilitation of both tanks. Since the new Tighe & Bond estimates were higher than the previous ones, taking from ARPA would be a necessity.
- Mr. Smith emphasized that Tighe & Bond were a company with a great reputation, built on the work they have done for local municipalities. He argued that the Town has continuously jumped between consultants, which explains why the estimates for these projects have failed to be consistent.
- Chairman Kruckas interjected that the cost of all goods and services are inflated and inconsistent at the present moment.
- Mr. Schrader reiterated that Tighe & Bond's studies were extensive and thorough.
- Mr. Peterson recommended that the Board at least approve the design costs for these projects if they were not willing to dedicate funds for the construction phases as well, also noting the Finance Committee's concern regarding the expediency of the WWTP screen project.
- Chairman Kruckas expressed worry that if the screen project is approved, the WWTP will continue to ask for more funding.
 - Selectman McCarthy disagreed, noting that future projects can be handled on an as-needed basis.
- Selectman Talbot expressed belief that the Board should at least authorize funding for the design phase before re-evaluating.
 - Mr. Schrader responded that while design is important, the Town should not overlook the construction phase, as this is needed in the immediate future.
- Mr. LaValley remarked that water quality in the Town has declined significantly over the course of his life, noting that not only has this had an adverse effect on humans, but fish as well.
 - Chairman Kruckas demanded silence from Mr. LaValley.
- Ms. McMartin asked if after spending \$1.4 million on the screen project, there was a risk that the money would have to be spent again if the Plant were to be upgraded or replaced in the coming years.
- Mr. Schrader answered that reconstructing the screen would not be necessary, and that that equipment could be built around when and if the Plant is upgraded.
- Vice-Chairman Morrin recognized the permanence of a sewer system needing to always be operational, never being able to shut off.
- Ms. Nenni expressed the need for a prioritized list to be made of ARPA funding possibilities.
- Mr. LaValley asked about the status of Banas Farm.
 - Chairman Kruckas answered that the property was a "dump," but that this was not the topic of conversation.
- Selectman Talbot stated that she concurred with the Finance Committee.

- Chairman Kruckas expressed hesitation toward approving \$2 million that evening.
- Selectman McCarthy urged her fellow Board members to approve the spending in order to protect the community.
- Chairman Kruckas asked why there was urgency to fund these projects, but not individual taxpayers who need money, such as the struggling businesses on Main Street. He then threatened to remove Mr. LaValley from the room, who was talking over other speakers.
- Selectman McCarthy stated that the Town needed to be a clean community, not one where the sewer backs up.
- Chairman Kruckas stated that he agreed this was a difficult decision.
- Vice-Chairman Morrin asked what the purpose of Enterprise Funds was if not projects like these.
 - Mr. Peterson replied that the Enterprise Fund is meant to be self-sustaining, but the Town has not let it reach that point.
- Mr. LaValley argued that the Town needs its hospital back.
 - Ms. McMartin disagreed, stating that it is time to move on from hoping that the hospital will re-open.
- Mr. Beckley went back to the Finance Committee's list, noting its short length and stating that there is much more detail involved.
 - Ms. McMartin mentioned the list item titled 'Essential Worker Stipends,' and expressed hesitancy regarding its ambiguity. She instead emphasized funding for the WWTP screen, stating that she already knows residents who have had issues with their systems backing up.
- Chairman Kruckas reiterated that residents are leaving the Town because of its high taxes.
- Mr. Peterson asked for confirmation that the Ware Public Schools do not directly pay water/sewer bills.
 - Mr. Beckley answered that this is correct, as the cost is instead taken out of their budget.
- Chairman Kruckas argued that the Town desperately needed to lower its taxes.
- Ms. Nenni stated that taxes would be discussed at the Classification Hearing the following week.
- Selectman McCarthy asked about the possibility of setting a flat rate for seniors and low/fixed income populations.
- Ms. McMartin disputed Chairman Kruckas' argument by pointing out that Ware is a fairly inexpensive Town, especially when compared to communities such as Longmeadow.
- Chairman Kruckas disagreed with this notion.
- Mr. Peterson noted that Ware is a full-service town, which necessitates having higher taxes than similar communities that have volunteer fire departments, smaller police forces, and regionalized schools. He argued that taxes cannot be lowered without cutting services.
- Mr. Willette stated that according to the Town Accountant, each \$200,000 that is eliminated from the General Fund only saves each individual taxpayer 12 cents per year.
- Chairman Kruckas raised the idea of utilizing the Town's free cash to lower taxes.
 - Mr. Willette pointed out that this year's free cash is being used for building demolition.
- Mr. Smith noted that there is free cash left over from the school transit controversy.
 - Ms. Nenni stated that there is a long-term plan in the works for this money.
- Selectman Barnes inquired whether the Town could tax Baystate Health for the hospital grounds after they close the last remaining medical unit, as the facility will no longer be an active medical center.
 - Mr. Beckley noted that this would be a question to ask the Assessors at the following week's Tax Classification Hearing.

- Mr. Peterson responded that Baystate is pulling operations out of the hospital very strategically in order to pay as few taxes to the Town as possible.
- Selectman Talbot remarked that the Board is no longer making progress on this discussion.

Selectman Talbot made the motion for the Board of Selectmen to revise the water regulations' rates to: 36.72 Base 5.87 Usage Beginning 11/1/2021, 38.19 Base 6.10 Usage Beginning 11/1/2022, and 41.24 Base 6.59 Usage Beginning 11/1/2023, and that the Board of Selectmen revise the sewer regulations' rates to 50.60 Base 6.04 Usage Beginning 11/1/2021, 58.19 Base 6.94 Usage Beginning 11/1/2022, and 66.92 Base 7.98 Usage Beginning 11/1/2023, and to begin review and discussion on this issue for after July 1, 2022. Selectman Morrin seconded the motion. The motion passed unanimously (5-0).

- Ms. Nenni stated that the Finance Committee was satisfied with the Board's decision.
- Selectman Talbot reiterated the need for the Board to further deliberate on this issue after other funding sources had become known.
 - Mr. Beckley agreed with this statement, but also reminded the Board to be sensitive of timing.
- Selectman Talbot noted that the WWTP influent screen is an immediate need that will cost the Town much more in the long run if not addressed now.
- Selectman Talbot requested that the Board table the discussion on ARPA until the December 7 meeting.
- Chairman Kruckas thanked the Finance Committee for all their work.
 - Vice-Chairman Morrin agreed with this statement, while noting his disagreements with the Committee.

Discussion on Main Street Business Grant Applications

- Chairman Kruckas noted that among a recent swath of local Downtown businesses that applied for business grants, only one was accepted (this being Workshop 13, which Chairman Kruckas noted does not pay taxes due to its non-profit status).
- Chairman Kruckas expressed his disappointment, noting that a large motivation behind the ongoing Main Street improvement project was to be able to help support these local shops and restaurants.
- Chairman Kruckas argued that small businesses keep the Town's community spirit alive, citing Nat Falk and Balicki's as local establishments in need of improvements, who have failed to receive any help.
- Vice-Chairman Morrin asserted that the Town should find a way to fund a grant for local businesses itself.
- Chairman Kruckas asked about using ARPA funds to help struggling local businesses.
- Vice-Chairman Morrin stated that finding a way to financially assist the Town's local businesses must be a high priority.
- Selectman Talbot asked whether the Pioneer Valley Planning Commission had grant-writers who could establish this type of proposal.
 - Mr. Beckley answered that they currently do not.
- Selectman Talbot asked if the Town could push the PVPC into supporting this idea.

- Mr. Beckley proposed that two years of ARPA funding could assist with this grant-writing process.
- Mr. Bergeron argued that many prospective Downtown business owners are kept out by the high upfront cost of needed improvements to vacant storefronts, with sprinkler system costs being a major issue currently.
- Ms. McMartin inquired about the possibility of the Town Planner seeking and applying for these types of grants.
 - Chairman Kruckas responded that coordinating and writing grants requires a high amount of expertise and time, and that the Town Planner is already busy as is.
- Vice-Chairman Morrin expressed that contributing a small amount of money can make a world of difference to Downtown establishments, and in turn, the entire community.
- Ms. Cascio asked where recent funding used to assist certain building rehabilitations Downtown has come from.
 - Vice-Chairman Morrin answered that the Downtown includes what the Board refers to as an 'S&B' District, which allows for funding that is typically only available for housing to be used on any buildings.

New Businesses

- **Discussion on Section 12 Liquor License Fee Renewal Hardships**

- Mr. Nolan explained to the Board that his office had received a request from a local business for the Board to waive Section 12 (On-Premises) Liquor License fees, as they had done the previous year, and was expecting more requests soon, as many local bars, clubs, and restaurants are still struggling with the negative impacts of the pandemic on their business.
 - Selectman Talbot noted that she felt this was a good idea to benefit local establishments, and that the revenue to the Town lost from the waiving of fees the previous year was overall not significant.

Selectman Talbot made the motion to waive the Section 12 Liquor License Renewal Fees for any Licensee who could produce a hardship letter to the Board. Selectman Morrin seconded the motion. The motion passed unanimously (5 Yes, 0 No).

- **Taxes, Free Cash, and Town Meeting**

- Mr. Beckley explained that neither himself nor the Finance Committee recommended lowering the tax rate with Free Cash, but it was possible for the Board of Selectmen to approve this at Town Meeting if they wished.
- He added that although the Town does hold \$2.8 million, it is not required to be spent, and could instead go to stabilization and the reserve.

- **Appointments- Disability Awareness Committee**

- Selectman Talbot pointed out that the Board needed to vote to re-establish this committee first before it could begin appointing members. She suggested establishing a committee of five members, with one designated as the coordinator.
 - Selectman Barnes mentioned that committees like this can be hard to fill and argued that

- five members may be too many.
- Vice-Chairman Morrin noted the importance of having the committee consist of an odd number of members.

Selectman Talbot made the motion to establish a three-member Disability Awareness Committee. Selectman Kruckas seconded the motion. The motion passed unanimously (5-0).

Selectman Morrin made the motion to appoint Steven Hawk and Thomas Barnes to the Disability Awareness Committee. Selectman Kruckas seconded the motion. The motion passed unanimously (5-0).

- **Discussion on Forming Committee for Pool and Recreation Center**
 - Chairman Kruckas expressed the Board's desire for more frequent updates on the status of these projects, both planning-wise and financially.
 - Selectman McCarthy agreed that there is a lot of financial activity involved in these projects that needs to be communicated to the Board.
 - Chairman Kruckas expressed his wish for the pool and recreation center to be part of a multi-purpose facility that can be used by the community at large.

Selectman Kruckas made the motion to set up a five-member Pool/Recreation Center Committee. Selectman Morrin seconded the motion. The motion passed unanimously (5-0).

- Mr. Bergeron commented that if the pool was constructed near the schools, it could be utilized by swim teams. He also noted that there is currently a lack of recreation available to local youth.
- Selectman McCarthy noted that the construction of a pool on the Public Schools campus was voted down several years ago in Town Meeting, but that it could potentially be brought up again. She also expressed the need for community engagement in developing this project.

Comments and Concerns of Citizens

- Ms. Cascio requested that the Board consider forming a 'Friends of the Rail Trail,' group to stimulate community engagement with the Rail Trail.
 - Selectman McCarthy stated that she appreciated citizens reaching back out for sources of community engagement and activities that have been lost over the years.
- Selectman Barnes expressed his displeasure with how much of Mr. Beckley's schedule is spent coordinating Transportation matters with the Quaboag Connector.
 - Mr. Beckley responded that a Transportation Supervisor has been hired and will be starting on November 29 to oversee the Connector's day-to-day operations, which will take much of it out of the hands of the Town Manager's Office.

Town Manager Report

- Mr. Beckley noted that the Tax Classification Hearing was scheduled for November 23.
- Selectman Barnes provided the update that the big screen TV for the meeting room would not be arriving until January due to supply chain issues.
- Mr. Beckley provided an update that the Town continues to wait on the state's approval regarding the Board's proposed name change from 'Board of Selectmen,' to 'Select Board.'

- The Ware Flair Committee set up Holiday decorations throughout the Downtown area and would also be holding a Holiday drive-thru event at Grenville Park on December 11. The committee would be accepting donations, sent to Ware Town Hall (attn: Chris Nolan)
 - Chairman Kruckas also encouraged residents to donate to the Police Department's Christmas for Kids program.
- The Main Street project is ongoing and rapidly making progress, with new traffic signals at its intersections with West Street, North Street, and Church Street.
 - The decorative lights would unfortunately not be lit until January.
 - The unfinished patch of curb in front of Hanna Devine's Restaurant would be finished in the coming week.
- The whistleblower line is now active.
 - Vice-Chairman Morrin clarified that the Board sought establishing an answering team for this line consisting of the Town Manager, HR Director, Chairman, and Vice-Chairman.
 - Selectman Barnes inquired about when the Board could expect to see the job posting for HR Director.
 - Mr. Beckley answered that this would be posted in the near future.
- Selectman McCarthy asked about the status of the Town's brownfields grant application.
 - Mr. Beckley answered that the positive news regarding this was that the Town did receive some money from this grant, making Ware and Belchertown the only two towns in Western Mass to receive it.
 - However, the unfortunate news was that the Town was only awarded half of what it had requested.
- Ms. Cascio encouraged all to attend the Football game on the evening before Thanksgiving between Ware and Quaboug Regional High School.
- Ms. Cascio inquired about the status of the intersection of South and Main Streets, which reportedly included a right turn too tight for large trucks to comfortably make.
 - Mr. Beckley answered that one parking spot was removed in order to help alleviate this situation, but it still appears to be an issue worthy of investigating.

Adjournment

Selectman Talbot made the motion at 9:36 p.m. to Adjourn the Regular Meeting. Selectman Morrin seconded the motion. The motion passed unanimously (5-0).

Attest: 

Executive Assistant to Town Manager



Board of Selectmen

Ware Town Hall, Meeting Room, 126 Main Street

Regular Meeting Minutes – Tuesday, November 23, 2021, at 7:00 p.m.

Instructions for call in option: at or before 7:00 p.m., call the phone number below and when prompted enter the Meeting ID number. The platform is Zoom Meetings.

Join online: <https://us02web.zoom.us/j/7846041861> (the online option will require a download).

Meeting ID: 784 604 1861

Passcode: 01082

Phone: 929-205-6099

Present: Selectman Thomas H. Barnes, Selectman Nancy J. Talbot, Chairman Keith J. Kruckas, Vice-Chairman John J. Morrin, Town Manager Stuart B. Beckley, Executive Assistant Christopher J. Nolan

Absent: Selectman Caitlin M. McCarthy

Present via Zoom: Theodore Balicki of the Board of Assessors, Regional Assessor Harald Scheid of Regional Resource Group, Deanna Lavigne of the Assessors Department

Meeting Opened by Chairman Kruckas at 7:00 PM.

Opening Remarks, Announcements, and Agenda review by Chair - none

Consent Agenda

- Approval of October 5, 2021, and October 19, 2021, Meeting Minutes
- Approval of One-Day Liquor License, Workshop 13, December 5, 2021, from 3-5 PM

Selectman Talbot made the motion to approve the Consent Agenda. Selectman Morrin seconded the motion. The motion passed on a vote of 4 Yes, 0 No, 1 Absent (Selectman McCarthy).

- Selectman Talbot re-introduced the 2020 Re-Precincting Plan for the Town of Ware, initially approved at the October 5, 2021 Board meeting.
- The plan maintains and approves the three-precinct boundary description provided by the Town Clerk's Office.

Selectman Talbot made the motion to approve the 2020 Re-Precincting Plan for the Town with the required signatures from the Board. Selectman Morrin seconded the motion. The motion passed on a vote of 4 Yes, 0 No, 1 Absent (Selectman McCarthy).

- Selectman Talbot revealed that the plan would be sent to the state before formal approval.
- Chairman Kruckas wished all in attendance a Happy Thanksgiving, and encouraged all to participate in Shop Small weekend.
- Selectman Barnes expressed his appreciation for the Town's beautiful Christmas Tree in Veterans Park.
- Vice-Chairman Morrin announced the creation of two new small parking lots on Bank Street.
- Chairman Kruckas urged residents to be careful navigating the new traffic signals Downtown.

- Selectman Barnes asked about the status of large tractor-trailers on West Street at the light intersecting Main Street, and whether they are required to keep the white boxed-in area clear.
- Selectman Talbot responded that all vehicles, including large trucks, must keep the indicated area in front of the Town Hall parking lot clear when stopped at the red light.

Scheduled Appearances

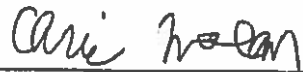
- **7:05 PM- Tax Classification Public Hearing with Assessors**
 - Mr. Beckley introduced Mr. Theodore Balicki, from the Board of Assessors, and Mr. Harald Scheid, a contractor currently working with the Assessor's Office.
 - Mr. Scheid noted that a great deal of preparation had taken place leading up to this hearing, which will concern whether the Town maintains its single tax-rate, or chooses to adopt a split rate that would allow commercial properties to be taxed higher than residential.
- Mr. Scheid explained that tax classification is a year-long process consisting of abatements, info gathering, use of an assessment system, and valuations. The Assessors' Office Sends all submittals to the state Department of Revenue for approval.
- Mr. Scheid gave a brief introduction to some of the complex terminology and figures used in assessing.
 - Ware has the ability to raise \$16,700,000 in tax revenue, and this year it received \$16,458,000.
 - Roughly 85% of all the Town's taxable properties are in the residential class.
 - It would take a 6.5% increase in the commercial tax rate to equal the revenue made from a 1% increase in the residential tax rate.
 - The Town saw a slight reduction from the previous year due to a number of factors.
 - Price appreciation
 - Increased number of valuations
 - The value is reflective not of the current market period, but rather of the Calendar Year 2020
 - Valuations are expected to rise 15-20% in the next year to account for the currently hot real estate market.
 - If the Town decided to adopt a split tax rate, it would take a sizable commercial tax hike to balance out the revenue needed for a modest residential tax cut.
 - Small increases in residential and commercial values have contributed to modest tax increases.
 - Mr. Scheid recommended that the Board make the motion to maintain the Town's single tax rate.
- Mr. Balicki described how cities with a high volume of commercial real estate can benefit from a split model, but small, predominantly residential towns like Ware are served best by the single rate.
- Vice-Chairman Morrin asked whether resident income affects the valuation of two and three-family homes, or if it merely affects the values.
 - Mr. Scheid answered that apartment complexes rely more on reading incomes than other multi-family residential properties.
- Vice-Chairman Morrin asked for a measurement of how many of the Town's 3-family homes are owner-occupied.

- Mr. Scheid responded that the answer could be found in a previous survey that had been conducted.
- Vice-Chairman Morrin asked if he could see the results of said survey.
 - Mr. Scheid commented on the difficulty of obtaining this data when annual questionnaires often only see a 20-30% return.
- Vice-Chairman Morrin argued that the Board should receive data to back up the assertions of Mr. Scheid, expressing the belief that valuations seem very low compared to the amounts that residents are charged in rent.
- Mr. Beckley offered to provide this data by combining the Assessors' information with the Town's Street List.
- Mr. Scheid asserted that assessments rely more on data from actual sales than they do on income measurements.
- Vice-Chairman Morrin argued that 3-family homes functionally act as apartments.
- Mr. Scheid explained that conventionally, 2-3 family homes are treated as their own unique category, whereas homes for 4 or more families are classified as apartment complexes.
- Selectman Barnes cited the work of Ms. Deanna Lavigne in the Assessors' Office, who created a spreadsheet that calculated value per square foot.
 - The spreadsheet finds that the Town can be roughly divided into 3 sections based on this data.
- Selectman Barnes described that he closely follows Ware properties for sale on the real estate website Zillow.
 - As of that day, there were 60 properties for sale in the Town.
 - One that caught his attention was a 3-family home in the Town's 'S&B Zone,' on the market for \$500,000, and with a lower tax rate than what Chairman Kruckas pays on his property.
 - Selectman Barnes argued that Ware is a high-tax Town, and questioned why there is so much inequity in valuations between its different sections.
 - Selectman Barnes also expressed that the community struggles with many absent property owners who neglect their land and tenants, especially when crises such as building fires arise. He expressed displeasure with neglectful landlords buying up properties which they seek to profit from without properly maintaining.
- Mr. Scheid explained that when appraisers examine the data, they attempt to reconcile market determinations with actual sale prices of properties.
- Mr. Scheid also discussed how the Assessors could potentially examine distinguishing owner-occupied vs. non-owner-occupied homes when dealing with known problematic properties.
 - However, he also asserted that the Assessors must demonstrate that they are using equal formulas across the different types of properties.
- Vice-Chairman Morrin made the argument that he feels multi-family homes in the Town appear to not be taxed enough in comparison to single-family homes.
- Selectman Barnes asked Mr. Beckley if more data could be investigated on this matter.
- Mr. Beckley answered that yes, the data he was looking for would be fairly simple to compile.

- Mr. Scheid expressed the wish to push the Board forward with the question of setting the tax rate. He also argued that the Town would be well-served by pushing more toward hiring a full-time Principal Assessor, as this position has been vacant for several months.

Selectman Talbot made the motion to vote in accordance with MGL, Chapter 40, Section 56 as amended, the percentage of local tax levied which will be borne by each class of real and personal property, relative to setting the FY2022 tax rates, and set the residential factor at 1.0, with a corresponding CIP shift of 1.0, pending approval of the Town's annual Tax Recap by the Mass Department of Revenue. Selectman Morrin seconded the motion. The motion passed on a vote of 4 Yes, 0 No, 1 Absent (Selectman McCarthy).

Adjournment

Attest: 
Executive Assistant to Town Manager



Board of Selectmen

Ware Town Hall, Meeting Room, 126 Main Street
Regular Meeting Minutes – Tuesday, December 7, 2021, at 7:00 p.m.

Instructions for call in option: at or before 7:00 p.m., call the phone number below and when prompted enter the Meeting ID number. The platform is Zoom Meetings.
Join online: <https://us02web.zoom.us/j/7846041861> (the online option will require a download).

Meeting ID: 784 604 1861
Passcode: 01082

Phone: 929-205-6099

Present: Selectman Thomas H. Barnes, Selectman Nancy J. Talbot, Chairman Keith J. Kruckas, Vice-Chairman John J. Morrin, Town Manager Stuart B. Beckley, Executive Assistant Christopher J. Nolan, Police Chief Shawn Crevier, Lynn Nenni, Ken Willette, Terrance Smith, Sarah Chaplin, Margaret Sullivan, Melissa Stevens, Alex Bergeron

Absent: None

Present via Zoom: Stanley Ciukaj from Ware Community Television

Meeting Opened by Chairman Kruckas at 7:00 PM.

Opening Remarks, Announcements, and Agenda review by Chair

Selectman Barnes expressed appreciation for the Town's festive Christmas decorations, including those set up Downtown by the Ware Flair Committee, as well as those on people's private residences.

Vice-Chairman Morrin thanked the Fire Department for their fast response time to a recent incident.

Consent Agenda- None

Scheduled Appearances

- **Discussion with Resource Waste, Host Community Agreement**
 - Mr. John Farese (owner of Resource Waste, located at 198 East Street, formerly Tri County Recycling) introduced himself and his business.
 - Resource Waste is a construction debris recycler that deals with materials including wood, concrete, aggregate, and plastic.
 - After recyclable materials are removed from the aggregate, the remaining waste material is held in Ware before being trucked to landfills in Ohio.
 - Mr. Farese explained that he was looking for his business to expand operations, and had met with Mr. Beckley and Chairman Kruckas about specific plans.
 - Chairman Kruckas added that Resource Waste does not use many roads in Town, as its location is more commonly accessed via Hardwick and the Brookfields. He referred to Mr. Farese's proposals as a 'win-win' for the Town.

Board of Selectmen: *Keith J. Kruckas, John J. Morrin, Thomas H. Barnes, Nancy J. Talbot, Caitlin M. McCarthy*
Town Manager: *Stuart B. Beckley*
sbeckley@townofware.com

- Selectman McCarthy expressed support for Mr. Farese's business, and recommended that the Town partner with it for future Bulky Waste disposal events.
- Mr. Farese emphasized that Resource Waste is not affiliated with the former business located at that site, and that it has been under new ownership for the past two years. He added that the company used responsible trucking routes and would never enter the MSW business.
- Selectman Talbot asked if sites like the company's property in Ware could be found elsewhere in the State.
 - Mr. Farese answered that a different facility in Boston specializes in separating re-usable materials from the construction waste, and that the aggregate arrives in Ware before being transferred to Ohio landfills.
- Mr. Beckley asked the Board if they wished to seek input from residents or potentially set up a committee to discuss establishing a Host Community Agreement for Resource Waste.
- Mr. Farese recognized that the expansion would be a long process with a high number of authorizations needed, hearings held, and opportunities for public input given. He also noted that agreements held by Resource Waste with the municipalities of Holyoke and Wilbraham could be used for reference.
- Chairman Kruckas stated that the Board wished to establish a five-member subcommittee for this topic, once again describing the proposals as a 'win-win' for the Town.

Selectman Talbot voted to authorize the formation of a five-member subcommittee on developing a Host Community Agreement for Resource Waste. Selectman Morrin seconded the motion. The motion passed unanimously (5-0).

Old Business

- **Update from Finance Committee & Discussion on ARPA Funds, Police Chief**
 - Chief Crevier appeared before the Board to propose that each member of the Town's police force be awarded \$10,000 from ARPA Funds.
 - He claimed that his officers have worked honorably and tirelessly each day, despite the risk posed to them since the start of the pandemic, and that there have been multiple COVID scares and 'domino effects,' on the force from officers falling ill or coming into contact with the virus.
 - A \$10,000 bonus for each officer would equal approximately \$2.77/hour of retroactive hazard pay for each officer dating back to March 2020.
 - Chief Crevier also noted the state of emergency due to COVID, and argued that the Police Department has offered consistent, high-quality service to the community through all of it.
 - Vice-Chairman Morrin mentioned that there have been essential workers throughout the pandemic from several Town departments, including Fire, EMTs, Teachers, Wastewater workers, and more.
 - Selectman McCarthy agreed that all these workers have been essential and should be considered as such.
 - Chairman Kruckas interjected, arguing that workers from some of these departments have had paid time off, while others have not.
 - Selectman McCarthy argued that even agreeing to only provide the bonus to essential workers who had not received paid time off would still prove to be a very large sum of money that the Town would be obligated to pay several individuals.
 - Chief Crevier made the argument that police have been frontline workers in one of the most vulnerable positions throughout the pandemic.
 - Selectman McCarthy retorted that the same could be said of people in several other occupations, namely nurses.
 - Chairman Kruckas argued that Police, Fire, and parts of the DPW have been the Departments whose workers have had no opportunities for paid time off or remote work in the past twenty-one months, and that other essential workers are not the Town's responsibility to compensate (specifically stating that if teachers wished for hazard pay, it should be taken from the ARPA money allotted to the Schools, not the Town).

- Mr. Beckley stated that if the Board wished to use ARPA money for essential worker bonuses, it would need to develop a plan for how much would specifically be allotted to each department with essential workers.
- Vice-Chairman Morrin remarked on the importance of ensuring the money is distributed equitably among the departments.
- Mr. Beckley stated the need for the Board to agree upon a definition for 'essential workers,' seeing as this term has been used very broadly to describe a massive percentage of workers in both the public and private sectors.
- Chairman Kruckas asserted that the Town should only be concerned with essential Town employees, and requested that Mr. Beckley provide the Board with a thorough list of employees (by department) that have been essential and fully on-site throughout the pandemic.
- Mr. Beckley noted that the current list of possible ARPA spending options was developed by the Finance Committee, and it did not include this proposal. He also noted that the Committee's list is not currently set to balance.
- Chairman Kruckas argued that the Board needed to be provided with the aforementioned list of workers before further action could be taken.

Selectman McCarthy made the motion to table the discussion on ARPA funding of essential worker bonuses until after the Board had been provided with a comprehensive list of essential workers by department. Selectman Barnes seconded the motion. The motion passed unanimously (5-0).

- Chief Crevier additionally updated the Board that the PD had been awarded body-camera grants, and that his department was currently struggling with the state's tighter training requirements for part-time officers, and the shrinking police workforce.
- Selectman Talbot asked for an update on the WestComm regional dispatch facility.
- Chief Crevier announced that the transition to the regional dispatch had been made, and had been mostly successful despite a few bumps. He also added that the Department was having repairs done on its fingerprint scanner, which had been having some issues.
- Mr. Beckley noted that the Fire Department and EMTs have also been extremely busy with high recent call volumes, and that the regional dispatch system as a whole was still having some of its issues tweaked.
- Chairman Kruckas brought the discussion back to ARPA spending, and argued that some of it should be used for the Town to hire a grant writer.
- Selectman McCarthy agreed, noting that this was an important issue from a public health standpoint.
- Chairman Kruckas argued that the Town is currently missing out on potential grant awards by not having a person designated to coordinate them. He asserted the importance of hiring a seasoned Grants Coordinator with a proven track record, rather than someone the Town would need to train.
- Selectman Barnes argued that another area on which the Town needs to focus is engineering.
- Selectman McCarthy expressed appreciation for the list developed by the Finance Committee, noting that it leaves enough leeway from a budgeting standpoint that items can be arranged as necessary by category.
- Mr. Smith explained that the list had been categorized during a meeting between himself, Mr. Devin Peterson, Selectman Talbot, and Mr. Beckley, and that the next step would be to calculate estimates for each item, after which discussions with the Capital Planning Committee can be held.
- Chairman Kruckas stated that the Board's foremost two priorities were currently
 - Engineering for the influent screen system at the Wastewater Treatment Plant
 - The hiring of a Grants Coordinator
- Mr. Beckley asked if the Board was seeking the coordinator position as part-time or full-time.
 - Chairman Kruckas answered that the Board wished to see this be a full-time position for at least the first year.
- Ms. Nenni asked if the Grants Coordinator job would be considered a permanent position.

- Mr. Beckley answered that no, this would be a grant-funded position only to be utilized for a given number of years.
- Mr. Willette asked for clarification on whether the position would be a 'Grant Writer' or 'Grants Coordinator,' and that this needed to be decided in advance.
 - Chairman Kruckas answered that 'Grants Coordinator,' was a more accurate description, Town departments are currently busy and should not be expected to write and coordinate grants by themselves in addition to all their other duties.
- Ms. Nenni inquired for what funding the Board was specifically seeking to have grants written.
 - Vice-Chairman Morrin cited the list provided at the previous meeting.
- Ms. Nenni asserted that the Board should not frame the job as a primarily-writing position, but should instead actively seek out a candidate who understands ARPA.
- Vice-Chairman Morrin interjected that ARPA was not the only source of money being discussed, as the Town was also expecting some money from the federal infrastructure package, as well as a number of other sources.
- Mr. Smith noted that the monetary values assigned to each item would be arbitrary until after the budgeting process has concluded.
- Ms. Nenni emphasized the importance of prioritizing specific items so that none are neglected or forgotten.
- Chairman Kruckas expressed that the Board needed monetary estimates before they could take any further action.
- Mr. Beckley revealed that the WWTP screen design estimate was \$350,000, while the Grants Coordinator position would likely total about \$150,000 in two years.
- Selectman Talbot reiterated that the Town needed to hire a qualified, experienced individual for the Grants Coordinator position.
- Selectman Barnes remarked that his experience working with grant writers has proven to him that the most successful ones seek the 'low-hanging fruit,' before anything else.
- Ms. Stevens asked how the position would be posted, and who specifically would be hiring for it.
 - Mr. Beckley answered that the normal hiring process would take place, and he would look into having the job posted on the Town website, the State municipal job database, and Indeed.

Selectman Talbot made the motion to authorize immediate action for the hiring of a grant writer and the engineering of the WWTP screen, while tabling the discussion on essential personnel matters until further investigations had been completed. Selectman Barnes seconded the motion. The motion passed unanimously (5-0).

- Mr. Smith acknowledged the importance of keeping track of the approved spending, specifically recognizing that ~\$500,000 had just been approved, and that a running list should be made for continuation at future meetings.
- Ms. Nenni reminded the Board that they would need an estimated \$1.5 million to cover the entire cost of the WWTP screen project.
 - Mr. Beckley noted that the Town was seeking another grant that could free up a large portion of this allotted money to be used on other matters if received.

New Business

- Approval of 2022 Renewals of Alcoholic, Common Victualler, Entertainment, Automatic Amusement Devices, Lodging, and Car Dealer Licenses

Selectman Talbot made the motion to approve the 2022 License Renewals as laid out by Executive Assistant and Licensing Clerk Chris Nolan in his Memo to the Board. All licenses were approved, with the exception of License #3731 (Wicked Wings Ware Inc. d/b/a Wicked Wings Co.) which permanently closed in October

2021. Selectman Barnes seconded the motion. The motion passed unanimously (5-0).

Comments and Concerns of Citizens- Request for Modification of Parking Rules

- Ms. Sullivan appeared before the Board with a letter requesting the Town adjust its Winter parking rules. She discussed having contacted other local towns, including Palmer, Warren, and Belchertown, all of which only apply a temporary on-street parking ban during snow events, rather than a ban which lasts all season, as Ware's does.
- Ms. Sullivan expressed that her driveway and the nearby street are not safe to walk on when they are glazed over in ice, and that her and other residents would not need to face this hazard as frequently if the Town adopted similar Winter parking rules to its neighbors, where residents could be alerted via the CODERed alert system whenever the parking ban was being activated.
- Ms. Sullivan argued that there is no need for Ware's Winter Parking Ban to be as strict as it is.
- Chairman Kruckas retorted that the ban is strict because of the numerous issues faced by the Police and DPW during this season as they deal with unpredictable weather. He stated that plowing is done on an 'as-needed' basis, and that getting ahold of every resident to alert them of a temporary parking ban would be extremely difficult, especially given the CODERed system's mixed reliability.
- Chief Crevier added that 2020-2021 was the Town's smoothest Winter yet in terms of parking compliance, but that inevitably, some people would follow the rules while others would not.
- Chairman Kruckas expressed that when plows need to wait for vehicles to be moved or towed, the snow continues piling up on the streets, which makes for a challenging situation for first responders.
- Ms. Sullivan added that first responders are also challenged by the inconsistent plowing schedule.
- Chief Crevier noted that the police consistently make every effort to contact a vehicle's owner before having it towed, as towing vehicles is a nuisance for all parties involved.
- Chairman Kruckas complained of new regulations on sidewalk width forcing streets to become narrower than they once were.
- Ms. Chaplin introduced herself, adding that she is a resident of Park Street who understands all sides of this issue, but expressed desire to see a discount for households with multiple vehicles, as it costs her family \$90 to purchase municipal lot parking passes for their three vehicles.
- Ms. Chaplin also added in regard to the idea of changing the seasonal parking ban to a temporary one activated during inclement weather that she feels the fear of being towed would be enough to motivate most residents to move their cars.
- Chairman Kruckas agreed that most people obeyed the policy, but that the minority who would not posed a problem.
- Ms. Sullivan stated that there are also instances where an event, such as a funeral, causes parking to fill up so much that people who paid for parking permits still cannot use the lot.
- One resident introduced himself as a landlord in the Downtown area, and argued to the Board that not all local streets have sidewalks, and that the Board was effectively forcing his tenants to walk long distances on the street to their vehicles in harsh, icy, and hazardous conditions.
- Chairman Kruckas retorted that when residents choose to buy or rent a home that lacks off-street parking, that is their individual problem.
- Ms. Chaplin responded that by this logic, the Chairman was effectively telling people not to live in a number of historic Downtown homes that in many cases were built over 150 years ago.
- Chairman Kruckas argued that the conversation had strayed away from the topic at hand.
- A resident asked about the legal liability if someone were to slip, fall, and injure themselves on untreated sidewalks or roadways while walking to or from their vehicle.
 - Mr. Beckley answered that if the person falls in the street, it is the Town's liability, whereas if they fall on a resident's property (or the sidewalk in front of it), the liability falls with the property owner.
- Ms. Chaplin mentioned that when Downtown was first constructed, cars were not an issue, but today, as

someone interested in buying a home Downtown, her main personal hesitation was the parking situation. She also added that the DPW has been known to plow snow to the incorrect side of Park Ave, which makes matters more challenging for residents.

- Chairman Kruckas asked Mr. Beckley to discuss this matter with the DPW Director.
- Chairman Kruckas argued that overall, the Town is at a loss for parking until more can be added.
- Mr. Beckley asked if the Board wished to take action on establishing a discount for households with multiple vehicles.
 - Chairman Kruckas responded that this idea could be beneficial to some residents, but it was not necessarily practical or in the best interest of the Board to approve.
- Mr. Beckley answered that the only potential alternative he saw was to communicate with businesses and organizations Downtown about letting residents use their parking lots, but this might be legally risky for them from a liability standpoint.
- The Board took no action on the matter.

Town Manager Report

- Mr. Beckley explained that Ludlow Construction will be wrapping up its project Downtown for the Winter within the coming week.
- The Ware Flair Committee's Holiday Drive-Thru would be held from 5-8 PM at Grenville Park on Saturday, December 11, with a rain date of Saturday, December 18. A new traffic pattern would help to alleviate the congestion caused by the Knights of Columbus' Halloween Drive-Thru event in October.
- The State would be receiving \$5 billion in ARPA funds, with some expected to be earmarked to the Town for matters such as road repairs and improvements.
- Mr. Beckley extended a warm welcome to two new personnel additions- Janine Leis as Social Services Coordinator for the Senior Center, and Michael Dambrosio as Transportation Operations Supervisor for the Quaboag Connector.
- Mr. Beckley stated that he would be communicating with the Pioneer Valley Planning Commission about the Board's approval for a Grants Coordinator position with the Town.
- COVID case numbers are rapidly increasing in the community, but fortunately, hospitalizations are on a downward trajectory. The Ware Public Schools were in the process of hosting multiple vaccine clinics.
- Chairman Kruckas thanked the Urban Foundation and the Opalinskis for their generous donation to the Rail Trail.
- Selectman Talbot noted the recent closure and analysis of the Hospital survey open to residents.
- Selectman McCarthy asked if the Town had reached out to Baystate Health for assistance with purchasing a needed new ambulance.
 - Chief Gagnon confirmed that Baystate has assisted the Town with some grant money.
- Chief Crevier asked if there was any update from Hardwick regarding ambulance services.
 - Chairman Kruckas answered that a 6-month update was expected soon, but the anticipated results were not encouraging.
 - Chief Gagnon remarked that his EMTs were helped by the fact that they were now only responsible for serving half of the Town of Hardwick, especially given that Ware was still receiving the same payment amount that was decided on when the agreement would have had Ware's ambulance service serving the entire Town.
 - However, Chief Gagnon also noted that forcing the Town's ambulances to make frequent trips to Hardwick has had a disruptive effect on response times, and has resulted in the Town needing to call in assistance from other neighboring communities more often than it should.
 - Chairman Kruckas agreed that the constant travel of Ware's EMTs between Ware, Hardwick, and Baystate Wing in Palmer was not reasonable or sustainable.
 - Chief Gagnon argued that Hardwick severely needs to cultivate its own ambulance service.

Board of Selectmen: Keith J. Kruckas, John J. Morrin, Thomas H. Barnes, Nancy J. Talbot, Caitlin M. McCarthy
Town Manager: Stuart B. Beckley
sbeckley@townofware.com

- Selectman Barnes noted that Baystate is expected to close down the Radiology Lab at Mary Lane Hospital in the near future, and asked if the closure of the final active medical unit within the facility meant the Town could remove the Hospital grounds' tax exempt status.
 - Chairman Kruckas argued that a meeting needs to be held on this topic specifically, as the Board not yet received any clear answer on the matter.
- Chief Gagnon wished to tell a positive story, and discussed how the Fire Department's UTV recently stopped working, but while they had initially expected they would need to deal with the expensive cost of a new one, the mechanical skills of Parks Director John Piechota and Mr. Moriarty were enough to fix the vehicle and save the Town hundreds of dollars.
- Mr. Bergeron asked if the vacant lot on Main Street where a building was demolished last year could be converted into additional parking.
 - Chairman Kruckas answered that he thought this was an excellent idea.
 - Selectman McCarthy disagreed, arguing that the Downtown area needs more green space, and that the Town Common area would be much more beneficial.
 - Chairman Kruckas retorted that he felt added parking was more important than green space.

Adjournment

Selectman Talbot made the motion at 8:25 p.m. to Adjourn the Regular Meeting and enter Executive Session in accordance with MGL Chapter 30(a)2 Contract Negotiations, not to return to Open Session. Selectman Morrin seconded the motion. The motion passed unanimously (5-0).

Attest:



Christopher J. Nolan
Executive Assistant to Town Manager



Memo

To: Board of Selectmen

From: Christopher J. Nolan

Date: December 28, 2021

Re: Request for Motion to Set Dates for 2022 Meetings of the Board of Selectmen

Selectmen- I kindly request that you set the meeting dates for 2022 using the same schedule that was applied in 2021, consisting of the first and third Tuesdays of each month, with meetings held at 7:00 PM in the Board of Selectmen's Meeting Room. This would set the meeting dates as

- January 4 and 18, 2022
- February 1 and 15, 2022
- March 1 and 15, 2022
- April 5, 2022
- April 11, 2022- Town Election
- April 19, 2022
- May 3, 2022
- May 9, 2022- Annual Town Meeting
- May 17, 2022
- June 7 and 21, 2022
- July 5 and 19, 2022
- August 16, 2022
- September 6 and 20, 2022
- October 4 and 18, 2022
- November 1 and 15, 2022
- December 6 and 20, 2022

The meeting dates do not include August 2, 2022, which coincides with National Night Out.

Thank you.

December 17, 2021

To : Select Board

From : Stuart Beckley, Town Manager

Below and attached is information related to premium pay for Town essential workers. Included are examples of what the City of Springfield has done and what the State is considering with their recent appropriation.

Timeline

March 20 – Governors order to close

March 23 – Sent personnel home while assuring essential functions. Staff alternated time in Town Hall. Department Heads charged with continuance of public services.

March 24 – DPW, water, sewer split into two teams Alternating weeks on and weeks off

May 25 – DPW returns to work

September – Begin remote work alternating.

December – Alternating work from home and Town Hall regular schedule established. Staff working full-time.

March, 2021 – Fully open Town Hall

Current Staff who worked full-time through the pandemic (on-site and remote)

- DPW Highway Supervisor
- DPW Director
- Police Department
- Fire/Ambulance
- Parks Manager
- Town Accountant
- Building Inspector
- Town Clerk
- IT Director
- Town Hall/Police Station Custodian
- Senior Center Custodian



Bill Would Give Up To \$2,000 Bonuses To Essential Workers Who Worked In-Person During Pandemic

By CBSBoston.com Staff October 25, 2021 at 3:52 pm Filed Under: Boston News, Coronavirus

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BOSTON (CBS) — The Massachusetts House is out with a plan for how to spend billions in federal dollars from the American Rescue Plan Act, the State House News Service reported Monday. And one of the proposals inside the package calls for giving a bonus to essential workers who worked in-person throughout the coronavirus pandemic.

The bill, if signed into law, would create a "premium pay program" that would "provide direct financial support to essential workers, in an amount of not less than \$500 and not more than \$2,000 for each eligible essential workers."

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Snowfall In Massachusetts This Weekend Could Follow Record Warmth



After Potentially Record Warmth, Weekend Storm Could Bring Widespread Snowfall



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"We Are In A Code Red Every Day,' Salem Hospital Overwhelmed With Too Many Patients, Not Enough Staff



Woman Killed When 19-Year-Old Driver Runs Red Light At Brighton Intersection, Police Say



Nurse Hit By Car, Killed Outside St. Elizabeth's Medical Center In Brighton



Bill Belichick Speaks On Demaryius Thomas: 'A Great Player But He's A Better Person'

Guidelines for eligible essential workers have yet to be finalized, but the money is intended for those who worked “in person and not in a remote setting” during Gov. Charlie Baker’s state of emergency that took effect March 10, 2020 and lasted more than a year. Eligible recipients would also need to have a household income that’s at or below 300% of the federal poverty level.

The payments would go out no later than Jan. 31, 2022, according to the bill.

READ MORE: After Potentially Record Warmth, Weekend Storm Could Bring Widespread Snowfall

“We didn’t want to make it overly generous,” House Speaker Ron Mariano told The Boston Globe. “We wanted to benefit the folks who stayed at their post through the whole pandemic — the folks who worked in the nursing homes, that drove the buses, that worked in the supermarkets.”

Overall, \$500 million would be used for the bonuses for low and middle-income workers, and another half billion for the state unemployment insurance trust fund.

MORE NEWS: Play Airlines Launches Low-Cost Flights From Boston's Logan Airport To Europe

The bonuses could be a boost for essential workers in Massachusetts who may have been hoping that Congress would act on a fourth stimulus check, which now appears unlikely.



Massachusetts Medical Society Calls For Mask Mandate in All Indoor Public Places



Patriots-Bills Week 16 Matchup Won't Be Flexed Into Prime Time, Will Kick Off At 1 p.m.



VOTE: The 2021 WBZ Gingerbread House Competition Is Here!

2021 HHS Poverty Guidelines and Monthly/ Annual Percentages Thereof (prepared by MLRI, January 2021)

| Household Size | 2021 HHS Poverty Guidelines (monthly, 48 contiguous states) | 115% of poverty | 125% of poverty | 187.5% of poverty | 200% of poverty | 300% of poverty |
|--------------------------------|---|-----------------|-----------------|-------------------|-----------------|-----------------|
| 1 | \$1,073 | \$1,234 | \$1,342 | \$2,013 | \$2,147 | \$3,220 |
| 2 | \$1,452 | \$1,669 | \$1,815 | \$2,722 | \$2,903 | \$4,355 |
| 3 | \$1,830 | \$2,105 | \$2,288 | \$3,431 | \$3,660 | \$5,490 |
| 4 | \$2,208 | \$2,540 | \$2,760 | \$4,141 | \$4,417 | \$6,625 |
| 5 | \$2,587 | \$3,233 | \$3,450 | \$5,173 | \$5,517 | \$8,275 |
| 6 | \$2,965 | \$3,410 | \$3,706 | \$5,559 | \$5,930 | \$8,895 |
| 7 | \$3,343 | \$3,845 | \$4,179 | \$6,269 | \$6,687 | \$10,030 |
| 8 | \$3,722 | \$4,280 | \$4,652 | \$6,978 | \$7,443 | \$11,165 |
| add for each additional person | \$378 | \$435 | \$473 | \$709 | \$757 | \$1,135 |
| Household Size | 2021 HHS Poverty Guidelines (annual, 48 contiguous states) | 115% of poverty | 125% of poverty | 187.5% of poverty | 200% of poverty | 300% of poverty |
| 1 | \$12,880 | \$14,812 | \$16,100 | \$24,150 | \$25,760 | \$38,640 |
| 2 | \$17,420 | \$20,033 | \$21,775 | \$32,663 | \$34,840 | \$52,260 |
| 3 | \$21,960 | \$25,254 | \$27,450 | \$41,175 | \$43,920 | \$65,880 |
| 4 | \$26,500 | \$30,475 | \$33,125 | \$49,688 | \$53,000 | \$79,500 |
| 5 | \$31,040 | \$35,696 | \$38,800 | \$58,200 | \$62,080 | \$93,120 |
| 6 | \$35,580 | \$40,917 | \$44,475 | \$66,713 | \$71,160 | \$106,740 |
| 7 | \$40,120 | \$46,138 | \$50,150 | \$75,225 | \$80,240 | \$120,360 |
| 8 | \$44,660 | \$51,359 | \$55,825 | \$83,738 | \$89,320 | \$133,980 |
| add for each additional person | \$4,540 | \$5,221 | \$5,675 | \$8,513 | \$9,080 | \$13,620 |

Prepared January 2021, MLRI

Coronavirus Local Fiscal Recovery Fund Guidance:

Premium Pay

American Rescue Plan Act (ARPA) Local Fiscal Recovery Funds may be used to provide premium pay to eligible workers performing essential work during the COVID-19 public health emergency or to provide grants to third-party employers with eligible workers performing essential work

These are workers who have been and continue to be relied on to maintain continuity of operations of essential critical infrastructure sectors, including those who are critical to protecting the health and wellbeing of their communities.¹

Workers who are covered by premium pay include:²

- Staff at nursing homes, hospitals, and home care settings;
- Workers at farms, food production facilities, grocery stores, and restaurants;
- Janitors and sanitation workers;
- Truck drivers, transit staff, and warehouse workers;
- Public health and safety staff;
- Childcare workers, educators, and other school staff; and
- Social service and human services staff.

The Interim Final Rule defines essential work as work involving regular in-person interactions or regular physical handling of items that were also handled by others. A worker would not be engaged in essential work and, accordingly may not receive premium pay, for telework performed from a residence.³

The definition of eligible worker is "those workers needed to maintain continuity of operations of essential critical infrastructure sectors and additional sectors as each Governor of a State or territory, or

¹ Interim Final Rule: Coronavirus State and Local Fiscal Recovery Funds, U.S. Department of Treasury (hereinafter "Treasury Guidance") 40.

² Treasury Guidance 41-42.

³ Treasury Guidance 43.



#NLCDelivers

each Tribal government, may designate as critical to protect the health and well-being of the residents of their State, territory, or Tribal government.”⁴

Governor of each state has discretion to add additional sectors to this list, so long as additional sectors are deemed critical to protect the health and well-being of residents.⁵

Premium pay means an amount up to \$13 per hour in addition to wages or remuneration the worker otherwise receives and in an aggregate amount not to exceed \$25,000 per eligible worker.⁶

The Interim Final Rule provides that any premium pay or grants provided should prioritize compensation of those lower income eligible workers that perform essential work.⁷

Premium pay must be entirely additive to a worker’s regular rate of wages and other remuneration and may not be used to reduce or substitute for a worker’s normal earnings. The definition of premium pay also clarifies that premium pay may be provided retrospectively for work performed at any time since the start of the COVID-19 public health emergency, where those workers have yet to be compensated adequately for work previously performed.⁸

The Treasury Department encourages local governments to prioritize providing retrospective premium pay where possible, recognizing that many essential workers have not yet received additional compensation for work conducted over the course of many months.⁹

Essential workers who have already earned premium pay for essential work performed during the COVID-19 public health emergency remain eligible for additional payments, and an essential worker may receive both retrospective premium pay for prior work as well as prospective premium pay for current or ongoing work.¹⁰

Finally, a grant provided to an employer may also be for essential work performed by eligible workers pursuant to a contract. For example, if a municipality contracts with a third party to perform sanitation work, the third-party contractor could be eligible to receive a grant to provide premium pay for these eligible workers.¹¹

If you have general questions about the Coronavirus State and Local Fiscal Recovery Funds, please email the U.S. Department of Treasury at SLFRP@treasury.gov or call 844-529-9527.

The information contained here is not legal advice. It will be subject to change based on updates from the U.S. Department of the Treasury, and any recipients should confirm applicability to their specific situation.

⁴ *Ibid.*

⁵ *Ibid.*

⁶ *Ibid.*

⁷ *Ibid.*

⁸ Treasury Guidance 45.

⁹ *Ibid.*

¹⁰ *Ibid.*

¹¹ Treasury Guidance 46.

MEMORANDUM

TO: DEPARTMENT HEADS

FROM: BILL MAHONEY, DIRECTOR

HUMAN RESOURCES AND LABOR RELATIONS

DATE ISSUED: JULY 9, 2021

RE: MERIT PAY AWARDS FOR COVID-19 RELATED WORK

As you are the City will award Covid-19 merit pay to non-bargaining employees who have been approved by the Personnel Review Committee (PRC). These awards are one-time payments and will not be added to base pay. These payments are in recognition of the outstanding efforts City employees made to minimize the effects of the Covid-19 coronavirus on City employees and City residents. The City recognizes and greatly appreciates the efforts of its employees who rose to this challenge.

Department Heads are instructed to submit names of non-bargaining employees from your Department who you are recommending for a merit award to this office by close of business on July 16, 2021. The PRC will consider these recommendations shortly thereafter and employees are expected to receive their awards during the last pay period of July or first pay period of August.

For each person you nominate please include the following information:

1. Name of employee
2. Job title
3. During the period of March 1, 2020 to June 15, 2021 the approximate percentage of time the employee worked from their regularly assigned work station vs. from home or another site. (If it was another site please explain). Please note if the employee was absent from work for more than one week at a time for any reason during this period. If an employee you are nominating was hired on or after March 1, 2020 please include date of hire.
4. Please comment on the risk of exposure to Covid-19 the employee had while working as either high, moderate or low. For example, effecting the arrest of person or administering the covid-19 vaccine would be high exposure, attending meetings in person as a part of your employment or dealing directly with the public would be moderate exposure, working alone or with limited contact with co-workers in an office or building would be low exposure, and working from home would be no exposure.
5. Please comment on any work the employee engaged in, if any, that was directly related to mitigating the effects of Covid-19 on the City workforce or on the residents of Springfield. The

following are examples of Covid-19 mitigating work, organizing or managing covid-19 clinics, administering vaccinations or working at vaccination sites, managing PPE supplies, sanitizing work areas, working at entry doors and taking temperature screenings of staff and the public, securing/managing covid-19 grants, and developing/implementing policies to mitigate the spread of covid-19 Employees performing their regular duties which provide service to the public or other departments is not covid-19 related work.

**MEMORANDUM OF AGREEMENT
BETWEEN
THE CITY OF SPRINGFIELD
AND
UFCW LOCAL 1459**

Whereas the parties to this Agreement are also parties to a collective bargaining agreement with a term of July 1, 2017 to June 30, 2020, and

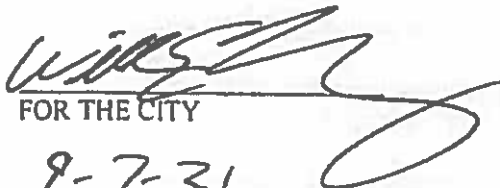
Whereas, the City wishes to recognize the efforts of certain bargaining unit members who provided dedicated service and went above and beyond the call of duty during the covid-19 coronavirus pandemic, and

Whereas, the City has received funds from the United States government which may be used to reward employees who provided exceptional government service during the term of the pandemic, the parties hereby agree as follows:

1. Department Heads will make recommendations to the Human Resources and Labor Relations Department for one-time bonuses to be paid to specific employees in the bargaining unit.
2. Department Heads will make their recommendations by September 17, 2021.
3. Department Heads will utilize the criteria referenced in Items 4-8 below.
4. The employee must have continuously been employed by the City during the period of March 1, 2020 to June 15, 2021. (Employees hired into bargaining unit after March 1, 2020 and before June 15, 2021 will be eligible for a pro rata benefit).
5. The bonus is available and limited to employees who remain on City of Springfield payroll as an active member of the bargaining unit on September 3, 2021.
6. The employee must have performed his/her work at their regular work location/site (an employee's residence is not a regular work location). For any period of time in which the employee was not working at their regular work location/site they will have any one-time bonus reduced. For example, if an employee was absent from their regular work location for 20% of their regular work time, they will have any one-time bonus reduced by 20%.*
7. Work specifically related to minimizing the impact of covid-19 on City of Springfield residents, co-workers or the general public will be taken into consideration.
8. Degree of risk of exposure at work to the virus as being high, medium, low or not applicable will be taken into consideration.
9. The Human Resources/Labor Relations Department will make the final decision as to the amount of the one-time bonus to specific employees, if any.
10. The parties agree that the award of this one-time bonus money is at the sole discretion of the City. The parties further agree that neither the Union, nor the bargaining unit members, may utilize the grievance procedure to appeal the amount of an award or the decision as to whether or not to grant a one-time bonus.
11. No one-time bonus will exceed \$5,000.
12. Any one-time bonus will not be included in base pay for the purpose of calculating vacation, sick leave, holiday, overtime, or any other rate of pay.

*The calculation of time away from the employee's regular work location/site is exclusive of time on paid vacation, use of sick leave for up to a maximum of 14 days, use of covid leave for quarantine or isolation, up to a maximum of 14 days.

By their signatures below the parties acknowledge their assent to the terms of this Memorandum of Agreement.



FOR THE CITY

8-7-21

DATE



FOR UFCW LOCAL 1459

8/7/21

DATE



Memo

To: Board of Selectmen

From: Christopher J. Nolan

Date: December 29, 2021

Re: Update on 2022 License Renewals, Section 12 Liquor License Hardship Letters

Selectmen – Allow me to provide an update on the status of the License Renewals for 2022.

Based on the vote of the Board of Selectmen from November 16th, 2021, we have waived the application fee for any Section 12 alcohol licensee that can produce a hardship letter. In the end, all Section 12 licensees submitted a hardship letter, and I have attached a spreadsheet detailing the revenue that was generated versus what was covered by hardship letters.

I also would like to add a note regarding the two licensees which have decided not to renew for this year. They are

- License #3731- Wicked Wings Ware Inc. d/b/a Wicked Wings Co. (closed for business October 2021)
- License #4851- Melha Shriners (announced their intention to not renew in late December 2021)

In addition to these two non-renewals, Workshop 13 has decided to not renew their Common Victualler License for 2022, recognizing that the minimal refreshments they serve at events do not require such a License under MGL Chapter 140, §181. However, they do wish to keep their Entertainment License, which has been renewed for 2022.

Though License #4851 for Melha Shriners was initially renewed with the other licenses at the December 7, 2021, meeting, the Shriners have not held any events or made any sales that would necessitate them having an Alcoholic, Common Victualler, or Entertainment License in quite some time and have no plans to for the coming year. They have expressed interest in possibly revisiting the issue in the future, where they would have to apply as a 'New Licensee.' This licensee had not submitted their renewal fee payment before making the announcement, and because they will not be operating in the Town of Ware in 2022, the total amounts listed on the spreadsheet I provided have decreased slightly from the original version.

Finally, I kindly request that you sign the Local Licensing Authority Certification Form, which enables me to send all of the necessary documentation regarding Alcohol Licenses to the Massachusetts Alcoholic Beverages Control Commission.

Thank you,

Chris Nolan
Executive Assistant to Town Manager & Select Board

2022 License Renewal Fee Revenue

| Section 12 Liquor Licenses (for on-premises consumption) | | | | | | |
|---|------------------|------------------|------------------------------------|--------------------------|-----------------------------|--|
| | Payment Received | Payment Required | Payment Covered by Hardship Letter | Hardship Letter Received | Explanation | |
| Aspen Street Rod & Gun Club | \$450 | \$450 | \$800 | Yes | | |
| Teresa's Restaurant of Ware, Inc. | \$1,315 | \$150 | \$1,215 | Yes | Town Refunding them \$1,165 | |
| GNK, Inc. d/b/a Astronaut Pizza House | \$50 | \$50 | \$550 | Yes | | |
| Weir River Social Club, Inc. | \$150 | \$150 | \$800 | Yes | | |
| Asian Garden Restaurant | \$50 | \$50 | \$1,215 | Yes | | |
| Garlic Inc. d/b/a Mexicali Grill | \$50 | \$50 | \$1,215 | Yes | | |
| Christina Christodoulou d/b/a Niko's Pizza | \$50 | \$50 | \$550 | Yes | | |
| Ying Xuan Chen d/b/a New United China #1 | \$50 | \$50 | \$550 | Yes | | |
| Alan S. Josefak (Rollaway Lanes) | \$60 | \$60 | \$800 | Yes | | |
| JR2 Enterprise, Inc./Hanna Devines Rest & Bar | \$1,365 | \$150 | \$1,215 | Yes | Town Refunding them \$1,215 | |
| Gabryel Narutowicz, Inc. | \$210 | \$210 | \$1,215 | Yes | | |
| Mak-8-Mass, Inc. d/b/a Debbie Wong Restaurant | \$50 | \$50 | \$1,215 | Yes | | |
| TOTALS | \$3,850 | \$1,470 | \$11,340 | | | |
| Section 15 Liquor Licenses (for off-premises consumption) | | | | | | |
| Satkartar and Sons, Inc. d/b/a Ware Package | \$750 | \$750 | | | | |

[illegible]

[illegible]

To the Town of Ware board of select

Aspen street Rod And Gun Club continues to operate well below capacity due to covid. Patronage is at an all time low,

Reduced revenues continue to make it difficult to decide which bill gets paid and when.

We thank you for your consideration in these difficult times and appreciate the help/waiver on licensing fees.

President

David R Fox

David R Fox 12/1/21

Dear Board of Selectmen,

We kindly request that you waive the 2022 Liquor License Renewal Fee for Teresa's. The pandemic has had a very adverse impact on business, and not having to pay the \$1,215 fee would be a tremendous help to us.

Thank you,

Giuseppe Ferrentino

11/24/2021

Astronaut Pizza House
197 West Street
P.O. Box 1395
Ware, MA 01082

Board of Selectmen
126 Main Street
Ware, MA 01082

Dear Members of the Board,

The past year has been difficult for our business, and we have been operating with reduced hours since April 2020. We are currently providing takeout orders only, and we are open just Wednesday-Saturday, 4pm-8pm. Because we are just takeout, we did not order or serve any beer or wine at all in 2021. We are applying to renew our beer and wine license, with the hope that circumstances will change for the better in the coming year, and that we will be able resume normal hours and table service then. It was a huge help to us to have the renewal fee waived last year, and we ask the board to waive our 2022 renewal fee.

Thank you for your time, and for considering this request.

Sincerely,



Suzanne Karanikis, President, G.N. K., Inc. (license holder)
Nick Karanikis, President, Astronaut Pizza House, Inc.

To whom it may concern,

The Weir Rive Social Club, located on East street in Ware, was closed during the pandemic for over a year.

The main source of income for the club is liquor / alcohol sales, which has negatively impacted the club during this time.

A substantial amount of savings was depleted to keep the other services running (heat, water, electrical, etc...).

Can you please waive the renewal fee, per Section 12: liquor licenses who opted to have the renewal fee waived (on behalf of COVID).


David Grace

12-15-2021

Secretary, Weir River Social Club

Asian Garden
124 West St.
Ware MA 01082

11/29/2021

Dear To Whom it May Concern,

Happy Holidays! We are writing in hopes to wave the annual liquor license fee due to financial hardship. As you are all aware, there have been restrictions in the number of diners allowed in the building over the past year. Due to the decrease in dine in patrons, number of sales, and health concerns, our business has suffered financially. As we continue to serve our community while keeping our staff safe, we have had to resort to cutting wait staff hours because of the diminished number of dine in patrons. We hope that as the public health crises becomes less severe, we can open to full capacity in the dining room.

If there are any questions or concerns, please feel free to contact me. (413) 544-9012

Best,



Johnny Huynh

To the Board of Selectmen,

I am writing this letter to request a waiver for the liquor license renewal fee. Due to covid -19,our business has been greatly affected, our sales have been reduced significantly, as a result, we are experiencing financial hardship. It would help us tremendously if you waive this fee.

Thank you for your consideration.

Sincerely,
Dolores Nunez
Mexicali Grill

today's date:
11-29-2021

To whome it may concern, in the town of Ware, Ma. I am writing to the town manager and/or the select Board of Ware in the hopes of allowing the town to waive the fees allowed by town law to continue to operate our family's business there on main street (118) with any ease available to us due to the struggles of the effect of the COVID-19 pandemic. We have been closed a number of times during this year also because of hardships endured due to state regulations & employee shortage.

Thank you for your
consideration from the
Christodoulou family, small
business owners since 2005,

~~Christina Christodoulou~~

MRS. CHRISTINA CHRISTODOULOU

New United China Restaurant
164 West St, Ware MA
Ying Xuan Chen

Liquor License Renewal Hold
Letter of Hardship

November 19, 2021

Dear Town of Ware,

I am providing a letter of hardship regarding the Liquor License Renewal for the upcoming 2022 year at the New United China restaurant establishment. Our restaurant is still recovering from the impact of the pandemic and have yet to fully reopen our dine-in options such as the buffet. We would like to request a fee waiver and to temporarily have our alcohol license on hold as we try to return from the covid year.

Sincerely,

Ying Xuan Chen

A handwritten signature in black ink, appearing to read "Ying Xuan Chen". The signature is stylized with a large, looped "Y" and "C".

Nolan, Christopher

From: AL JOSEFIK <dallas2299@yahoo.com>
Sent: Tuesday, November 23, 2021 10:51 AM
To: Nolan, Christopher
Subject: Rollaway Lanes Liquor License

CAUTION: This email originated from outside of the Town of Ware organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Chris, I am sending you this email in regard to the letter I got for the liquor license Hardship to waive the fee. . As you may or may not have heard we put the bowling center on the market last year as it is losing money daily to keep open, We have had no interest from any potential buyers. And with the covid issues it's not a good business venture for anyone. So now it is still on the market as a commercial building for another use. So either way it will be sad to see no more bowling center after 60 years, so many good memories. So this season will most likely be our last, we plan on closing it June 1st. 2022. So with that being said if the Board would renew our Beer and wine license without fees would help tremendously. Thank you for your consideration.....Al Josefiak c/o Rollaway Lanes.

HANNA DEVINE'S RESTAURANT
91 Main Street
Ware, MA 01082
413-277-0707

12/1/2021

Letter of Hardship;

To Whom It May Concern;

I am writing this letter to convey the lingering effects the COVID19 Pandemic has had on Hanna Devine's Restaurant. We are deeply effected by the labor shortages and spiking food costs. The ongoing uncertainty with new strains of Covid 19 keeps patrons away. The overall result has been a decrease of our overall revenue by 40% for 2021, with no end in sight. I hope you take these factors into consideration when making your descision.

Kimberly Craig,

Kimberly Craig

President

December 16, 2021

Town of Ware
Main Street
Ware, MA 01082

RE: Hardship Letter regarding Annual License Fees

To Whom It May Concern:

This letter is to request that the Annual License Fees for Gabryel Narutowicz, INC. be reduced due to hardship conditions.

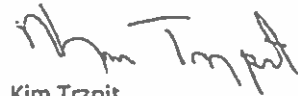
With the onset of the Covid Pandemic back in 2019, G. Narutowicz, Inc. (aka-GABE'S) was forced to close it's doors as bars, taverns, etc. could not remain open.

GABE'S was closed for a little more than a year, with no income being generated by the bar. Insurances and other expenditures still needed to be paid.

Therefore, granting of a reduction in Licensing Fees for 2022 would help the business by reducing those financial obligations and allowing GABE'S to focus on other mandatory expenditures.

Your approval of this request would be greatly appreciated.

Respectfully,



Kim Trzpit

President

sjl:KT

To whom it may concern,

I, Ho Mak, owner of Debbie Wong restaurant, am writing this letter to let you know that business is still not the same as the first year I purchased the restaurant. Food sales and liquor sales are extremely impacted. As you may have seen on the news, supplies are scarce and very limited. I am paying over double for certain supplies and food items. The supply chain is severely disrupted and I am barely staying afloat. Revenue is about half of what it normally was and many people still do not want to come out to eat, so liquor sales are greatly impacted as well. I can't even get liquor at times as it is unavailable because of bottling demands, they don't have any bottles to package the liquor in, for shipping. Please accept this as my letter of hardship.

Thank you for your consideration,

Sincerely,

Ho Mak



Ware

MASSACHUSETTS

Historical Commission
126 Main Street
Ware, MA 01082

www.townofware.com

12/15/21

310 Beaver Lake Road
Ware, MA 01082

To the Selectboard,

I am writing to endorse the application of Elena Palladino for one of the openings on the Ware Historical Commission. As you know, it's challenging to find young people who are willing to be involved in our town boards, and Elena has stepped up to help the town sort out the recent activity with Mary Lane Hospital's impending closure. Elena has proven to be an energetic researcher, especially when it comes to historical issues. Her article for the Ware River News about Mary Lane Hospital was thoughtful and informative. She is a new voice in a time when many of the town boards are looking for new members.

Elena has lived in Ware for six years, and brings to the Ware Historical Commission impressive educational credentials, plus the desire to make her new home a better place. At our first meeting, she showed us that she can make her point clear in a most pleasing manner, and is unafraid to speak up, ask questions, and volunteer to do projects. I believe we are lucky to find her available to serve on our Board and would be remiss to disregard her application. Thank you.

Sincerely,

Lynn Caulfield Lak, chair
Ware Historical Commission



TOWN OF WARE FIRE DEPARTMENT

Thomas Coulombe
Fire Chief

Edward Wloch
Deputy Chief

200 West Street Ware, Massachusetts 01082
Station (413) 967-5901* Office (413) 967-9631* Fax (413) 967-9632
Email Chief- tcoulombe@townofware.com Email Deputy- ewloch@townofware.com

Notice: May 30, 2014

The Town of Ware MA. is embarking on a new program which will have a small financial impact on your company. As of July 1st 2014 the Town of Ware is instituting a dumpster permit program. *For those that have already received letters announcing this program please note the changes since our last correspondence.*

Per 527CMR 34.05 Dumpsters 6yard in the aggregate or greater will require a permit from the Fire department. Dumpsters dropped off and picked up in the same day will not require a permit per code. All dumpsters placed for 7 days or greater will require a permit fee of \$50 dollars.

The procedure will be as follows;

- Permits must be in place before the placement of a dumpster.
- Dumpsters placed for greater than 1 day will require a permit. Paper work for each dumpster will be mailed to our office @ 200 West St Ware, MA.
- Dumpsters placed for 7 days or greater will be assessed a \$50 fee which will accompany the permit request.
- For short time notice requests a faxed copy of the permit request will be accepted for inspection purposes. This faxed copy will be followed up forthwith by a mailed hard copy and permit fee when applicable.
- Checks are to be made out to the **Town of Ware**, an mailed to the Ware Fire Department 200 West Street.
- Permanently placed dumpsters can be supplied to this office on a single list, along with a corresponding permit fee. Information needed;
 - Your company name & emergency contact information
 - Address of the dumpster, do not include the clients contact information.
 - Size of the dumpster & its intended type of refuse.

The list of permanently placed dumpsters and corresponding payment will be due each June. For temporary placement of dumpsters use the attached form. If you have any Questions please contact me by phone or email (listed above) Dumpsters found to be placed without proper permitting will be subject to, triple the normal permit fee costs, fines or both.

Deputy Fire Chief
Edward Wloch



TOWN OF WARE FIRE DEPARTMENT

Thomas Coulombe
Fire Chief

Edward Wloch
Deputy Chief

200 West Street Ware, Massachusetts 01082
Station (413) 967-5901 * Office (413) 967-9631 * Fax (413) 967-9632
Email Chief- tcoulombe@townofware.com Email Deputy- ewloch@townofware.com

Application for Dumpster Permit

Date: _____

Dumpster Company Name: _____

Emergency Contact information of Dumpster Owner: _____

Location of Dumpster; _____

(Do not include client contact information)

Size of Dumpster; _____ Dumpster Equipment _____

(IE: Compactor attached / Covered / open)

Town License Number ; _____ (available at the Board of Health office)

Dumpster Placement _____
(Permanent / Weekly / monthly) (Temporary placement- Drop off and removal Dates)

Type of refuse intended for the Dumpster _____

Pursuant to 527 CMR section 34.03 will obtain a permit from the head of the fire department for rubbish containers six cubic yards or more in the aggregate requiring mechanical assistance to be emptied

All dumpsters placed for seven (7) days or greater will be assessed a permit fee of \$50. Any nonconforming dumpsters can be assessed triple the permit fee cost, fined per 527 CMR 34.03 & 527 CMR 1.04 (8) or both. All checks to be made payable to: **Town of Ware**

Faxed copies: This permit needs to be in place before the dumpster is placed. For short notice placements a faxed copy of this permit will be acceptable for inspection purposes. A hard copy and permit fee (if applicable) will be mailed forthwith.



TOWN OF WARE FIRE DEPARTMENT

Christopher Gagnon
Fire Chief

James E Martinez
Deputy Chief

200 West Street Ware, Massachusetts 01082
Station (413) 967-5901* Office (413) 967-9631* Fax (413) 967-9632
Email Chief- cgagnon@towofware.com Email Deputy- jmartinez@townofware.com

Dumpster Permit

Date: _____

Dumpster Company Name: _____

Emergency contact information of Dumpster Owner: _____

Contact information of Dumpster Owner: _____

Location of Dumpster; _____

Size of Dumpster; _____ Dumpster Equipment: _____
(IE: Compactor attached / Covered / open)

Town License Number ; _____ (available at Board of Health Office)

Pick-Up Schedule _____ (Permanent- Weekly / monthly)
(Temporary placement- Drop off and removal Dates)

Type of refuse intended for the Dumpster _____

Pursuant to 527 CMR, section 19.1.1 will obtain a permit from the head of the fire department for rubbish containers six cubic yards or greater

All dumpsters placed for fourteen (14) days or greater will be assessed a permit fee of \$50.00. Any nonconforming dumpsters can be assessed triple the permit fee cost, fined per 527 CMR 19.1.1 & 527 CMR 1.04 or both. All checks to made payable to:
Town of Ware

Faxed copies: This permit needs to be in place before the dumpster placement. For short notice placements a faxed copy of this permit will be acceptable for inspection purposes. A hard copy and permit fee (if acceptable) and mailed forthwith.

527 CMR: BOARD OF FIRE PREVENTION REGULATIONS

527 CMR 34.00: RUBBISH HANDLING

Section

- 34.01: Scope
- 34.02: Definitions
- 34.03: Permits Required
- 34.04: Special Hazard Rubbish
- 34.05: containers
- 34.06: Waste Storage Rooms
- 34.07: Waste Chutes
- 34.08: General
- 34.09: Referenced Publications

34.01: Scope

527 CMR 34.00 shall apply to the storing or handling of combustible rubbish inside of or in the vicinity of any building or structure.

34.02: Definitions

For the purpose of 527 CMR 34.00, the following terms shall have the meanings respectively assigned to them:

Building: A structure enclosed within exterior walls or firewalls, built, erected and framed of a combination of any materials, whether portable or fixed, having a roof, to form a structure for the shelter of persons, animals or property. For the purpose of this definition, "roof" shall include an awning or similar covering, whether or not permanent in nature. The word "building" shall be construed where the context requires as though followed by the words "or parts thereof".

Combustible Rubbish: Any fragmented combustible material regardless of value, and any combustible waste material, including floor sweepings, paper packing, upholstery materials, cardboard, shavings, wood scrap, furniture, hay, straw, grass, combustible fiber materials, clothing, bed clothing, by-product waste from industrial operations, mixtures of any of these, or similar combustible materials in any proportions.

Listed: Equipment or materials included in a list published by an organization acceptable to the Marshal, and concerned with product evaluation, that maintains periodic inspection of production of listed equipment or materials and whose listing states either that equipment or materials meet appropriate standards or have been tested and found suitable for use in a specific manner.

Owner: Every person who alone or jointly or severally with others:

- (a) has legal title to any building or structure; or
- (b) has care, charge, or control of any building or structure in any capacity including but not limited to agent, executor, executrix, administrator, administratrix, trustee or guardian of the estate of the holder of legal title; or
- (c) lessee under a written letting agreement; or
- (d) mortgagee in possession; or
- (e) agent, trustee or other person appointed by the courts. Each such person shall to comply with the provisions of 527 CMR 34.00.

Self-Closing Fire Door: A fire door that returns to the closed position when opened and released and which in combination with a frame, hardware, and other accessories provides a specific degree of fire protection to the opening.

Structure: A combination of materials assembled at a fixed location to give support or shelter, such as a building, framework, retaining wall, tent, reviewing stand, platform, bin, fence, sign, flagpole, recreational tramway, mast for radio antenna, or the like. The word "structure" shall be construed, where the context requires, as though followed by the words, "or part or parts thereof".

527 CMR: BOARD OF FIRE PREVENTION REGULATIONS

34.02: continued

Waste Compactor: Any device using electrical, hydraulic or mechanical means to reduce the volume of waste and package it into a smaller unit of size.

Waste Storage Room: Any room used for the keeping, storage or handling of combustible rubbish of six cubic yards or more; loose, baled or compacted.

34.03: Permits Required

The owner, lessee or refuse generator of any premises shall obtain a permit from the head of the fire department for rubbish containers, which are emptied by mechanical assistance, of six cubic yards or more in the aggregate of compacted or uncompacted combustible rubbish. Permits shall state container location(s) and the name and telephone number of the company or person who can be reached in an emergency.

No permit shall be required for containers which are delivered to a location and removed in the course of a single business day.

34.04: Special Hazard Rubbish

(1) Hot coals, cinders, hot scrap metal, and similar substances shall not be deposited in combustible containers, or kept or stored so as to ignite combustible material. Such substances shall not be mixed with combustible rubbish or stored in the same containers. Such substances shall be kept, handled, or stored inside buildings only in noncombustible receptacles approved by the head of the fire department for that purpose and location. Such substances shall be kept, handled, or stored outside of building locations so that they cannot ignite buildings on the premises or adjacent premises and will not endanger people.

(2) Substances subject to spontaneous heating or ignition, such as oily or greasy rags, or other materials or combinations of materials, shall not be deposited in combustible containers or so kept or stored as to ignite combustible material. Such substances shall not be mixed with combustible rubbish or stored in the same containers. Materials subject to spontaneous ignition shall be kept in listed metal receptacles equipped with self-closing hinged covers designed to guard against the hazard of spontaneous combustion. Contents shall be emptied every night and disposed of properly.

(3) Materials such as those compounded with hazardous chemicals which tend to be reactive with other materials shall not be mixed with combustible rubbish or kept, handled, or stored in the same containers. Such materials shall be kept or stored in containers approved by the head of the fire department. Hazardous waste shall be disposed of in accordance with the regulations of the state Department of Environmental Protection (DEP).

34.05: Containers

(1) Rubbish containers when they are small enough to be moved by one person shall have a removable or hinged cover which shall be kept in place unless the container is being filled or emptied.

(2) Containers which require mechanical assistance to be moved shall be provided with a means of access to their interior, without disconnecting from a compactor unit or they shall have a minimum port opening of two inches in diameter through which water may be introduced for extinguishing fire. The port opening shall be labeled "FIRE HOSE PORT" or similar wording. Containers which are not part of a compactor unit shall not be required to have the additional openings or hose connections for fire extinguishment, if they are provided with a cover to make the contents accessible during firefighting operations. The cover of such a container shall remain closed except when the container is being filled or emptied. 527 CMR 34.05(2) shall apply to containers installed or replaced after 8/28/92. Containers in use subsequent to 8/28/92 shall be retrofitted to comply with the provisions of 527 CMR 34.00 by 8/28/95.

527 CMR: BOARD OF FIRE PREVENTION REGULATIONS

34.05: continued

- (3) Containers shall not be placed at any location as to become an obstacle to the egress of persons from buildings or to vehicle traffic or as to obstruct operations of the fire department personnel during a fire or other emergency.
- (4) Containers which require mechanical assistance to be moved, shall be marked with the name and telephone number of the company or person from which emergency service to expedite movement of the container can be obtained.
- (5) Containers adjacent to buildings shall not be placed so the top of the container is less than five feet vertically and horizontally below any window or other opening, unless otherwise approved by the head of the fire department.

34.06: Waste Storage Rooms

- (1) All openings in waste storage rooms shall be protected by automatic self-closing fire doors. These doors may not open into paths of egress.
- (2) A room of a building or structure shall comply with the requirements for a waste storage room if it is used for keeping, handling, or storing of rubbish, loose, compacted or baled in an amount exceeding six cubic yards for more than 24 hours.
- (3) Waste storage rooms shall not contain boilers or furnaces used for the central heating of buildings.
- (4) Waste storage rooms shall be provided with automatic sprinklers installed in accordance with 780 CMR. The domestic cold water supply shall be acceptable for the automatic sprinkler feed. A minimum one half inch diameter hand hose of adequate length to reach all portions of the room shall be provided.

34.07: Waste Chutes

- (1) Interior waste chutes shall be installed in accordance with the provisions of NFPA 82 and shall terminate in waste storage rooms as defined in 527 CMR 34.02.
- (2) Instructions describing the size and type of waste which may be deposited in the chute shall be posted at each service opening.
- (3) Waste chutes used in conjunction with the construction, repair or alteration of a building shall discharge to the outside.

34.08: General

- (1) Combustible rubbish or rubbish in combustible containers shall not be kept, handled, or stored in any building for more than 24 hours except in a waste storage room conforming to the requirements of 527 CMR 34.06.
- (2) All container units which can be moved without mechanical assistance shall, at the end of each rubbish collection cycle, be emptied and the contents properly stored in a waste storage room, or the container and contents shall be stored in a waste storage room.

34.09: Referenced Publications

Documents or portions thereof that are referenced within 527 CMR 34.00 shall be considered a part of the requirements of 527 CMR 34.00. Refer to 527 CMR 49.00 for a complete listing of all documents referenced in 527 CMR.



TOWN OF WARE

Town Manager

126 Main Street

Ware, MA 01082

413-967-9648 x100

Town Manager Updates January 4, 2022

Animal Control Shelter Update. The Town of Monson has been offered an existing animal facility which can be used for an animal control shelter to replace the Palmer shelter. The cost of the acquisition and construction will be significantly less than the amount appropriated by Town Meeting for this project.

COVID Update: The number of cases across the Commonwealth remains significantly high. The State distributed 3150 test kits to Ware. These were broadly and distributed to residents and employees at risk. The Commonwealth has arranged the ability for Towns to purchase test kits directly from manufacturers and distributors. ARPA funds could be used for this purpose.

Personnel – Interviewing candidates for the HR director early next week. Still receiving applications for the Grants Manager position.

The Regional Resource group will provide the Town with a proposal for continued assessor services for the short-term and will work with the Town to fill the assessor position long-term. RRG, the Assessors and the Tax Collector were able to mail the second half

The Planning Department submitted a grant application for the re-surfacing and drainage improvements at the Pleasant Street Parking Lot.

The DPW will work on tree removal around the Church Street Water Tank. This will help with long-term maintenance of the tank.