

Board of Selectmen

Ware Town Hall, Meeting Room, 126 Main Street

Regular Meeting Notice Agenda – Tuesday, April 21, 2020 at 7:00 p.m.

Instructions for call in option: at or before 7:00 p.m., call one of the phone numbers below and when prompted enter the Meeting ID number. The platform is Zoom Meetings. This information and the web link will also be provided on the Board of Selectmen website. Join online: <https://zoom.us/j/7846041861> (the online option will require a download).

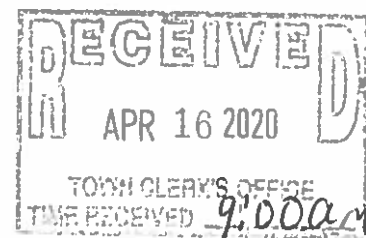
Meeting ID: 784 604 1861

Phone (use any of these):

929-205-6099

253-215-8782

301-715-8592



Meeting Opened

Opening Remarks, Announcements, and Agenda review by Chair

Consent Agenda

- Approval of April 7, 2020 Meeting Minutes

Scheduled Appearances

- COVID-19 UPDATE

Old Business

New Business

- Curaleaf – HCA Update to add Medical Dispensary
- FY21 Budget
- Food Bank and Other Services
- Quabbin Reservoir Access
- Annual and Special Town Meeting Warrants

Comments and Concerns of Citizens

Town Manager Report

Adjournment

Executive Session: M.G.L. Chapter 30A, Section 21(a)

#1 Discussion of Complaint Regarding Public Employee: Town Manager

Board of Selectmen

Ware Town Hall, Meeting Room, 126 Main Street

Regular Meeting Minutes – Tuesday, April 7, 2020 at 7:00 p.m.

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<https://zoom.us/j/723818832> (the online option will require a download).

Meeting ID: 723 818 832

Phone (use any of these):

929-205-6099

253-215-8782

301-715-8592

Present: Selectman Alan G. Whitney, Selectman Keith J. Kruckas, Selectman Nancy J. Talbot, Town Manager Stuart B. Beckley, Interim DPW Director St. George-Sorel, Acting Fire Chief Gagnon, Police Chief Crevier

Remote Participation: Selectman Tracy R. Opalinski, Selectman John E. Carroll

Meeting Opened by Chairman Whitney.

Opening Remarks, Announcements, and Agenda review by Chair

Selectman Carroll asked if future meetings could be done through virtual participation. Mr. Beckley noted the Governor's Order allows remote participation at this time, and once that is lifted, the Board would have to vote to continue to hold meetings with remote participation.

Selectman Opalinski would have liked to have seen Covid-19 as an agenda item; Chairman Whitney noted this for the next meeting.

Consent Agenda

- **Approval of March 24, 2020 Minutes**

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

Scheduled Appearances

Old Business

- **Analysis of Water Treatment Plant Costs, DPW Interim Director Gilbert St. George-Sorel**

Mr. St. George-Sorel noted his letter and analysis (attached). He stated he looked at the affordability and costs of the project currently with a need for \$213,767 plus \$28,333 short-lived asses reserve fund per year, \$100,000 in additional costs for operations. Chairman Whitney noted this is not a yes or no, the town is going forward with the project. Mr. St. George-Sorel noted that the next steps are to re-apply to USDA. Selectman Kruckas noted the town was sold a package by a person who then walked away, and the Board needs all the paperwork and costs to be in order to proceed. Chairman Whitney noted the biggest concern of residents is the quality of the water.

Selectman Talbot questioned who would do the update of costs; Mr. St. George-Sorel noted that Wright-Pierce would update the information, including operational costs and staffing requirements by DEP. He noted the Preliminary Engineering Report (PER) would then be re-submitted to USDA, and we would hope to also get another grant. Mr. Beckley noted the application is a rolling application and USDA has been encouraging that Ware would be considered for more funding. The required PER and documents re-submitted must include the FY19 audit (not yet completed). Mr. St. George-Sorel was hopeful for a 40% grant, and Mr. Beckley noted that we are optimistic for a lower interest rate. Selectman Opalinski asked, and Mr. Beckley agreed to call the auditor. Mr. St. George-Sorel noted a total higher cost of the project would require going to Town Meeting. He noted that Enterprise Funds may not be enough, and there will be a need for further discussion with the Board. Selectman Kruckas noted he has questioned this from the beginning. Mr. St. George-Sorel stated that revenues are down, and the water quality is affected by multi-family houses in disrepair or shut down. Selectman Opalinski noted this report was excellent and easy to understand. Chairman Whitney asked for a monthly update on the water and overall project. Any deadlines are slowed due to Covid-19. Selectman Opalinski requested Mr. Beckley include the P & S of 116 Pleasant Street with the documents sent to USDA. Mr. St. George-Sorel noted that the USDA would take the Bond Anticipation Notice (BAN) when the project is done, but the project can start.

Mr. St. George-Sorel noted that the town will start flushing the system this weekend. There are ongoing projects, as well:

- Elm Street
- Main Street by Mass DOT, with black lamp lights next spring, ongoing until approximately July 2021. Please ask all citizens to notify Mr. Beckley of any events or activities on Main Street, so that Mr. Beckley can update Mass DOT.
- Well #1
- Barnes Street loop
- Church Street sewer (pipes date to 1889)
- Hazardous tree removal project, 20 trees on the list
- Old Belchertown Road – approximate cost \$250,000, out for bid soon
- Babcock Tavern Road

- **Attorney Opinion - Town Meeting Warrant Article: Change Title from Board of Selectmen to Select Board**
- **Attorney Opinion - Town Meeting Warrant Article: Strong Chief, Civil Service**

Mr. Beckley noted these would both need to be decided by the Legislature

- **Request to Advertise Vacancy: Board of Registrars**

Selectman Talbot, as Town Clerk, noted that Mr. Cote's term has expired, and this creates a Democratic vacancy on the Board of Registrars. This vacancy will be advertised on the Town website.

New Business

- **Request for New Hires – Police Chief**

Chief Crevier requested the Board of Selectmen authorize the Town Manager to call for the MA Civil Service Police hiring list for three (3) vacant positions on the Ware Police Department. Chief Burns of the Palmer Police Department has indicated that his department could perform the interview/selection of candidates.

Selectman Kruckas made the motion to approve the process for three new police hires. Selectman Whitney seconded the motion. The motion passed on a vote of 4 Yes, 0 No, 1 Abstention (Selectman Talbot).

- **Appointment: Open Space Committee – James Kadra, Term to Expire June 30, 2023**
- **Reappointment: Historical Commission – Lynn Lak, Term to Expire June 30, 2023**
- **Reappointment: Tax Increment Financing Authority – Gerald Fountain, Jr., Term to Expire June 30, 2023**
- **Reappointment: Zoning Board of Appeals – Gregory W. Eaton, Term to Expire June 30, 2023**
- **Reappointment: Capital Planning Committee – Clayton Sydla, Term to Expire June 30, 2023**
- **Reappointment: Capital Planning Committee – Jennifer McMartin, Term to Expire June 30, 2023**

Selectman Talbot made the motion to approve above appointment and reappointments. Selectman Kruckas seconded the motion. The motion passed unanimously on a vote of 5 Yes, 0 No.

- **Expiration of Term: Council on Aging – Janet Ciejka, Term to Expire June 30, 2020 per Council on Aging rules for one year – informational**
- **Acceptance of Resignation: Council on Aging – Carol A. Brundige, Term to Expire June 20, 2022**

Selectman Talbot made the motion to accept the above resignation, with regrets. Selectman Kruckas seconded the motion. The motion passed unanimously on a vote of 5 Yes, 0 No.

- **Change Cannabis Committee to Cannabis Advisory Committee**

Selectman Kruckas made the motion to approve change to Cannabis Advisory Committee. Selectman Talbot seconded the motion. The motion passed unanimously on a vote of 5 Yes, 0 No.

Comments and Concerns of Citizens - none

Town Manager Report

Projects: (DPW director to give updates)

73 West Main Street. After the fire early Monday morning, the site has been secured with new fence. Bids for the removal of the debris have been updated based on the new conditions. Bids are due next Tuesday.

The Board of Registrars voted to postpone the Town election. The Board, Town Clerk and Town Manager with recommendation for the Board of Health are to select a new election date that is required to be before June 30.

The State Legislature has been very active in approving legislation to help towns and residents fiscally and administratively. Timelines related to permits have been put on hold until after the state of emergency is lifted. This reduces the pressure for regulatory boards to meet. Per the attached request from the Treasurer-Collector to extend the dates for payment of property taxes and filing of exemptions to June 1st, and to waive interest and fees on sewer, water, and motor vehicle bills if paid by June 30th.

Host Community Agreement expenditure. I have reached out to Curaleaf and other small communities for practices related to determining the expenditure of marijuana receipts from the HCA. I will be able to present a process at the next meeting. Additionally, Curaleaf would like to present to the Board the possibility of changing the HCA to allow for the sale of medical marijuana.

Coronavirus: Closures have been extended to May 4 on all buildings. Employees are working to be safe distances, sanitizing, The Health Department website now includes instructions on how to make facemasks from a variety of materials. The CDC now indicates the benefit to wearing a cloth mask when around other people. Social distance of at least 6 feet and hand washing remain key actions for everyone.

Memo from Treasurer-Collector Erica M. Brunell (attached).

Selectman Talbot made the motion to 1) Extend the due date for real estate and personal property tax from May 1, 2020 to June 1, 2020, 2) Extend the filing date for exemptions up to June 1, 2020, and 3) Waive Interest and Fees on Water/Sewer Bills and Motor Vehicle Bills Due On or After March 10, 2020, if Paid by June 30, 2020.

Selectman Kruckas seconded the motion. The motion passed unanimously on a vote of 5 Yes, 0 No.

Selectman Kruckas noted thanks and gratitude to town employees, hospital, and grocery and convenience store workers.

Executive Session: M.G.L. Chapter 30A, Section 21(a)

~~#1—Discussion of Complaint Regarding Public Employee: Town Manager—~~

Selectman Talbot made the motion to Adjourn Regular Session at 8:12 p.m. to go into Executive Session: M.G.L. Chapter 30A, Section 21(a) #2, To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel, specifically to consider grievances under the collective bargaining agreement between IAFF, Local 1851 and the Town of Ware that allege violations of Article XX and Article VIII of the applicable collective bargaining agreement. NOT TO RECONVENE IN OPEN SESSION.

Selectman Kruckas seconded the motion.

The motion passed on a unanimous roll call vote of 5 Yes, 0 No.

Selectman Alan G. Whitney	Yes✓
Selectman John E. Carroll	Yes✓
Selectman Keith J. Kruckas	Yes✓
Selectman Tracy R. Opalinski	Yes✓
Selectman Nancy J. Talbot	Yes✓

Attest: _____

**Mary L. Midura, Executive Assistant to Town Manager
Minutes VIA Video Recording and TV15**



TOWN OF WARE

Department of Public Works

4 ½ Church Street

Ware, MA 01082

Tel. 413-967-9620 Fax 413-967-9622

email: gsorel@townofware.com

March 13, 2020

Board of Selectmen
126 Main Street
Ware, MA 01082

RE: PROPOSED WATER TREATMENT PLANT FUNDING

Dear Board Members:

Enclosed please find a 11" X 17" sheet entitled "Town of Ware – Enterprise Funds History" for the Water Enterprise provided by the Town Accountant and a draft copy of correspondence from the United States Department of Agriculture (USDA) regarding an application for Loan and Grant Funding to construct an iron and manganese removal facility at the Barnes Street public water supply.

The Barnes Street public water supply (PWS ID # - 1309000G) consists of the following components:

1. a stone and brick collection cistern that served as the original public water supply when it was first developed in 1886 (PWS ID #1309000-04G),
2. a gravel-packed well installed in 1965 (PWS ID # 1309000 – 02G), and
3. three additional gravel packed wells (#1, #2, #3) installed in 1980 (PWS ID # 1309000 – 01G).

There are also two other gravel-packed wells designated as 2R and 3R that were drilled in 2015 as replacement wells for #2 and #3; however, these wells have never been connected to the system. The project will include connecting these two new wells to the system and discontinuing the two existing wells. Alterations to the existing wells is also included in the project.

Over the past 20 years the levels of iron and manganese in the collection cistern have steadily increased and are now well beyond the Maximum Contaminant Level (MCL) of 0.3 mg/l for iron (Fe) and 0.05 mg/l for manganese (Mn). Iron and manganese are considered secondary contaminants that do not pose a health risk but can result in discolored water and stained clothes and plumbing fixtures when the levels exceed the MCLs.

This is especially noticeable after long periods of low use, such as during the winter months. When use increases in the spring and water begins to move at a higher velocity in the water distribution system, or during a fire, or water main break, slugs of accumulated iron and manganese also move and the discoloration becomes more pronounced in certain areas.

Iron and manganese are present at some level in all groundwater supplies as soluble iron (Fe^{+2}) and manganese (Mn^{+2}). When soluble iron and manganese come in contact with chlorine, and chemicals designed to increase the pH of the water to comply with the action levels of the Lead Copper Rule, the iron and manganese are converted to Fe^{+3} , and Mn^{+3} . These form insoluble oxides of iron (FeO , Fe_2O_3) and manganese, i.e. rust, which is carried out into the distribution system.

There are few ways to remove this from public water supplies. One method is chemical sequestration. This occurs when a specific chemical – generally long-chain phosphates, is added to the system at the source. According to the Guidelines for the Design of Public Water Systems, these chemicals block the reaction from occurring and are effective when the combined concentration of iron and manganese are less than, or equal to 1.0 mg/l. Ware's combined level is substantially greater than 1.0 mg/l.

The second method involves the installation of an iron and manganese treatment system that removes the iron and manganese by oxidizing it onto a filter using chlorine, or potassium permanganate. Originally, potassium permanganate was the preferred chemical method of removal, because it is a rapid oxidizing agent, but as of late, in order to comply with the Groundwater Rule (GWR), chlorine is now used as an oxidizing agent and the residual carries out into the water distribution system to meet the requirements of the GWR. Essentially, the same reaction occurs, but instead of being carried out into the distribution system where it causes problems, the iron and manganese are trapped on a filter.

A third method is to install microfiltration; however, microfiltration is more expensive than the conventional iron and manganese removal system.

The Ware Water and Sewer systems operate as Enterprise Funds under the provisions of Massachusetts General Laws, Chapter 44, Section 53F½. An Enterprise Fund is a full-cost accrual system of accounting; revenues and expenses (both direct and indirect) accrue to the individual enterprise fund, rather than to the general fund, like real estate taxes and excise taxes. It establishes a subsidiary ledger within the Town's general ledger.

For example, when the Town hires a police officer, the officer's salary is charged to the police budget, but other costs, such as group/life medical, Hampshire County Retirement and other personnel costs are charged to a separate line item in the general operating budget. When the Town hires an employee for the Water, or Sewer Enterprise, all those costs are charged to the fund. The same situation takes place with debt; principal and interest costs are charged to the Enterprise Funds, rather than to a separate line item in the general operating budget. These funds operate like private businesses. As you can see in the spreadsheet, \$219,909.16 in indirect costs were charged to the Water Enterprise Fund during Fiscal Year 2019.

Likewise, any surplus funds (revenues exceed expenditures) remain with the Enterprise Fund, rather than reverting to the General Fund and included in so-called "Free Cash". In Fiscal Year 2019, the Water Enterprise made a profit of \$214,722.56. The current surplus in the Water Enterprise that was certified by the Massachusetts Department of Revenue on October 16, 2019 was \$1,268,284.00. This does not include expenditures charged to the Water Enterprise at the Special Town Meeting on December 9, 2019. These expenditures totaled \$73,110.00; therefore, the certified surplus is reduced by this amount.

The surplus in the Sewer Enterprise that was certified by the Department of Revenue on October 16, 2019 was \$108,449.00. I have attached a copy of the email sent to the Town Accountant by the Department of Revenue.

In order to evaluate the affordability of the proposed water treatment plant, I used the profit of \$214,722.56 for Fiscal Year 2019.

If the Town were to go forward with the plant the loan amount of \$5,847,000.00 from USDA at 1.75% would require an annual principal and interest payment of approximately \$213,767.00 for 40 years (See page 3 item 4 of the USDA correspondence). As a condition of the loan, the Town would also have to establish a short-lived asset reserve fund that would require an additional \$28,333.00 be deposited each year into the fund for the life of the loan (40 years) to pay for repairs and/or replacement of major system assets, such as filter media (See page 4, item 9a. of the USDA correspondence). It is the Town's responsibility to assess and adjust that amount to meet those needs as costs increase.

If we add the \$213,767.00 and the \$28,333.00 together, the total is \$242,100.00. This would eliminate the current profit of \$214,722.56 and would result in an annual retained earnings deficit of \$27,377.44.

The Water Enterprise would also have to pay \$91,740.00 in interim financing (See page 2 of 32 on the USDA correspondence). If the Town were to build this facility, the Town Treasurer would issue short-term bond anticipation notes (BANS) to finance the construction of the facility, which would take approximately 2 years. Once the facility is constructed and all costs, including retainage, are paid, USDA would "buy" the long-term note issued by the Town for the cost of construction. Typically, a private bank, or, some other lending institution would "buy" the note for the most favorable interest rate, but in this case, USDA would "buy" the note and repayment would take place over 40 years.

If the Town were to finance the debt itself, Chapter 44, Section 8 (4) would limit the borrowing to 30 years, thereby increasing the annual principal and interest payments. Chapter 44, Section 8 (4) reads as follows:

Section 8: Cities and towns; purposes for borrowing money outside debt limit

Section 8. Cities and towns may incur debt, by a two-thirds vote, outside the limit of indebtedness prescribed in section 10, for the following purposes and payable within the periods hereinafter specified or, except with respect to clauses (1), (2), (3A), (9) and (18), within such longer period not to exceed 30 years determined by the director to be the maximum useful life of the public work, improvement or asset being financed under any guidelines issued under section 38:

(4) For the construction or enlargement of reservoirs, the construction of filter beds, the construction or reconstruction or making extraordinary repairs to standpipes, buildings for pumping stations including original pumping station equipment, and buildings for water treatment, including original equipment therefor, and the acquisition of land or any interest in land necessary in connection with any of the foregoing, 30 years.

In addition to the above, the Town would also have to make a contribution of \$116,740.00 (See page 2 of 32 on the USDA correspondence) toward the project. I think the Town assumed the purchase of the house at the corner of Barnes Street and Pleasant Street (116 Pleasant Street) would fulfill this obligation; however, at a previous meeting, officials of the USDA were not clear how this purchase related to the construction of the filtration plant. This needs to be clarified.

This does not include additional operating costs. USDA included additional costs of \$153,000.00 in process chemicals, \$1,000.00 in administrative costs, \$107,000.00 in energy costs, \$10,000.00 in monitoring and testing, \$5,000.00 in professional services and \$10,000.00 in miscellaneous services with a 1.6% increase in inflation for \$14,793.00 (these are identified on the last two sheets of the USDA correspondence). I do expect additional costs because we will be heating a 60' X 80' pre-engineered metal building with propane, and there will be several more pumps than we have now that are pumping at a higher head, but we are already paying some of these costs. I have attached a copy of the proposed Fiscal Year 2021 operating budget for the Water Enterprise.

It is also unclear as to what the Massachusetts Department of Environmental Protection (MADEP) will require for operator staffing. Our current staffing plan requires a primary treatment operator and a secondary treatment operator for 2 hours a day in addition to primary and secondary distribution operators for 7 hours per day. At a minimum, MADEP will probably require 4 hours per day of primary and secondary operator coverage. The plant will be graded a T-2 facility and the operators will have to acquire this grade of license; currently Ware is classified as a D-2, T-1 system. MADEP will most likely make this determination when it issues a permit to actually operate the facility; currently we have a permit to construct the facility.

Just to have a number to work with, I have included additional operating costs of \$100,000.00 per year; this may be too high, or too low, since energy and chemical costs are difficult to predict.

If this is added to the projected retained earnings deficit of \$27,377.44, the total project deficit would be \$127,377.44 per year. This deficit would be applied to the surplus retained earnings which would decrease by that amount each year and would eventually disappear.

Additionally, this would leave no money for other needed system improvements, or to comply with new unfunded regulatory mandates. For example, the Town's water storage tanks on Anderson Road and Church Street were painted in 1998 and 2000 respectively. Generally, water storage tanks should be painted every twenty years and updated to meet new regulatory requirements. These tanks cost \$415,000.00 to paint twenty years ago; today the cost could approach \$1 million. There would be no money to replace old water mains some of which date back to the late 19th century. Additionally, there may be new requirements for PFAS testing and changes to the Lead/copper Rule coming in the near future that will cost money, while indirect costs for health insurance and other indirect costs keep increasing.

Fiscal 2019 revenues include the first year of a three-year water rate increase and ½ of a year of the second year of a three-year water rate increase. The third increase took place with the February, 2020 water and sewer bill. As you can see from the revenue part of the Fiscal Year 2021 budget, I have used very conservative revenue projections. In fact, the Fiscal Year 2021 revenue projection are the same I used for Fiscal Year 2020; we're just not selling a lot of water for a number of reasons:

- Water quality is not good because of the iron and manganese in the supply.
- Annual watering bans have reduced consumption.
- The number of houses – especially multi-family houses, that are in disrepair, abandoned, burned-out, or are in various stages of foreclosure is simply staggering.
- No new water services are being added. Last year, a new service was added for the Cedarbrook facility on South Street and one new service was added for a house on Gould Road. That's it!!! A contractor has already paid the connection fees for two new homes on Malboeuf Road, but that's all for now. We're shutting off far more services in decrepit buildings than we're adding.

I believe the revenue from the rate increases was based on a daily consumption of approximately 850,000 gallons per day. Currently we are only pumping about 530,000 gallons per day and some days the pumping rate is less than 500,00 gallons per day. This is only 25% of the total system's (Barnes Street and Gilbertville Road) capacity of 2,000,000 gallons per day.

Therefore, I do not see a financial path forward to construct this facility given the above-mentioned financial considerations. Additionally, the motion to construct the facility indicates the cost will be funded by Enterprise Fund Receipts (See attached motion). It is very unlikely bond counsel would approve this financing method. Bond counsel is there to assure USDA the Town will be able to make the payments. If a deficit occurred and there were no retained earnings to make up the deficit, then the costs would revert to the Town as the corporate entity; this would affect the Town's Free Cash, if not previously accounted for when developing the revenue picture for the Town's budget.

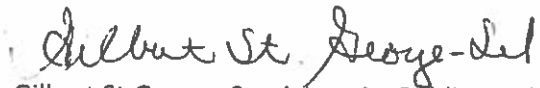
In order to continue to make progress, the following path forward has been initiated:

- Our consultant on the plant will provide an updated construction estimate.
- Our consultant will also provide an updated estimate of anticipated annual operating costs.
- The Town will re-apply for a USDA loan, once these costs have been updated. There must be a significant grant award in order for this project to go forward. There is simply no way I could recommend the Town undertake this project given the information I have provided unless the Town is willing to financially commit to help construct the facility.
- Once these three items have been completed, the Town will have to decide how it wants to proceed and will have to return to Town Meeting to appropriate any additional funds. Unfortunately, I don't see any way to solve this problem without a filtration plant. Ware is not alone; many communities with old groundwater supplies are facing the same problem due to changes in surface and subsurface conditions that influence water quality.
- DPW Water Division employees will continue to flush the distribution system twice per year to remove accumulated sediments; once in the spring commencing on, or about April 15th and once in the fall commencing on, or about October 15th. This has dramatically reduced calls about discolored water; however, it is time consuming. It takes 6-8 weeks to thoroughly flush the 42 miles of water pipes in the system and employees are frequently diverted by other calls for service.

Some progress has been made. USDA requires Town Counsel to attest to the fact the Town owns and has good title to the property the facility will be constructed on. A title report and plan have been completed to Town Counsel's satisfaction. This, in itself, was time consuming.

It should also be noted that very few contractors actually build these facilities and this drives costs upward. The few contractors who do build these facilities are not located in this area and must factor in travel costs for their employees and equipment. Additionally, obtaining materials takes time because there only a few manufacturers of this equipment in the United States; therefore, some of these materials must be imported and are subject to the uncertainties of international trade.

Should you have any questions, do not hesitate to call the undersigned.

A handwritten signature in cursive script, reading "Gilbert St. George-Sorel".

Gilbert St. George-Sorel, Interim Public Works Superintendent

cc: SB/TM
RP/Wright-Pierce

GSS/gss

cor18-20waterplantfunding

Water Filtration Plant

Current Actions:

- Cost estimate update underway.
- Operational cost update underway.
- Amount for short-asset reserve fund update underway.
- PER (preliminary engineering report) to be updated.
- Title search completed.
- Discussed re-application with USDA officials.

Future Actions

- Resubmit updated PER to USDA along with FY 19 audit for potential grant/loan amount.
- Consider grant/loan amount and required Town contribution.
- Submit new application to USDA.
- Return to Town Meeting to change appropriation.

From the Office of Treasurer-Collector:
Erica M. Brunell
413-967-9648 x121
413-967-9634, fax
ebunell@townofware.com

Town of Ware, MA

Memo

To: Stuart Beckley,
Board of Selectman
From: Erica M. Brunell, Treasurer-Collector
Date: April 7, 2020
Re: COVID-19 Effect on Tax Due Dates, Interest, and Fees

On April 3, 2020 Governor Baker signed bill H4617 into law. This bill provides relief efforts during the Coronavirus pandemic. One of the highlights of this bill allows for an extension on due dates, as well as interest and fees to be waived "in the event of late payment on any excise, tax, betterment assessment or apportionment thereof, water rate or annual sewer use or other charge added to a tax for any payments with a due date **on or after March 10, 2020 and made after its respective due date but before June 30, 2020.**"

As such, I am asking the Board of Selectman to vote and approve the following three efforts to support our taxpayers during this difficult time:

1. Extend the due date for real estate and personal property tax from May 1, 2020 to June 1, 2020
2. Extend the filing date for exemptions up to June 1st
3. Waive interest and fees on Water/Sewer bills and Motor Vehicle bills due on or after March 10, 2020, if paid by June 30, 2020.

COMMUNITY BENEFIT AGREEMENT

THIS AGREEMENT is entered into this 4th day of December 2018 by and between a Curaleaf Massachusetts Inc., a Massachusetts registered marijuana dispensary with a principal office of 2001 Washington St., Unit B, Hanover, MA 02339 ("Curaleaf MA") and the Town of Ware, a Massachusetts municipal corporation with a principal address of 126 Main Street, Ware MA 01082 ("the Town").

WHEREAS, Curaleaf MA wishes to become a Marijuana Retailer in the Town in accordance with regulations issued by the Commonwealth of Massachusetts' Cannabis Control Commission (CCC); and

WHEREAS, Curaleaf MA intends to provide certain benefits to the Town in the event that it is licensed to operate an Adult-Use Retail (brick & mortar) establishment and receives all local approvals;

Colocated Marijuana Operations Retail Establishment

NOW THEREFOR, in consideration of the provisions of this Agreement, Curaleaf MA and the Town agree as follows:

A. Term

This Agreement shall take effect on the date set forth above and shall continue in effect for 5 years.

B. Community Impact Fee

Ware colocated marijuana

1. Curaleaf MA shall pay to the Town annually a sum equal to 3.0% of the total gross annual sales of the Ware marijuana retail establishment. Curaleaf will make a \$50,000 initial payment upon store opening that will be subtracted from the first year's annual payment.
2. All subsequent payments shall be made annually at the end of each 12 months of operation and shall continue for a period of 5 years. The maximum duration in accordance with G.L c.94G, §3 of the Massachusetts state law.
3. The Town shall use the above referenced payments in its sole discretion, but shall make a good faith effort to allocate said payments for traffic mitigation measures in connection with the operation of the Marijuana Retail establishment, community wellness programs, and other efforts and initiatives for the support of patient health.

C. Annual Charitable/Non-Profit Contributions

Curaleaf MA, in addition to any funds specified herein, shall annually contribute to public local charities/non-profit organizations in the Town (examples include Quaboag Valley Community Development Corporation's Education to Employment program, Ware's Council of Aging, and Angels Answer Inc.) an amount no less than \$15,000, said charities/non-profit organizations to be determined by the Town in their reasonable

discretion. The first payment will be made after the issuance of final licensure from the CCC and the dispensary opening for business, and each anniversary thereafter.

D. Community Support

Curaleaf MA agrees to provide no less than fifty (50) hours annually of community service activities including but not limited to: Town-sponsored educational programs on public health and drug abuse prevention, senior assistance, community cleanup, and veteran's assistance.

Curaleaf MA shall annually certify to the Town at the time of its Annual Payments the number of hours and nature of the community service rendered by its employees/management within the community.

E. Local Vendors and Employment

To the extent such practice and its implementation are consistent with federal, state, and municipal laws and regulations, Curaleaf MA will make every effort in a legal and non-discriminatory manner to give priority to local businesses, suppliers (ex: Ware farmers with an adult-use Cultivator or Craft Marijuana Cooperative license), contractors, builders and vendors in the provision of goods and services called for in the construction, maintenance and continued operation of the Marijuana Establishment when such contractors and suppliers are properly qualified and price competitive and shall use good faith efforts to hire Town residents in coordination with local groups such as Education to Employment.

F. Security

To the extent requested by the Town's Police Department, and subject to the security and architectural review requirements of the CCC, or such other state licensing or monitoring authority, as the case may be, Curaleaf MA shall work with the City's Police Department in determining the placement of exterior security cameras.

Curaleaf MA agrees to cooperate with the Town's Police Department, including but not limited to periodic meetings to review operational concerns, security, delivery schedule and procedures, cooperation in investigations, and communications with the Police Department of any suspicious activities at or in the immediate vicinity of the Facility, and with regard to any anti-diversion procedures.

To the extent requested by the Town's Police Department, Curaleaf MA shall work with the Town's Police Department to implement a comprehensive diversion prevention plan to prevent diversion, such plan to be in place prior to the commencement of operations at the Facility.

G. No Joint Venture

The Parties hereto agree that nothing contained in this Agreement or any other documents executed in connection herewith is intended or shall be construed to establish

the Town, or the Town and any other successor, affiliate or corporate entity as joint ventures or partners.

Colocated Marijuana Operations (CMO), and being approved as a Medical Marijuana Treatment Center (MTC) operating under a License or a registration pursuant to 935 CMR 501.000: Medical Use of Marijuana, and a Marijuana Establishment operating under a retail License pursuant to 93 CMR 500.000 on the same Premises in the Town

H. Agreement

1. This Agreement shall be binding upon and shall inure to the benefit of the parties and their permitted successors and assignees.
2. The obligations of Curaleaf MA and the Town recited herein are specifically contingent upon Curaleaf MA becoming a Marijuana Retailer and obtaining a "Retail (brick and mortar)" license type per the 2018 Adult-Use of Marijuana Program regulations, for operation of a retail establishment in the Town and Curaleaf MA's receipt of all necessary local approvals to locate, occupy, and operate a retail location for adult-use in the Town.

operate a CMO retail location in the Town

TOWN OF WARE

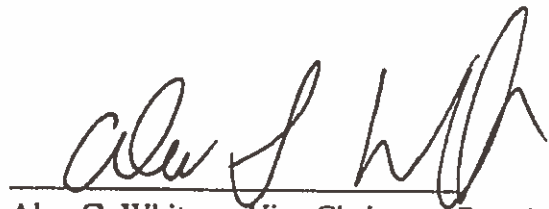
By:


Stuart Beckley, Town Manager

CURALEAF MASSACHUSETTS

By:


Patrik Jonsson, President


Alan G. Whitney, Vice Chairman, Board of Selectmen

4 DEC, 2018

TOWN OF WARE FY21 BUDGET							
							TOWN MGR
							FY21 RECOMMEND
GENERAL GOVERNMENT							
100 RESERVE FOR SALARY INCREASES							
5600 Reserve	-	-	-	-	-	-	-
114 MODERATOR							
5100 Salary	250.00	250.00	-	250.00	250.00	250.00	250.00
5700 Other Charges	-	-	-	-	-	-	-
TOTAL	250.00	250.00	-	250.00	250.00	250.00	250.00
122 SELECTMEN							
5100 Chairman Salary	2,652.00	2,652.00	2,652.00	2,652.00	2,652.00	3,072.00	3,072.00
5110 Member's Salary	8,444.40	8,919.83	8,928.00	8,928.00	8,928.00	10,608.00	10,608.00
5200 Purchase of Services	11,834.20	5,975.76	4,114.14	18,600.00	3,750.00	3,750.00	3,750.00
5400 Supplies	20.26	102.63	57.76	400.00	400.00	400.00	400.00
5700 Other Charges	-	-	180.00	500.00	500.00	300.00	300.00
TOTAL	22,950.86	17,650.22	15,931.90	31,080.00	18,330.00	18,130.00	18,130.00
123 TOWN MANAGER							
5100 Town Manager Salary	95,652.84	97,192.17	102,000.08	104,000.00	106,500.00	106,500.00	106,500.00
5110 Executive Assistant	28,396.56	31,824.00	32,301.36	38,735.00	39,552.00	39,552.00	39,552.00
5200 Purchase of Services	3,462.99	1,244.39	5,470.60	8,250.00	8,175.00	8,175.00	8,175.00
5400 Supplies	368.91	456.46	1,034.10	500.00	600.00	500.00	500.00
5700 Other Charges	125.15	1,228.58	911.08	1,250.00	1,350.00	1,000.00	1,000.00
TOTAL	128,006.45	131,945.60	141,717.22	152,735.00	156,177.00	155,727.00	155,727.00
131 FINANCE COMMITTEE							
5400 Supplies	69.50	86.17	133.04	130.00	170.00	170.00	170.00
5700 Other Charges	176.00	348.95	180.00	325.00	285.00	285.00	285.00
5701 Reserve Fund	35,041.36	35,917.02	18,931.00	55,000.00	55,000.00	55,000.00	55,000.00
TOTAL	35,286.86	36,352.14	19,244.04	55,455.00	55,455.00	55,455.00	55,455.00
135 TOWN ACCOUNTANT							
5100 Salary	79,618.13	80,899.53	82,113.20	84,607.00	86,180.00	86,180.00	86,180.00
5110 Assistants Salary	31,972.53	33,293.49	37,746.84	39,833.00	41,108.00	41,108.00	41,108.00
5200 Purchase of Services	49,763.92	40,427.09	48,658.78	42,630.00	53,330.00	53,330.00	53,330.00
5400 Supplies	518.12	431.47	253.59	400.00	1,000.00	1,000.00	1,000.00
5700 Other Charges	50.00	50.00	98.96	350.00	350.00	350.00	350.00
TOTAL	161,922.70	155,101.58	168,871.37	167,820.00	181,968.00	181,968.00	181,968.00
141 BOARD OF ASSESSORS							
5100 Board Member's Salary	10,000.00	9,838.55	9,999.78	10,000.00	10,000.00	10,000.00	10,000.00
5110 Assistants' Salaries	70,927.36	65,992.66	73,643.12	89,452.00	117,127.00	117,127.00	117,127.00
5200 Purchase of Services	15,525.12	14,449.04	18,139.29	16,500.00	16,500.00	16,500.00	16,500.00
5201 Reval & Recert	-	25,000.00	-	-	-	-	-
5202 Cyclical Inspections	3,750.00	3,450.00	2,094.00	5,000.00	5,000.00	5,000.00	5,000.00
5400 Supplies	478.27	953.58	634.04	600.00	600.00	600.00	600.00
5700 Other Charges	667.41	505.76	634.87	1,500.00	1,500.00	1,500.00	1,500.00
5800 Capital Outlay	-	-	-	-	-	-	-
TOTAL	101,348.16	120,189.59	105,145.10	123,052.00	150,727.00	150,727.00	150,727.00

TOWN OF WARE FY21 BUDGET									
									TOWN MGR
	FY17 ACTUAL	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 REQUEST	FY21 RECOMMEND			
145 TREASURER/COLLECTOR									
5100 Salaries	64,246.20	65,280.33	54,744.05	68,272.00	62,000.00	62,000.00			
5110 Assistants' Salary	111,257.34	92,036.50	99,809.01	107,656.00	129,273.51	129,274.00			
5120 Administrative Assistant	6,730.00	3,648.75	-	-	-	-			
5200 Purchase of Services	26,479.45	27,838.20	33,793.31	31,182.00	43,982.00	32,000.00			
5400 Supplies	3,671.92	3,322.07	4,409.62	3,750.00	3,750.00	3,750.00			
5700 Other Charges	2,174.89	2,336.53	1,275.99	1,575.00	1,775.00	1,775.00			
TOTAL	214,559.80	194,462.38	194,031.98	212,435.00	240,780.51	228,799.00			
151 LAW									
5200 Purchase of Services	104,962.72	46,739.67	90,000.00	90,000.00	100,000.00	100,000.00			
152 HUMAN RESOURCES									
5100 Salary	-	-	-	-	-	15,000.00			
5200 Purchase of Services	-	-	-	-	-	-			
5400 Supplies	-	-	-	-	-	1,000.00			
5700 Other Charges	-	-	-	-	-	-			
TOTAL	-	-	-	-	-	16,000.00			
155 INFORMATION TECHNOLOGY									
5100 Salary	61,111.00	62,094.22	63,025.56	65,000.00	66,371.00	66,371.00			
5200 Purchase of Services	60,929.25	64,190.29	58,931.45	71,595.00	81,400.00	81,400.00			
5400 Supplies	104.43	402.78	317.95	500.00	500.00	500.00			
5700 Other Charges	654.19	604.20	607.20	660.00	660.00	660.00			
5800 Capital Expenditures	21,887.23	11,546.60	24,384.37	28,235.00	22,110.00	22,110.00			
TOTAL	144,686.10	138,838.09	147,266.53	165,990.00	171,041.00	171,041.00			
158 TELEPHONE CHARGES									
5200 Purchase of Services	21,477.36	22,353.44	20,378.56	23,000.00	23,000.00	23,000.00			
422 MUNICIPAL FUEL									
5401 Supplies	72,961.85	95,195.73	104,860.72	125,000.00	120,000.00	120,000.00			
161 TOWN CLERK									
5100 Salary	51,760.45	52,577.22	53,350.91	56,000.00	57,181.00	57,181.00			
5110 Assistant Salary	41,419.00	42,588.00	44,738.63	46,327.00	49,044.00	49,044.00			
5200 Purchase of Services	2,866.03	2,876.96	3,249.05	2,800.00	2,800.00	2,900.00			
5400 Supplies	1,424.95	752.23	984.49	1,500.00	1,500.00	1,200.00			
5700 Other Charges	830.36	1,118.23	1,021.04	900.00	900.00	900.00			
TOTAL	98,300.79	99,912.64	103,344.12	107,527.00	111,425.00	111,225.00			
162 ELECTIONS & TOWN MEETING									
5100 Salaries	9,418.63	3,030.00	8,625.08	9,000.00	9,000.00	10,000.00			
5200 Purchase of Services	11,071.09	4,359.55	8,196.64	9,000.00	9,000.00	10,000.00			
5400 Supplies	1,127.52	932.57	3,165.61	1,000.00	1,000.00	1,000.00			
5700 Other Charges	-	-	-	-	-	-			
TOTAL	21,617.24	8,322.12	19,987.33	19,000.00	19,000.00	21,000.00			

TOWN OF WARE FY21 BUDGET

	FY17 ACTUAL	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 REQUEST	TOWN MGR FY21 RECOMMEND
163 BOARD OF REGISTRARS						
5100 Salaries	3,266.66	3,400.00	3,400.00	3,400.00	3,400.00	3,400.00
5200 Purchase of Services	5,732.58	4,313.01	6,410.49	5,800.00	5,800.00	5,700.00
5400 Supplies	182.51	35.99	377.35	150.00	150.00	180.00
5700 Other Charges	-	-	-	-	-	-
TOTAL	9,181.75	7,749.00	10,187.84	9,350.00	9,350.00	9,280.00
171 CONSERVATION COMMISSION						
5100 Salaries	11,932.18	12,584.19	12,384.84	15,300.00	15,300.00	16,100.00
5200 Purchase of Services	233.30	166.31	60.73	200.00	200.00	300.00
5400 Supplies	-	19.95	-	300.00	300.00	300.00
5700 Other Charges	-	105.00	638.77	400.00	400.00	500.00
TOTAL	12,165.48	12,875.45	13,084.34	16,200.00	16,200.00	17,200.00
175 PLANNING/COMMUNITY DEVELOPMENT						
5100 Board's Salaries-PB	2,200.00	2,000.00	2,333.34	4,800.00	4,800.00	4,800.00
5100 Board's Salaries-ZBA	2,000.00	1,666.70	2,000.00	2,000.00	2,000.00	2,000.00
5110 Town Planner Salary	25,924.22	43,670.00	32,526.11	35,000.00	35,190.00	35,190.00
5120 Admin Asst Salary	18,990.13	19,898.76	15,012.71	16,500.00	13,228.00	11,275.00
5200 Purchase of Services	9,028.23	3,180.94	10,645.27	18,000.00	14,100.00	8,500.00
5400 Supplies	146.62	5,065.37	4,437.26	2,500.00	3,500.00	3,000.00
5700 Other Charges	1,293.50	3,261.04	1,048.57	1,500.00	4,400.00	2,000.00
TOTAL	59,582.70	78,742.81	68,003.26	80,300.00	77,218.00	66,765.00
192 TOWN HALL						
5100 Custodian's Salary	9,290.43	6,274.47	5,640.52	7,150.00	7,500.00	7,500.00
5200 Purchase of Services	30,369.02	34,968.70	35,318.08	35,000.00	35,000.00	34,000.00
5400 Supplies	4,216.72	5,174.05	3,495.95	5,500.00	6,000.00	6,000.00
5700 Other Charges	-	-	-	-	-	-
TOTAL	43,876.17	46,417.22	44,454.55	47,650.00	48,500.00	47,500.00
194 FACILITIES MAINTENANCE						
5200 Purchase of Services	9,262.65	14,746.14	13,581.00	25,000.00	25,000.00	15,000.00
195 TOWN REPORT						
5200 Purchase of Services	500.00	500.00	500.00	500.00	500.00	500.00
198 AMERICANS W/DISABILITY COMMISSION						
5200 Purchase of Services	-	-	-	-	-	-
5400 Supplies	-	-	-	-	-	-
5700 Other Charges	-	-	-	100.00	100.00	100.00
TOTAL	-	-	-	100.00	100.00	100.00
TOTAL GENERAL GOVERNMENT	1,262,889.64	1,228,343.82	1,280,589.86	1,452,444.00	1,525,021.51	1,509,667.00

TOWN OF WARE FY21 BUDGET									
	FY17 ACTUAL	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 REQUEST	FY21 RECOMMEND	TOWN MGR		
PROTECTION OF PERSONS & PROPERTY (PUBLIC SAFETY)									
210 POLICE DEPARTMENT									
5100 Chief's Salary	91,115.45	81,653.67	114,499.84	118,500.00	121,462.00	121,462.00			121,462.00
5120 Officer's Salary	1,070,574.35	1,048,593.80	1,121,173.86	1,214,325.00	1,216,130.00	1,212,000.00			1,212,000.00
5120 Overtime/Replacement	191,232.03	229,423.38	190,310.62	225,000.00	225,000.00	220,000.00			220,000.00
5160 Custodian Salary	19,047.04	11,751.51	5,630.85	7,150.00	7,300.00	7,200.00			7,200.00
5190 Clothing Allowance	14,439.57	14,498.67	18,171.03	19,000.00	19,000.00	19,000.00			19,000.00
5200 Purchase of Services	88,143.36	96,685.65	91,819.84	94,000.00	107,800.00	101,478.00			101,478.00
5400 Supplies	23,031.85	29,729.86	25,482.90	23,000.00	37,500.00	30,500.00			30,500.00
5700 Other Charges	9,535.96	18,120.73	17,646.92	12,500.00	24,650.00	24,150.00			24,150.00
5800 Capital Expenditures	-	-	45,000.00	-	9,300.00	9,300.00			9,300.00
TOTAL	1,507,119.61	1,530,447.27	1,629,735.86	1,713,475.00	1,768,142.00	1,745,090.00			
220 FIRE DEPARTMENT									
5100 Chief's Salary	98,988.69	100,588.28	103,340.32	104,940.00	105,000.00	105,000.00			105,000.00
5110 Deputy Chief's Salary	94,307.70	95,875.00	97,313.21	100,023.00	95,000.00	91,500.00			91,500.00
5120 Firefighters Salary	682,450.04	659,354.05	776,895.40	898,919.00	939,296.00	939,296.00			939,296.00
5180 Off Site Training	605.00	275.00	-	1,000.00	1,000.00	1,000.00			1,000.00
5190 Clothing Allowance	8,269.63	10,123.15	10,346.09	10,000.00	10,500.00	10,500.00			10,500.00
5200 Purchase of Services	45,226.49	36,585.74	66,826.83	36,000.00	84,200.00	79,500.00			79,500.00
5400 Supplies	8,154.41	9,614.97	12,197.36	8,000.00	11,600.00	11,600.00			11,600.00
5700 Other Charges	-	-	-	-	-	-			-
5800 Capital Expenditures	-	-	-	-	-	-			-
TOTAL	938,001.96	912,416.19	1,066,919.21	1,158,882.00	1,246,596.00	1,238,396.00			
231 AMBULANCE									
5100 Salary	326,316.00	314,520.91	414,876.38	323,140.00	353,738.00	353,738.00			353,738.00
5200 Purchase of Services	54,331.06	60,603.28	60,434.58	53,000.00	113,800.00	75,000.00			75,000.00
5400 Supplies	17,831.75	17,237.91	24,155.36	32,000.00	35,000.00	34,000.00			34,000.00
5700 Other Charges	64,960.55	64,960.55	79,983.03	80,467.00	80,650.00	80,650.00			80,650.00
5800 Capital Expenditures	-	-	-	-	-	-			-
TOTAL	463,439.36	457,322.65	579,449.35	488,607.00	583,188.00	543,388.00			
241 INSPECTIONAL SERVICES/CODE ENFORCEMENT									
5100 Building Inspector Salary	56,499.80	58,176.56	65,834.96	58,000.00	58,111.00	58,111.00			58,111.00
5115 Admin Asst Salary	35,748.05	28,240.80	31,541.65	33,985.00	38,002.00	38,002.00			38,002.00
5110 Gas Inspector Salaries (2)	1,542.75	3,000.00	2,092.00	3,500.00	3,500.00	3,500.00			3,500.00
5120 Electrical Inspector Salaries (2)	3,811.56	9,409.60	10,814.00	12,000.00	12,000.00	12,000.00			12,000.00
5200 Purchase of Services	3,301.97	762.06	13,124.63	38,537.00	35,630.00	30,630.00			30,630.00
5400 Supplies	2,090.64	2,226.26	871.59	2,150.00	2,150.00	2,000.00			2,000.00
5700 Other Charges	1,546.22	2,650.23	1,282.89	1,800.00	3,000.00	2,200.00			2,200.00
TOTAL	104,540.99	104,465.51	125,561.72	149,972.00	152,393.00	146,443.00			

TOWN OF WARE FY21 BUDGET						
	FY17 ACTUAL	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 REQUEST	TOWN MGR FY21 RECOMMEND
543 VETERAN'S SERVICE						
5100 Salary	8,629.92	8,802.96	8,934.96	9,350.00	9,600.00	9,600.00
5200 Purchase of Services	50.00	50.00	50.00	1,120.00	1,000.00	1,000.00
5400 Supplies	602.41	623.41	-	450.00	450.00	450.00
5700 Other Charges	246,471.05	298,745.20	316,818.32	325,000.00	335,000.00	300,000.00
5701 Veterans' Graves Care	1,200.00	1,195.02	-	1,200.00	1,200.00	1,200.00
TOTAL	256,953.38	309,416.59	325,803.28	337,120.00	347,250.00	312,250.00
TOTAL HUMAN SERVICES	396,054.41	442,652.46	465,222.58	489,362.00	509,862.00	473,451.00
CULTURE & RECREATION						
610 YOUNG MEN'S LIBRARY ASSOCIATION						
5100 Salary	155,011.00	158,200.00	160,573.00	171,876.00	176,497.00	176,200.00
5200 Purchase of Services	31,500.00	31,500.00	32,500.00	35,435.00	38,400.00	38,400.00
5400 Supplies	5,900.00	5,900.00	6,350.00	6,400.00	7,643.00	7,500.00
5700 Other Charges	18,500.00	18,500.00	19,000.00	19,910.00	32,945.00	30,000.00
5800 Capital Expenditures	1,000.00	1,500.00	1,500.00	1,000.00	1,000.00	1,000.00
5900 Debt Service	6,500.00	6,700.00	6,700.00	6,910.00	7,300.00	7,300.00
SUB TOTAL	218,411.00	222,300.00	226,623.00	241,531.00	263,785.00	260,400.00
Less Library Funds	(32,000.00)	(32,000.00)	(32,500.00)	(32,550.00)	(39,600.00)	(39,600.00)
TOTAL	186,411.00	190,300.00	194,123.00	208,981.00	224,185.00	220,800.00
695 HISTORICAL COMMISSION						
5200 Purchase of Services	-	-	-	-	-	-
5400 Supplies	-	-	-	-	-	-
5700 Other Charges	-	100.00	250.00	250.00	750.00	500.00
TOTAL	-	100.00	250.00	250.00	750.00	500.00
693 PARKS DEPARTMENT						
5100 Director's Salary	53,360.41	54,218.84	55,032.12	60,000.00	61,266.00	61,266.00
5120 Salaries	85,678.52	80,443.79	72,184.90	65,350.00	80,753.00	76,725.00
5200 Purchase of Services	11,870.73	18,725.26	10,677.12	12,500.00	12,500.00	12,500.00
5400 Supplies	11,514.62	9,504.34	11,019.94	15,000.00	15,000.00	15,000.00
5700 Other Charges	-	-	-	-	-	-
5800 Capital Expenditures	-	-	-	-	-	-
TOTAL	162,424.28	162,892.23	148,914.08	152,850.00	169,519.00	165,491.00
694 CELEBRATIONS						
5400 Supplies - Veterans	2,966.01	2,852.00	4,000.00	4,000.00	12,000.00	10,000.00
5401 Supplies - 250th Anniversary	-	-	-	-	-	-
TOTAL CULTURE & RECREATION	351,801.29	356,144.23	347,287.08	366,081.00	406,454.00	396,791.00

TOWN OF WARE FY21 BUDGET							
	FY17 ACTUAL	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 REQUEST	FY21 RECOMMEND	TOWN MGR
916 MEDICARE							
5100 Benefit	202,515.11	200,807.84	211,520.35	225,000.00	240,000.00	235,000.00	235,000.00
TOTAL	202,515.11	200,807.84	211,520.35	225,000.00	240,000.00	235,000.00	235,000.00
917 EMPLOYEE SICK LEAVE BUY BACK							
5100 Benefit	1,845.91	900.00	800.00	3,000.00	3,000.00	3,000.00	3,000.00
TOTAL	1,845.91	900.00	800.00	3,000.00	3,000.00	3,000.00	3,000.00
918 IMMUNIZATIONS & PHYSICALS							
5100 Benefit	4,358.11	2,751.60	3,957.00	5,000.00	6,000.00	5,000.00	5,000.00
TOTAL	4,358.11	2,751.60	3,957.00	5,000.00	6,000.00	5,000.00	5,000.00
TOTAL EMPLOYEE BENEFITS	5,180,394.57	5,569,211.08	5,752,065.53	5,706,140.00	6,081,547.00	6,065,547.00	
INSURANCE							
945 MUNICIPAL INSURANCE							
5700 Other Charges	300,071.61	292,936.00	284,206.96	364,600.00	379,200.00	386,000.00	386,000.00
TOTAL INSURANCE	300,071.61	292,936.00	284,206.96	364,600.00	379,200.00	386,000.00	
GRAND TOTAL TOWN	13,180,439.35	13,546,035.15	14,286,572.30	13,933,301.00	14,817,194.61	14,594,341.00	4.7%
	2.0%	2.8%	5.5%	-2.5%	6.3%		
SCHOOL							
SCHOOLS							
5100 Net School Spending - WPS (School Committee)	11,619,701.00	11,835,000.00	12,085,000.00	12,625,000.00	13,258,456.00	13,000,000.00	
5100 Medicaid Distribution	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	
5100 Transportation - WPS	1,441,925.95	1,545,000.00	1,567,120.00	1,605,077.00	1,691,513.00	1,650,000.00	
5600 Pathfinder Regional Schools	1,028,380.00	1,179,572.00	1,283,879.00	1,121,028.00	1,324,028.00	1,311,065.00	
TOTAL SCHOOL	14,165,006.95	14,634,572.00	15,010,999.00	15,426,105.00	16,348,997.00	16,036,065.00	4.0%
	2.5%	3.3%	2.6%	2.8%	6.0%		
GRAND TOTAL TOWN & SCHOOL	27,345,446.30	28,180,607.15	29,297,571.30	29,359,406.00	31,166,191.61	30,630,406.00	4.3%
	2.3%	3.1%	4.0%	0.2%	6.2%		

TOWN OF WARE FY21 BUDGET							
	FY17 ACTUAL	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 REQUEST	FY21 RECOMMEND	TOWN MGR
SEWER ENTERPRISE FUND							
Estimated Revenues							
User Fees	684,896.49	703,779.60	774,530.44	915,000.00	915,000.00	782,400.00	
Sewer Liens	82,554.56	75,701.15	82,976.30	68,600.00	70,000.00	70,000.00	
Construction & Other	35,550.00	39,366.95	32,600.00	25,000.00	25,000.00	25,000.00	
Penalties & Interest	3,594.01	3,562.39	6,181.50	3,000.00	3,500.00	3,500.00	
Use of Retained Earnings	10,379.00	8,564.00	-	-	-	30,000.00	
Municipal/School Charges	19,351.00	16,974.00	24,975.00	12,000.00	12,000.00	12,000.00	
Total Est Revenues	836,325.06	847,948.09	921,263.24	1,023,600.00	1,025,500.00	922,900.00	
5100 Salaries	217,507.89	212,292.38	236,021.41	243,000.00	226,129.00	226,129.00	
5150 Overtime	23,584.85	27,460.51	27,481.72	25,000.00	30,000.00	25,000.00	
5180 Licenses	105.00	275.00	-	1,000.00	1,000.00	1,000.00	
5190 Clothing Allowance	1,779.25	1,350.00	1,787.05	1,350.00	1,350.00	1,350.00	
5200 Purchase of Services	269,672.88	333,602.31	341,724.43	332,500.00	363,100.00	350,000.00	
5400 Supplies	114,691.63	129,139.55	122,998.75	140,500.00	154,500.00	145,000.00	
5700 Other Charges	3,378.45	757.28	1,305.95	2,000.00	1,750.00	1,750.00	
5800 Capital Outlay	65,000.00	22,335.91	-	-	-	-	
5850 Extraordinary/Unforeseen	-	-	-	5,000.00	10,000.00	5,000.00	
TOTAL	695,719.95	727,212.94	731,319.31	750,350.00	787,829.00	755,229.00	
Indirect Costs	140,451.14	153,801.82	155,839.12	247,496.00	269,594.00	269,594.00	
Profit/Loss	153.97	(33,066.67)	34,104.81	25,754.00	(31,923.00)	(101,923.00)	
Note: Available Retained Earnings	105,321.00						
Charges) Total Revenue	816,974.06	830,974.09	896,288.24	1,011,600.00	1,013,500.00	910,900.00	
Profit/Loss) Total Expenditures	695,873.92	694,146.27	765,424.12	776,104.00	755,906.00	653,306.00	
For Recap-Total Enterprise Funds							
Charges) Total Revenue	1,781,264.87	1,792,452.04	1,976,833.21	2,130,225.00	2,144,500.00	2,040,900.00	
Profit/Loss) Total Expenditures	1,464,665.88	1,470,603.12	1,648,794.93	1,656,392.00	1,597,537.00	1,477,183.00	

TOWN OF WARE - Fiscal Year 2021

	Final Budget FY20	Estimated FY21
ESTIMATED RECEIPTS		
A. ESTIMATED RECEIPTS - STATE		
1. Cherry Sheet Estimated - Chapter 70	10,591,234.00	10,692,747.00
Cherry Sheet Estimated - Genl Govt Aid	1,833,298.00	1,884,630
Cherry Sheet Estimated GGA additional Formula		
Cherry Sheet Estimated - All Other	500,252.00	530,817.00
2. Mass. School Bldg. Auth. Reimb.	-	-
B. ESTIMATED RECEIPTS - LOCAL		
1. Local Receipts	2,591,402.25	2,641,000.00
2. Enterprise Funds	2,130,225.00	2,040,900.00
C. REVENUE FOR PARTICULAR PURPOSE		
1. Other Available Funds	-	-
D. OTHER REVENUE SOURCES		
1. Free Cash	-	246,209.00
2. Ambulance Receipts Reserved	38,954.00	15,000.00
3. Stabilization Fund		
4. Capital Stabilization Fund		
5. Overlay release of funds		
E. REAL & PERSONAL TAX LEVY		
Tax Levy	15,006,396.00	15,473,334.90
+ 2.5%	375,159.90	386,833.37
New Growth	91,779.00	115,000.00
Debt Exclusion	30,400.00	29,900.00
to balance	(2,217.54)	-
Total Real & Personal Tax Levy	15,501,517.36	16,005,068.27
TOTAL ESTIMATED RECEIPTS	\$ 33,186,882.61	\$ 34,056,371.62
ESTIMATED APPROPRIATIONS		
A. APPROPRIATIONS		
Budget	13,933,301.00	14,594,341.00
School	12,625,000.00	13,000,000.00
Transportation	1,605,077.00	1,650,000.00
Pathfinder	1,121,028.00	1,311,065.00
Medicaid	75,000.00	75,000.00
Enterprise Funds	1,656,392.00	1,579,106.00
STM Appropriations	-	-
Admnl Appropriations/Adjs	304,607.39	-
Transfers OPEB/Slab	-	-
Total Appropriations	\$ 31,320,405.39	\$ 32,209,512.00
B. OTHER AMOUNTS TO BE RAISED		
1. Tax title purposes	10,000.00	10,000.00
2. Debt & Interest not included	-	-
3. Final court judgments	-	-
4. Total overlay deficits prior years	-	-
5. Total Cherry Sheet offsets CS1-ER	219,829.00	219,754.00
6. Revenue deficits	-	-
7. Offset receipts deficits	-	-
8. Authorized (Quabbin Health District)	152,892.13	158,000.00
9. Snow & Ice deficit	88,279.16	-
Transportation Deficit	-	-
10. Other	1,632.93	1,632.93
TOTAL B	\$ 472,633.22	\$ 389,386.93
C. STATE & COUNTY CHERRY SHEET CHARGES		
	1,218,844.00	1,282,472.00
D. ALLOWANCE FOR ABATEMENTS & EXEMPT.		
	175,000.00	175,000.00
TOTAL AMOUNT TO BE RAISED	\$ 33,186,882.61	\$ 34,056,370.93
TOTAL RECEIPTS LESS TOTAL EXPENDITURES	\$ -	\$ 0.69
Free Cash Balance		
Free Cash Balance	1,193,212.00	
Required Minimum Balance	(208,826.00)	
Adjusted Free Cash Balance	984,386.00	
Expended Fall STM	(468,100.00)	
Available Free Cash	516,286.00	
Available Free Cash per Reserve Policy		
For FY20/FY21 Budget	344,531.00	
For Capital/One-Time Extraordinary	171,755.00	
Regular Stabilization Balance		
Regular Stabilization Balance	502,788.36	
Required Minimum Balance	(365,445.00)	
Available for FY20/FY21 Budget	137,343.36	
Capital Stabilization Balance		
Capital Stabilization Balance	451,318.99	
Required Minimum Balance	(261,032.00)	
Available for FY20/FY21 Budget	190,286.99	
Ambulance Receipts Reserved	28,731.59	
Water Enterprise Retained Earnings	1,191,084.50	
Sewer Enterprise Retained Earnings	105,321.00	



**WARRANT FOR SPECIAL TOWN MEETING
TOWN OF WARE
COMMONWEALTH OF MASSACHUSETTS**

Hampshire, ss.

To any of the Constables of the Town of Ware, in said County,

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn all of the inhabitants of the Town of Ware, Precincts A, B and C, qualified to vote on Town affairs, to meet at the Ware High School Auditorium, 237 West Street, Ware, on Monday, June 1, 2020 at six thirty o'clock in the evening (6:30 P.M.), then and there to act on the following articles:

ARTICLE 1. To see if the town will vote to appropriate or transfer from available funds a sum of money to pay unpaid bills from prior fiscal years, and to determine the manner of meeting said appropriation, whether by taxation, transfer of available funds, borrowing or any other means or any combination thereof, or take any other action relative thereto.

ARTICLE 2: To see if the Town will vote to amend or adjust any of the line items of the Fiscal Year 2019 Town Budget, including debt and interest, and to determine what sums of money the Town will appropriate for any such adjustments or amendments and to determine the manner of meeting said appropriation, whether by transfer from available funds, transfer from other items or appropriations, borrowing, or any other means or combination thereof, or take any other action relative thereto.

ARTICLE 3. To see if the Town will vote to raise and appropriate a sum of money to dispose of wood and brush stored at the former Banas farm on Robbins Road and to determine the manner of meeting said appropriation, whether by taxation, transfer from available funds, borrowing, or any other means, or combination thereof, or take any other action relative thereto.

And you are directed to serve up this Warrant by posting attested copies thereof at the Town Hall, at the Post Office calling the same at least fourteen (14) days before the time of said meeting and also by publishing a copy of the warrant on the Town of Ware website at least fourteen days before said meeting and make due return of this Warrant with doings thereon, to the Town Clerk of Ware on or before the time of said meeting.

Given under our hands at Ware this _____ day of April 2020.

SELECTMEN OF WARE:

Alan G. Whitney

Nancy Talbot

Keith J. Kruckas

Tracy R. Opalinski

John E. Carroll

Hampshire, ss.

By virtue of this Warrant, I have posted two attested copies; one at the Post Office, and one at the Town Hall. I have also caused to be published one attested copy on the Town of Ware website.

Signed this _____ Day April 2020

Constable of Ware, Massachusetts



WARRANT FOR ANNUAL TOWN MEETING
TOWN OF WARE
COMMONWEALTH OF MASSACHUSETTS

HAMPSHIRE, ss

To any of the Constables of the Town of Ware, in said County,

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn all of the inhabitants of the Town of Ware, Precincts A, B and C qualified to vote on Town affairs to meet at the Ware High School Auditorium, 237 West Street Ware, on Monday June 1, 2020, at seven (7:00 PM) o'clock in the evening, then and there to act on the following articles:

Consent Articles (1-9)

- Article 1.** To see if the Town will vote to hear the report of the Finance Committee or take any other action relative thereto.
- Article 2.** To see if the Town will vote to authorize the Treasurer/Tax Collector to enter into Compensating Balance Agreements during Fiscal Year 2021 as permitted by Massachusetts General Laws, Chapter 44, §53F, or take any other action relative thereto.
- Article 3.** To see if the Town will vote to authorize the Treasurer/Tax Collector, with the approval of the Selectmen to borrow money from time to time in anticipation of the revenue of the Fiscal Year 2021, beginning July 1, 2020 in accordance with the Provisions of Massachusetts General Laws, Chapter 44, §4, and to renew notes or notes payable as may be given for a period of less than one (1) year in accordance with Massachusetts General Laws, Chapter 44, §17 or taken any other action relative thereto.
- Article 4.** To see if the Town will vote to accept and appropriate any Grant Funds awarded to the Town of Ware under Massachusetts Community Development Fund by the Executive Office of Housing and Economic Development and to authorize the Board of Selectmen and Community Development Authority to expend the funds in accordance with the Terms and Conditions of the Grant Agreement or take any action relative thereto.
- Article 5.** To see if the Town will vote to accept all State and Federal Educational Grants in any amount as may be awarded for the direct educational expenditures for Fiscal Year 2021 to be expended by the Pathfinder Regional Vocational Technical High School District or take any other action relative thereto.

- Article 6.** To see if the Town will vote to accept all State and Federal Educational Grants in any amount as may be awarded for the direct educational expenditures for Fiscal Year 2021 to be expended by the Ware Public Schools or take any other action relative thereto.
- Article 7.** To see if the Town will authorize the Board of Selectmen and Town Manager to apply for, accept and expend any grants or donations from State or Federal governments or private agencies, individuals or institutions, or take any other action relative thereto.
- Article 8.** To see if the Town will vote to raise and appropriate a sum of money to be expended for road repairs in anticipation of reimbursement by the Commonwealth of Massachusetts Highway Department under the Chapter 90 State Highway Aid Program and to determine the manner of meeting said appropriation, whether by taxation, transfer from available funds, borrowing, or any other means or any combination thereof or take any other action relative thereto.
- Article 9.** To see if the Town will vote to establish the total amount to be expended from each of the Town's revolving funds for certain Town departments under Massachusetts General Laws, Chapter 44, §53 E ½ for the fiscal year beginning July 1, 2020 or take any other action relative thereto.
- Article 10.** To see if the Town will vote to fix the salaries of the several Elected Officers of the Town for the Fiscal Year 2021 and to determine whether any Town Board, Commission or Committee shall be authorized to employ any of its members for additional salary or compensation, or take any other action relative thereto.
- Article 11.** To see if the Town will vote to raise and appropriate a sum of money to operate the Water Enterprise during Fiscal Year 2021 and to determine the manner of meeting said appropriation whether by taxation, transfer of available funds, borrowing or any other means or any combination thereof or take any other action relative thereto.
- Article 12.** To see if the Town will vote to raise and appropriate a sum of money to operate the Sewer Enterprise during Fiscal Year 2021 and to determine the manner of meeting said appropriation whether by taxation, transfer of available funds, borrowing or any other means or any combination thereof or take any other action relative thereto.
- Article 13.** To see if the Town will vote to determine what sums of money the Town will raise and appropriate including appropriations from Available Funds of whatever type, to defray the charges and expenses of the Town including Debt and Interest for Fiscal Year 2021 or take any other action relative thereto.

- Article 14.** To see if the Town will vote to raise and appropriate a sum of money to fund the Employee Compensated Absences Reserve Fund and to determine the manner of meeting said appropriation whether by taxation, transfer of available funds, borrowing or any other means or any combination thereof; or take another action relative thereto.
- Article 15.** To see if the Town will vote to amend the Zoning Bylaw by amending section 4.8.3 Solar Energy Facilities in accordance with the report of the Planning Board ; or to take any action related thereto
- Article 16.** To see if the Town will vote to accept Wildflower Drive and Briar Circle as public ways, or take any other action relative thereto.
- Article 17.** To see if the Town will vote to discontinue a section of Quarry Street, or any other action relative thereto.
- Article 18.** To see if the Town will vote to eliminate the minimum number needed for a quorum to hold either Annual or Special Town Meeting by reducing the quorum number necessary to hold an Annual or Special Town Meeting to zero, or take any other action relative thereto.
- Article 19** To see if the Town will vote to rescind a Special Tax Assessment (STA) Agreement to G&G Medical Products LLC for the development of a manufacturing facility as originally voted by Town Meeting on November 16, 2015.
- Article 20** To see if the Town will vote to authorize the Board of Selectman to petition the Legislature for a special Act of Legislation to establish that "Notwithstanding the provisions of G.L.c.48 sec 2 the select board of the Town of Ware shall serve as fire commissioners in the Town of Ware for appointment of all fire officers and firefighters. Upon and after acceptance of this Special Act by the Town of Ware. The select board acting as fire commissioners shall have sole authority to hire and promote all firefighters and fire officers in the Town of Ware. The fire chief shall retain all other powers, duties and responsibilities set forth in G.L.c. 48 sec 42." , or take any other action relative thereto.
- Article 21** To see if the Town will vote to authorize the Board of Selectman to petition the Legislature for a special Act of Legislation to change the name of the board of selectmen in the town of Ware to the select board. or take any other action relative thereto.

- Article 22** To see if the Town will vote to authorize the Board of Selectman to petition the Legislature for a special Act of Legislation to modify the Town of Ware home rule charter to not allow employees of the Town of Ware to be elected to office in the Town of Ware. or take any other action relative thereto.
- Article 23** To see if the Town will vote to raise and appropriate a sum of money for the support of veterans through the Brookfield Institute Care for the Troops program, or to take any action related thereto
- Article 24** To see if the Town will vote to transfer a sum of money from the sale of lots account for part-time seasonal help for the care and maintenance of the cemeteries, or take any other action thereto.
- Article 25** To see if the Town will vote to raise and appropriate a sum of money to be purchase a payloader for the Department of Public Works and to determine the manner of meeting said appropriation, whether by taxation, transfer from available funds, borrowing, or any other means, or combination thereof, or take any other action relative thereto.
- Article 26** To see if the Town will vote to raise and appropriate a sum of money to fund a truck for the Parks Department, and to determine the manner of meeting said appropriation whether by taxation, transfer of available funds, borrowing or any other means or any combination thereof; or take another action relative thereto.
- Article 27** To see if the Town will vote to raise and appropriate a sum of money to be expended for the purchase and equipment of a vehicle for the Police Department, and to determine the manner of meeting said appropriation, whether by taxation, transfer from available funds, borrowing, or any other means, or combination thereof, or take any other action relative thereto.
- Article 28** To see if the Town will vote to appropriate a sum of money for an integrated financial software package and to determine the manner of meeting said appropriation whether by taxation, transfer of available funds, or any other means or any combination thereof, or take any other action relative thereto.
- Article 29.** To see if the Town will vote to raise and appropriate a sum of money for the purchase and outfitting of a firetruck for the Fire Department and to determine the manner of meeting said appropriation whether by taxation, transfer of available funds, borrowing or any other means or any combination thereof or take any other action relative thereto.

- Article 30** To see if the Town will vote to raise and appropriate a sum of money for the required matching funds for a Green Communities Grant to be used for energy efficiency in multiple buildings, and to determine the manner of meeting said appropriation whether by taxation, transfer of available funds, borrowing or any other means or any combination thereof or take any other action relative thereto.
- Article 31** To see if the Town will vote to raise and appropriate a sum of money for matching funds for a Massachusetts Preservation Projects Fund grant for structural improvements to Town Hall, and to determine the manner of meeting said appropriation, whether by taxation, transfer from available funds, borrowing, or any other means, or combination thereof, or take any other action relative thereto.
- Article 32** To see if the Town will vote to raise and appropriate a sum of money for the purchase of a front loader tractor with backhoe for the School Department and to determine the manner of meeting said appropriation, whether by taxation, transfer from available funds, borrowing, or any other means, or combination thereof, or take any other action relative thereto.
- Article 33** To see if the town will vote to appropriate a sum of money to fund the operations of the local and regional transportation service, the Quaboag Connector, and to determine the manner of meeting said appropriation, whether by taxation, transfer of available funds, borrowing or any other means or any combination thereof, or take any other action relative thereto.
- Article 34** To see if the Town will vote to raise and appropriate a sum of money to purchase a replacement remote water meter data collector, to upgrade the data conversion computer software program and to purchase additional water meters and to determine the manner of meeting said appropriation, whether by taxation, transfer from available funds, borrowing, or any other means, or combination thereof, or take any other action relative thereto.
- Article 35.** To see if the Town will vote to raise and appropriate a sum of money to inspect and clean the water storage tanks on Anderson Road and Church Street and to determine the manner of meeting said appropriation, whether by taxation, transfer from available funds, borrowing, or any other means, or combination thereof, or take any other action relative thereto.
- Article 36** To see if the Town will vote to raise and appropriate a sum of money to purchase a digital sign for the Town, and to determine the manner of meeting said appropriation, whether by taxation, transfer from available

funds, borrowing, or any other means, or combination thereof, or take any other action relative thereto.

Article 37

To see if the Town will vote to raise and appropriate a sum of money to be expended to repair the bridge on Old Belchertown Road and to determine the manner of meeting said appropriation, whether by taxation, transfer from available funds, borrowing, or any other means or any combination thereof, or take any other action relative thereto.

And you are directed to serve up this Warrant by posting attested copies thereof at the Town Hall, at the Post Office calling the same at least seven (7) days before the time of said meeting and also by publishing a copy of the warrant on the Town of Ware website at least seven days before said meeting and make due return of this Warrant with doings thereon, to the Town Clerk of Ware on or before the time of said meeting.

Given under our hand at Ware this ____ day of April 2020.

SELECTMEN OF WARE

Alan G. Whitney

John E. Carroll

Keith J. Kruckas

Tracy R. Opalinski

Nancy Talbot

HAMPSHIRE ss.

By virtue of this Warrant I have posted two attested copies; one at the Post Office, and one at the Town Hall. I have also caused to be posted one attested copy on the Ware website.

Signed this _____ Day of April 2020.

Constable of Ware