



## **Board of Selectmen**

**Ware Town Hall, Meeting Room, 126 Main Street**

**Regular Meeting Notice Agenda – Tuesday, January 8, 2019 at 7:00 p.m.**

### **Meeting Opened**

**Opening Remarks, Announcements, and Agenda review by Chair**

**6:00 p.m. Executive Session: MGL Chapter 30A, Section 21(a) #1 Discuss Individual, #3 Collective Bargaining or Litigation**

### **Consent Agenda**

- **Approval of Application: Bike Race Through Ware, April 27, 2019**
- **Approval of 2019 Common Victualler: Villa's Pizza**
- **Approval of One-Day Wine & Malt Liquor Licenses: Workshop 13 for January 18, February 9, February 15, March 15, April 19, and May 17, 2019**

### **Scheduled Appearances**

- **7:15 p.m. Public Hearing: Application by Melha Shriners, 126 West Main Street, for New Annual All Alcoholic §12 Club License, Common Victualler License, and Entertainment License**
- **Fiscal Budget Presentation with School Committee, Finance Committee**

### **Old Business**

- **Discussion of Site Visit Form**

### **New Business**

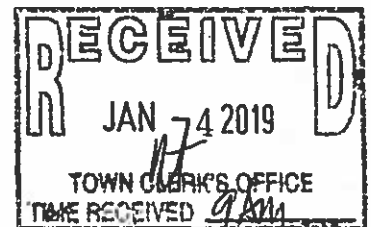
- **Authorize Town Clerk to Place Offices on Annual Town Election Ballot**
- **Appointments to Bylaws Review Committee**
  - **Nancy Talbot, Town Clerk**
  - **Mary Midura, Executive Assistant to Town Manager**
  - **James Rutherford, Citizen**
- **Joint Meeting/Vote with Ware Housing Authority**
  - **Appointment: George Staiti, Term to Expire April 8, 2019**
- **Town Committee to Recommend Action Regarding Sex Offender Density**
- **PVPC Technical Assistance Request – Regional Animal Shelter**
- **PVPC Technical Assistance Request – Complete Streets**
- **Open Warrant – Special Town Meeting**

### **Comments and Concerns of Citizens**

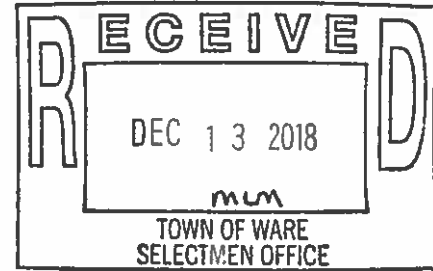
### **Town Manager Report**

### **Adjournment**

***The next Board of Selectmen meeting is January 29, 2019***



December 7, 2018



Board of Selectmen  
Town of Ware  
Ware, MA 01082

Dear Board Members:

I am writing to respectfully request the Town's permission to hold a bike race on April 27, 2019

The races will begin in Quabbin Reservoir at 9:00 am and be going through Ware by 11:00 am and should be finish going through around 2:00 pm. The proposed course is as follows: starting at the Tower at Quabbin, the course will follow the road down to Route 9, east entrance. Turn right and head west onto Route 9. We will then take Route 202 north to 122 east where we will then head onto Route 32A south. The racers will then turn onto Greenwich Road and follow this straight onto Willow Street and then a right onto Barnes Road.\* From there, the course will then follow Route 9 west onto the Old Ware-Enfield Road into Quabbin

A lead vehicle, a support vehicle, as well as a follow vehicle will accompany each pack. Cycling Officials will be present in each of the follow vehicles to ensure race safety as well as rule adherence. Additionally, Central Massachusetts Safety will be present to provide road and medical support.

If you have any further questions, please contact me at (413) 267-5259 at home, or on my cell phone at (413) 427-3089. Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Michael A. Norton  
5 Longview Drive  
Monson, MA 01057

\* ON 12/13/18, I CONFIRMED WITH MR. NORTON THAT THE ROUTE MUST GO FROM GREENWICH ROAD TO CRESCENT STREET TO EAGLE STREET TO ROUTE 9 (DUE TO BARNES STREET CONSTRUCTION THAT MAY BE IN PROGRESS) - AS THE TOWN REQUESTED IN 2018.

mary l. Medina



APPLICATION FOR SPECIAL SERVICE OF  
ALCOHOLIC BEVERAGES  
MGL CHAPTER 138, SECTION 14  
TOWN OF WARE

Name: Workshop13 Application Date: 01/03/2019

Contact Phone: 413-277-6072 Email: info@workshop13.org

Effective Date(s) of License: 1/18/2019 FRIDAY

Hours of Service (In conformity with MGL): 6:30 pm - 10:30 pm

Event (describe activities): Open Mic

Anticipated Attendance: 90

Sponsoring Organization: \_\_\_\_\_

For Profit:  Beer & Wine (only) Non Profit: All Alcoholic  Beer & Wine

Address (include Street & Number): 13 Church St. Ware, MA

Names of All Servers (bartenders) for this event Lisa DiMarzio, Pat Goudreau

Estimated Number of Attendees 90

Crowd Control Manager Roc Goudreau

I have received, and agree to abide by, all regulations of the Board of Selectmen. Furthermore, pursuant to MGL Chapter 52C, Section 49A, I hereby certify under penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and all state taxes required under law.

Signature of Applicant: \_\_\_\_\_

Social Security # or Federal I.D.#: \_\_\_\_\_

Fire Inspection  
Date: 12/13/18

Building Inspection  
Date: 12/13/18

Date Received: 1/3/2019

Insurance Certificate: EFFECTIVE TO 7/9/2019

Application Fee: \$30

Action Taken  Approved  Denied Date: 1-3-19

Police Chief Review and Action

Shawn Crevier  
Shawn Crevier, Police Chief



APPLICATION FOR SPECIAL SERVICE OF  
ALCOHOLIC BEVERAGES  
MGL CHAPTER 138, SECTION 14  
TOWN OF WARE

Name: Workshop13 Application Date: 01/03/2019

Contact Phone: 413-277-6072 Email: info@workshop13.org

Effective Date(s) of License: 02/09/2019 SATURDAY

Hours of Service (In conformity with MGL): 6:30 pm - 10:30 pm

Event (describe activities): Free Spirit Society (concert)

Anticipated Attendance: 90

Sponsoring Organization: \_\_\_\_\_

For Profit: Beer & Wine (only) Non Profit: All Alcoholic \_\_\_\_\_ Beer & Wine X

Address (include Street & Number): 13 Church St. Ware, MA

Names of All Servers (bartenders) for this event Lisa DiMarzio, Pat Goudreau

Estimated Number of Attendees 90

Crowd Control Manager Roc Goudreau

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Signature of Applicant: \_\_\_\_\_

Social Security # or Federal I.D.#: \_\_\_\_\_

Fire Inspection  
Date: 12/13/18

Building Inspection  
Date: 12/13/18

Date Received: <u>1/3/2019</u>	Insurance Certificate: <u>EFF. TO 7/9/2019</u>
Application Fee: <u>\$30</u>	
Action Taken: <u>Approved</u> <input checked="" type="checkbox"/> <u>Denied</u> <input type="checkbox"/>	Date: <u>1-3-19</u>
Police Chief Review and Action	
<u>[Signature]</u>	
Shawn Crevier, Police Chief	
2019-3	



APPLICATION FOR SPECIAL SERVICE OF  
ALCOHOLIC BEVERAGES  
MGL CHAPTER 138, SECTION 14  
TOWN OF WARE

Name: Workshop13 Application Date: 01/03/2019

Contact Phone: 413-277-6072 Email: info@workshop13.org

Effective Date(s) of License: 02/15/2019 FRIDAY

Hours of Service (In conformity with MGL): 6:30 pm - 10:30 pm

Event (describe activities): Open Mic

Anticipated Attendance: 90

Sponsoring Organization: \_\_\_\_\_

For Profit:  Beer & Wine (only) Non Profit: All Alcoholic  Beer & Wine

Address (include Street & Number): 13 Church St. Ware, MA

Names of All Servers (bartenders) for this event Lisa DiMarzio, Pat Goudreau

Estimated Number of Attendees 90

Crowd Control Manager Roc Goudreau

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Signature of Applicant: \_\_\_\_\_

Social Security # or Federal I.D.#: \_\_\_\_\_

Fire Inspection  
Date: 12/13/18

Building Inspection  
Date: 12/13/18

Date Received: <u>1/3/2019</u>	Insurance Certificate: <u>EFF. TO 7/9/2019</u>
Application Fee: <u>\$30</u>	
Action Taken <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: <u>1-3-19</u>
Police Chief Review and Action <u>Shawn Crevier</u> Shawn Crevier, Police Chief	

2019-4



APPLICATION FOR SPECIAL SERVICE OF  
ALCOHOLIC BEVERAGES  
MGL CHAPTER 138, SECTION 14  
TOWN OF WARE

Name: Workshop13 Application Date: 01/03/2019

Contact Phone: 413-277-6072 Email: info@workshop13.org

Effective Date(s) of License: 03/15/2019 FRIDAY

Hours of Service (In conformity with MGL): 6:30 pm - 10:30 pm

Event (describe activities): Open Mic

Anticipated Attendance: 90

Sponsoring Organization: \_\_\_\_\_

For Profit:  Beer & Wine (only) Non Profit: All Alcoholic  Beer & Wine

Address (include Street & Number): 13 Church St. Ware, MA

Names of All Servers (bartenders) for this event Lisa DiMarzio, Pat Goudreau

Estimated Number of Attendees 90

Crowd Control Manager Roc Goudreau

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Signature of Applicant: \_\_\_\_\_

Social Security # or Federal I.D.#: \_\_\_\_\_

Fire Inspection  
Date: 12/13/18

Building Inspection  
Date: 12/13/18

Date Received: <u>1/3/2019</u>	Insurance Certificate: <u>EFF TO 7/9/2019</u>
Application Fee: <u>\$ 30</u>	
Action Taken: <u>Approved</u> <input checked="" type="checkbox"/> Denied <input type="checkbox"/>	Date: <u>1-3-19</u>
Police Chief Review and Action	
<u>[Signature]</u>	
Shawn Crevier, Police Chief	
2019-5	



APPLICATION FOR SPECIAL SERVICE OF  
ALCOHOLIC BEVERAGES  
MGL CHAPTER 138, SECTION 14  
TOWN OF WARE

Name: Workshop13 Application Date: 01/03/2019

Contact Phone: 413-277-6072 Email: info@workshop13.org

Effective Date(s) of License: 4/19/2019 FRIDAY

Hours of Service (In conformity with MGL): 6:30 pm - 10:30 pm

Event (describe activities): Open Mic

Anticipated Attendance: 90

Sponsoring Organization: \_\_\_\_\_

For Profit:  Beer & Wine (only) Non Profit: All Alcoholic  Beer & Wine

Address (include Street & Number): 13 Church St. Ware, MA

Names of All Servers (bartenders) for this event Lisa DiMarzio, Pat Goudreau

Estimated Number of Attendees 90

Crowd Control Manager Roc Goudreau

I have received, and agree to abide by, all regulations of the Board of Selectmen. Furthermore, pursuant to MGL Chapter 52C, Section 49A, I hereby Certify under penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and all state taxes required under law.

Signature of Applicant: \_\_\_\_\_

Social Security # or Federal I.D.#: \_\_\_\_\_

Fire Inspection  
Date: 12/13/18

Building Inspection  
Date: 12/13/18

Date Received: <u>1/3/2019</u>	Insurance Certificate: <u>EFF TO 7/9/2019</u>
Application Fee: <u>\$30</u>	
Action Taken: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: <u>1-3-19</u>
Police Chief Review and Action <u>Shawn Crevier</u> Shawn Crevier, Police Chief	

2019-6



APPLICATION FOR SPECIAL SERVICE OF  
ALCOHOLIC BEVERAGES  
MGL CHAPTER 138, SECTION 14  
TOWN OF WARE

Name: Workshop13 Application Date: 01/03/2019

Contact Phone: 413-277-6072 Email: info@workshop13.org

Effective Date(s) of License: 5/17/2019 FRIDAY

Hours of Service (In conformity with MGL): 6:30 pm - 10:30 pm

Event (describe activities): Open Mic

Anticipated Attendance: 90

Sponsoring Organization: \_\_\_\_\_

For Profit:  Beer & Wine (only) Non Profit: All Alcoholic  Beer & Wine

Address (include Street & Number): 13 Church St. Ware, MA

Names of All Servers (bartenders) for this event Lisa DiMarzio, Pat Goudreau

Estimated Number of Attendees 90

Crowd Control Manager Roc Goudreau

I have received, and agree to abide by, all regulations of the Board of Selectmen. Furthermore, pursuant to MGL Chapter 52C, Section 49A, I hereby Certify under penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and all state taxes required under law.

Signature of Applicant: \_\_\_\_\_

Social Security # or Federal I.D.#: \_\_\_\_\_

Fire Inspection  
Date: 12/13/18

Building Inspection  
Date: 12/13/18

Date Received: <u>1/3/2019</u>	Insurance Certificate: <u>EFF. TO 7/9/2019</u>
Application Fee: <u>\$30</u>	
Action Taken: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: <u>1-3-19</u>
Police Chief Review and Action	
<u>Shawn Crevier</u>	
Shawn Crevier, Police Chief	
2019-7	



Board of Selectmen: *John E. Carroll, Michael P. Fountain, Keith J. Kruckas, Tracy R. Opalinski, Alan G. Whitney*  
Town Manager: *Stuart Beckley*  
sbeckley@townofware.com



# TOWN OF WARE

Town Hall, 126 Main St., Suite J  
Ware, Massachusetts 01082  
Tel. 413-967-9648

## PUBLIC HEARING NOTICE

The Board of Selectmen will conduct a Public Hearing on **Tuesday, January 8, 2019 at 7:15 p.m.**, in the Selectmen's Meeting Room, 126 Main Street, Ware, MA, to hear an **Application for New Annual All Alcoholic §12 Club license, Common Victualler license, and Entertainment license for Melha Shriners, 126 West Main Street, Ware, MA.** Copies of the petition are available at the office of the Town Manager, 126 Main Street, Ware, MA. **This notice shall also be posted on the Massachusetts Newspaper Publishers Association's (MNPA) website (<http://masspublicnotices.org>).**

All interested parties are invited to attend.

John E. Carroll  
Chairman  
Board of Selectmen  
December 19, 2018



# TOWN OF WARE

## Common Victualler Application

(MASSACHUSETTS GENERAL LAWS, CHAPTER 140, SECTION 6)

Application is hereby made to the Town of Ware (date): 11/27/2018

CORPORATION NAME: MELHA Shriners

D/B/A NAME \_\_\_\_\_

ADDRESS OF ESTABLISHMENT: 126 West Main St Ware MA 01082

TELEPHONE: 41.

NAME OF MANAGER: Russell Mitchell

DESCRIPTION OF PREMISES: meeting hall

If this license is granted, I hereby agree to abide by all of the laws of the Commonwealth of Massachusetts and all rules and regulations of the Ware Board of Selectmen. I understand and accept responsibility of ensuring that these are enforced.

Pursuant to MGL, C. 62C, s. 49A, I certify under the penalties of perjury that I have, to the best of my knowledge and belief, complied with the law of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Pursuant to MGL, C. 152, s. 25A, I certify under the penalties of perjury that I have, to the best of my knowledge and belief, complied with the law of the Commonwealth relating to Workers' Compensation Insurance.

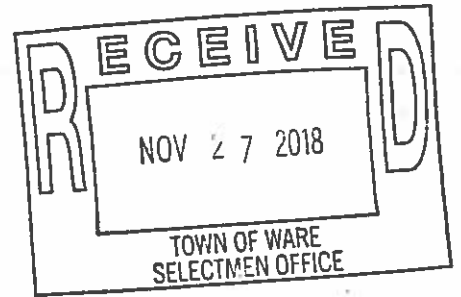
11/26/18  
Date

Russell Mitchell  
Signature of Individual or Corporate name

Recorder/Manager  
Corporate Officer and Title (if applicable)

DATE OF PUBLIC HEARING (to be determined): 1/8/2019

Social Security Number or Federal Identification Number: 04610326



# TOWN OF WARE

## Entertainment Application

(MASSACHUSETTS GENERAL LAWS, CHAPTER 140, SECTION 183A)

Application is hereby made to the Town of Ware (date): 11/27/2018

CORPORATION NAME: MELHA Shredders

D/B/A NAME: \_\_\_\_\_

ADDRESS OF ESTABLISHMENT: 126 West Main St. Ware MA. 01082

TELEPHONE: \_\_\_\_\_

NAME OF MANAGER: Russell Mitchell

### DESCRIPTION OF PROPOSED ENTERTAINMENT:

Type of entertainment to be offered (check all that apply):	Juke Box	Disc Jockey
Dancing by patrons <input checked="" type="checkbox"/>	Dancing by entertainers	Recorded music <input checked="" type="checkbox"/>
Live Music <input checked="" type="checkbox"/>	Amplification System	Play
Moving Picture Show <input checked="" type="checkbox"/>	Floor Show	Light Show
Theatrical Exhibition	Any other dynamic audio or visual show, whether live or recorded (please specify)	

Please list the hours that Entertainment will be offered:	
Monday <input checked="" type="checkbox"/>	<u>AS Scheduled</u>
Tuesday <input checked="" type="checkbox"/>	
Wednesday <input checked="" type="checkbox"/>	
Thursday <input checked="" type="checkbox"/>	
Friday <input checked="" type="checkbox"/>	
Saturday <input checked="" type="checkbox"/>	
Sunday <input checked="" type="checkbox"/>	

Please state whether the applicant is applying for indoor and/or outdoor entertainment (i.e., patio roof-top, etc.) If outdoor, the applicant must provide proof of ownership/lease for use of the outdoor space.


INDOOR  OUTDOOR

If outdoor, please describe what efforts the applicant/business has taken to reduce the impact of NOISE from outdoor entertainment on neighboring residents and businesses.

No Entertainment after 10:00 pm

Give a complete description of the entertainment to be offered and the premises to be licensed, including floors and location of all entrances and exits.

Band, D.J.



Seating Capacity: 98 Occupancy Number: \_\_\_\_\_

Does the applicant have a license to sell alcohol?

\_\_\_\_ Yes (please attach a copy of liquor license)

No — Application Pending.

In the previous year, has the applicant been summoned to appear before the Board of Selectmen for ANY type of hearing including but not limited to informational hearings, pre-hearing conferences, and/or final hearings?

\_\_\_\_ Yes  No

If yes, please describe the offense and outcome of said hearing (you may attach a separate sheet, if necessary)

\_\_\_\_\_

In the previous year, has the applicant received a letter from the Board of Selectmen regarding any incident(s) which allegedly may have occurred on the licensed premises?

\_\_\_\_ Yes  No

If yes, please state the reason for the letter of warning:

\_\_\_\_\_

Has the applicant or any partners thereof ever been denied an entertainment license?

\_\_\_\_\_ Yes  No

If yes, please explain:

\_\_\_\_\_

Has the applicant or any partners thereof ever held, in their name or any other name, an Entertainment license which was suspended or revoked?

\_\_\_\_\_ Yes  No

If yes, please explain:

\_\_\_\_\_

Has the applicant or any partners thereof ever held an entertainment license in their name or any other name where they were summoned to an informational meeting, or violation meeting in front of the Selectmen for ANY reason?

\_\_\_\_\_ Yes  No

If yes, please explain in detail and include any action which was taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the applicant or any partners thereof ever been convicted of a felony?

\_\_\_\_\_ Yes  No

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Each sole proprietor or individual applicant must sign below.

\*Applications by a partnership must be signed by a majority of the partners.

\*Applications by a corporation must be signed by a duly authorized officer or designee.

\*Applications by an association must be signed by a majority of the members of the governing body.

\*Applications by an LLC must be signed by a duly authorized managing member or designee.

**False information or failure to disclose information is reason to revoke a license or deny a license application.**

**AFFIRMATION**

Under the pains and penalties of perjury, I/we affirm that the preceding answers are true to the best of my/our knowledge and belief, and that there are no other direct or indirect interests in this license other than those indication in this application.

Signature of Applicant(s)

Social Security Number

Russell Mitchell  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Pursuant to Massachusetts General Laws C. 140, sec. 181: an entertainment license may be denied, suspended or revoked if it is determined that such a license would lead or leads "to the creation of a nuisance or would endanger the public health, safety or order by: (a) unreasonably increasing pedestrian traffic in the area in which the premises are located; (b) increasing the incidence of disruptive conduct in the area in which the premises are located; or (c) unreasonably increasing the level of noise in the area in which the premises are located."

If this license is granted, I hereby agree to abide by all of the laws of the Commonwealth of Massachusetts and all rules and regulations of the Ware Board of Selectmen. I understand and accept responsibility of ensuring that these are enforced.

Pursuant to MGL, C. 62C, s. 49A, I certify under the penalties of perjury that I have, to the best of my knowledge and belief, complied with the law of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Pursuant to MGL, C. 152, s. 25A, I certify under the penalties of perjury that I have, to the best of my knowledge and belief, complied with the law of the Commonwealth relating to Workers' Compensation Insurance.

11-26-18  
Date

Russell Mitchell  
Signature of Individual or Corporate name

Recorder / Manager  
Corporate Officer and Title (if applicable)

DATE OF PUBLIC HEARING (to be determined): 1/8/2019

Social Security Number or Federal Identification Number: 04161324



TOWN OF WARE, MASSACHUSETTS  
**OFFICE OF THE TOWN CLERK**

126 MAIN STREET, STE. F, WARE, MASSACHUSETTS 01082

NANCY J. TALBOT  
TOWN CLERK

January 3, 2019

Board of Selectmen  
126 Main St.  
Ware, MA 01082

Dear Board Members:

I am requesting that the Board of Selectmen vote to authorize me, as Town clerk, to place the two offices listed below on the Annual Town Election Ballot for unexpired terms remaining as follows:

**Cemetery Commissioner - One Year (Unexpired Term) \***


**Ware Housing Authority - Three Year (Unexpired Term) \*\***

\*Cemetery Commissioner position which appeared on the 2018 Annual Town Election Ballot had no candidates taking out papers and Mr. Ryan Maslak was appointed on June 5, 2018 to the seat until the next Annual Town Election in 2019.

\*\*Ware Housing Authority position which appeared on the ballot in 2017 for a five-year term was filled by Jose Anacleto. The office must also appear on the Annual Town Election Ballot for the remainder of the term.

Thank you for your consideration as this must be done in a timely manner as I am preparing the information for the Annual Town Election which will be held on April 8, 2019.

Sincerely,

  
Nancy J. Talbot  
Town Clerk

cc: Annual Town Election File 2019

t/

December 31, 2018


Board of Selectmen  
126 Main St.  
Ware, MA 01082

Dear Board Members:

I am requesting to be appointed to the Bylaw Review Committee.

Thank you for your consideration.

Sincerely,

  
Nancy J. Talbot  
Town Clerk

1/



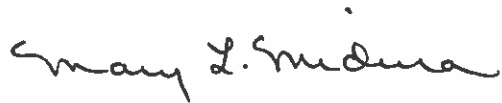
December 21, 2018

Board of Selectmen  
126 Main Street  
Ware, MA 01082

Dear Selectmen:

Please officially appoint me to the Bylaws Review Committee. I am happy to dedicate the time to this important task so that the town bylaws can be organized and placed on the town website for all citizens to access.

Sincerely,

A handwritten signature in black ink that reads "Mary L. Midura". The signature is written in a cursive style with a small dot above the 'i' in "Midura".

Mary L. Midura  
Executive Assistant to Town Manager

*115 Church Street  
P.O. Box 733  
Ware, MA 01082  
December 19, 2018*

*Mary Midura  
Executive Assistant  
Town of Ware  
126 Main Street  
Ware, MA 01082*

*Dear Mary:*

*Please consider me for an appointment to the Town Bylaw Review Committee.*

*Thank you.*

*Sincerely,*

A handwritten signature in black ink that reads "Jim Rutherford". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

*Jim Rutherford*

January 3, 2019

Board of Selectmen

Town of Ware

126 Main Street

Ware, MA 01082

Dear Members of the Board:

I seek appointment to the Ware Housing Authority  
to fill the vacancy until the next town election.

Sincerely,  
George Staiti

**ATTACHMENT A**  
**REQUEST FOR DLTA ASSISTANCE**

**General Applicant Information**

Lead (Applying) Municipality: Town of Ware

Point of Contact

Name: Stuart Beckley Title: Town Manager

Telephone: 413-967-9648 x100 Email: sbeckley@townofware.com

Partner Municipalities, if any: (List all partner municipalities, person of contact and their emails)

\_\_\_\_\_  
\_\_\_\_\_

**Type of Assistance for proposed project (please check)**

Support for Community Compact Activities

Planning Ahead for Housing

Planning Ahead for Growth

Regional 'Cross-Border' Municipal Collaboration / Shared Services

Neither

**Authorized Signature**

Signature by the Selectboard Chairperson, Mayor, or Planning Board Chairperson authorized to submit this DLTA Request:

Name, Title, & Municipality  
if different from above: John Carroll, Chairman, Board of Selectmen, Town of Ware

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Application Deadline***

***Applications for technical assistance must be received by 5:00 pm on Friday, January 11, 2019. One or more DLTA assistance requests may be submitted for consideration***

*Request for Direct Local Technical Assistance  
Town of Ware*

**Purpose:** The Town of Ware seeks assistance with the adoption of a Complete Streets policy and to conduct a community planning process to identify a Bike/Ped network that will be incorporated into the community, its infrastructure, and available transportation resources. The Town seeks to create a foundation that will allow moving forward to establish priority Complete Streets projects.,

Therefore the Town requests PVPC staff time to assist with development and adoption of a Complete Streets policy in collaboration with a community engagement/planning process to create a Bike/Ped network plan.

**Eligibility:** The proposed project meets the priority Funding Area of *Planning Ahead for Growth* by identifying improvements to the Town's information to improve efficiency and community health.

**Project Background:** The Town of Ware's Master Plan identifies the intent to pursue Complete Streets status, to improve the walkability of the community, to expand the Ware River Valley Rail Trail. Pedestrian access improvements are needed along the Town's commercial areas to improve access to services and goods. Safety is a concern for pedestrians along Route 32/West Street as the sidewalks are narrow or non-existent. Access in accordance with the Americans with Disabilities Act is not consistent throughout Town, limiting access. Main Street is currently in design phase and scheduled for reconstruction in 2020. This project would prioritize sidewalk and rail trail expansion while improving connectivity for residents.

**Results:** The Town anticipates that the project will create a Complete Streets Policy for local adoption along with a bicycle/pedestrian/connectivity plan. All of these will form the basis for a prioritization plan to be submitted to MassDOT in the future.

The Town Manager and the Director of Planning and Community Development will commit to work with PVPC staff on the project if selected.

Based on work recently completed I suggest you request \$25,000 for this work as there are 2 components—the political process of working with you and other key people to develop and adopt a Complete Streets policy and then the on the ground work of developing a bike/ped network plan.

I have attached the draft Amherst product that will be finalized in the coming weeks so you can get a sense of the product.

**ATTACHMENT A**

**REQUEST FOR DLTA ASSISTANCE**

**General Applicant Information**

Lead (Applying) Municipality: Town of Palmer

Point of Contact

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Partner Municipalities, if any: (List all partner municipalities, person of contact and their emails)

**Ware, Warren, Monson**

\_\_\_\_\_  
\_\_\_\_\_

**Type of Assistance for proposed project (please check)**

Support for Community Compact Activities

Planning Ahead for Housing

Planning Ahead for Growth

Regional 'Cross-Border' Municipal Collaboration / Shared Services

Neither

**Authorized Signature**

Signature by the Selectboard Chairperson, Mayor, or Planning Board Chairperson authorized to submit this DLTA Request:

Name, Title, & Municipality  
if different from above:  John Carroll, Chairman, Board of Selectmen, Town of Ware \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Application Deadline***

***Applications for technical assistance must be received by 5:00 pm on Friday, January 11, 2019. One or more DLTA assistance requests may be submitted for consideration***



**To:** Chief Elected Officials of PVPC Member Communities  
Planning Board Chairs of PVPC Member Communities  
Administrative and Planning Staff of PVPC Member Communities

**From:** Tim Brennan, Executive Director

**Date:** December 3, 2018

**Reference:** Solicitation of District Local Technical Assistance (DLTA) Program Projects for FY 2019

**NOTE:** The 2019 DLTA program scope is very similar to last year, with no substantial changes.

**I. Notice of Available Technical Assistance:**

The Pioneer Valley Planning Commission (PVPC) is currently soliciting written requests from its 43 member communities seeking to receive technical assistance under the Commonwealth's 2019 District Local Technical Assistance Program (DLTA). Under the DLTA program, PVPC staff can, subject to available funding assistance, provide no-cost technical assistance to our member communities on DLTA eligible projects (see Section III).

**II. Description of the DLTA Program**

DLTA funds is an annual grant established in the Massachusetts General Laws. For DLTA year 2019, this fund received an annual appropriation of \$2.8 million to be distributed statewide to regional planning agencies to support local and regional planning and service provision projects. PVPC anticipates receiving an allocation of \$254,069 for its staff to provide technical assistance to address eligible DLTA projects submitted by PVPC member communities.

**III. Priority Funding Areas and Eligible Projects for Technical Assistance**

As reflected in the most recent guidelines of the Commonwealth's DLTA program, a proposed project must fall into one of the two general following priority categories to be considered eligible for technical assistance:

1. "Planning Ahead for Housing" (or to help reach the Statewide Housing Production Goal) or "Planning Ahead for Growth"; and
2. Technical Assistance to advance Identified Community Compact Cabinet activities as well as municipal shared services projects.

Communities seeking to implement best practices not specifically included on their Community Compact applications are also eligible and encouraged to apply. Non-Community Compact communities seeking to implement the state's best practices are eligible and encouraged to apply as well. Proposed projects that are aligned with Community Compact Cabinet Best Practices will be prioritized.

Please see Attachment B for examples of eligible projects for each priority funding area, attachment C for Examples of PVPC Funded Projects (FY2008-FY2018) and also see Attachment D for Community Compact Cabinet activities that communities are encouraged to pursue.

**IV. Application Deadline**

Applications for technical assistance must be received by **5:00 pm on Friday, January 11, 2019**. One or more DLTA assistance requests may be submitted for consideration.

**V. Instructions**

Complete and return Attachment A titled "Request for DLTA Assistance" along with other related documents, before the application deadline. All application proposals must be signed by the Selectboard Chairperson if a town, or Mayor if a city, or Planning Board Chair, and submitted to the attention of:

Timothy W. Brennan, Executive Director  
Pioneer Valley Planning Commission (PVPC)  
60 Congress Street- Floor 1, Springfield MA 01104

We strongly encourage communities to discuss potential projects with PVPC staff prior to submitting an application.

**VI. Local Match Requirements**

The required 5% cash match for this program will be provided by the Pioneer Valley Planning Commission, on behalf of our member communities. Therefore, there is no local cash match requirement to receive technical assistance under the 2019 DLTA program. However, municipalities must provide a minimum 5% in-kind match to be applied to each specific DLTA project. Moreover, voluntary cash contributions from applicable cities and towns are encouraged to allow more of our communities to benefit from the DLTA program.

**VII. Evaluation of Applications**

Preference will be given to applications that meet the following criteria:

Primary Criteria:

- Support for best practices and activities identified in Attachment B and Attachment D.
- Achieves the objectives of the priority funding areas (see Section III).
- Regional 'Cross-Border' Collaboration between two (2) or more municipalities.
- Responds to a regional development need or issues impacting local governments.
- Enhances the economic competitiveness of the region, including such topics as local permit streamlining, downtown economic revitalization, mixed use development, establishment, expansion, or utilization of a Ch. 43D priority development site.
- Addresses the housing needs of a community and/or the region, especially related to 40R districts.
- Implements components of local plans or previous studies related to economic development or housing, including the implementation of a strategy contained in the Plan for Progress.
- Is likely to catalyze changes "on the ground" (redevelopment, approved zoning changes, new by-laws, municipal service delivery cost savings, inter-municipal collaboration on service delivery, or renewable energy use/production, etc.).
- Transformative and/or Innovative proposals that will serve as a model for other municipalities.

Secondary Criteria:

- The extent to which the PVPC has the expertise to successfully complete the project.
- Efforts will be made to distribute projects to different municipalities through the region. Multiple project proposals in a single municipality will only be awarded if funding allows, not including participants in a regional application.
- Receipt of and performance on past DLTA projects.
- Availability of other funding sources to supplement.
- Provision of a voluntary cash or in-kind match.

**VIII. Decisions & Notice of Awards**

- All decisions are the discretion of PVPC staff based upon its interpretation of the evaluation criteria and the availability of funding.



- PVPC reserves the right to request additional information before a decision is made.
- If a proposed project exceeds PVPC's ability to undertake a project through the DLTA program, PVPC and the applicant may engage in strategic discussion about either reducing the scope of the project or obtaining additional funding (e.g. local contribution, or other grants such as Community Compact funds) to complete the portion of the project that exceeds the DLTA-funded elements of the project.
- PVPC anticipates selecting projects for technical assistance in late January, 2019. Applicants will be notified in writing of the PVPC's decisions.

**IX. Municipal Requirements:**

- Submission of Attachment A "Request for DLTA Assistance" which is signed by your community's chief elected official (Selectboard Chairperson or Mayor), or the Planning Board Chair.
- Provision of a low, 5% in-kind match by the community to be applied to the specific DLTA project budget.
- Local commitment to work with the PVPC staff to complete all DLTA-funded work projects and activities on or before December 31, 2019.
- In the event your DLTA assistance request is approved, the community will sign an Affirmation of Commitment letter with the PVPC to document and formalize all needed project agreements needed including a project-specific scope of work and budget.
- Identification of the expected DLTA work products.

**X. Need Additional Information:**

If you have questions or need additional information about the 2019 DLTA Program, I encourage you to contact one of the following PVPC staff members:

- Eric Weiss, [eweiss@pvpc.org](mailto:eweiss@pvpc.org) , for Municipal/Regional Shared-Services projects and activities involving the Community Compact Program;
- Catherine Ratte, [cratte@pvpc.org](mailto:cratte@pvpc.org), for planning ahead for growth and housing related projects;
- Tim Brennan, [tbrennan@pvpc.org](mailto:tbrennan@pvpc.org) for general DLTA program information.

or, you can contact Eric, Catherine, or me at the PVPC by telephone at: 413-781-6045.

We look forward to receiving and considering your city or town's request(s) for DLTA assistance in 2019, and the possibility of working with you and your municipal colleagues in the new calendar year. Once again, I'd urge your community to respond to this request on or before January 11, 2019 and be sure to contact one of our staff members prior to submitting a DLTA request so that we can help guide your efforts. Thank you for your anticipated request.



Timothy W. Brennan, Executive Director

Attachments - 4

cc PVPC Commissioners and Alternates  
E Wijnja DIICD  
E Weiss, PVPC  
C Ratte, PVPC  
J Muzik PVPC  
S Cronin, DLS

**ATTACHMENT A**  
**REQUEST FOR DLTA ASSISTANCE**

**General Applicant Information**

Lead (Applying) Municipality: \_\_\_\_\_

Point of Contact

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Partner Municipalities, if any: (List all partner municipalities, person of contact and their emails)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Type of Assistance for proposed project (please check)**

Support for Community Compact Activities

Planning Ahead for Housing

Planning Ahead for Growth

Regional 'Cross-Border' Municipal Collaboration / Shared Services

Neither

**Authorized Signature**

Signature by the Selectboard Chairperson, Mayor, or Planning Board Chairperson authorized to submit this DLTA Request:

Name, Title, & Municipality  
if different from above: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_