



Board of Selectmen

Ware Town Hall, Meeting Room, 126 Main Street

Regular Meeting Notice Agenda – Tuesday, June 19, 2018 at 7:00 p.m.

6:30 p.m. Executive Session: MGL Chapter 30A, Section 21(a) #2 Negotiations

Meeting Opened

Opening Remarks, Announcements, and Agenda review by Chair

Consent Agenda

- Approval of Meeting Minutes of April 5, 2018, May 29, 2018 and June 5, 2018

Scheduled Appearances

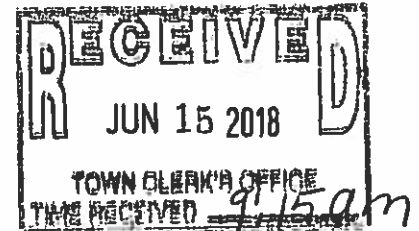
- Baystate Health Eastern Region President Michael Moran – Announcement and Updates

Old Business

- Social Media Policy
- Town Manager Goals and Contract
- Fire Department Audit Scope Review

New Business

- End of Year Transfers
- Complaint Regarding East Street Rail Overpass
- Conservation Commission Letter RE: Coy Hill
- Reappointments, all Terms to Expire June 30, 2021:
 - Community Development Authority – Danielle Souza
 - Conservation Commission – Mark Swett
 - Finance Committee – Janice Hills
 - Historical Commission – Cynthia LaBombard
 - Zoning Board of Appeals
 - Louis Iadarola
 - David Skoczylas, Alternate Member
- Vacancies:
 - Community Development Authority – 1
 - Council on Aging – 4
 - Historical Commission – 1



Comments and Concerns of Citizens

Town Manager Report

Adjournment

The next Board of Selectmen meeting will be held on Tuesday, July 10, 2018 at 7:00 p.m.

**SPECIAL MEETING OF BOARD OF SELECTMEN
EVALUATION OF WARE TOWN MANAGER
APRIL 5, 2018**

Pledge of allegiance. Meeting opens at 8:00 PM. In attendance are acting Chair, Alan Whitney, John Carroll, Tracy Opalinski and Michael Fountain. Chair Whitney asks Ms. Opalinski as Clerk to take notes.

Chairman Whitney states we are here today to decide whether or not we are going to renew Stuart's contract for the next 3 years or not. After that would be next steps in formalizing evaluation process at the same time we negotiate his new contract so that when the old expires then the new one will be ready to go. We did an evaluation that Ms. Opalinski helped developed. Discussion pursued regarding whether we are going to renew for 3 years or not. Next step formalizing an evaluation while renewing contract. Evaluation survey composite 10 categories scoring scaling between 0-6 being the top. Reviewed 10 categories total scores by both public surveys completed, 3 board of selectmen surveys completed and TM survey completed. Categories equal 4.5 as average which fell between slightly agree and agree for everything.

Board of Selectmen pursued discussion regarding the number of public comments and their categories: Chair Whitney says I did a quick analysis of comments and out of the 46 public comments 24 positive, 9 negative 13 neutral or off topic so 52% positive 20% negative and 28% neutral or off topic. Any comments we particularly want to bring to attention? Ms. Opalinski, says are we reviewing the negatives or positives evenly or just negatives? Mr. Carroll says most were comments were positive side and as many negative comments about survey as there were about survey. Ms. Opalinski says but remember there was never a survey before. Mr. Carroll says not a survey for the public. Ms. Opalinski says no.. but did Stuart get reviewed formally with the BOS utilizing a survey at the end of his last contract? Mr. Carroll shakes head no. Ms. Opalinski states I believe you just verbally reviewed him.

Chair Whitney asks what's the state regulation on TM evaluations, do we have to give it in public? Ms. Opalinski says yes. Chair Whitney says I thought this was discussion we had to have in public to discuss whether we are going to offer him another contract or not. Ms. Opalinski says yes you do. Mr. Carroll says yes. Chair Whitney says I thought this was a discussion. I've never seen anything that says we have to do his review in public. Ms. Opalinski says what other towns have done is they have working sessions like this where they refer to questions whether they are weaknesses or strengths and they decide which ones they want to highlight and feature and put then they put together a composite review and Stuart gets that review when we go over it in public session. We can put improvements in our own words. Chairman Whitney asks is this a state requirement or what other towns have done? Ms. Opalinski says that is what other towns have done... I do not know if there is a state requirement. We are pioneers here. Chair Whitney says well I've got a lot of job evaluations and they have never been in front of an audience. Mr. Carroll asks well were they private or public job? Chair Whitney says what do you feel we should be giving his review in the public vs private session.

Mr. Carroll says I think there's more positives than negatives. Ms. Opalinski says I think you can word the weaknesses in a way that you want to see them be strengths. The comments don't have to be the negative comment form some people wrote you just take what they mean. Ms. Opalinski ask Mr. Fountain what do you think? Mr. Fountain says to do public session. Ms. Carroll and Chairman Whitney state they would personally more negatives than this if were their reviews. Ms. Opalinski states it is the era of transparency and believes it very important to the public. Chair Whitney says how are we going to evaluate him. I'm gonna be quite honest with you I'm not gonna go through the 84 questions and trying to score each ones and talk about each one. I think we can talk about the major groups here and what do you envision as step 2? Ms. Opalinski says but that's what towns do Alan.... I know its work. Chair Whitney says this is way too many questions. Some honest feedback when I go through this I could only answer half of these questions there was no place to put n/a or anything like that. Ms. Opalinski says, right that was survey monkey that was only a neutral assignment. I also want to say when I put this together. Mr. Carroll and I were assigned as a team and I brought questions and surveys and Mr. Carroll didn't bring any questions or surveys. Then everybody looked at it a little bit. But you cannot tell me that any of you read this survey until you took the survey. Chair Whitney states he was not at the meeting when this was approved. Mr. Carroll states his suggestion was that we cut them in half. Ms. Opalinski stated I asked if you wanted me to pull out BOS questions and both Mr. Carroll and Chair Whitney said no and you all voted to support that. Chair Whitney says so how do you propose we go about this. Mr. Opalinski we pull out his strengths and weaknesses and create a narrative. Chair Whitney okay it's your survey I'm gonna let you lead the discussion... do you want to begin by looking through public comments. Comment #2 speak of high character. Ms. Opalinski says this is difficult to take notes and lead the discussion I haven't even had a chance to take notes.

Ms. Opalinski states Stuart rated high character and forward thinking. Chair Whitney says lets save that for second. Let's go through categories for both public and BOS for pluses and minus on ethical characteristics. Ms. Opalinski says Stuart sometimes changes his mind and doesn't admit he changes his mind and that comes across as not honest which I believe he is. Chair Whitney knows him to never have lied and that no one is perfect. Ms. Opalinski gave an example at the last BOS meeting we were talking about mitigation committee meeting in past mtgs. Stuart said he would create a mitigation committee together for Main Street TIP project. However at the last BOS meeting he acted as if he had never said or meant to do that. Stuart will just keep it a public hearing forum. Mr. Carroll says well see that's better then everybody gets input at same time. Ms. Opalinski but see the difference is the lost piece of information. A new mitigation group will not be formed which would have leadership. From the public's perception it makes it confusing to them. Chair Whitney I have never found him to be dishonest or misleading do I wish he was more assertive in situations yes; but I realize he dealing with a lot of inputs at the same time that taking a strong stance at the wrong time could be detrimental. I would put assertiveness. Mr. Fountain says Stuart could do better communicating during meetings. Ms. Opalinski says I'm still on number 8 meets deadlines; he missed the solar credit for 2017 and almost 2018 and signage for rail trails. Mr. Carroll states Stuart's desk is full of stuff. Ms. Opalinski says let's say planning and meeting deadlines with status reports. Mr. Whitney says I don't want to add to his work load in an attempt to make him more organized. Mr. Carroll and Chair Whitney state they miss deadlines too. Chair Whitney says, could Stuart do better yes said it's something to work on. Mr. Carroll says I think we should work on cutting

some of his activities down doesn't need to handing out fruit once a month at food pantry. Ms. Opalinski says yes he tends to favor social and civic minded things but we need him to be more financial minded for our town.

Ms. Opalinski states bylaws are still not available on line. Chairman Whitney said does Stuart implements the bylaw? How do we know what they are and if he follows them? Ms. Opalinski states the bylaws are in an elastic band with a pile of papers on top of them. Stuart should be pushing that committee along. Chair Whitney states I think if we go through these 80 something things and get him to focus on that so I understand that it's our job to get Stuart focused on what's important. We don't need to add to his workload with 84 items of improvement he'll never get anything done. So let's talk about issues in the aggregate. Ms. Opalinski states transparency to public is importance have not been online and available to citizens since their bylaw inception 2007.

Ms. Opalinski says addressing financial shortfall is a priority. Stuart at last BOS meeting agreed that he would ask finance committee if they want to take that on creating forecasts. Ms. Opalinski states Does Stuart attend training could he include that in BOS TM report. Chair Whitney says he has told us he's been out of office at training. Ms. Opalinski states but he is not reporting on what he attended or learned.

Ms. Opalinski states there is a much better way to do town budget for town meeting which is actually recognized by MMA. The budget becomes much more user friendly to the public and I wish he would start to adopt some of those practices. Could he implement MMA goals? Mr. Carroll what makes towns budgets better than others. Ms. Opalinski says its MMA gold standard of best budget practices.

Ms. Opalinski states communications...Stuart tends to be reluctant to speak. I feel I have to drag information out of him and I have to ask the question in the right way in order to get the right information I need. Chair Whitney believes this is a personal characteristic. Falls under 20 does he express himself in clear way. I'm not sure being reluctant to speak because once he does he speaks pretty well. Mr. Carroll says he takes 5-6 seconds before he speaks he's thinking about it. He tends to hold back he doesn't really share. Chair Whitney says I think that is a personal feeling of yours, Tracy. Chair Whitney think he holds back and then he talks. I prefer correctness of answer not how fast he spits it out. Mr. Fountain feels he holds back like Tracy said but sometimes he is probably thinking about what to say. Ms. Opalinski gave an example when BOS Chair at Ambulance Meeting with Hardwick asked Stuart to begin the meeting. "He said I don't think I'm the best person to begin this conversation. There are others here who know more about this subject than I." Chair Whitney says maybe Stuart didn't think he was the best person. That is an honest answer not going to penalize but him for it. Ms. Opalinski states he is the CEO of our town. Chair Whitney states and she is chairman of BOS. Chair Whitney says it's just my personal feeling I'm not going to ding the guy in this review because he wouldn't lead a meeting. Mr. Carroll says Stuart and I get along very well I'm in his office many times a day and spin his head this way and the other. I ask him what do you think about this? Stuart always give me the time. Stuart usually gives me an answer or says let me think about it. Chair Whitney says I'm concerned about the correctness of answer not the speed of it.

Chair Whitney states we are walking through the responses of the evaluation we are at communication. Ms. Opalinski #23 it would be great if when he delegates he give a deadline. Maybe employees finally do get finish something but there seems there could be more of an expectation whether status report or deadline. Chair Whitney so how much stuff do you know where employees have missed deadlines? Ms. Opalinski I do not have example for you but TM gave himself a lower score on that a 4; and got a 3 by the BOS and by the public received a 4. Chair Whitney says the public score to me doesn't really carry much weight how do they know how he assigns deadliness to his staff? Ms. Opalinski says maybe they were waiting for something.

Chair Whitney says let's get into generalities. What do you think he does well? Mr. Carroll if we aren't gonna give him a contract we are wasting our time here. Ms. Opalinski did not see anything overtly wrong amongst ratings or comments. Chair Whitney says saw a few things that looked personal and expect a couple of people to be pissed off.

Ms. Opalinski when asked about strengths states he is good at the annual budgeting ties it together the finance committee; he does help the community but almost too much with the civic type things. He partnered with Baystate Health to get a prestigious opiate grant, Quaboag Connector grants and works food pantry and after the fire on Main Street he was willing to jump help. Ms. Opalinski says Stuart is a very nice person, very caring always has his door open ...to some extent it interrupts his work a lot. We are on many committees together and I work with him a lot. He is putting together a very important grant for Common Goals Committee. He's supported work on the rail trail. Look at his list of what he has accomplished. Ms. Opalinski asks what do you feel he does well? Chair Whitney says all that stuff and he does deal with complaints. Chair Whitney states when I was not a selectmen, Stuart's answers to problems on his street didn't make me happy but I understood what he said; and I was like well that's the way it goes but that's ok he at least communicated details promptly. TM, Stuart Beckley enters the room.

Chair Whitney states Stuart has a lot of balls in the air in Ware like in any town and I think he does a better than average job if not exactly of knocking them out of the park at least he keeps them from hitting the ground. Ms. Opalinski says I think his daily work load is very heavy I wished that Mary worked full time for Stuart. I feel he is the busiest person here and he has a half time assistant which I think he could delegate more to. I think it is very difficult for him to get to some of these projects we spoke about when his workload is that heavy every day.

Chair Whitney says lets go around table positives and negatives we gleaned from this. Mr. Carroll says Stuart is always willing to listen. Chair Whitney says well that's huge. Mr. Carroll says I'm not gonna try to micro manage you, Stuart but I'll give you ideas and feel free to use which ever ones you want. Mr. Carroll says I'm in Stuart's office every day sometimes multiple times which is probably why he doesn't get a lot of work done. Stuart's management styles is like mine not real aggressive. I tend do things myself instead rather than looking for help which Stuart does too. Stuart's very laid back.... I almost seen him get mad once. He is just a very mellow guy and I'm sure when he does go off—it's at home. Do I like everything he does? No. I don't like everything that happens at my house too but I have to take a little input there too. Mr. Carroll states I suggest we start renegotiation of his contract.

Mr. Fountain says some positives are that he has gotten a lot of good contracts green communities act working with Sid there and Stuart keeps open communication with everyone in town by door open all the time. Stuart has gotten me information back pretty quickly. Downsides I think Stuart favors some departments over others in town. I think when instead of trying to increase revenue we need to look at cuts that need to be made in town.

Ms. Opalinski I want to include in the review that it is a huge liability to the town that we have not done code enforcement and in the last 12 years!. I want to put in the review to add it as a priority. It is a liability to public safety and as executives of the town, we need to move code enforcement up the list on his goals. It is on his goals. I want it to move up the list on his goals.

Ms. Opalinski states I want to include that the line item for budget called Benefits and OPEB it is one of the biggest line items on entire budget and needs to be broken down more and be much more transparent for all to understand. I hope with the unions Stuart is able to get the healthcare benefits in line where they are supposed to be with the unions and improve his organizational skill sets. I'm for renewing his contract but with professional development.

Chair Whitney thinks all good and apologizes profusely about negative survey comments. We need to come up a process for the second year which is more streamline. Let's take up discussion of renewing or not renewing. From there start contract negotiations and but concurrent with that should go into encapsulate all this data into a two page summary for next BOS to utilize as an example. And from there take a look at the goals Stuart submitted finalize those and use those goals for the basis next time. Ms. Opalinski I could not find his goals from past contract. We have not seen them. Ms. Opalinski states it's important to see deadlines to see movement there. There needs to be discussion with him to figure out reasonable control dates. Chair Whitney asks who is writing the summary? I'm Chair so I can't and Tracy and John worked on developing survey. Chair Whitney asks Michael Fountain, would you like to take a shot at doing the summary. Mr. Fountain states yes. Chair Whitney says so next BOS mtg have a 2 page summary prepared. Chair Whitney says then we will take a look at the goals and then put that on the agenda.

Chair Whitney states that being said does anyone want to make a motion?

Mr. Carroll says well remember what happened last time?

Mr. Carroll says I would like to make a motion NOT to appoint him as... not to continue his contract.

Chair Whitney, asks any seconds on that? Ms. Opalinski repeats, "not to continue his contract?" (long pause) Oh; ok correct. I second.

Chair Whitney asks any discussion? All in favor? No one responds. All opposed? All four opposed.

Chair Whitney states motion is defeated.

Chair Whitney states we should just for the sake of it do the motion the other way.

Mr. Carroll then makes motion to start negotiations for a new contract.

Chair Whitney asks, do we have a second? Ms. Opalinski, seconds. Four in favor; none opposed.

Chair Whitney so we have a plan for evaluation summary to review and plan to review goals and discuss. Composite will be in summary form. Chair Whitney asks if anyone has questions? Keith Krukas asks Stuart does your salary does it all come out of the general fund or is it partly obtained from other financial resources? Mr. Beckley replies it all comes out of the general fund. I don't think any of it comes from other resources. He is 99% sure it comes out of the general fund. Chair Whitney asks Stuart is your salary any different than anyone else that works in the same building? It comes out of the same place? Mr. Beckley answers, I'm 99% sure it's the same place which is general fund. We tie some indirect costs into the ambulance and enterprise fund based on the percentage of how much an employee works on those issues. Chair Whitney asks any more questions Keith? Mr. Krukas says no. Chair Whitney asks anyone else? No responses.

Mr. Carroll makes a motion to cancel Saturday's meeting as we don't need it. Ms. Opalinski seconds and all in favor.

Mr. Carroll makes a motion to adjourn meeting at 8:56 PM, Mr. Fountain seconds, and all in favor.

Meeting adjourned 8:56 PM.

Minutes transcribed and submitted
by Selectman Tracy R. Opalinski



Board of Selectmen

Ware Town Hall, Meeting Room, 126 Main Street

Regular Meeting Minutes – Tuesday, May 29, 2018 at 7:00 p.m.

Meeting Opened Meeting Opened by Chairman Carroll

Present: Selectman John E. Carroll, Selectman Michael P. Fountain, Selectman Keith J. Kruckas, Selectman Tracy R. Opalinski, Selectman Alan G. Whitney, Town Manager Stuart Beckley, Clerk Mary L. Midura, Ware Community TV General Manager Stanley Ciukaj, John Morgan, CHA Consulting

Opening Remarks, Announcements, and Agenda review by Chair

Chairman Carroll thanked the veterans for the Memorial Day parade. Chairman Carroll noted that Comments and Concerns of Citizens would be later in the agenda.

Consent Agenda

- **Approval of Minutes of April 17, 2018 and May 2, 2018 and May 8, 2018**
- **Special Event Permit Application: Holy Cross Church Picnic/Bazaar, Sunday, June 10, 2018 and Sunday, November 11, 2018**
- **Application: One-Day Liquor License, Workshop 13, Friday, June 15, 2018**

Selectman Whitney made the motion to approve the consent agenda items; Selectman Opalinski seconded the motion. The motion passed on a vote of 5 Yes, 0 No.

- **Special Event Permit Application: Ware Lions Club Band Concert & Fireworks, Saturday, June 30, 2018**

Selectman Whitney made the motion to approve the consent agenda item; Selectman Opalinski seconded the motion. The motion passed on a vote of 4 Yes, 0 No, 1 Abstention (Selectman Carroll).

Scheduled Appearances

- **Main Street Design Update**

John Morgan, CHA Consulting presented maps of the 75% design of Main Street. Design and right of way should be completed by September with construction to begin late 2019 or early 2020. The August 2017 forum brought comments from citizens regarding parking and alternatives; MA DOT design has loss of at least 8 parking spaces and includes bike lanes. DOT has not been receptive to keeping those parking spaces. There is also the truck turning radius to consider in the design. MA DOT intends to move to 100% design this summer. The design includes signalization of West Street, pedestrian crosswalks and reconstruction of the two existing signals to maximize traffic flow, with three lanes and bike lanes, reconstruction of sidewalks to be ADA compliant. One change since 25% design is street lights every 75'. MA DOT and State pay for underground, town must pay cost of ornamental fixtures and poles. Trees will all be replaced.

Selectman Whitney questioned the purpose of the bike lanes and noted no connections to trails at this point. Selectman Kruckas questioned the West Street light and trucks having difficulty

coming up that street in winter weather. Selectman Opalinski questioned the independent operation of the signals; Mr. Morgan noted that signals can be adjusted. Selectman Opalinski noted that height limits on the trees should be considered. Selectman Carroll questioned the signal control and use of cameras; Mr. Morgan noted that the police or DPW can control the signals, and cameras are an option. Mr. Beckley noted that 26 lights are needed at \$3,000 each.

Residents John Desmond and Cathy Cascio questioned the need for bike lanes; Mr. Carroll noted the Town of Warren was able to eliminate the bike lane. Mr. Beckley noted the bike lanes are in the design for access to the rail trails. Selectman Opalinski noted previous planning study included parking and walking to downtown from other lots. Resident Jack Cascio asked who started this design; Mr. Morgan noted that PVPC began the study in 2010, and the Transportation Improvement Program and MA DOT Healthy Program of 2013 requires bike lanes and sidewalks. Mr. Cascio noted that the State does not know what the townspeople need, businesses need more parking spaces, this project of over 12 months' construction will hurt businesses, with people going "someplace else" to do business and will not come back.

Resident Cathy Cascio questioned Mr. Morgan regarding the requirement of bike lanes; Mr. Morgan stated that some towns have requested and received the okay from MA DOT to take the bike lanes off the design, but this is a process of appeal called a Formal Design Exception that the Town must start immediately to be considered.

Selectman Opalinski suggested that businesses write testimonials to add to the letter of appeal. The Board of Selectmen continued to discuss that the Town Manager write to the MA DOT for the Formal Design Exception to remove the bike lanes from the design.

Selectman Whitney made the motion to direct the Town Manager to write the letter to MA DOT for the Formal Design Exception to remove the bike lanes from the design; Selectman Fountain seconded the motion.

Old Business

- **Request to Reconsider Vote of May 8, 2018 – Sewer Abatement Application, 50 East Street**

Ms. Jennifer Shaw, speaking as a resident and as DPW Administrative Assistant, spoke on behalf of Mr. and Mrs. Boggess, requesting the vote of May 8 to be reconsidered. Ms. Shaw stated that the property owners, while outside residents, pay taxes on seven town properties and do not understand the rationale for the May 8 vote, as the cause of the damage was consistent with the two other requested sewer abatements which were approved by the Board. Selectman Kruckas questioned why a town employee was speaking on behalf of a property owner. After discussion, the Board of Selectmen individually noted that each stood by their vote of May 8, 2018. There was no further motion made.

- **Grove Street**

TABLED TO JUNE 5, 2018 for further information.

Selectman Kruckas noted the terrible condition of Grove Street and requested something be done to make the street passable and discuss the situation with the town counsel. Mr. Beckley noted he would ask DPW what could be done to patch the street.

- **Water Tests**

Mr. Beckley noted that three test sites have been added to the current test points to cover all mains. Tests are conducted weekly, and monthly and/or quarterly reports can be provided to the Board.

- **Town Manager Evaluation**

TABLED TO JUNE 5, 2018 for further information. Selectman Whitney asked fellow Selectmen to re-send comments for discussion.

- **Cost Analysis for Monthly Brush Drop-Off**

Mr. Beckley noted Saturday morning cost of \$1,900 overtime pay for 2 DPW workers. This might be a way to utilize the senior citizens/veterans from the Tax Work Off program, but Mr. Beckley must discuss with unions first. Selectmen discussed possible 8 month schedule.

New Business

- **Appointment of Permanent Sergeant: Christopher Adams**

Selectman Whitney made the motion to approve the appointment to Permanent Sergeant: Christopher Adams, effectively immediately, contingent upon receipt of civil service, if required; Selectman Kruckas seconded the motion. The motion passed on a vote of 5 Yes, 0 No.

- **Release of First Refusal – River Road**

Selectman Kruckas made the motion to Waive Right of First Refusal of 20 River Road; Selectman Whitney seconded the motion. The motion passed on a vote of 5 Yes, 0 No.

- **Resignation: Phil Hamel, Town Flag Committee**

Selectman Whitney made the motion to accept Mr. Hamel's resignation, with regrets and thanks; Selectman Kruckas seconded the motion. The motion passed on a vote of 5 Yes, 0 No.

- **Authorization of Signature of Opioid Lawsuit Agreement**

Selectman Whitney made the motion to authorize the Chairman to sign the Opioid Lawsuit Agreement; Selectman Kruckas seconded the motion. The motion passed on a vote of 5 Yes, 0 No.

- **Senior Citizen/Veteran Tax Work Off Program**

Selectman Whitney made the motion to authorize the description of the Senior Citizen/Veteran Tax Work Off Program, Program to be Implemented by July 1, 2018; Selectman Fountain seconded the motion. The motion passed on a vote of 5 Yes, 0 No.

- **Discussion RE: Monthly Postings to the Town website for all Boards/Commissions' Meeting Minutes**

Chairman Carroll noted concerns of a citizen, and for the sake of transparency, requested that all Boards and Commissions send their approved meeting minutes to the Town Manager's assistant to be posted on the Town website.

Selectman Opalinski made the motion to request all Boards/Committees send approved meeting minutes to the Town Manager's assistant to be posted on the Town website; Selectman Kruckas seconded the motion. The motion passed on a vote of 5 Yes, 0 No.

- **Approval of PILOT, Melink, LLC**

Mr. Beckley presented the PILOT agreements for Gilbertville Road and Upper Church Street parcels.

Selectman Kruckas made the motion to approve the PILOT agreements for Melink, LLC; Selectman Whitney seconded the motion. The motion passed on a vote of 5 Yes, 0 No.

Comments and Concerns of Citizens

-John Desmond stated that the \$20.77 tax rate brings taxes up 13% yet property values drop. He stated that the town debt per DLS reports would be \$2.5million by 2020. He questioned how many employees live out of town. Mr. Desmond stated that the town insurance costs are too high; Mr. Beckley noted that insurance increase this year is .09%. Mr. Desmond questioned the water/sewer increases and stated that the town should hire trained professionals to make good decisions; Selectman Opalinski noted that Mr. Desmond was on the Board of Selectmen for many years prior. Mr. Desmond stated that critical reviews of departments are needed.

-Jack Cascio questioned the status of the line painting; Mr. Beckley noted that the line painter was broken, but will be repaired shortly and line painting will resume. Mr. Cascio questioned why the bylaws are not online; Chairman Carroll noted the bylaw committee will meet soon to work on this issue.

-Cathy Cascio also questioned the bylaws as first prepared in 1986; Mr. Beckley noted updated bylaws of 2007 and these need to be organized to place online. Ms. Cascio questioned the use of 4 employees per shift at the Ware Fire Department; Mr. Beckley noted this practice has been in place for some time with 2 employees covered by the Safer Grant.

-Norman Bartkowiak questioned the Strong Chief designation; Mr. Beckley confirmed this.

Town Manager Report

Upcoming dates:

June 6 – Optimus Senior Living Planning Board Public hearing

June 13 – Project Redemption Art Opening – Teresa's

June 16 – Town Wide Tag Sale

June 30 – Fireworks

Memorial Day. Thank you to the Parks Department and the DPW and the Flag Committee for preparing Main Street and Veterans Park for the Parade and Ceremony.

Water Treatment Plant. The Treatment plant is nearly 100% designed. The Town will need an Owners Project Manager to oversee bidding and construction. The town will work with Tighe and Bond on design review, bidding and construction review.

East Street. The paving project should begin in two weeks.

Water System Flushing. Night Flushing of the water mains is nearing completion. Flushing along side streets will occur during the day. Night time flushing allowed for settling of sediment

before morning uses. The Town received fewer complaints about discoloration.

Maple Street Car and Truck storage. Please see attached memo. The owners will be discussing the properties with the Assessors next week. The Building Inspector is reviewing use definitions to determine the proper zoning process to be followed for the proposed use of the land.

Optimus Senior Living. The special permit application and plans are available for review in the Planning Department and the Town Clerk's office. The Planning Board Public Hearing begins on June 6 at 7 p.m. The town's departments met with the Planning Department to list points for the Planning Board to address.

Grants. The Town is pursuing grants for an architectural study of the Town Hall, for Mental Health training for public safety and schools in the region, and for the operations of the Quaboag Connector. The Senior Center received a grant for a new vehicle. The PVTa will donate 1-2 vehicles to the town for operations and the Quaboag Connector.

Regional School Study follow-up. Mr. Paquette is contacting area schools regarding interest in participation in a regional study. He will then present a proposal for the study process to Dr. DiLeo and the Town Manager.

Ongoing Issues Update

Main Street	To use State funding, Main Street will require Bike lanes. <i>Main Street project is at 75% design. Decision on lighting will be needed.</i> Right of Way easements need approval from Town meeting and Selectmen prior to January 2019. Scheduled for bidding August, 2019. <i>May 29 presentation of 75% plans.</i>
Chart of Full-time and Part-time positions. Explain advantages and disadvantages	
Social Media Policy	Prepared. Reviewed by Labor attorney. Ready for adoption. <i>6/5 agenda along with Video surveillance policy</i>
Multifamily Inspections	Inspectors meeting held. Determined that town will be divided into 5 sectors for 5-year inspections. Based on comments from other towns, will be challenged to complete fully. Establishing coordination system utilizing new software system. Online on March 15.
Purchase of 116 Pleasant Street	Appraisal complete. Discussions with homeowner. <i>Second appraisal conducted. Need to discuss sale in executive session (5/8 and 5/29).</i>
GPS	6 units installed. Negotiations with unions initiated on appropriate vehicles. Working with Verizon on next order of units. <i>Verizon has deal for \$1 per unit available through April (15 additional units acquired).</i> Budget to include cost of annual fees (\$5,700)
Condemned buildings	Town Meeting Article for 73 West Main Street. Community Development Authority proposing use of CDBG funds to assist with removal. Building Inspector

	to work with owner on sale.
Beaver Brook Bridge	Waiting to hear from Mass DOT

Town Manager planned days out of office:

Monday, June 4

Thursday, June 7 – Small Town Administrators meeting, Westminster

Thursday, June 14 through Monday, June 18

June 26-27. Training at Eagle Hill, social norms, Drug Free Communities

July 5-6

Selectman Opalinski questioned Mr. Beckley as to when the Finance Committee would discuss the shortfall; Mr. Beckley noted the Finance Committee would next meet on June 7, 2018.

Adjournment

Executive Session: MGL Chapter 30A, Section 21(a) #2 Negotiations, #6 Real Property

Selectman Whitney made the motion to Adjourn Regular Session at 9:15 p.m. to go into Executive Session per MGL Chapter 30A, Section 21 (a) #2 Negotiations, #6 Real Property **NOT TO RECONVENE IN OPEN SESSION**; Selectman Fountain seconded the motion. The motion passed on a roll call vote of 5 Yes, 0 No.

Selectman John E. Carroll	Yes
Selectman Michael P. Fountain	Yes
Selectman Keith J. Kruckas	Yes
Selectman Tracy R. Opalinski	Yes
Selectman Alan G. Whitney	Yes

Attest: _____
Mary L. Midura, Executive Assistant

The next Board of Selectmen meeting will be held on Tuesday, June 5, 2018 at 7:00 p.m.



Board of Selectmen

Ware Town Hall, Meeting Room, 126 Main Street

Regular Meeting Minutes – Tuesday, June 5, 2018 at 7:00 p.m.

Meeting Opened Meeting Opened by Chairman Carroll

Present: Selectman John E. Carroll, Selectman Michael P. Fountain, Selectman Keith J. Kruckas, Selectman Tracy R. Opalinski, Selectman Alan G. Whitney, Town Manager Stuart Beckley, Cemetery Commissioner Craig Simmons, Cemetery Commissioner Julie Bullock, Police Chief Shawn Crevier, Officer John Cacela, Clerk Mary L. Midura, Ware Community TV General Manager Stanley Ciukaj

Opening Remarks, Announcements, and Agenda review by Chair

-Selectman Opalinski noted the Town Wide Tag Sale on Saturday, June 16, and the Ware Community Band Concert on June 18. Selectman Opalinski noted the MMA monthly newsletter did not list Mr. Kruckas as a new Selectman; Mr. Beckley noted he was listed in the previous monthly newsletter. Selectman Opalinski requested information to contact MA DOT be posted on the town website. Selectman Opalinski asked the progress for 73 West Main Street; Mr. Beckley stated there is no timetable, but this should be resolved by end of summer. Selectman Opalinski questioned when the Finance Committee would discuss the shortfall; Mr. Beckley noted the next Finance Committee meeting is this Thursday, June 7.

-Selectman Fountain noted his previous suggestion to impose a 3 cent gas tax to use for road repairs; Mr. Beckley stated this was sent to the legislators, but usually they are not in favor.

Consent Agenda - none

Scheduled Appearances

- **Joint Meeting with Cemetery Commission to Appoint by Roll Call Vote on Open Position, Term to Expire April 2019**

- **Application of Ryan A. Maslak**

Chairman Carroll read the letter of interest aloud. Mr. Simmons noted that Mr. Maslak came to a meeting of the Cemetery Commission, showed great interest and knowledge, and stayed for the meeting. Mr. Simmons stated his belief that Mr. Maslak would be a good fit for the Cemetery Commission, and for the town!

Selectman Whitney made the motion to appoint Mr. Maslak to the Cemetery Commission, Term to Expire April 2019; Mr. Simmons seconded the motion. The motion passed by roll call vote of 7 Yes, 0 No.

Cemetery Commissioner Craig Simmons	Yes
Cemetery Commissioner Julie Bullock	Yes
Selectman John E. Carroll	Yes
Selectman Michael P. Fountain	Yes
Selectman Keith J. Kruckas	Yes
Selectman Tracy R. Opalinski	Yes
Selectman Alan G. Whitney	Yes

- **DART Program**

Police Chief Crevier introduced Officer John Cacela, DART officer. Officer Cacela stated that the Drug Addiction Recover Team (DART) is grant funded through Hampshire Hope for \$1.7million to help those addicted to substances such as opioids. Through the grant, Narcan is provided to police. The DART officer and recovery coach Beth Romeo make contact with the addict to encourage that person into a treatment program, and/or instruct in safe use. The program is multi-regional in Belchertown, Amherst, Easthampton, Northampton, and Ware. Narcan would cost \$90 in a pharmacy without insurance, but is provided free through this program. Police have used Narcan 3 times to date in 2018.

Selectman Opalinski noted the importance of those who try to recover. Selectman Kruckas thanked the Police Department for a great job. Selectman Whitney requested an update in 6 months.

Chief Crevier requested Board of Selectman approval to attend Chiefs Seminar, September 7-20, 2018. The Board of Selectmen approved the request.

Old Business

- **Grove Street Update**

Mr. Beckley noted that the DPW did extensive patching, and when Palmer Paving works on East Street, DPW will mill some of Grove Street. Selectman Kruckas thanked Mr. Beckley and the DPW for this work. Selectman Opalinski questioned the process of eminent domain; Mr. Beckley noted there are no funds for eminent domain.

Selectman Kruckas made a motion to contact town counsel for next steps; Selectman Opalinski seconded the motion. The motion passed on a vote of 5 Yes, 0 No.

- **Town Manager Evaluation**

Selectman Whitney noted the evaluation and Selectman Opalinski's input. He stated that the next step is a Goals document for the Town Manager. The evaluation will be made available to the public two weeks after Mr. Beckley has time to review. Selectman Opalinski and Selectman Kruckas will work on the Goals document.

Selectman Whitney made the motion to accept the Evaluation of Town Manager; Selectman Fountain seconded the motion. The motion passed on a vote of 5 Yes, 0 No.

- **Maple Street Cars/Taxes Plan**

Gary Buelow and Mrs. Buelow appeared before the Board of Selectmen. Mr. Beckley noted that he met with the Buelows here and on site. The assessors met with the Buelows today. Mr. Beckley noted that the Building Inspector recommends the owners apply for a Special Permit. Mr. Buelow stated that he did meet with the assessors today, but he disputed the valuation of the property. He stated that he was denied information from the assessors' office. He stated that he believes the town has over-assessed his property at approximately \$700,000.

Mrs. Buelow stated that they have been met with confusion with the assessors' office, with the Tax Collector, and with Mr. Beckley. Mr. Buelow further stated that no one in the Town offices can or will provide him with information regarding 2015 valuation documents. Mrs. Buelow stated that Tax Collector Maura O'Connor confirmed that any payments made to outstanding taxes are applied to more recent taxes first, but when the Buelows requested this information, they were not provided with documentation. The Buelows maintained that their properties are over-assessed and have submitted a Public Records Request; Mr. Beckley noted the Town has ten days to answer the Public Records Request.

Mr. Beckley noted that the Building Inspector recommends a Special Permit be applied for by the owners to address the excess of vehicles on the properties. This would be the clearest solution to the original complaint by the parishioners of the church.

Selectman Opalinski noted that this began when the property became an eyesore for the church and the usage of the property was questioned.

Chairman Carroll requested an update in 60 days.

New Business - none

Comments and Concerns of Citizens

Cathy Cascio stated she did not appreciate the Board of Selectmen laughing or being sassy, as the Board was elected to represent the citizens. Ms. Cascio questioned the follow up of the Fire Chief and money taken; Selectman Kruckas noted this would be addressed in Executive Session. Ms. Cascio questioned the TIF given to G & G Medical, that the company has not hired for the promised 70 new jobs; Mr. Beckley noted that the company has been off schedule and a progress report would be submitted in two weeks. Ms. Cascio questioned progress on the Main Street buildings; Selectman Opalinski noted she attended the Historical Commission meeting regarding proposed modifications to the Mansard roof. Ms. Cascio questioned the progress of the former Otto Florists' building; Mr. Beckley noted the building is on the market. Ms. Cascio noted comments of the previous Board of Selectmen meeting in which a Selectman questioned a town employee speaking for a property owner; Selectman Kruckas noted that Ms. Cascio could run for Selectman. Ms. Cascio stated that anyone can question the Board.

Jack Cascio stated he personally visited 15 businesses regarding the redesign of Main Street and some did not know, with the majority not aware of State stipulations or what to expect. He stated every business owner was appalled at the removal of 8 parking spaces. Mr. Cascio noted that all parking spaces are full during the day, and questioned what to do if the storefronts had new businesses. Selectman Kruckas noted that the Board voted at the last meeting to write to the State, but the town should look at other ways to add parking, such as the Balicki parcel. Selectman Whitney noted that Boston does not know what towns such as Ware actually face.

Selectman Kruckas requested that Mr. Beckley provide a cost breakdown of the Main Street redesign. Chairman Carroll note the importance of compliance and codes. Selectman Opalinski noted that a previous discussion suggested that municipal employees could park elsewhere, and suggested this could be looked at again. Chairman Carroll asked about the fence in the municipal parking lot; Mr. Beckley noted this would be moved by the end of June.

Jack Cascio asked that the Town be proactive and have plans in preparation if the State rejects our letter of appeal of the redesign. He noted a parking study done several years ago, and described a scenario in which residents would shop elsewhere if the construction and lack of parking prevented use of downtown. Mr. Cascio noted to Selectman Opalinski that the Maple Street parcels are zoned industrial and there were no complaints for over 5 years. Mr. Cascio stated he went to speak to the church pastor out of the goodness of his heart. Selectman Kruckas noted to Mr. Cascio that any business owner must know what they are buying when they take permits. Selectman Whitney stated the problem was the property was an eyesore and a complaint was addressed.

Jim Russell, Republican reporter, asked to clarify the issue of the Maple Street properties; Chairman Carroll stated the assessors would be contacted for further clarification. Mr. Russell questioned the Main Street redesign and steps to move forward; Mr. Beckley noted the vote was taken 6-7 years ago.

Town Manager Report

Upcoming dates:

June 6 – Optimus Senior Living Planning Board Public hearing

June 13 – Project Redemption Art Opening – Teresa's

June 16 – Town Wide Tag Sale

June 30 – Fireworks

Water Treatment Plant. The contract for Owners Project Manager for the project is attached. The town will work with Tighe and Bond on design review, bidding and construction review. The Design Engineer will finalize plans with the OPM, then the designs will be submitted to the US Department of Agriculture (funding source) for approval before bidding.

East Street. The paving project will now start the second week of July.

Water System Flushing. Flushing of the side streets continues, primarily during the day.

Flood Levee system. The Army Corps of Engineers will be conducting their annual routine inspections of the three Levee systems in town. Past finding have included the need to remove brush from the levees and from the Ware River, and to remove obstructions. Meeting these requirements would allow the Town to participate in emergency funding for repairs. The Levees/Dikes are along the Ware River and Muddy Brook.

Grove Street. The DPW patched Grove Street extensively. They are considering milling the road to further improve travel. The Town Attorney's thoughts from 2014, along with proposed cost are attached.

Wastewater Treatment Plant. The Town, through the work of Chief Operator David Comeau, has submitted its application for Permit Renewal for the WWTP to the US Environmental Protection Agency. A copy is in the Board's reading file.

Ongoing Issues Update

Main Street	To use State funding, Main Street will require Bike lanes. <i>Main Street project is at 75% design. Decision on lighting will be needed .</i> Right of Way easements need approval from Town meeting and Selectmen prior to January 2019. Scheduled for bidding August, 2019. <i>May 29 presentation of 75% plans. Follow up with Mass DOT to request waiver for bike lanes.</i>
Social Media Policy	Prepared. Reviewed by Labor attorney. Ready for adoption. <i>6/19 agenda along with Video surveillance policy</i>
Multifamily Inspections	Inspectors meeting held. Determined that town will be divided into 5 sectors for 5-year inspections. Based on comments from other towns, will be challenged to complete fully. Establishing coordination system utilizing new software system. Online on March15.
Purchase of 116 Pleasant Street	Appraisal complete. Discussions with homeowner. <i>Second appraisal conducted. Need to discuss sale in executive session (5/8). And (5/29)</i>
GPS	6 units installed. Negotiations with unions initiated on appropriate vehicles. Working with Verizon on next order of units. <i>Verizon has deal for \$1 per unit available through April (15 additional units acquired)</i> Budget to include cost of annual fees (\$5700)
Condemned buildings	Town Meeting Article for 73 West Main Street. Community Development Authority proposing use of CDBG funds to assist with removal. Building Inspector to work with owner on sale.
Beaver Brook Bridge	Waiting to hear from Mass DOT. Beaver Lake Dam will also need repair this Fall. Road closures will need coordination.

Mr. Beckley presented draft letters to be sent to MA DOT regarding Main Street design and to area schools regarding interest in regionalization. Notice will be placed on the town website for businesses and citizens to submit letters of support.

Adjournment

Executive Session: MGL Chapter 30A, Section 21(a) #2 Negotiations

Selectman Whitney made the motion to Adjourn Regular Session at 8:27 p.m. to go into Executive Session per MGL Chapter 30A, Section 21 (a) #2 Negotiations NOT TO RECONVENE IN OPEN SESSION; Selectman Opalinski seconded the motion. The motion passed on a roll call vote of 5 Yes, 0 No.

Selectman John E. Carroll	Yes
Selectman Michael P. Fountain	Yes
Selectman Keith J. Kruckas	Yes
Selectman Tracy R. Opalinski	Yes
Selectman Alan G. Whitney	Yes

Attest: _____
Mary L. Midura, Executive Assistant

The next Board of Selectmen meeting will be held on Tuesday, June 19, 2018 at 7:00 p.m.

SOCIAL MEDIA POLICY

I. INTRODUCTION

The Town of Ware permits departments to utilize social media sites and social networking sites (collectively “social media sites”) to further enhance communications with its residents and various stakeholders in support of Town goals and objectives. Town officials and Town departments have the ability to publish articles, facilitate discussions and communicate information through such media to conduct Town business. Social media sites facilitate further discussion of Town issues, operations and services by providing members of the public the opportunity to participate in many ways using the Internet.

This policy establishes guidelines for the official use of social media by Town employees and officials, for government-related purposes. Questions regarding this Policy should be directed to the Town Manager. This Policy may be supplemented by more specific administrative procedures and rules as may be issued. Furthermore, this Policy may be amended from time to time, and is meant to be read in conjunction with all other applicable policies and procedures of the Town of Ware.

The Policy applies to all employees, officers, and officials (elected or appointed) of the Town of Ware. Employees whose employment is governed by law or a collective bargaining agreement are subject only to those provisions of this Policy not specifically regulated by law or agreement.

Nothing in this Policy is designed to interfere with, restrain or prevent employee communications that are otherwise protected under law (i.e., First Amendment, Whistleblower, Union Activities).

II. DEFINITIONS

The following definitions apply for purposes of this Policy:

1. 1. “Social media sites” and “social networking sites” refer to websites that facilitate user participation, networking, and collaboration through the submission of user generated content. Social media in general includes tools such as: blogs, wikis, microblogging sites, such as Twitter; social networking sites, such as Facebook and LinkedIn; video sharing sites, such as YouTube; bookmarking sites such as Pinterest; and messaging applications such as Snapchat and Instagram.
2. A “social media identity” is a specific user identity or account that has been registered on a third party social media site.
3. A “blog” (an abridgement of the term web log) is a Town of Ware website with regular entries of commentary, descriptions of events, or other material such as graphics or video.

4. A “moderator” is an authorized Town of Ware official (appointed or elected) or employee, who reviews, authorizes and allows content submitted by the Town officials, employees and public commentators to be posted to a Town of Ware social media site or sites.
5. “Town Systems” are any electronic communication and information equipment and systems. Such Systems include, but are not limited to, computer workstations, hardware and software, electronic mail (e-mail), telephones, cellular phones, “smartphones”/PDA-style devices, tablets, pagers, facsimile machines, and the Internet.
6. “Town social media site” is any official social media site established by or for a Town department, with the authorization of the Town Manager.
7. “Social media” includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Town, as well as any other form of electronic communication.

III. POLICY

1. All Town social media sites shall be: a) approved by the Town Manager; and b) published using social media platform and tools approved by the Information Technology Department (“IT”) or its equivalent.
2. The official posting for the Town will be done by the Town Manager or their designee.
3. Subject to prior approval of the Town Manager, departments have the option of allowing employees to participate in existing social media sites as part of their job duties, or allowing employees to create social media sites as part of their job duties. Department Managers may allow or disallow employee participation in any social media activities in their departments. All employees should be reminded that personal use of social media is strictly prohibited during work hours.
4. All Town social media sites shall adhere to applicable state, federal and local laws, regulations and policies including the Open Meeting Law, Public Records Law, Public Records retention schedules, Conflict of Interest Law, Copyright Law, Campaign and Political Finance laws and rules, and other applicable Town policies.
5. Public Records Law and e-discovery laws and policies apply to social media content. Accordingly, such content must be able to be managed, stored and retrieved to comply with these laws. Furthermore, once such content is posted on a social media site, it should stay posted, unless it is removed for one of the reasons set forth below in Number 10 and/or 11, or it is changed to fix spelling or grammar errors. A record shall be kept of any such

modifications.

6. All social media sites and entries shall clearly indicate that any content posted or submitted is subject to public disclosure. Wherever possible, social media sites should be set up so as to not permit anonymous posters/postings.

7. Each Town social media site shall include an introductory statement which clearly specifies the purpose and topical scope of the blog and social media/network site. Where possible, social media sites should link back to the official Town of Ware website for forms, documents and other information.

8. Each Town social media site shall indicate to users that the site is subject to a third party's website Terms of Service. Furthermore, each Town social media site shall indicate that the social media site provider could collect personal information through user's use of the social media site; and that this personal information may be disseminated by the third party; and that such dissemination may not be governed or limited by any state, federal or local law or policy applicable to the Town.

9. All social media sites shall clearly indicate they are maintained by the Town of Ware and shall have the Town of Ware contact information prominently displayed, and if possible, the Town Seal.

10. The Town reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.

11. Town social media content and comments containing any of the following forms of content shall not be allowed for posting: a) Comments not topically related to the particular site or blog article being commented upon; b) Profane, obscene, or vulgar language or content; c) Content that promotes, fosters or perpetuates discrimination on the basis of race, color, gender, gender identity, national origin, religion, ancestry, age, sexual orientation, disability, maternity leave, genetic information, or active military status; d) Sexual content or links to sexual content; e) Conduct or encouragement of illegal activity; f) Information that may tend to compromise the safety or security of the public or public systems; or g) Content that violates a legal ownership interest of any other party.

12. All Town social media moderators shall be trained regarding the terms of this policy, including their responsibilities to review content submitted for posting to ensure compliance with the policy.

13. To the extent applicable, Town IT security policies shall apply to all social media sites and articles.

14. Officials (elected or appointed) and employees representing the Town via social media sites must conduct themselves at all times as a representative of the Town and in accordance with all applicable rules, regulations, and policies (including personnel policies) of the Town of Ware. Any Town employee or official, Town board member or Town committee

member shall not use a title unless they are posting in an official capacity or on an official Town social media site, with authority to do so. See Section IV, Employee Guidelines for Use of Social Media Sites.

15. No Town or department social media site can endorse or otherwise cite (either with approval or disapproval) vendors, suppliers, clients, citizens, co-workers or other stakeholders, including political candidates. As prohibited by the Campaign Finance Law, employees may not use public resources for political purposes, such as engaging in political or campaigning activity during working hours, or using Town resources, equipment, and facilities (including work areas). This would include, but not be limited to, engaging in political activity, including the endorsement of any candidate for elective office, via a Town social media site.

16. Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

IV. EMPLOYEE GUIDELINES FOR USE OF SOCIAL MEDIA SITES

1. Electronic Communications and Computer Usage Policy. All employees are responsible for understanding and following the Town's Computer Usage and Electronic Communication Policy, in addition to this Policy.

2. First Amendment Protected Speech. Although the Town can moderate the social media sites that accept comments from the public (such as blogs and wikis) to restrict speech that is obscene, threatening, discriminatory, harassing, or off topic, employees cannot use the moderation function to restrict speech with which the Town merely disagrees (i.e. subject matter restrictions). Users have some First Amendment rights in posting content to public social media sites hosted by municipalities. Moderators must respect those rights by posting all comments other than those excluded for specific legitimate reasons, as referenced above. However, as moderating of the social media sites may not always be possible or may be limited, the Town reserves the right to disable public comments on the Town's social media sites.

3. Copyright Law. Employees must abide by laws governing copyright and fair use of copyrighted material owned by others. Never reprint whole articles or publications without first receiving written permission from the publication owner. Never quote more than a short excerpt of someone else's work without acknowledging the source and, if possible, provide a link to the original.

4. Conflict of Interest. Employees are prohibited from using social media to engage in any activity that constitutes a conflict of interest for the Town or any of its employees, as defined by G.L. c. 268A.

5. Protect Confidential Information. Never post legally protected personal information that has been obtained during the course of performing official duties (e.g., information that is not public record under the Public Records Law, G.L. c.66, §10 and G.L. c. 4, §7(26), or

whose dissemination is restricted under applicable Federal or State privacy laws or regulations). Conversations that occur amongst Town officials/employees outside public forums should not be published or reported on, unless authorized by the Town Manager. Information about policies, rules, or plans that have not been finalized or officially adopted by the Town should not be posted unless explicitly approved in advance by the Town Manager or relevant Department Head, for instance, where public comment or input is being solicited.

6. Consider Your Content. As informal as social media sites are meant to be, if they are on a government domain or a government identity, they are official government communications. Social media sites will be sought out by mainstream media – so a great deal of thought needs to go into how you will use the social media in a way that benefits both the Town and the public. Employees should not comment about rumors, political disputes, or personnel issues, for example.

7. Handling Negative Comments. Because the purpose of many social media sites, particularly department blogs and wikis, is to get feedback from the public, you should expect that some of the feedback you receive will be negative. Some effective ways to respond to negative comments include: a) Providing accurate information in the spirit of being helpful; b) Respectfully disagreeing; and c) Acknowledging that it is possible to hold different points of view.

8. Respect Your Audience and Town Employees and Officials. Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in your department's workplace. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, threats of violence, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory—such as party politics and religion. The Town's social media presence should not be used to communicate among Town employees for work purposes.

9. Use the Social Media Site or Identity only to contribute to your Department's Mission. When you contribute to your department's social media site or identity, provide worthwhile information and perspective that contribute to your department's mission of serving the public. What you publish will reflect on the Town. Social media sites and identities should be used in a way that contributes to the Town's mission by: a) Helping you and your co-workers perform their jobs better; b) Informing citizens about government services and how to access them; c) Making the operations of your department transparent and accessible to the public; d) Creating a forum for the receipt of candid comments from residents about how government can be improved; and e) Encouraging civic engagement. You should never use social media sites to promote charitable or religious events that do not directly relate to the core mission of your department. Any requests to post that type of material should be directed to the Town Manager.

10. Mistakes. The Town policy is that once something is posted, it should stay posted. Only spelling errors or grammar fixes should be made without making the change evident to users. If you choose to modify an earlier post, make it clear that you have done so—do not

remove or delete the incorrect content; provide the correct information and apologize for the error. Ways to accomplish this include: a) Strike through the error and correct; or b) Create a new post with the correct information, and link to it from the post you need to correct or clarify. Either method is acceptable. In order for the social media identity or site to achieve transparency, the Town cannot change content that has already been published without making the changes clearly evident to users.

11. **Media Inquiries.** Town or department social media identities or sites may lead to increased inquiries from the media. If you are contacted directly by a reporter, you should refer media questions to Town Manager.

12. **Personal Comments.** Make it clear when you are speaking for yourself as a resident or stakeholder, and not on behalf of the Town of Ware. If you publish content on any website of the Town and it has something to do with the work you do or subjects associated with the Town, use a disclaimer such as this: "The postings on this site are my own and don't necessarily represent the Town's positions or opinions."

13. **Employee or Official Profile.** If you identify yourself as a Town employee or official, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, residents and other stakeholders.

14. **Defamation.** Be aware that employees acting in their individual capacity (not on behalf of the Town) are not immune from defamation claims. Under Massachusetts law, defamation is established by showing that the defendant published a false, non-privileged statement about the plaintiff to a third party that either caused the plaintiff economic loss or was of the type that is actionable without proof of economic loss. Some statements, like imputation of a crime, are defamatory per se. Avoid statements that may be interpreted as defamatory.

15. **Records Retention.** Social media sites will contain communications sent to or received by Town officials and employees, and are therefore Public Records. Ensure that the Town or department retains a copy of the social media content in accordance with Public Records Retention Schedules. Review the third party social media service provider's terms of service for its record retention practices. Note that while third party social media providers will most likely save your content for some period of time, they generally will not save it indefinitely. To the extent their policies are inconsistent with Public Records Retention Schedules, the Town or department should retain copies of social media posts such as by printing or otherwise storing periodic "snapshots" of the social media sites.

16. **Open Meeting Law.** Be aware of the Open Meeting Law and possible violations for improper deliberations outside of a posted meeting. A series of individual postings on a social media site cumulatively may convey the position of a quorum of a governmental body regarding a subject within its jurisdiction, and may constitute improper deliberation among the members of a board or committee.

17. **Retaliation is Prohibited.** The Town prohibits taking negative action against any

employee for reporting a possible deviation from, or violation of, this Policy, or for cooperating in an investigation of same.

18. More Information. If you have questions or need further guidance regarding the Town's Social Media Policy, please contact the Town Manager's Office.

SOCIAL MEDIA POLICY

This acknowledges that I have received and reviewed the Social Media Policy, with attachments, of the Town of Ware ("Policy"). By signing this form, I agree to abide by the Policy and any Guidelines promulgated thereunder, and I agree to review periodically any changes or modifications. I recognize that the law and associated Policy regarding use of Social Media are continually evolving. Therefore, I understand that my regular review of this Policy, as it may be amended, is required.

Print Name: _____

Signature: _____ Date: _____

To be included in employee's personnel file.



TOWN OF WARE

Town Accountant

Town Hall, 126 Main St.

Ware, Massachusetts 01082-1386

Tel. 413-967-9648 EXT. 106 Fax 413-967-5687

Email: tmeehan@townofware.com

TO: Board of Selectman
FROM: Tracy Meehan, Town Accountant
SUBJECT: Transfer of Appropriations
DATE: June 15, 2018
CC: Finance Committee
Stuart Beckley, Town Manager

According to Massachusetts General Laws, Chapter 44, Section 33B:

"A town may, by majority vote at any meeting duly held, transfer any amount previously appropriated to any other use authorized by law. Alternatively, the selectmen, with the concurrence of the finance committee or other entity establish under section 16 of chapter 39, may transfer within the last 2 months of any fiscal year, or during the first 15 days of the new fiscal year to apply to the previous fiscal year, any amount appropriated, other than for the use of a municipal light department or a school department, to any other appropriation."

Attached is a request of transfer of appropriations to cover departmental expenditures for FY18.

I request that you approve the transfer of appropriations as detailed.

Kindly record the vote of the board on the attached sheet and return to me at your earliest convenience.

Thank you.

Town of Ware

Request for Transfer of Appropriation For FY18

To: Board of Selectman
Finance Committee

Date: 6/15/2018

Request is hereby made for the following transfer of appropriation(s) in accordance with Massachusetts General Laws Chapter 44, Section 33B:

Transfer From:

Transfer To:

Account #	Account Name	Account #	Account Name	Amount of Transfer
192-5100	Town Hall Salaries	122-5200	Selectmen Purchase of Services	\$ 500.00
192-5100	Town Hall Salaries	161-5110	Town Clerk Admin Salaries	\$ 120.00
162-5200	Elections Purch of Services	161-5200	Town Clerk Purch of Svcs	\$ 1,200.00
192-5100	Town Hall Salaries	162-5100	Election Salaries	\$ 30.00
162-5200	Elections Purch of Services	163-5200	Registrar Purchase of Services	\$ 1,200.00
192-5100	Town Hall Salaries	192-5200	Town Hall Purchase of Services	\$ 2,500.00
210-5120	Police Salaries	210-5200	Police Purchase of Services	\$ 7,500.00
292-5100	Dog Officer Salaries	292-5200	Dog Officer Purch of Services	\$ 300.00
693-5100	Park Salaries	693-5200	Park Purchase of Services	\$ 4,600.00

Requested by: Tracy Meehan/Town Accountant

Board of Selectman Action:

Vote to Transfer:
Yes _____
No _____
Abstain _____

Finance Committee Action:

Vote to Transfer:
Yes _____
No _____
Abstain _____

Chairman

Date

Chairman

Date

Please return original to the Town Accountant

Monday, June 4, 2018 11:31 AM



Ware Board of Selectmen
126 Main Street
Ware, Massachusetts 01082

Re: East Street Rail Overpass

I last wrote your board about 25 years ago regarding the structural status of the East Street rail overpass. At that time I sent along a few snapshots of serious corrosion of the vertical support columns and recommended that repairs be made and that the structure be painted periodically to slow the corrosive effects of moisture and road salt spray during winter months.

Repairs were made shortly after I wrote. Steel gusset plates were welded and, in some cases, bolted to the corroded columns. Sadly, no efforts to prevent corrosion have taken place in the long years since.

So, today I am sending photos taken within the past week showing that the bridge is once again showing signs of serious corrosion.

You don't need a degree in structural engineering or experience with static and dynamic loads to know that daylight cannot support 100 ton rail cars or locomotives. Daylight is what you see when you examine supports on the eastbound side of this structure. Much of the original steel has been lost to corrosion.

Bridges are designed and built with a safety factor so they can carry more than any expected load. But this safety factor disappears when the steel in the columns also disappears.

I am not saying this overpass might fail anytime soon but it takes years to complete projects these days. If repairs or reconstruction are not in the planning phase now, perhaps Mass DOT could advise when this might take place.

Thank you for your time and consideration,

Stephen Granlund
PO Box 845
Ware, MA 01082











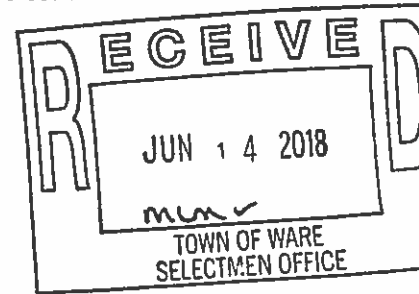




TOWN OF WARE

Conservation Commission
126 Main Street, Ware, Massachusetts 01082

t. 413.967.9648 ext. 113
Conservation@townofware.com



June 14, 2018

Board of Selectmen

RE: Possible beaver impactment located on Coy Hill at Prendiville Rd

Dear Board of Selectmen,

The Conservation Commission is requesting your input on the current flooding located within the Fijol Family's property located on Prendiville Rd. The flooding is believed to be caused by one or multiple beaver impactments located within the property. A similar issue has happened in the past which resulted in flooding located in parts of Eastern Ware. The Commission is seeking a proactive response to this rather than a reactive response, as one strong rain event may cause history to repeat itself.

The DEP recommends cooperative efforts between the Board of Health and the Conservation Commission to remedy the situation under public safety concerns. The Commission recommends cooperative efforts between the Board of Selectmen, Board of Health, and the Conservation Commission to possibly reach a long term solution.

Sincerely,

Andrew Choquette
Administrative Assistant

cc: file



TOWN OF WARE

Conservation Commission

126 Main Street, Ware, Massachusetts 01082

t. 413.967.9648 ext. 117

conservation@townofware.com

Meeting Minutes from

Wednesday, June 13, 2017

Board of Selectmen's Meeting Room

Commission members present: Mark Swett (Chairman), Dave Kopacz, Sr. (arrived 6:40pm, left 7:30pm), Kristin Rosenbeck, Thomas Barnes

Commission members absent: Dennis Cote

Public: As taken from observations and sign-in sheet: Leo Chenevert, Carl Oberg, Deb Oberg, Chric Maclaren, Susie Gifford, Lee Wooten, Richard Bonnayer, Cynthia Henshaw, Timothy Czech, Bill Lak, Ken Willette, Larry Dun

Mark Swett called the meeting to order at 6:32 p.m.

1. Applications

- a) Certificate Of Compliance DEP# 317-86 by Leo Chenevert, 23 Cummings Rd

Tom Barnes performed a site visit to the property and is satisfied compliance has been met.

Motion by T. Barnes to issue certificate of compliance. K. Rosenbeck seconded. So voted 3-0. (D. Kopacz not present for vote)

- b) NOI DEP# 317-445 by Forefront Power LLC, Robbins Rd

For construction of a 2.6 megawatt solar facility with a 1 megawatt battery storage on town land located at the end of Robbins Rd.

Susie Gifford presented modified plans to the commission regarding the Greenfield solar farm located on Robbins Rd. The new plans allow for better flood storage and allow for more productive water flow.

Motion by T. Barnes to approve NOI as presented, seconded by K. Rosenbeck. So voted 4-0.

c) NOI by East Quabbin Land Trust.

For approval to redevelop the former railroad bed into Mass Central Rail Train segment running through Northern part of Ware.

Cynthia Henshaw presented her intentions to apply to National Grid for an upgrade to the current rail bed to allow an improved rail trail open to the public at Frohloff Farms. The Southern section of the trail requires only brush clearing. The Northern section has parts that have been washed out and will need drainage ditches and 12" piping installed. Henshaw has been in contact with Mark Stinson at the DEP about different solutions and she would like to request a site visit with the Commission to further discuss the possible solutions proposed by Stinson.

M. Swett inquired about the timeline of this project. Henshaw replied that National Grid doesn't act before local approvals so the timeline is unclear at this time. T. Barnes commented that National Grid seems to act quickly on these types of requests.

Abutter Carl Oberg questions if the site visit is open to the public. T Barnes answered no, that seminars he has attended teach that site visits remain between applicant and commission. D. Kopacz counters that he believes they should be open to the public if the applicant allows. M. Swett states that the Commission's function is to decide on legality of the WPA, and no decisions will be made between the site visit and the next meeting.

Abutter Carl Oberg has questioned if the EQLT needed a permit to cut access into the property. D. Kopacz questions if the EQLT notified the Commission of any work to be performed in the resource area. Henshaw confirms that no filing was made to cut access for surveyors to the property.

Site Visit was set for 7 am on Wednesday, June 20, 2018.

d) Richard Bonnayer on behalf of Beaver Lake Trust.

To discuss proposed work to be done at the beaver lake dam

Richard Bonnayer and Engineer Lee Wooten presented plans and asked for a preliminary meeting to determine if the state permit that has already been acquired is sufficient for the work to be completed, or if local permitting was required for the proposed work as well. The project is proposed to start around labor day and is expected to take about 90 days to complete. A contractor to complete the work has been selected but no formal contracts have been signed. D. Kopacz stated that the Army Corp of Engineers will want to be involved and that local permitting is required. Bonnayer questioned if he needs a separate permit to cut

back brush that is not supposed to be present on the dam. D. Kopacz stated that he does not, and to state that in the scope of work in the narrative of the application.

Lee Wooten described the scope of work in more detail while referencing drawing C-4 in the supplied information. The work at the dam will remain within its existing foot print. Concrete work and repairs to the spillway need to be performed which will require lowering of the lake by 3'. An improved mechanical stop log will also be installed.

No work to the bridge is going to be performed, however intermittent road closures are a strong possibility.

D. Kopacz stated he is happy that the file is so complete and so much consideration was taken to minimize the work zone during the project.

Bonnayer asked if a NOI is required. D. Kopacz stated that one is required. Anna Marques informed him that he can pick up the necessary paperwork from the building department.

D. Kopacz questioned if lowering the lake 3' was a necessity. Bonnayer stated that the water levels will be the same as they traditionally are during the winter months. D. Kopacz countered that the water levels will drop months earlier than they normally would which may interfere with spawning of fish along with other habitat concerns. T. Barnes countered that he is more concerned with a dam failure than the possible fish spawn concerns. Wooten commented that without lowering the water by 3' the water levels will overcome the workers and won't allow any buffer if there is a rain event during the scheduled work.

2. Old Business

- a) Concerns about the driveway and water management at Lamcotec storage facility located on West St.

Chris Maclaren from Lamcotec answered questions concerning the frequent deterioration of the driveway to the property due to water management issues located on the property. Lamcotec recently finished a temporary patch to the driveway following approval from D. Kopacz after T. Barnes issued a stop work order when he observed powered equipment inside the river. Maclaren apologized for the contractor's poor judgement on entering the river and commented that Lamcotec also has remedied previous concerns about hazardous asphalt piles being present along the river bed.

D. Kopacz recommends that Lamcotec and the Commission explore options in reinforcing the river bank and developing a long term solution to the 90-degree bend in the river, which is unnatural and detrimental.

M. Swett commented that the water crossing needs to be properly reinforced and that following a site visit by T. Barnes and D. Cote they noticed the largest culvert is beginning to rot from the bottom. T. Barnes stated that a proper fix is recommended over constant band-aids.

M. Swett recommended that Lamcotec redo the crossing and work with the Commission to clean up the fill in and around the river.

T. Barnes interrupts to ask the opinion of D. Kopacz about pictures of a beaver issue located on Coy Hill before D. Kopacz exits the meeting at 7:30pm.

3. New Business

- a) Concerns about flooding on Coy Hill following a site visit by Tom Barnes and Andrew Choquette

T. Barnes recommended that the Commission contact the Fijol family that owns the property and work with them to remedy the solution. D. Kopacz before his departure recommended further investigation to find out if further beaver impactments are present as they have been historically in that area. A. Choquette reminded the Commission that Mark Stinson of the DEP recommends pulling the Board of Health into the situation to determine if it is a matter of public safety as they are the permitting authority for beaver trapping. K. Rosenbeck also recommended making the Board of Selectmen aware, as this is a repeat of an issue that caused flooding in Ware previously.

Based on satellite imagery from 2016 and 2017 it is estimated that a parcel of about 5 acres is completely submerged. The area submerged is currently crossed by utilities poles that are also partially submerged.

Motion by K. Rosenbeck to bring the Board of Health and the Board of Selectman in on a resolution plan before further harm can be done. Seconded by T. Barnes. So voted 3-0. (D. Kopacz left before the vote)

- b) Next meeting date to be moved due to vacation scheduling of Commission staff A. Choquette and A. Marques.

Motion by K. Rosenbeck to schedule the next meeting for July 18, 2018. Seconded by T. Barnes. So Voted 3-0.

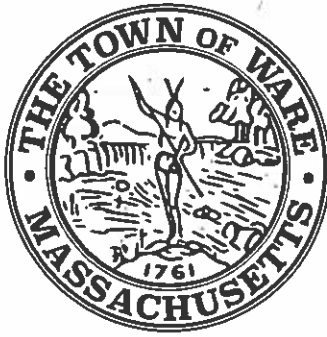
4. Adjournment

Motion by T. Barnes to adjourn at 7:50 p.m. Seconded by K. Rosenbeck. So voted 3-0.

Respectfully submitted by Andrew Choquette

Approved on _____
Date

Members:	Mark Swett	_____
	David P. Kopacz, Sr.	_____
	Dennis Cote	_____
	Kristin Rosenbeck	_____
	Thomas H. Barnes	_____



TOWN OF WARE

Conservation Commission
126 Main Street, Ware, Massachusetts 01082

t. 413.967.9648 ext. 113
Conservation@townofware.com

June 14, 2018

Board of Health

RE: Possible beaver impactment located on Coy Hill at Prendiville Rd

Dear Board of Health,

The Conservation Commission is requesting your input on the current flooding located within the Fijol Family's property located on Prendiville Rd. The flooding is believed to be caused by one or multiple beaver impactments located within the property. A similar issue has happened in the past which resulted in flooding located in parts of Eastern Ware. The Commission is seeking a proactive response to this rather than a reactive response, as one strong rain event may cause history to repeat itself.

The DEP recommends cooperative efforts between the Board of Health and the Conservation Commission to remedy the situation under public safety concerns. It is the understanding of the Commission the normal course of action would be the land owner applying for a trapping permit and being responsible for the proper relocation of the beavers. However what solutions does the town have if the homeowner was to be uncooperative? If that was the case what steps would have to be taken to ensure the impactments are properly disposed of while also keeping the liability from shifting from the property owner to the town?

Please see attached satellite images of the area in questions. The images show the impact generated from a one-year span between 8/2016 and 6/2017. The images from 2018 are not available yet, but following a site visit on 6/13/2018 the Commission is confident it continues to expand in size.

Sincerely,

Andrew Choquette
Administrative Assistant

cc: file



TOWN OF WARE

Board of Selectmen
Town Hall, 126 Main Street
Ware, Massachusetts 01082
Tel. 413-967-9648 ext. 101

May 8, 2018

Ms. Danielle Souza
5 Crescent Terrace
Ware, MA 01082

Dear Ms. Souza:

Our records show that your term on the Community Development Authority will expire on June 30, 2018. Please send me a letter if you would like to be reappointed to a three-year term to June 30, 2021.

If you prefer, you are welcome to email me at mmidura@townofware.com.

Thank you very much for your service to the Town of Ware!

Sincerely,

Mary L. Midura
Executive Assistant to Town Manager

Enclosures

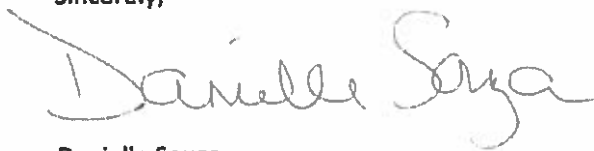
May 14, 2018

Town of Ware
126 Main Street
Ware, MA 01082

To Whom It May Concern,

Yes, I am interested in being reappointed to serve a three-year term on the Community Development Authority Committee. Please let me know if you need another letter of interest and/or my updated resume'.

Sincerely,

A handwritten signature in cursive script that reads "Danielle Souza". The signature is written in dark ink and is positioned to the right of the word "Sincerely,".

Danielle Souza
5 Crescent Terrace
Ware, MA 01082

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

Board of Selectmen
Town Hall, 126 Main Street
Ware, Massachusetts 01082
Tel. 413-967-9648 ext. 101

May 8, 2018

Mr. Mark Swett
238 North Street
Ware, MA 01082

Dear Mr. Swett:

Our records show that your term on the Conservation Commission will expire on June 30, 2018. Please send me a letter if you would like to be reappointed to a three-year term to June 30, 2021.

If you prefer, you are welcome to email me at mmidura@townofware.com.

Thank you very much for your service to the Town of Ware!

Sincerely,

Mary L. Midura
Executive Assistant to Town Manager

Enclosures

Midura, Mary

From: MARK SWETT <ltx5@comcast.net>
Sent: Thursday, May 17, 2018 10:21 AM
To: Midura, Mary
Subject: MSWETT REAPPOINTMENT

Please accept my application to be reappointed to the conservation commission.

thank you.

Mark Swett
R. E. Cluett inc.
23 East Main St
Ware Ma. 01082
413-967-6871
fax 413-967-8325

This e-mail transmission may contain information that is
proprietary, privileged and/or confidential and is
intended exclusively for the person(s) to whom it is
addressed. Any use, copying, retention or disclosure by
any person other than the intended recipient or the
intended recipient's designees is strictly prohibited. If
you are not the intended recipient or their designee,
please notify the sender immediately by return e-mail and
delete all copies.

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

Board of Selectmen
Town Hall, 126 Main Street
Ware, Massachusetts 01082
Tel. 413-967-9648 ext. 101

May 8, 2018

Ms. Janice Hills
110 Church Street
Ware, MA 01082

Dear Ms. Hills:

Our records show that your term on the Finance Committee will expire on June 30, 2018. Please send me a letter if you would like to be reappointed to a three-year term to June 30, 2021.

If you prefer, you are welcome to email me at mmidura@townofware.com.

Thank you very much for your service to the Town of Ware!

Sincerely,

Mary L. Midura
Executive Assistant to Town Manager

Midura, Mary

From: janice@qvcdc.com
Sent: Thursday, June 07, 2018 1:14 PM
To: Midura, Mary
Subject: Finance Committee

Hello Mary

I understand that my term on the Finance Committee expires June 30, 2018. I would like to be re-appointed as a member of the committee.

Thank you for your assistance.

Sincerely,
Janice Hills
110 Church Street
Ware, MA 01082



TOWN OF WARE

Board of Selectmen
Town Hall, 126 Main Street
Ware, Massachusetts 01082
Tel. 413-967-9648 ext. 101

May 8, 2018

Ms. Cynthia LaBombard
294 Belchertown Road
Ware, MA 01082

Dear Ms. LaBombard:

Our records show that your term on the Historical Commission will expire on June 30, 2018. Please send me a letter if you would like to be reappointed to a three-year term to June 30, 2021.

If you prefer, you are welcome to email me at mmidura@townofware.com.

Thank you very much for your service to the Town of Ware!

Sincerely,

Mary L. Midura
Executive Assistant to Town Manager

Cynthia D. LaBombard

294 Belchertown Road P.O. Box 351 Ware, MA 01082

June 4, 2018

Town of Ware
John Carroll, Chair
Select Board
126 Main Street
Ware, MA 01082

Dear Chairman Carroll and members of the Select Board:

Please accept this as a letter of interest in reappointment to the Ware Historical Commission.

Matters of great interest to our Town of Ware are pending which include the possible demolition of a portion of the Hitchcock Block with constructed renovation on remaining portion and also inquiry into the process of placing the Quabbin Park Cemetery on the National Register of Historic Places. Both are worthy projects and will not only enhance our downtown and add new business in the Hitchcock Block-----where the placement of a plaque in the chosen location of the Quabbin Park Cemetery will raise awareness of the Reservoir itself and the disincorporated towns of the former Swift River Valley.
Research is ongoing.

It has been an honor to serve with each and every Commission member and as a termed member I will continue to dedicate my efforts towards preserving buildings and areas of historic value and encourage continuing respect for Ware's place in our state and country.

Thank you for your consideration.

Sincerely,



Cynthia D. LaBombard

Phone: 413-967-3887

e-mail: c5d6l34@verizon.net



TOWN OF WARE

Board of Selectmen
Town Hall, 126 Main Street
Ware, Massachusetts 01082
Tel. 413-967-9648 ext. 101

May 8, 2018

Mr. Louis Iadarola
201 Belchertown Road
Ware, MA 01082

Dear Mr. Iadarola:

Our records show that your term on the Zoning Board of Appeals will expire on June 30, 2018. Please send me a letter if you would like to be reappointed to a three-year term to June 30, 2021.

If you prefer, you are welcome to email me at mmidura@townofware.com.

Thank you very much for your service to the Town of Ware!

Sincerely,

Mary L. Midura
Executive Assistant to Town Manager

May 31, 2018

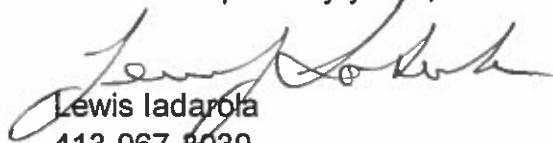
Lewis Iadarola
P.O. Box 132 Ware, Ma. 01082

Mary L. Midura
Executive Assistant to Town Manager
Town of Ware

Dear Ms. Midura, and Board of Selectmen,

As per your letter of May 8th, 2018 I am herewith requesting reappointment to a three year term on the Zoning Board of Appeals. I have enjoyed helping out the Town of Ware through some difficult decisions on the board and hope that my past service is worthy of reappointment. I have enjoyed the many Citizen Planner Training Sessions and Building Commissioner Meetings that I have attended over the last three years and have found it a learning experience to better perform my responsibilities on the board. My term expires June 30th as you know and we currently have a meeting scheduled for the board of which I am the Chairperson on the 23rd of June. I will await your response and feel free to contact me with any questions you might have about my interest to continue.

I remain respectfully yours,



Lewis Iadarola
413-967-8939

CC. Judi Mosso



TOWN OF WARE

Board of Selectmen
Town Hall, 126 Main Street
Ware, Massachusetts 01082
Tel. 413-967-9648 ext. 101

May 8, 2018

Mr. David Skoczylas
409 Palmer Road
Ware, MA 01082

Dear Mr. Skoczylas:

Our records show that your term on the Zoning Board of Appeals, as an alternate member, will expire on June 30, 2018. Please send me a letter if you would like to be reappointed to a three-year term to June 30, 2021.

If you prefer, you are welcome to email me at mmidura@townofware.com.

Thank you very much for your service to the Town of Ware!

Sincerely,

Mary L. Midura
Executive Assistant to Town Manager

Midura, Mary

From: Jane Skoczylas <jpds50@comcast.net>
Sent: Thursday, May 10, 2018 12:17 PM
To: Midura, Mary
Subject: Zoning board

Dear Ms. Midura:

Thank you for the reminder. I would like to be reappointed as an alternate member to the zoning board of appeals.

Regards,

David Skoczylas