



Board of Selectmen

Ware Town Hall, Meeting Room, 126 Main Street

Regular Meeting Notice Agenda – Tuesday, March 24, 2020 at 7:00 p.m.

Instructions for call in option: at or before 7:00 p.m., call one of the phone numbers below and when prompted enter the Meeting ID number. The platform is Zoom Meetings. This information and the web link will also be provided on the Board of Selectmen website. Join online: <https://zoom.us/j/638463865> (the online option will require a download).

Meeting ID: 638-463-865

Phone (use any of these):

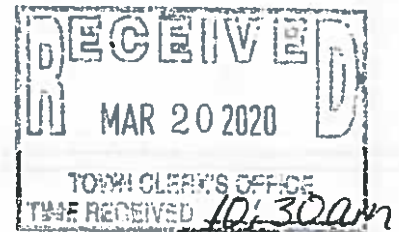
929-205-6099

253-215-8782

301-715-8592

Meeting Opened

Opening Remarks, Announcements, and Agenda review by Chair



Consent Agenda

- Approval of February 4 and February 18, 2020 Minutes
- Applications for Approval, *contingent upon Governor's Order*:
 - One-Day Liquor License: Workshop 13, Open Mic, Friday, April 17
 - One-Day Liquor License: Workshop 13, Trailer Park Concert, Saturday, May 9
 - One-Day Liquor License: Workshop 13, Open Mic, Friday, May 15
 - Toll Road: Ware Lions Club, Saturday, June 13; Alternate Date Saturday, June 20
 - Special Event Permit: Workshop 13, 4th Annual Music Festival, Saturday, June 20
 - One-Day Liquor License: Workshop 13, Art & Music Festival, Saturday, June 20
 - One-Day Liquor License: The Beer Guy, Workshop 13, Art & Music Festival, Saturday, June 20
 - Special Event Permit: Ware Lions Club Presents Fireworks Display, Saturday, June 27, 2020
 - Special Event Permit: Tyson Delrosario Presents Hope for Home, Sunday, June 28, 2020, alternate date Sunday, July 12, 2020

Scheduled Appearances

Old Business

- Analysis of Water Treatment Plant Costs, DPW Interim Director
- Shared Services/Regional Discussion Committee
- Attorney Opinion - Town Meeting Warrant Article: Change Title from Board of Selectmen to Select Board
- Attorney Opinion - Town Meeting Warrant Article: Strong Chief, Civil Service
- Approval of Cash Handling/Turnover Policy

New Business

- **Declaration of Emergency**
- **Approval of Town Election Warrant – April 13, 2020**
- **Appointment: Open Space Committee – James Kadra, Term to Expire June 30, 2023**
- **Application for Sewer Abatement**
- **Change Cannabis Committee to Cannabis Advisory Committee**
- **Complete Streets Prioritization Plan**

Comments and Concerns of Citizens

Town Manager Report

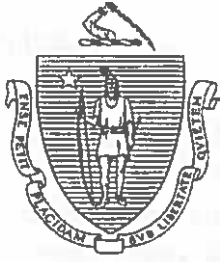
- **Preliminary Budget**

Adjournment

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

#1 Discussion of Complaint Regarding Public Employee: Town Manager

#2 To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel, specifically to consider grievances under the collective bargaining agreement between IAFF, Local 1851 and the Town of Ware that allege violations of Article XX and Article VIII of the applicable collective bargaining agreement.



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

**ORDER PROHIBITING GATHERINGS OF MORE THAN 25 PEOPLE AND
ON-PREMISES CONSUMPTION OF FOOD OR DRINK**

WHEREAS, on March 10, 2020, I, Charles D. Baker, Governor of the Commonwealth of Massachusetts, acting pursuant to the powers provided by Chapter 639 of the Acts of 1950 and Section 2A of Chapter 17 of the General Laws, declared that there now exists in the Commonwealth of Massachusetts a state of emergency due to the outbreak of the 2019 novel Coronavirus ("COVID-19");

WHEREAS, on March 11, 2020, the COVID-19 outbreak was characterized as a pandemic by the World Health Organization;

WHEREAS, the number of presumptive positive and confirmed cases of COVID-19 continues to rise in the Commonwealth. As of March 15, 2020, 164 cases of COVID-19 were reported by the Department of Public Health, with 10 of the 14 counties in the Commonwealth impacted;

WHEREAS, the Federal Centers for Disease Control and Prevention and the Massachusetts Department of Public Health recommend implementation of community mitigation strategies, including the cancellation of large events;

WHEREAS, the Department of Public Health is urging all residents of the Commonwealth to practice social distancing when outside of their homes; and

WHEREAS, sections 7, 8, and 8A of Chapter 639 of the Acts of 1950 authorize the Governor, during the effective period of a declared emergency, to exercise any and all authority over persons and property necessary or expedient for meeting a state of emergency, including but not limited to authority over public assemblages in order to protect the health and safety of persons;

NOW, THEREFORE, I hereby order the following:



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

**ORDER PROHIBITING GATHERINGS OF MORE THAN 25 PEOPLE AND
ON-PREMISES CONSUMPTION OF FOOD OR DRINK**

WHEREAS, on March 10, 2020, I, Charles D. Baker, Governor of the Commonwealth of Massachusetts, acting pursuant to the powers provided by Chapter 639 of the Acts of 1950 and Section 2A of Chapter 17 of the General Laws, declared that there now exists in the Commonwealth of Massachusetts a state of emergency due to the outbreak of the 2019 novel Coronavirus ("COVID-19");

WHEREAS, on March 11, 2020, the COVID-19 outbreak was characterized as a pandemic by the World Health Organization;

WHEREAS, the number of presumptive positive and confirmed cases of COVID-19 continues to rise in the Commonwealth. As of March 15, 2020, 164 cases of COVID-19 were reported by the Department of Public Health, with 10 of the 14 counties in the Commonwealth impacted;

WHEREAS, the Federal Centers for Disease Control and Prevention and the Massachusetts Department of Public Health recommend implementation of community mitigation strategies, including the cancellation of large events;

WHEREAS, the Department of Public Health is urging all residents of the Commonwealth to practice social distancing when outside of their homes; and

WHEREAS, sections 7, 8, and 8A of Chapter 639 of the Acts of 1950 authorize the Governor, during the effective period of a declared emergency, to exercise any and all authority over persons and property necessary or expedient for meeting a state of emergency, including but not limited to authority over public assemblages in order to protect the health and safety of persons;

NOW, THEREFORE, I hereby order the following:



Board of Selectmen

Ware Town Hall, Meeting Room, 126 Main Street

Regular Meeting Minutes – Tuesday, February 4, 2020 at 7:00 p.m.

Present: Selectman John E. Carroll, Selectman Keith J. Kruckas, Selectman Tracy R. Opalinski, Selectman Nancy J. Talbot, Town Manager Stuart B. Beckley, Clerk Mary L. Midura
Absent: Selectman Alan G. Whitney

Meeting Opened by Vice-Chairman Carroll

Opening Remarks, Announcements, and Agenda review by Chair

Selectman Opalinski thanked citizens and announced she will not run for re-election. She encouraged residents with management and HR skills to run for election. Selectman Opalinski noted important meetings for the East-West Trail, Boston to Springfield, with proposed stop in Palmer. A meeting on February 6 and public meeting on February 12. Selectman Opalinski noted this could change dynamics for the towns and schools in this area. She announced a technology class at QHCC on February 12. Workshop 13 will host a Super Group Tribute to Eagles, Jazz Concert on February 23, and ArtWorks has "Love Story" with reception February 15.

Selectman Kruckas noted the passing of Joe Opat, resident, state employee. Selectman Kruckas stated that March 2019 town meeting vote placed a moratorium on solar with prohibition of any activity. He noted that the Building Inspector, Town Planner and Town Manager were recently walking a property, and he wanted an explanation. He stated this was wasting time and resources and there should be no activity regarding solar. Mr. Beckley explained that part of his and planner and inspector's jobs is always preparing for future economic development, and the moratorium is expiring in June 2020. He noted that no one can file an application for solar projects during the moratorium. Selectman Kruckas stated that paperwork of a site visit must be filed; Mr. Beckley noted that all calendars show the visit. Town Planner Rebekah DeCoursey stated that several people have stopped into her office to talk about potential projects. Selectman Kruckas stated that the bylaws should be worked on. He also questioned the bell project.

Consent Agenda

- **Approval of January 21, 2020 Minutes**

Selectman Talbot made the motion to approve the January 21, 2020 Minutes. Selectman Opalinski seconded the motion. The motion passed on a vote of 4 Yes, 0 No, 1 Absent (Selectman Whitney).

- **Appointment to Council on Aging – Irene Eskett, Term to Expire June 30, 2023**

Selectman Talbot made the motion to approve the appointment of Irene Eskett to the Council on Aging, Term to Expire June 30, 2023. Selectman Opalinski seconded the motion. The motion passed on a vote of 4 Yes, 0 No, 1 Absent (Selectman Whitney).

- **Appointment to Community Development Authority – James Baird, Term to Expire June 30, 2023**

Selectman Talbot made the motion to approve the appointment of James Baird to the Community Development Authority, Term to Expire June 30, 2023. Selectman Kruckas seconded the motion.

The motion passed on a vote of 4 Yes, 0 No, 1 Absent (Selectman Whitney)

- **Approval of Warrant for Presidential Primary March 3, 2020**

Selectman Kruckas made the motion to approve the Warrant for the Presidential Primary of March 3, 2020. Selectman Opalinski seconded the motion. The motion passed on a vote of 4 Yes, 0 No, 1 Absent (Selectman Whitney).

Scheduled Appearances

- **7:15 p.m. Public Hearing for Safety Study Recommendations: High, Cottage, Prospect, School, Walnut and Pulaski Streets**

Chief Crevier suggested parking be allowed on one side only, and to push back intersections by 20-40 feet. DPW Interim Director St. George-Sorel noted there is also green space to consider. Chief Crevier noted that parking on one side only creates other problems. Mr. St. George-Sorel stated that the Highway Department would have to know ahead if any line painting should be done. He recommended signs on the south side of High Street. A man who lives at 33 High Street stated that he paved his driveway to allow for his car trailer, and yet others park on the edge or across which makes it extremely difficult for him to exit his driveway. Selectman Opalinski noted standards set by the State. Mr. St. George-Sorel noted that Pulaski Street was spaced and lined with six foot Ada compliance. Resident Kim Mongeau stated that landlords were obligated to provide parking for tenants. Resident Mr. Danitis of 9 High Street noted that emergency vehicles would not clear the street with cars parked as currently done. Selectman Carroll noted that Church Street and School Street were engineered to be narrow to slow traffic, and he was on the CDA to see these projects in the planning stages. Mr. St. George-Sorel noted that if streets have no markings, there is no control on parking. Resident Dan Choquette of High Street noted that when snow is pushed to the corner, there is no ability to see traffic. A woman resident stated that cars are speeding at all times on Pulaski Street. Town Planner DeCoursey stated that the Complete Streets project considers a wider angle onto Pulaski Street to force traffic to slow down. Mr. Beckley noted that Pulaski Street was laid out with intent, and to switch parking to the other side would lose spaces. Mr. St. George-Sorel also noted 3 fire hydrants, trucks turning from the gas station, and stated he is not in favor of speed bumps. Chief Crevier noted the speed counter and police could give more tickets. Resident Liam Grant of Pulaski Street noted other problems on Pulaski Street with walls obstructing view and a need for more safety for pedestrians. Resident Brandy Bruso noted that often drivers will turn left from the gas station. Selectman Carroll noted that DPW, police and fire should come up with plans for individual streets.

Selectman Opalinski made the motion to table to March 17 with DPW, Fire and Police to return with street plans. Selectman Kruckas seconded the motion. The motion passed on a vote of 4 Yes, 0 No, 1 Absent (Selectman Whitney).

Old Business

- **Regional School Discussion Follow-Up**

Selectman Kruckas made the motion to Table to February 18, 2020. Selectman Talbot seconded the motion. The motion passed on a vote of 4 Yes, 0 No, 1 Absent (Selectman Whitney).

New Business

- **Board of Selectmen Budget FY2021**

Mr. Beckley presented the Board of Selectmen budget for FY2021.

Selectman Carroll made the motion to increase salaries of Board of Selectmen. Selectman Opalinski seconded the motion. The motion passed on a vote of 4 Yes, 0 No, 1 Absent (Selectman Whitney).

Selectmen's current annual salaries: Chairman \$2,652, Selectmen \$2,232 each = total \$11,580

Proposed annual salaries: Chairman \$3,072, Selectmen \$2,652 each = total \$13,680

- **Budget Update/Priorities**

Between the Governor's budget increases to local and education aid through his State budget proposal, the general 2.5% increase, and a modest increase of new growth and local receipts, the Town's budget will increase approximately \$650,000 for next fiscal year.

There are known and unknown increases to the Town's fixed costs, particularly increases in salaries and the cost of benefits, as well as other insurances and the cost of supplies. The budget is early in the development process, with departments finishing their requests.

That said, there may be funds available that could be directed to Town priorities. What priorities would the Board like to see funded? Last year (a much better funded year by the State), for example, the Town was able to budget an extra \$100,000 for road improvements.

The Board had asked for my priorities to begin the discussion. I would suggest:

1. Continued local funding for road infrastructure
2. Assure funding is available for the Old Belchertown Road bridge (capital)
3. Continue to support the stability of the School district
4. Budget funds for small building repairs
5. Budget funds to continue to move toward State required levels for the library
6. Funds for property clean-ups

Selectman Talbot questioned property clean-ups; Mr. Beckley noted the cost to board up and take an owner to court. Selectman Kruckas questioned if the Slum & Blight designation gave access to grants; Selectman Opalinski noted that the Slum & Blight designation gives the CDA the ability to take down a building. Mr. Beckley noted that the designation is tied to the block grant, and the AG may grant funds to take down 73 West Main Street. Selectman Opalinski noted that this year's CDBG grant pays for an attorney to pursue in housing court through 2021. Selectman Opalinski questioned demolition of two buildings on Main Street. Selectman Kruckas questioned Old Belchertown Road bridge; Mr. Beckley noted the State must approve the design before Chapter 90 funds. Selectman Opalinski noted an item #7 to be added for a part-time HR, possibly to be shared with another community. Mr. Beckley noted the position could also be shared with the schools.

Comments and Concerns of Citizens

Tom Barnes stated that the flashing stop light at Pleasant Street is a great improvement! Mr. Beckley gave credit to the Police Chief.

Kim Mongeau stated that the Complete Streets meeting was positive and productive. She questioned the water issue; Mr. Beckley noted the deed was completed. Revenues and consumption is down, meeting Thursday with engineers. If the recommendation is higher, USDA has suggested the Town apply for a grant as rates are lower at 1.6%. Selectman Talbot suggested the Board hear from a USDA representative; Mr. Beckley noted allotment from the Federal government.

Resident/MassLive reporter Jim Russell questioned the Slum & Blight designation for more grant funds; Mr. Beckley noted the designation gives the town more uses to receive funds.

Town Manager Report

February 8 – 1 p.m. Eagle Scout ceremony, High School

February 18 – CDBG Public hearing with Board

February 20 – Invitation Curaleaf tour with Cannabis advisory committee

Personnel: After discussion with the Board of Assessors, the Town will seek to re-organize the department by advertising for a Principal Assessor.

Main Street reconstruction – The Business and Civic Association organized a mitigation committee which has met twice to date. The Committee is planning questions and responses to issues such as parking, community outreach,

Board of Selectmen: Alan G. Whitney, John E. Carroll, Keith J. Kruckas, Tracy R. Opalinski, Nancy J. Talbot
Town Manager: Stuart B. Beckley
sbeckley@townofware.com

business access during construction, and coordination with the contractor. The contractor, Ludlow Construction, has been awarded the contract and is researching areas for parking, storage and office. The company representative believe there is a push to commence the project in April, although the date of the pre-construction meeting has not been set.

School Building – The town received very favorable bids for the Middle School window and door project. The awarded low bidder's cost was \$1,878,829 which was below the cost estimate of \$2.3 million and well below the original estimate. The School Building Committee decided to reject Alternate #1 for specialized glass in part of the windows, which saves the project \$127,000. Materials will be ordered. The project is anticipated to commence in early June and be completed by mid-September.

Complete Streets – The State ranked the submitted Ware Complete Streets Policy highly and granted approval. The Planning and Community Development Department held a successful forum on possible priorities on January 23. The project engineers will formulate a draft prioritization plan for the Board's consideration.

Selectman Kruckas made the motion to Adjourn Regular Session at 8:46 p.m. to go into Executive Session for:

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

#1 Discussion of Complaint Regarding Public Employee: Town Manager

~~#2 To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel, specifically to consider two (2) grievances under the collective bargaining agreement between IAFF, Local 1851 and the Town of Ware that allege violations of Article XX and Article VIII of the applicable collective bargaining agreement.~~ Tabled to February 18, 2020

#3 Litigation: Former Fire Chief

NOT TO RECONVENE IN OPEN SESSION.

Selectman Talbot seconded the motion. The motion passed on a roll call vote of 4 Yes, 0 No, 1 Absent (Selectman Whitney).

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

Attest:

Mary L. Midura, Executive Assistant
to Town Manager



Board of Selectmen

Ware Town Hall, Meeting Room, 126 Main Street

Regular Meeting Minutes – Tuesday, February 18, 2020 at 7:00 p.m.

Present: Selectman Alan G. Whitney, Selectman John E. Carroll, Selectman Keith J. Kruckas, Selectman Tracy R. Opalinski, Selectman Nancy J. Talbot, Town Manager Stuart B. Beckley, Clerk Mary L. Midura

Meeting Opened by Chairman Whitney. A moment of silence was held for Patricia Carroll, Selectman Carroll's mother, who passed on February 18.

Opening Remarks, Announcements, and Agenda review by Chair

Selectman Opalinski noted the East-West Rail Trail information is now on the Town of Ware website. A Public Comment form will be added to the website, and copies will be available in Town Hall and Senior Center.

Selectman Kruckas questioned the money from pitch or bingo at the Ware Senior Center; Mr. Beckley explained that half of the money goes to the game, half goes to the Friends of Ware Senior Center to pay for games and events.

Selectman Kruckas stated that any activity regarding solar should cease and desist until the moratorium ends. Mr. Beckley noted that potential projects still come through the door. Town Planner Rebekah DeCoursey noted that there have been projects since before she started here. Selectman Kruckas was insistent that no activity should take place. He noted that information should be on the town website. Selectman Whitney agreed there should be no activity. Selectman Opalinski noted their opinions, but stated that economic development must be considered and the Town must prepare for change in the bylaws. Ms. DeCoursey noted that the moratorium has a time limit, and Mr. Beckley noted that the Planning Department and Planning Board must consider future proposals.

Consent Agenda

- **Approval of January 29, 2020 Minutes**
- **Special Event Permit Application: Friends of the Ware Dog Park Presents Eggstravaganza, Saturday, April 4, 2020**

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

Scheduled Appearances

- **Public Hearing: FY2020 CDBG Application – Ted Harvey, PVPC**

Ted Harvey presented the details of the application. He noted the projects in this year's application are \$800,000 for Spring Street water, sewer, drainage, street, sidewalks and curbing, Public Social Services, and delivery and administration costs. Selectman Kruckas questioned work on Bank Street; Mr. Harvey noted only the top of Bank Street will have work. Selectman Opalinski questioned the social services; Mr. Harvey noted Ware is the only town. Selectman Talbot questioned other social services; Mr. Harvey noted Domestic Violence, Literacy Project, and Patch.

Selectman Talbot made the motion for authorization to submit the proposed FY2020 Ware Community Development Fund Grant application to the DHCD in an amount not to exceed \$800,000, as detailed in the public hearing. Further, the town authorizes the Chairman of the Board of Selectman to sign all required forms, documents, and authorizations pertaining to the proposed FY2020 Ware Community Development Fund Grant application.

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

Old Business

- **Tabled from February 4, 2020: Regional School Discussion Follow-Up**

Chairman Whitney stated that the presentation was very biased and did not completely answer the benefits of regionalization. He noted that it was also questionable when the Quabbin representatives spoke and stated they were not contacted for this report. He stated he was neither for nor against regionalization; he did not realize the company that conducted the report was also headed by the business manager for the Ware Schools. Selectman Opalinski noted that the school business manager stated he would step back from the process. Selectman Kruckas stated that the report seemed biased. Selectman Opalinski reiterated that schools should discuss shared services. Mr. Beckley noted that Quabbin representatives offered to discuss shared services at the January 29 meeting. Selectman Talbot noted that creative ways to share services can be discussed. Selectman Opalinski noted that partnering with other schools will build trust. Selectman Carroll noted that the school department is responsible for the school budget, but the Board of Selectmen are responsible for the entire town budget. The Board further discussed formation of a committee, possibly in sixty days' time, consisting of one Board member, one School Committee member, one Finance Committee member, Town Manager, Superintendent, and one parent to further research costs of shared services and/or regionalization.

New Business

- **Reappointment: Mark Avis, Veterans Agent and Veterans Graves Officer, Terms to Expire March 31, 2023**

Selectman Kruckas made the motion to reappoint Mark Avis as Veterans Agent and Veterans Graves Officer, Term to Expire March 31, 2023. Selectman Carroll seconded the motion. The motion passed on a vote of 5 Yes, 0 No.

- **Town Meeting Warrant Article: Change Title from Board of Selectmen to Select Board**

Selectman Opalinski noted that she requested this agenda item. She noted her email to the Chairman, in which she wrote "Changes to Charter could be minimal referenced. Incorporating in to bylaws would be seamless. I believe it's important everyone feels welcomed, included, equal and that our leadership is not tied to gender. Out of 292 Towns 85 have done this. In January, Massachusetts Selectmen Association voted to change to MA Select Board Association." Selectman Opalinski noted this would represent the times. Mr. Beckley noted he could contact town counsel to check the process.

- **Town Meeting Warrant Article: Strong Chief, Civil Service**

Mr. Beckley noted this would move the appointing authority of the Fire Department to the Board of Selectmen. Acting Fire Chief Gagnon suggested further discussion as there are major concerns regarding emergency services and management. Selectman Kruckas stated that a commission would create more transparency. Chairman Whitney noted that this would not be a reaction, but illumination. Resident Kim Mongeau questioned the authority of a commission. Mr. Beckley noted that currently the Fire Chief appoints and hires. Selectman Carroll noted the Board would be Fire engineers. Mr. Beckley could contact town counsel about this issue.

Selectman Kruckas questioned the bylaw regarding Veterans Park; Selectman Talbot noted specific wording regarding the "park" and being open to the public.

- **Request for Subordination**

Mr. Beckley presented the information to the Board of Selectmen.

Selectman Talbot made the motion to approve the Request for Subordination. Selectman Carroll seconded the motion. The motion passed on a vote of 5 Yes, 0 No.

Comments and Concerns of Citizens

Rich Starodoj, Chairman of Planning Board noted that the solar moratorium prevents new applications but does not state that the Town is NOT to discuss anything; any citizen can discuss potential properties. Chairman Whitney noted that talking is allowed but not site visits. Selectman Kruckas stated that nothing should be done until after the moratorium. Selectman Opalinski state that the Board should be careful it is not overstepping, and the Town Manager should direct town employees. Mr. Starodoj noted that the Planning Board will meet on Thursday (February 20) to discuss solar bylaws. Resident Kim Mongeau stated that the Board of Selectmen is elected, and cannot dictate to the School Committee or Planning Board.

There was discussion regarding the next Board of Selectmen's meeting is March 17 due to presidential primary voting on March 3, 2020.

Selectman Talbot made the motion to Open the Annual Town Meeting Warrant. The deadline to submit warrant articles is 12:00 p.m. Friday, March 27, 2020.

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

Town Manager Report

February 20 – Invitation Curaleaf tour with Cannabis advisory committee

February 20 - Planning Board Hearing, continued on solar zoning bylaw amendments

Main Street reconstruction – Per the attached memos, MassDOT is beginning its pre-construction meetings. The DPW director, police chief, planner and I will attend. After 2 meetings with the Town, the contract and site engineer will meet with the mitigation committee of the Business and Civic Association. The mitigation committee is discussing ways to inform everyone that business will remain open and where to find parking. Next meeting is February 20 at 1:00 pm in Northampton.

Bids – The Town is preparing a bid for the demolition of 73 West Main Street and for the tree removal approved by Town meeting. The 73 West Main Demolition will be funded by a state grant (pending approval), Finance Committee reserves (pending) and community development funds totaling approximately \$70,000-\$75,000.

The Town received bids for the proposed pipe loop at the Barnes water pump station. Bids came in approximately \$20,000 higher than approved at Town Meeting, so the DPW director and I are reviewing available resources to move forward. Selectman Talbot requested an update from USDA. Mr. Beckley noted that the town may reapply for a USDA grant at a lower rate. More specific information by March 27.

The Friends of the Ware Dog Park donated \$8000 to meet the required match for the Dog Park construction. Selectman Kruckas congratulated Brandy Bruso; Ms. Bruso spoke about the April 4 Eggstravaganza.

In preparation of moving the DPW collections to the tax collector's office, a wall will be installed to separate the collections from the treasurer operations. This work will commence over the weekend.

Selectman Carroll noted the bells rang in past years and citizens complained, and he suggested the bells could only ring during daylight hours. Mr. Beckley noted this suggestion.

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

Selectman Opalinski noted the analysis regarding streets; Mr. Beckley noted Mr. St. George-Sorel will be at the March 17 meeting regarding this.

Adjournment

Selectman Opalinski made the motion to Adjourn Regular Session at 8:02 p.m. to go into Executive Session for:

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

#1 Discussion of Complaint Regarding Public Employee: Town Manager

#2 To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel, specifically to consider two (2) grievances under the collective bargaining agreement between IAFF, Local 1851 and the Town of Ware that allege violations of Article XX and Article VIII of the applicable collective bargaining agreement. NOT TO RECONVENE IN OPEN SESSION.

Selectman Talbot seconded the motion. The motion passed on a roll call vote of 5 Yes, 0 No.

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

Attest: _____
Mary L. Midura, Executive Assistant
To Town Manager



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

Name: Workshop13 Application Date: 02/25/2020
Contact Phone: 413-277-6072 Email: info@workshop13.org

Effective Date(s) of License: April 17, 2020 FRIDAY

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

Event (describe activities): Open Mic

Anticipated Attendance: 90

Sponsoring Organization: _____

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

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

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

Estimated Number of Attendees 90

Crowd Control Manager Roc Goudreau

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

Signature of Applicant: _____

Social Security # or Federal I.D.#: _____

Fire Inspection

Date: 1/10/2020
EXP. 10/31/2020

Building Inspection

Date: 1/14/2020
EXP. 10/31/2020

Date Received: 2/25/2020

Insurance Certificate: 7/9/2020

Application Fee: \$30

Action Taken: Approved Denied Date: 02-26-2020

Police Chief Review and Action

Shawn Crevier
Shawn Crevier, Police Chief

2020-8



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

Name: Workshop13 Application Date: 02/25/2020

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

Effective Date(s) of License: May 9, 2020 SATURDAY

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

Event (describe activities): Trailer Park Concert

Anticipated Attendance: 90

Sponsoring Organization: _____

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

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

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

Estimated Number of Attendees 90

Crowd Control Manager Roc Goudreau

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

Signature of Applicant: _____

Social Security # or Federal I.D.#: _____

Fire Inspection

Date: 1/10/2020
EXP. 10/31/2020

Building Inspection

Date: 1/16/2020
EXP. 10/31/2020

Date Received: 2/25/2020

Insurance Certificate:

7/9/2020

Application Fee: \$30

Action Taken: Approved Denied

Date: 02-26-2020

Police Chief Review and Action

Shawn Crevier
Shawn Crevier, Police Chief

2020-9



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

Name: Workshop13 Application Date: 02/25/2020
Contact Phone: 413-277-6072 Email: info@workshop13.org
Effective Date(s) of License: May 15, 2020 FRIDAY Hours
of Service (In conformity with MGL): 6:30-10:30 pm
Event (describe activities): Open Mic
Anticipated Attendance: 90
Sponsoring Organization: _____
For Profit: Beer & Wine (only) Non Profit: All Alcoholic _____ Beer & Wine X
Address (include Street & Number): 13 Church St. Ware, MA
Names of All Servers (bartenders) for this event Lisa DiMarzio & Pat Goudreau
Estimated Number of Attendees 90
Crowd Control Manager Roc Goudreau

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

Signature of Applicant: _____
Social Security # or Federal I.D.#: _____

Fire Inspection

Date: 1/10/2020
EXP. 10/31/2020

Building Inspection

Date: 1/16/2020
EXP. 10/31/2020

Date Received: 2/25/2020

Insurance Certificate: 7/9/2020

Application Fee: \$30

Action Taken: (X) Approved Denied

Date: 02-26-2020

Police Chief Review and Action

Shawn Crevier
Shawn Crevier, Police Chief

2020-10

TOWN OF WARE
BOARD OF SELECTMAN

APPLICATION FOR THE CONDUCT OF A "TOLL ROAD"

Ware Lions Club
Name of Organization
PO Box Ware Ma.
Address
1948
Date Organization Established

Chairperson/Person in Charge:

Name John Carroll Title _____
Address 77 Church St Ware Telephone # 413-335-2474

Email carroll468@gmail.com

Date Requested 06-13-2020 SATURDAY Alternate Date 06-20-2020 SATURDAY

Time Requested 8am to 4pm

Purpose Raise funds for Fireworks Display

Number of Participants 12-15 (Please attach a separate paper listing names, addresses and ages of all participants.)

Attached herewith is a certificate of insurance for the event which designates the Town of Ware as an additional named insured for the event.

I have been provided with a copy of the "Toll Road Policy and Map" and am aware of the requirements associated with its provisions of conduct.

John Carroll
Signature of Chairperson/Person in Charge

02-21-2020
Date

Application Approved by Board of Selectmen on _____

Clerk to Board of Selectmen

cc: Toll Road Approved Applications File
Police Department
Fire Department

TOWN OF WARE

SPECIAL EVENT PERMIT APPLICATION

(To be posted or made available at event)

Return to: Board of Selectmen, Town of Ware, 126 Main Street, Ware, MA 01082

APPLICATION PACKET MUST BE RECEIVED NO LATER THAN 30 DAYS PRIOR TO THE EVENT.

Workshop13's 4th Annual
Event Name: Music Festival Event Producer: Workshop13

Primary Contact Information:

Primary Contact Name: Lisa DiMarzio Fax: _____

Non-Profit Organization / Event: Yes ☒ No ☐

Day Phone: 413 896 6862 Cell Phone: 413 896 6862

E-mail: lisadimarzio@me.com Website: Workshop13.org

Event Information:

Event Address / Location: Grenville Park Church St. Ware

Starting Date: 06/20/2020 Time: 12:00 PM Ending Date: 06/20/2020 Time: 10:00 PM

Total attendance expected: 1000 Rain plan: Use of tent

List any streets to be closed for special event: None

Will food be prepared and/or sold at the event: Food Trucks

Summary of Event - Please describe the special features of the event within the box below.

06/20/2020 - Annual Fundraising event for Workshop13. Event will include; Performers/music from noon-10pm. Headlined is Trailer Trash from 7-10pm. Food trucks, Beer wagon, > to be offered. Local vendors fr. noon-5pm. Tickets to be sold in advance & at entrance. Tent to offer shelter from sun &/or rain. Bands to perform on bandstand.



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

Name: Workshop13

Application Date: 02/25/2020

Contact Phone: 413-277-6072

Email: info@workshop13.org

Effective Date(s) of License: June 20, 2020 SATURDAY

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

Event (describe activities): Workshop 13 Art and Music Festival

Anticipated Attendance: 500+

Sponsoring Organization: _____

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

Address (include Street & Number): Grenville Park, Ware MA

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

Estimated Number of Attendees 500+

Crowd Control Manager Town of Ware- Police

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

Signature of Applicant: _____

Social Security # or Federal I.D.#: _____

Fire Inspection

Date: 1/10/2020

EXP. 10/31/2020

Building Inspection

Date: 1/16/2020

EXP. 10/31/2020

Date Received: 2/25/2020

Insurance Certificate:

7/9/2020

Application Fee: \$30

Action Taken: Approved Denied

Date: 02-26-2020

Police Chief Review and Action

Shawn Crevier

Shawn Crevier, Police Chief

2020-11



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

Name: The Beer Guy LLC

Application Date: 02/25/2020

Contact Phone: 413-277-6072

Email: info@workshop13.org

Effective Date(s) of License: June 20, 2020 SATURDAY

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

Event (describe activities): Workshop 13 Art and Music Festival

Anticipated Attendance: 500+

Sponsoring Organization: _____

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

Address (include Street & Number): Grenville Park, Ware MA

Names of All Servers (bartenders) for this event The Beer Guy LLC

Estimated Number of Attendees 500+

Crowd Control Manager Town of Ware- Police

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

Signature of Applicant: _____

Social Security # or Federal I.D.#: _____

Fire Inspection

Date: 1/10/2020

EXP. 10/31/2020

Building Inspection

Date: 1/16/2020

EXP. 10/31/2020

Date Received: 2/25/2020

Insurance Certificate: 7/9/2020

Application Fee: \$30

Action Taken: Approved Denied

Date: 02-26-2020

Police Chief Review and Action

Shawn Crevier
Shawn Crevier, Police Chief

2020-12

TOWN OF WARE

SPECIAL EVENT PERMIT APPLICATION
(To be posted or made available at event)

Return to: Board of Selectmen, Town of Ware, 126 Main Street, Ware, MA 01082

APPLICATION PACKET MUST BE RECEIVED NO LATER THAN 30 DAYS PRIOR TO THE EVENT.

Event Name: Fireworks Display Event Producer: WARE LIONS CLUB

Primary Contact Information:

Primary Contact Name: John Carroll

Fax: _____

Non-Profit Organization / Event: Yes ☒ No _____

Day Phone: 413-335-2474

Cell Phone: Same

E-mail: carroll468@gmail.com

Website: _____

Event Information:

Event Address / Location: 73 Church St. (Grenville Park) SATURDAY

Starting Date: 6/27/20 Time: 8:am M Ending Date: 6/28/20 Time: 11:59pm

Total attendance expected: 3,000 Rain plan: 6/28/2020

List any streets to be closed for special event: none

Will food be prepared and/or sold at the event: yes

MR. PICHE + FOOD TRUCKS - HOT DOGS, HAMBURGERS, FRIES, FRIED DOUGH
Summary of Event - Please describe the special features of the event within the box below. SODA, WATER

Annual Lions Club band concert and fireworks display

TOWN OF WARE

SPECIAL EVENT PERMIT APPLICATION
(To be posted or made available at event)

Return to: Board of Selectmen, Town of Ware, 126 Main Street, Ware, MA 01082

APPLICATION PACKET MUST BE RECEIVED NO LATER THAN 30 DAYS PRIOR TO THE EVENT.

Event Name: Hope For Home ^{TYSON DELROSARIO}
Event Producer: Tyson Delrosario

Primary Contact Information:

Primary Contact Name: Tyson Delrosario Fax: _____

Non-Profit Organization / Event: Yes ☒ No ☐

Day Phone: 413-682-4085 Cell Phone: _____

E-mail: delrosario.mar@gmail.com Website: _____

Event Information:

Event Address / Location: Grenville Park ^{SUNDAY}

Starting Date: 6/28/20 Time: 12:00 M Ending Date: 6/28/20 Time: 7:00 M

Total attendance expected: _____ Rain plan: event will be moved to ~~event~~

List any streets to be closed for special event: _____

Will food be prepared and/or sold at the event: YES - PIG PARK BBQ
NIKO'S PIZZA CRABE FOOD TRUCK

Summary of Event - Please describe the special features of the event within the box below.

② WARE LIWS CLUB

① SHATTERPROOF - DRUG ADDICTION/DEPRESSION

The idea behind this charity event is to raise awareness on drug addiction and depression by bringing the community together with ~~events~~ events such as basketball tournaments, live music, and food vendors. We would like to extend an invitation to our local Fire Dept. and Police Dept. to participate in a charity softball game to raise money and awareness for the cause.



TOWN OF WARE

Department of Public Works

4 ½ Church Street

Ware, MA 01082

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

email: gsorel@townofware.com

March 13, 2020

Board of Selectmen
126 Main Street
Ware, MA 01082

RE: PROPOSED WATER TREATMENT PLANT FUNDING

Dear Board Members:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

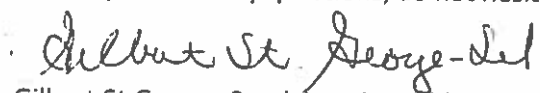
In order to continue to make progress, the following path forward has been initiated:

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

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

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

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



Gilbert St. George-Sorel, Interim Public Works Superintendent

cc: SB/TM
RP/Wright-Pierce

GSS/gss

cor18-20waterplantfunding

TOWN OF WARE - ENTERPRISE FUNDS HISTORY							
	FY08 ACTUAL	FY09 ACTUAL	FY10 ACTUAL	FY11 ACTUAL	FY12 ACTUAL	FY13 ACTUAL	FY14 ACTUAL
WATER ENTERPRISE FUND							
Estimated Revenues							
User Fees	413,297.68	560,285.72	748,154.43	882,697.20	852,447.16	877,419.59	
Water Liens	26,377.75	61,510.65	92,593.25	82,008.38	88,510.22	91,116.51	
Construction	5,578.43	8,661.37	4,127.69	12,442.16	7,067.65	2,996.91	
Penalties & Interest	4,833.63	5,115.14	6,621.10	12,136.15	12,127.25	12,166.66	
Municipal/School Charges	-	-	-	17,133.00	10,917.00	10,836.00	
Total Est Revenues	450,087.49	635,572.88	851,496.47	1,006,416.89	971,069.28	994,535.67	
5100 Salaries	294,766.67	291,243.26	272,577.29	217,715.72	220,362.97	222,438.77	
5150 Overtime	20,000.00	23,694.43	19,613.75	22,524.39	24,697.83	21,249.63	
5180 Licenses	495.00	50.00	625.94	78.99	352.00	75.00	
5190 Clothing Allowance	1,507.38	1,487.84	1,391.77	1,400.00	1,334.96	1,049.99	
5200 Purchase of Services	190,300.27	157,798.17	161,018.19	189,823.94	220,977.02	146,105.48	
5400 Supplies	128,245.96	195,549.04	156,794.89	117,370.05	118,626.11	112,287.41	
5700 Other Charges	-	-	-	-	1,786.70	1,933.21	
5800 Capital Outlay	-	-	-	-	-	-	
Extraordinary/Unforeseen							
TOTAL	635,315.28	669,822.74	612,021.83	548,913.09	588,137.59	505,139.49	
Indirect Costs	210,754.88	287,555.67	286,559.73	250,261.00	262,063.00	221,370.07	
Profit/Loss	(395,982.68)	(321,805.53)	(47,085.09)	207,242.80	120,868.69	268,026.11	

[illegible]



United States Department of Agriculture

DATE

Town of Ware
Attn: Stuart Beckley, Town Manager
126 Main Street
Ware, MA 01082

SUBJECT: Recipient Name: Town of Ware
Project Name: Treatment Plant
Water Application
CFDA NUMBER – 10.760

Loan: \$ 5,847,000 (@ 1.975%)
Grant: \$ 25,000 from PPG
Applicant: \$ 116,740 from PPG and current application

Dear Mr. Beckley,

This letter establishes conditions which must be understood and agreed to by you before further consideration may be given to your application. The loan will be administered on behalf of the Rural Utilities Service (RUS) by the State and Area staff of USDA Rural Development, both of which are referred to throughout this letter as the Agency. Any changes in project cost, source of funds, scope of project, or any other significant changes in the project or applicant must be reported to and concurred with by the Agency by written amendment to this letter. If significant changes are made without obtaining such concurrence, the Agency may discontinue processing of the application.

All conditions set forth under Section III – Requirements Prior to Advertising for Bids must be met within three (3) months of the date of this letter. If you have not met these conditions, the Agency reserves the right to discontinue the processing of your application.

If you agree to meet the conditions set forth in this letter and desire further consideration be given to your application, please complete and return the following forms within fifteen (15) days:

Form RD 1942-46, "Letter of Intent to Meet Conditions"
Form RD 1940-1, "Request for Obligation of Funds"

The loan will be considered approved on the date Form RD 1940-1, "Request for Obligation of Funds," is signed by the approving official. Thus, this letter in itself does not constitute loan and/or grant approval, nor does it ensure that funds are or will be available for the project. When funds are

Rural Development • Hadley Service Center
195 Russell Street, B7 • Hadley MA 01035
Voice (413) 585-1000 Ext 4 • Fax (855) 596-7672
TDD (413) 253-4590

USDA is an equal opportunity provider, employer, and lender

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form call (866) 632-9992. Submit your completed form or letter to USDA by mail at U.S. Department of Agriculture, Director, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442, or email at program.intake@usda.gov

DRAFT

available, the Form 1940-1 will be provided to you for your signature. After you sign and return the form to the Agency, the request will be processed and loan funds will be approved and obligated.

Extra copies of this letter are being provided for use by your engineer, attorney, bond counsel and accountant. All parties may access information and regulations referenced in this letter at our website located at www.rd.usda.gov.

The conditions are as follows:

SECTION I - PROJECT DETAIL

1. **Project Description** – Funds will be used to construct a new water treatment plant that will treat the Barnes Street Well sources. The treatment plant will be utilizing GreensandPlus™ to treat the high levels of iron and manganese in the water.

Facilities will be designed and constructed in accordance with sound engineering practices and must meet the requirements of Federal, State, and local agencies. The proposed facility design must be based on the Preliminary Engineering Report (PER) as concurred with by the Agency.

The design work will cover the design of the filter system, chemical system, water storage, backwash waste handling, and water pumping system. The construction will entail building the new water treatment plant and the infrastructure to connect to the Barnes Street Well Sources. The approved project costs are outlined in Section 3, Project Budget.

The preliminary design is set to be complete by December, 2017 and approved by Mass DEP by March 2018. Bidding will then finish in May, 2018, with construction beginning that month. Construction is estimated to take approximately one year, with the treatment plant being fully operational by May, 2019.

2. **Project Funding** – The Agency is offering the following funding for your project:

Agency Loan -	\$ 5,847,000 for the current application
Agency Grant -	\$ 25,000 for the previously approved PPG

This offer is based upon the following additional funding being obtained.

Applicant Contribution -	\$ 116,740 ✓
	\$ 25,000 for previous PPG
	\$ 91,740 for interim interest ✓

TOTAL PROJECT COST - \$ 5,988,740

This funding is offered based on the amounts stated above. Prior to loan closing, any increase in non-Agency funding will be applied as a reduction to Agency loan funds.

DRAFT

Any changes in funding sources following obligation of Agency funds must be reported to the processing official. Project feasibility and funding will be reassessed if there is a significant change in project costs after bids are received. If actual project costs exceed the project cost estimates, an additional contribution by the Owner may be necessary. Prior to advertisement for construction bids, you must provide evidence of applicant contributions and approval of other funding sources. This evidence should include a copy of the commitment letter. Agency funds will not be used to pre-finance funds committed to the project from other sources.

3. **Project Budget** – Funding from all sources has been budgeted for the estimated expenditures as follows:

<u>Project Costs:</u>	<u>Total Budgeted:</u>
Construction	\$4,587,000
Contingency	\$459,130
Engineering Fees	\$805,000
Includes:	
PER, ER, Pilot Study for PPG	\$50,000 (PPG)
Design	\$280,000
Construction Administration	\$205,000
Resident Project Representation (Inspection)	\$270,000
Interest - Interim	\$91,740
TOTAL	\$5,988,740

Obligated loan or grant funds not needed to complete the proposed project will be deobligated prior to start of construction. An amended letter of conditions will be issued for any changes to the total project budget.

SECTION II – LOAN AND GRANT TERMS

4. **Repayment** – The interest rate will be the lower of the rate in effect at the time of loan approval or the time of loan closing, unless you request otherwise. Should the interest rate be reduced, the payment will be recalculated to the lower amount.

Your loan will be scheduled for repayment over a period of 40 years. Payments will be equal annual amortized installments, beginning one year after closing. For planning purposes, use a 2.00% interest rate and an amortization factor of 36.56, which provides for an annual payment of \$213,767. The precise payment amount will be based on the interest rate at which the loan is closed, and may be different than the one above.

The payment due date will be established as the day that the loan closes. Due dates falling on the 29th, 30th, and 31st day of the month will be avoided.

DRAFT

5. **Security** – The loan will be secured by a General Obligation bond in the amount of \$5,847,000. The bond will be fully registered as to both principal and interest in the name of the United States of America. Acting through the United States Department of Agriculture.

The bond and any ordinance or resolution relating thereto must not contain any provision in conflict with the Agency Loan Resolution, applicable regulations, or its authorizing law. In particular, there must be no defeasance or refinancing clause in conflict with the graduation requirements of 7 U.S.C. 1983.

Additional security requirements are contained in RUS Bulletin 1780-27, "Loan Resolution (Public Bodies)." A draft of all security instruments, including draft bond resolution, must be reviewed and concurred in by the Agency prior to advertising for bids. The bond resolution and Loan Resolution must be duly adopted and executed prior to loan closing.

6. **Electronic Payments** – Payments will be made on the day your payment is due through an electronic preauthorized debit system. You will be required to complete Form RD 3550-28, "Authorization Agreement for Preauthorized Payments," for all new and existing indebtedness to the Agency prior to loan closing. It will allow for your payment to be electronically debited from your account on the day your payment is due.

7. **Construction Completion Timeframe** - All projects must be completed and all funds disbursed within five years of obligation. If funds are not disbursed within five years of obligation, you must submit to the Agency a written request for extension of time with adequate justification of circumstances beyond your control. Requests for waivers beyond the initial extension will be submitted to the Assistant Administrator for concurrence decision.

8. **Disbursement of Agency Funds** - Agency funds will be disbursed into the borrower's depository account through an electronic transfer system. SF 3881, "ACH Vendor/Miscellaneous Payment Enrollment Form," must be completed and submitted to the Agency prior to advertising for bids.

Any applicant contribution will be the first funds expended, followed by other funding sources. Interim financing or Agency loan funds will be expended after all other funding sources unless a written agreement is reached with all other funding sources on how funds are to be disbursed prior to start of construction or loan closing, whichever occurs first. Interim financing funds or Agency loan funds must be used prior to the use of Agency grant funds. In the unlikely event the Agency mistakenly disburses funds, the funds will be remitted back to the Agency electronically.

9. **Reserves** – Reserves must be properly budgeted to maintain the financial viability and sustainability of any operation. Reserves are important to fund unanticipated emergency maintenance and repairs, and assist with debt service should the need arise. The following reserves are required to be established as a condition of this loan:

- a. **Short-Lived Asset Reserve** – You must establish a short-lived asset reserve fund. Based on the preliminary engineering report, you must deposit at least \$28,235 into the short-lived asset reserve fund annually for the life of the loan to pay for repairs and/or replacement of

Stuart and Dick,

Apologies in the delay in getting this out to you, I wanted to make sure that I was covering everything, and I believe that this email is comprehensive with both attachments and instructions. I will be out of the office tomorrow morning, but feel free to contact me any other time with questions or concerns.

Moving forward to the bidding phase, please reference the requirements in the letter of conditions on what is required **PRIOR** to bidding. Section III addresses many of these requirements, but they are located throughout the letter, I will summarize some of the important items below:

- ¶ 5: A draft bond resolution must be submitted for review, along with a draft (or executed), Loan Resolution ✓
- ¶ 8: you completed an SF 3881 for the previous disbursements, but we require an updated one for this project
- ¶ 11: we have the agreement and amendment signed previously, please update should there have been any changes in the interim
- ¶ 13: Agency approval is required on draft contract documents, final plans, specs, and draft bid documents, prior to advertising for bids. Please note, that due to being short on staff, Agency approval through our State Office Engineer may take significant time. I am recommending that documents be submitted NO LATER than 30 days prior to when you want to go out to bid, if not sooner.
- ¶ 14: copy of the legal services agreement, with evidence of concurrence with the town, and also drafts of the required legal forms. *CONTRACT w/ TOWN COUNSEL AGREEMENT (4 HOURS)*
- ¶ 15: evidence of control of the property. Dick, I know you asked me previously about the potential purchase of a home with an RD mortgage. I'm not sure that I got back to you, but the owner of the home should have had the information. Please let me know if you require additional assistance on that aspect. *TOWN COUNSEL*
- ¶ 16: copies of draft policies for the service and use of the system *116 PLEASANT ST.*
- ¶ 18: interim financing agreement *DRAFT AGREEMENT - INTERIM LENDING*
- ¶ 20: certification that the number of users on the system *LINE OF CREDIT*
- ¶ 21: evidence that the \$116,000 for applicant contribution is currently available, or has already been paid out for parts of the project. This amount includes the applicant contribution from the PPG. For budgeting, we should track the PPG and the full construction as one whole project. *PLEASANT ST. CLARIFICATION*
- ¶ 22: updated proposed annual operating budget. See below for what was put together for O&M during the underwriting phase for the project.
- ¶ 23: evidence of permits prior to bid.
- ¶ 24: you may use the attached letter to certify the VA/ERP requirement

O&M Budget:

UPDATED BUDGET

We had to make some adjustments to the O & M that was provided in the application. We look for the O & M for the entire water system, not just the new project. As such, I combined the numbers from the 2017 Budget that you sent me on 2/23/17, plus O&M from PER (short lived assets not included), and an increase for inflation at 1.6%.

Expenditures

Salaries: 256,088.00

Overtime: 21,500.00

Licenses: 1,000.00

Clothing Allowance: 1,050.00

Purchase of Services: 190,000.00

Supplies : \$162,000.00 + \$1,000 Administrative Costs + \$153,000 Process Chemicals = \$316,000

Other Charges: \$1,900.00

Extraordinary/Unforeseen: \$5,000.00x

Energy Cost: \$107,000

Monitoring and Testing: \$10,000

Professional Services: \$5,000
Miscellaneous: \$10,000
Inflation at 1.6%: \$14,793

Total O&M: \$939,331

Jennifer R. Sharrow

Community Program Specialist

Rural Development

U.S. Department of Agriculture

195 Russell Street, Suite B7 | Hadley, MA 01035

P: 413-923-3243 | F: 855-596-7672

www.rurdev.usda.gov/ma | "Committed to the future of rural communities"

Stay Connected with USDA:



USDA is an equal opportunity provider, employer and lender.

Draft Operating Budget

This electronic message contains information generated by the USDA solely for the intended recipients. Any unauthorized interception of this message or the use or disclosure of the information it contains may violate the law and subject the violator to civil or criminal penalties. If you believe you have received this message in error, please notify the sender and delete the email immediately.

Meehan, Tracy

From: dlssupport@dor.state.ma.us
Sent: Wednesday, October 16, 2019 11:54 AM
To: Jablonski, Laura; wareassessors@yahoo.com; Goodrow, Kayleigh; Brunell, Erica; Beckley, Stuart; Talbot, Nancy; Meehan, Tracy; dlsgateway@dor.state.ma.us
Cc: guzmanda@dor.state.ma.us
Subject: Notification of free cash approval - Ware
Attachments: Free Cash Calculation Forms Ware 2019.pdf

Massachusetts Department of Revenue Division of Local Services

Christopher C. Harding, Commissioner

Sean R. Cronin, Senior Deputy Commissioner of Local Services

10/16/2019

NOTIFICATION OF FREE CASH APPROVAL - Town of Ware

Based upon the un-audited balance sheet submitted, I hereby certify that the amount of available funds or "free cash" as of July 1, 2019 for the Town of Ware is:

General Fund	\$1,193,212.00
Enterprise Fund Water	\$1,268,284.00
Enterprise Fund Sewer	\$108,449.00

This certification is in accordance with the provisions of G. L. Chapter 59, §23, as amended.

Certification letters will be emailed to the mayor/manager, board of selectmen, prudential committee, finance director and treasurer immediately upon approval, provided an email address is reported in DLS' Local Officials Directory. Please forward to other officials as you deem appropriate.

Sincerely,



Mary Jane Handy
Director of Accounts
Massachusetts Department of Revenue

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this mail in error please notify the postmaster at dor.state.ma.us.



TOWN OF WARE, MASSACHUSETTS
OFFICE OF THE TOWN CLERK

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

NANCY J. TALBOT
TOWN CLERK

CERTIFIED COPY OF VOTE

At a legally held meeting of the qualified voters of the Town of Ware, held on Monday – May 8, 2017, the following action was taken under:

ARTICLE 14. Passed by greater than 2/3 Majority * in favor with 3 opposed that the Town appropriate \$6,000,000.00 for the purpose of the design and construction of an Iron and Manganese Removal Plant and that the Town Manager be authorized to file on behalf of the Town of Ware any and all applications determined necessary or appropriate for grants and/or reimbursements from the United States Department of Agriculture Rural Development Programs and under any other applicable Massachusetts or Federal grant reimbursement or other assistance programs available to fund the work within the scope of this article, and to meet said appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow up to the sum of \$6,000,000.00 under Massachusetts General Laws, Chapter 44, §7 and/or any other borrowing authority and said costs of borrowing, principal/interest, shall be funded by the Water Enterprise Receipts.

A true copy attest:


Nancy J. Talbot – Town Clerk, Ware, MA

September 15, 2017

* As allowed by the Town of Ware – Special Town Meeting November 14, 2016, Article 2
And MGL, Chapter 39, §15. Attorney General Approval on January 24, 2017.

TOWN OF WARE FY2021 BUDGET PREPARATION WORKSHEET
DEPT #

WATER ENTERPRISE FUND

SALARIES

	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 REQUEST	NOTES
5100 Salaries	194,360.69	204,469.17	301,481.00	254,966.47	
5100 Overtime	31,167.44	29,878.50	24,500.00	26,500.00	
Total	225,528.13	234,347.67	325,981.00	281,466.47	

5100 Salaries

254,966.47

5100 Overtime

26,500.00

Total

281,466.47

TOWN OF WARE FY2021 BUDGET PREPARATION WORKSHEET
DEPT # WATER ENTERPRISE FUND

OPERATING EXPENSES

NOTES

FY18 ACTUAL FY19 ACTUAL FY20 BUDGET FY21 REQUEST

5180 Licenses	1,364.00	874.98	1,000.00	1,000.00	
5190 Clothing Allowance	1,143.95	2,218.28	1,200.00	1,800.00	
5200 Purchase of Services					
Energy	79,083.81	85,889.85	85,000.00	92,000.00	
Telephone/Internet	4,061.73	4,609.42	4,500.00	6,000.00	
Lab Services	8,104.60	10,665.00	12,000.00	10,000.00	
Postage	5,165.03	4,613.13	5,500.00	5,500.00	
Repairs & Maintenance - Trucks/E	10,071.10	23,372.35	8,000.00	3,000.00	
Subcontracted Services	28,352.40	37,312.50	40,000.00	35,000.00	
Rental & Leases	2,868.04	5,029.16	5,000.00	5,000.00	
Cross Connection Control	-	-	3,000.00	5,000.00	
Repairs & Maintenance - Building:	8,097.41	18,049.18	10,000.00	10,000.00	
Police Detail	1,723.94	2,202.96	3,500.00	3,500.00	
SDWA Assessment	2,023.47	2,853.90	3,000.00	2,000.00	
Consulting Services	-	-	-	15,000.00	
Water Service Repairs	-	-	18,500.00	10,000.00	
Other (please detail)	8,518.68	1,809.79	2,000.00	2,000.00	
Total Purchase of Services	158,070.21	196,407.24	200,000.00	204,000.00	
5400 Supplies					
Office Supplies	4,650.10	9,249.09	5,000.00	5,000.00	
Vehicular Supplies	9,422.67	3,112.45	5,000.00	3,500.00	
Public Works Supplies	24,696.33	59,746.11	50,000.00	40,000.00	
Chemicals	69,251.61	59,221.09	65,000.00	90,000.00	
Meter Replacement	64,782.58	63,799.99	40,000.00	40,000.00	
Total Supplies	172,803.29	195,128.73	165,000.00	178,500.00	

TOWN OF WARE FY2021 BUDGET PREPARATION WORKSHEET
DEPT # WATER ENTERPRISE FUND

OPERATING EXPENSES

	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 REQUEST	NOTES
5700 Other Charges					
Dues & Subscriptions	372.97	749.00	500.00	500.00	
Employee Training & Seminars	2,038.32	919.00	2,000.00	5,000.00	
Travel	3,056.75	8.26	500.00	100.00	
Other	-	-	-	-	
Total Other Charges	5,468.04	1,676.26	3,000.00	5,600.00	
5800 Capital Outlay					
Please detail:				20,000.00	
Replace existing 1988 air compressor with new compressor, hose reel, hose and hammer.					
Total Capital Outlay	-	-	-	-	
Extraordinary/Unforeseen	-	-	5,000.00	5,000.00	
Total	338,849.49	396,305.49	375,200.00	395,900.00	

	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 REQUEST	NOTES
5700 Other Charges					
Dues & Subscriptions	372.97	749.00	500.00	500.00	
Employee Training & Seminars	2,038.32	919.00	2,000.00	5,000.00	
Travel	3,056.75	8.26	500.00	100.00	
Other	-	-	-	-	
Total Other Charges	5,468.04	1,676.26	3,000.00	5,600.00	
5800 Capital Outlay					
Please detail:				20,000.00	
Replace existing 1988 air compressor with new compressor, hose reel, hose and hammer.					
Total Capital Outlay	-	-	-	-	
Extraordinary/Unforeseen	-	-	5,000.00	5,000.00	
Total	338,849.49	396,305.49	375,200.00	395,900.00	

TOWN OF WARE FY2021 BUDGET PREPARATION WORKSHEET
DEPT # WATER ENTERPRISE FUND

SUMMARY

	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 REQUEST
Salaries	225,528.13	234,347.67	325,981.00	281,466.47
% Change	-15%	4%	39%	-14%
Operating Expenses	338,849.49	396,305.49	375,200.00	395,900.00
% Change	8%	17%	-5%	6%
Total	564,377.62	630,653.16	701,181.00	677,366.47
% Change	-2%	12%	11%	-3%
Estimated Revenues				
User Fees	871,712.73	998,860.02	1,044,000.00	1,044,000.00
Water Liens	78,359.82	87,426.15	73,625.00	80,000.00
Penalties & Interest	10,665.59	10,469.93	10,000.00	10,000.00
Construction	15,977.81	6,523.87	10,000.00	7,500.00
Total Est Revenues	976,715.95	1,103,279.97	1,137,625.00	1,141,500.00
Direct Expenses	564,377.62	630,653.16	701,181.00	677,366.47
Indirect Expenses	200,259.10	219,909.16	257,337.00	\$ 240,000.00
Total Expenses	764,636.72	850,562.32	958,518.00	917,366.47
Surplus/(Deficit)	212,079.23	252,717.65	179,107.00	224,133.54

Beckley, Stuart

From: David Wojcik <dwojcik@chwmlaw.com>
Sent: Wednesday, February 19, 2020 6:21 PM
To: Beckley, Stuart; Andrew DiCenzo
Subject: RE: Charter/bylaw language

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

Hi Stuart,

I am back.

Both the General laws (Chapter 41 section 1 and many other statutes) as well as the Charter reference Selectmen and/or Board of Selectmen. The Charter specifically , repeatedly and exclusively refers to Board of Selectmen. Certainly the argument can be made that the terms "Board of Selectmen" and "Selectmen" are anachronisms but those terms have been – and still are – universally used to describe the executive officers of towns. There is nothing in the general laws that I see that recognizes the office of "Select Board" . G.L.c. 41 sec 1 stated that "every town" shall elect "three or more selectmen..." I do not think that a town has the authority to change the name of this municipal office on its own. Maybe Ware could amend the Charter to state that the Board of Selectmen shall be referred to as the Select Board and that Selectmen shall be referred to as Select Board Members but bear in mind that we would probably end up doing a lot of footnoting on legal documents, deeds, town meeting records, court filings etc to make it clear that in Ware the Board of Selectmen is called the Select Board and that Selectmen are called Select Board Members. This is going to get tedious very quickly.

In my view the better approach is to bring this issue to the attention of Senator Gobi and Representative Smola and ask them to bring the statutes up to date and that henceforth boards of selectmen are called select boards and individual selectmen are select board members. Undoubtedly there will be other ideas about appropriate modern sex/gender etc neutral terms but at least you will start the conversation ... if it has not already been started. Keep in mind that if Ware goes its own way on this and then a year or two down the road the Statehouse goes a different route we will have even more confusion.

Bottom line I think that we make life more difficult/confusing by forging ahead on our own path with this. Best course is to push the Legislature to address this on a uniform basis.

David A. Wojcik

Christopher, Hays, Wojcik & Mavricos, LLP
446 Main Street, 8th Floor
Worcester, MA 01608
Tel: 508-792-2800 x227
Fax: 508-792-6224
dwojcik@chwmlaw.com



From: Beckley, Stuart [mailto:sbeckley@townofware.com]
Sent: Tuesday, February 18, 2020 5:27 PM

HOUSE No. 4062

The Commonwealth of Massachusetts

PRESENTED BY:

Michelle L. Ciccolo

To the Honorable Senate and House of Representatives of the Commonwealth of Massachusetts in General Court assembled:

The undersigned legislators and/or citizens respectfully petition for the adoption of the accompanying bill:

An Act changing the name of the board of selectmen in the town of Lexington to the select board.

PETITION OF:

NAME:

Michelle L. Ciccolo

DISTRICT/ADDRESS:

15th Middlesex

HOUSE No. 4062

By Mrs. Ciccolo of Lexington, a petition (accompanied by bill, House, No. 4062) of Michelle L. Ciccolo (by vote of the town) that the town of Lexington be authorized to change the name of the board of selectmen in said town to the select board. Municipalities and Regional Government. [Local Approval Received.]

The Commonwealth of Massachusetts

**In the One Hundred and Ninety-First General Court
(2019-2020)**

An Act changing the name of the board of selectmen in the town of Lexington to the select board.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

1 SECTION 1. Section 1 of chapter 215 of the acts of 1929, as most recently amended by
2 section 1 of chapter 132 of the acts of 1989, is hereby further amended by striking out the word
3 “selectmen”, each time it appears, and inserting in place thereof, in each instance, the following
4 words:- select board.

5 SECTION 2. The first sentence of the first paragraph of section 3 of chapter 215 of the
6 acts of 1929, as appearing in section 2 of chapter 179 of the acts of 1978, is hereby amended by
7 striking out the words “boards of selectmen and” and inserting in place thereof the following
8 words:- select board and board of.

9 SECTION 3. Section 5 of said chapter 215 is hereby amended by striking out the word
10 “selectmen” and inserting in place thereof the following words:- select board.

11 SECTION 4. The second sentence of section 8 of said chapter 215, as appearing in
12 chapter 108 of the acts of 2008, is hereby amended by striking out the word “selectmen”, each
13 time it appears, and inserting in place thereof the following words:- select board.

14 SECTION 5. Section 1 of chapter 753 of the acts of 1968 is hereby amended by striking
15 out the words “board of selectmen”, each time they appear, and inserting in place thereof, in each
16 instance, the following words:- select board.

17 SECTION 6. Said section 1 of said chapter 753 is hereby further amended by striking out
18 the word “selectmen”, each time it appears, and inserting in place thereof, in each instance, the
19 following words:- select board.

20 SECTION 7. Subsection (a) of section 2 of said chapter 753 is hereby amended by
21 striking out the word “selectmen” and inserting in place thereof the following words:- select
22 board.

23 SECTION 8. Subsection (b) of said section 2 of said chapter 753 is hereby amended by
24 striking out the word “selectmen” and inserting in place thereof the following words:- select
25 board.

26 SECTION 9. Subsection (d) of said section 2 of said chapter 753, as appearing in section
27 1 of chapter 284 of the acts of 1976, is hereby amended by striking out the words “board of
28 selectmen” and inserting in place thereof the following words:- select board.

29 SECTION 10. Subsection (e) of said section 2 of said chapter 753 is hereby amended by
30 striking out the word “selectmen” and inserting in place thereof the following words:- select
31 board.

SECTION 11. Subsection (f) of said section 2 of said chapter 753 is hereby amended by striking out the word "selectmen" and inserting in place thereof the following words:- select board.

SECTION 12. Section 4 of said chapter 753 is hereby amended by striking out the word "selectmen" and inserting in place thereof the following words:- select board.

SECTION 13. Section 5 of said chapter 753 is hereby amended by striking out the word "selectmen", each time it appears, and inserting in place thereof, in each instance, the following words:- select board.

SECTION 14. Section 6 of said chapter 753 is hereby amended by striking out the word "selectmen", each time it appears, and inserting in place thereof, in each instance, the following words:- select board.

SECTION 15. Section 7 of said chapter 753, as amended by section 5 of chapter 120 of the acts of 1985, is hereby further amended by striking out the words "board of selectmen", each time they appear, and inserting in place thereof, in each instance, the following words:- select board.

SECTION 16. Said section 7 of said chapter 753, as so amended, is hereby further amended by striking out the word "selectmen", each time it appears, and inserting in place thereof, in each instance, the following words:- select board.

SECTION 17. Section 8 of said chapter 753 is hereby amended by striking out the word "selectmen" and inserting in place thereof the following words:- select board.

SECTION 18. Subsection (h) of section 9 of said chapter 753 is hereby amended by striking out the words "board of selectmen" and inserting in place thereof the following words:- select board

SECTION 19. Said section 9 of said chapter 753 is hereby further amended by striking out the word "selectmen", each time it appears, and inserting in place thereof, in each instance, the following words:- select board.

SECTION 20. Section 10 of said chapter 753 is hereby amended by striking out the word "selectmen" and inserting in place thereof the following words:- select board.

SECTION 21. Section 11 of said chapter 753 is hereby amended by striking out the word "selectmen" and inserting in place thereof the following words:- select board.

SECTION 22. Section 12 of said chapter 753, as appearing in section 6 of chapter 120 of the acts of 1985, is hereby amended by striking out the words "board of selectmen" and inserting in place thereof the following words:- select board.

SECTION 23. Said section 12 of said chapter 753, as so appearing, is hereby further amended by striking out the word "selectmen", each time it appears, and inserting in place thereof, in each instance, the following words:- select board.

SECTION 24. Section 13 of said chapter 753, as so appearing, is hereby amended by striking out the words "board of selectmen" and inserting in place thereof the following words:- select board.

71 SECTION 23. Said section 13 of said chapter 753, as so appearing, is hereby further
72 amended by striking out the word “selectmen”, each time it appears, and inserting in place
73 thereof, in each instance, the following words:- select board.

74 SECTION 24. Section 14 of said chapter 753 is hereby amended by striking out the word
75 “selectmen”, each time it appears, and inserting in place thereof, in each instance, the following
76 words:- select board.

77 SECTION 25. Section 17 of said chapter 753 is hereby amended by striking out the word
78 “selectmen-town manager” and inserting in place thereof the following words:- select board-
79 town manager.

80 SECTION 26. Said section 19 of said chapter 753 is hereby further amended by striking
81 out the words “board of selectmen” and inserting in place thereof the following words:- select
82 board.

83 SECTION 27. Section 19 of said chapter 753 is hereby further amended by striking out
84 the word “selectmen”, each time it appears, and inserting in place thereof the following words:-
85 select board.

86 SECTION 28. Said section 19 of said chapter 753 is hereby further amended by striking
87 out the word “selectmen-town manager” and inserting in place thereof the following words:-
88 select board-town manager.

89 SECTION 29. Notwithstanding any general or special law to the contrary, the executive
90 body of the town of Lexington, previously known as the board of selectmen, shall be known as

91 the select board and shall have the powers and authority of a board of selectmen under any
92 general or special law.

93 SECTION 30. This act shall take effect upon its passage.

HOUSE No. 4222**The Commonwealth of Massachusetts**

PRESENTED BY:

Thomas A. Golden, Jr.

To the Honorable Senate and House of Representatives of the Commonwealth of Massachusetts in General Court assembled:

The undersigned legislators and/or citizens respectfully petition for the adoption of the accompanying bill:

An Act amending the charter of the town of Chelmsford to change the name of the board of selectmen to select board.

PETITION OF:

NAME:	DISTRICT/ADDRESS:
<i>Thomas A. Golden, Jr.</i>	<i>16th Middlesex</i>
<i>David M. Nangle</i>	<i>17th Middlesex</i>
<i>James Arciero</i>	<i>2nd Middlesex</i>
<i>Tami L. Gouveia</i>	<i>14th Middlesex</i>
<i>Michael J. Barrett</i>	<i>Third Middlesex</i>

HOUSE No. 4222

By Mr. Golden of Lowell, a petition (accompanied by bill, House, No. 4222) of Thomas A. Golden, Jr., and others (by vote of the town) that the town of Chelmsford be authorized to rename the board of selectmen in said town to the select board. Municipalities and Regional Government. [Local Approval Received.]

The Commonwealth of Massachusetts

In the One Hundred and Ninety-First General Court
(2019-2020)

An Act amending the charter of the town of Chelmsford to change the name of the board of selectmen to select board.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

1 SECTION 1. Section 1-3 of the charter of the town of Chelmsford, which is on file in the
2 office of the archivist of the commonwealth as provided in section 12 of chapter 43B of the
3 General Laws, is hereby amended by striking out the words "Board of Selectmen" and inserting
4 in place thereof, the words "Select Board".

5 SECTION 2. Section 2-8 of said charter is hereby amended by striking out the words
6 "board of selectmen", each time it appears, and inserting in place thereof, in each instance, the
7 words "select board".

8 SECTION 3. Subsection (a) of section 2-17 of said charter is hereby amended by striking
9 out the words "board of selectmen", each time it appears, and inserting in place thereof, in each
10 instance, the words "select board".

SECTION 4. The second paragraph of subsection (a) of section 2-18 of said charter is hereby amended by striking out the word "Selectmen" and inserting in place thereof, the words "Select Board".

SECTION 5. The third paragraph of said subsection (a) of said section 2-18 of said charter is hereby further amended by striking out in the words "Board of Selectmen" and inserting in place thereof, the words "Select Board".

SECTION 6. Subsection (c) of said section 2-18 of said charter is hereby amended by striking out the words "board of selectmen" and inserting in place thereof, the words "select board".

SECTION 7. Subsection (b) of section 2-19 of said charter is hereby amended by striking out the words "board of selectmen", each time it appears, and inserting in place thereof, the words "select board".

SECTION 8. Subsection (a) of section 3-20 of said charter is hereby amended by striking out the words "board of selectmen" and inserting in place thereof, the words "select board".

SECTION 9. Section 3-21 of said charter is hereby amending by striking out the words "Board of Selectmen" in the title of the section and inserting in place thereof, the words "Select Board".

SECTION 10. Subsection (a) of said section 3-21 of said charter is hereby amended by striking out the words "board of selectmen" and inserting in place thereof, the words "select board".

31 SECTION 11. Subsection (b) of said section 3-21 of said charter is hereby amended by
32 striking out the words "board of selectmen", each time it appears, and inserting in place thereof,
33 the words "select board".

34 SECTION 12. Subsection (c) of said section 3-21 of said charter is hereby amended by
35 striking out the words "Board of Selectmen", each time it appears, and inserting in place thereof,
36 the words "Select Board".

37 SECTION 13. Subsection (d) of said section 3-21 of said charter is hereby amended by
38 striking out the words "board of selectmen" and inserting in place thereof, the words "select
39 board".

40 SECTION 14. Subsection (a) of section 3-24 of said charter is hereby amended by
41 striking out the words "Board of Selectmen", and inserting in place thereof, the words "Select
42 Board".

43 SECTION 15. Subsection (b)(ii) of section 3-31 of said charter is hereby amended by
44 striking out the word "selectmen", and inserting in place thereof, the words "select board".

45 SECTION 16. Subsection (c) of said section 3-31 of said charter is hereby
46 amended by striking out the word "selectmen", each time it appears, and inserting in place
47 thereof, the words "select board".

48 SECTION 17. Said subsection (c) of said section 3-31 of said charter is hereby amended
49 by striking out the words "board of selectmen", and inserting in place thereof, the words "select
50 board".

SECTION 18. Section 4-32 of said charter is hereby amended by striking out the words "board of selectmen", each time it appears, and inserting in place thereof, the words "select board".

SECTION 19. Said section 4-32 of said charter is hereby amended by striking out the words "selectmen", and inserting in place thereof, the words "select board members".

SECTION 20. Section 4-33 of said charter is hereby amended by striking out the words "board of selectmen", each time it appears, and inserting in place thereof, the words "select board".

SECTION 21. Section 4-34 of said charter is hereby amended by striking out the words "board of selectmen", each time it appears, and inserting in place thereof, the words "select board".

SECTION 22. Paragraph (m) of said section 4-34 of said charter is hereby amended by striking out the word "selectmen", and inserting in place thereof, the words "select board".

SECTION 23. Section 4-35 of said charter is hereby amended by striking out the words "board of selectmen", and inserting in place thereof, the words "select board".

SECTION 24. Section 4-36 of said charter is hereby amended by striking out the words "board of selectmen", each time it appears, and inserting in place thereof, the words "select board".

SECTION 25. Section 4-37 of said charter is hereby amended by striking out the words "board of selectmen", each time it appears, and inserting in place thereof, the words "select board".

SECTION 26. Section 4-38 of said charter is hereby amended by striking out the words “board of selectmen”, each time it appears, and inserting in place thereof, the words “select board”.

SECTION 27. Said section 4-38 of said charter is hereby further amended by striking out the word “selectmen” and inserting in place thereof, the words “select board”.

SECTION 28. Section 5-39 of said charter is hereby amended by striking out the words “board of selectmen”, and inserting in place thereof, the words “select board”.

SECTION 29. Section 6-42 of said charter is hereby amended by striking out the words “board of selectmen”, each time it appears, and inserting in place thereof, the words “select board”.

SECTION 30. Section 6-45 of said charter is hereby amended by striking out the words “board of selectmen”, each time it appears, and inserting in place thereof, the words “select board”.

SECTION 31. Section 6-48 of said charter is hereby amended by striking out the words “board of selectmen”, and inserting in place thereof, the words “select board”.

SECTION 32. Subsection (a) of Section 8-57 of said charter is hereby amended by striking out the words “Board of Selectmen”, each time it appears, and inserting in place thereof, the words “Select Board”.

SECTION 33. This act shall take effect upon its passage.

Beckley, Stuart

From: David Wojcik <dwojcik@chwmlaw.com>
Sent: Monday, March 16, 2020 8:43 PM
To: Beckley, Stuart
Subject: RE: Charter - Fire Commission

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

Hi Stuart,

It is my understanding that the Town has accepted G.L.c. 48 sec 42 the strong chief statute which provides that Fire chief not the BOS appoints the deputy chief and "such officers and fireman as he may think necessary..." Rescinding the strong chief statute and accepting the weak chief statute would not apply to an incumbent chief but would apply to the next chief. But even this would not do what BOS wants since they are looking only for appointment authority and not all the authority that BOS would have under the weak chief statute. The only way I see of doing what the BOS want is by a special act which would provide something along the lines of :

" Notwithstanding the provisions of G.L.c.48 sec 2 the selectboard of the Town Ware shall serve as fire commissioners in the Town of Ware for appointment of all fire officers and firefighters. Upon and after acceptance of this Special Act by the Town of Ware The selectboard acting as fire commissioners shall have sole authority to hire and promote all firefighters and fire officers in the Town of Ware. The fire chief shall retain all other powers , duties and responsibilities set forth in G.L.c. 48 sec 42."

Getting this done would require an article for next TM to petition the Legislature to enact special legislation along these lines and if such a special act was passed it would then have to be accepted by another TM. I just do not see any other way of doing this since sec 42 clearly gives the fire chief the appointment authority.

David A. Wojcik

Christopher, Hays, Wojcik & Mavricos, LLP
446 Main Street, 8th Floor
Worcester, MA 01608
Tel: 508-792-2800 x227
Fax: 508-792-6224
dwojcik@chwmlaw.com



From: Beckley, Stuart [mailto:sbeckley@townofware.com]
Sent: Thursday, March 05, 2020 9:51 AM
To: David Wojcik
Subject: Charter - Fire Commission

Hello David,



Commonwealth of Massachusetts
TOWN OF WARE

**Treasurer's Cash Handling
and Turnover Policy**

Purpose: To manage and safeguard the Town's finances and provide consistency among all departments.

Safety and Security Measures

- Access to cash handling and storage areas should be restricted to authorized personnel only.
- When not in use, all cash and related items should be stored in a fire-proof safe that is located in a secure area.
- Safes must be kept locked at all times except when access by authorized personnel is needed.
- Unlocked safes should never be left unattended, even during business hours.
- Total funds secured in the safe/vault overnight must be kept to a reasonable amount. The maximum allowed for the Town of Ware is \$500.00 in currency.
- Excess funds must be deposited daily.
- All departmental receipts that are not remitted to the Treasurer's office immediately, must be kept in a secure location, with no access to unauthorized personnel.

Cash Handling

- Any personnel accepting currency must use counterfeit pens, or other fraud detecting technology, to check for counterfeit bills.
- When a taxpayer pays in cash, it should be counted in front of the customer and left in plain sight until the transaction is completed and the taxpayer is provided with a receipt.
- When counting the currency, hold it in front of the customer and transfer one bill at a time from one hand to another counting out loud. This will assure the customer of accuracy as well as keep bills from sticking together.
- A receipt must be provided to anyone paying with currency.
- Cash should be secured in the cash drawer directly after the transaction is completed.
- Each transaction should be completed one at a time.

Accepting Checks

- The numerical amount on the check should always be verified against the legal line (written amount).
- All checks shall be made payable to the "Town of Ware."
- Checks accepted in person should include a phone number. If there isn't a phone number printed on the check, ask the taxpayer to write the phone number on the check.
- Review check dates. Post-dated checks are not allowed.
- Verify all checks are signed and filled out completely.

Receipts

- All receipts should be stamped, dated, and initialed by the individual receiving the payment.
- Departmental receipts should never be commingled with any departmental employee's own personal money. Employees are not permitted to make change for customers with their own money.

Revised 2/11/2020 3/20/2020

- Departments approved to bring deposits directly to the bank must wait at the bank while deposits are verified unless the Treasurer has given the department approval to utilize a night deposit arrangement with the bank.

Miscellaneous

- Only the Treasurer's office and authorized Student Activities Administrator are authorized to maintain their own bank accounts.
- All employees must take precautions to protect the Town's money. An office should never be left unattended with cash or checks left in the public view or access. Any items with a person's personal information along with financial institution data (i.e. check) is considered at risk for identity theft and fraud.
- The payment drop box can only be accessed by dual control. Dual control means that two staff members must access the box together and sign a log located in the Tax Collector's office after each visit to the box.

Any exceptions to this policy must be communicated to the Treasurer for approval.

All town employees are expected to follow this policy. Failure to follow this policy may result in disciplinary action in accordance with each employee's terms of employment. Should disciplinary action arise, it will be administered by the individual's Department Head or Town Manager.

DECLARATION OF EMERGENCY

Town of Ware

WHEREAS, the 2019 Novel Coronavirus (COVID-19) is a highly contagious and potentially fatal respiratory disease, the prevalence of which is increasing rapidly throughout the world, inclusive of the United States and the Commonwealth of Massachusetts; and

WHEREAS, on March 11, 2020 the World Health Organization designated the COVID-19 outbreak a Pandemic Health Emergency; and

WHEREAS, on March 10, 2020, the Governor of the Commonwealth of Massachusetts issued a Declaration of a State of Emergency to Respond to COVID-19; and

WHEREAS, on March 13, 2020, the President of the United States announced a national declaration of emergency; and

WHEREAS, on March 15, 2020, Governor Baker announced emergency actions to respond to the evolving COVID-19 public health emergency impacting the Commonwealth, including prohibitions on public gatherings of twenty-five or more people and prohibiting on-premises consumption of food or drink at bars and restaurants from March 17, 2020 until April 6, 2020, as well as suspension of elementary and secondary school educational operations from March 17, 2020 until April 6, 2020; and

WHEREAS, the *Select Board of the Town of Ware* and its Board of Health, in consultation with the State Department of Public Health has determined that COVID-19 presents a major disaster which poses an immediate threat to public health, safety, and general welfare of people residing both within and outside of Ware ; and

WHEREAS, the *Select Board of the Town of Ware* and its Board of Health have determined that immediate public action is needed in order to prevent or minimize the spread of COVID-19 by and among the people of Ware); and

WHEREAS, it is critical to take additional steps to prepare for, respond to, and mitigate the spread of COVID-19 to protect the health and welfare of the people of Ware; and

WHEREAS, declaring a state of emergency will facilitate and expedite the use of resources to protect persons from the impacts of COVID-19, including but not limited to emergency

expenditures pursuant to Massachusetts General Laws, Chapter 44, Section 31 and limitations on operating hours and access to public buildings; and

WHEREAS, the *Select Board of the Town of Ware* and the *Ware* Board of Health recommended that a state of emergency be declared in the *(Town of Ware;*

NOW THEREFORE, we, the *Select Board of the Town of Ware* and Board of Health of the Town of Ware, Massachusetts, hereby declare that as of *March 24, 2020* a state of emergency exists in the *Town of Ware*. This declaration of emergency shall remain in effect until further notice is given, pursuant to our judgment that the conditions leading to this declaration no longer exist.

Date: _____

Name: Alan Whitney

Title: Chairman, Board of Selectmen



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

**ORDER PROHIBITING GATHERINGS OF MORE THAN 25 PEOPLE AND
ON-PREMISES CONSUMPTION OF FOOD OR DRINK**

WHEREAS, on March 10, 2020, I, Charles D. Baker, Governor of the Commonwealth of Massachusetts, acting pursuant to the powers provided by Chapter 639 of the Acts of 1950 and Section 2A of Chapter 17 of the General Laws, declared that there now exists in the Commonwealth of Massachusetts a state of emergency due to the outbreak of the 2019 novel Coronavirus ("COVID-19");

WHEREAS, on March 11, 2020, the COVID-19 outbreak was characterized as a pandemic by the World Health Organization;

WHEREAS, the number of presumptive positive and confirmed cases of COVID-19 continues to rise in the Commonwealth. As of March 15, 2020, 164 cases of COVID-19 were reported by the Department of Public Health, with 10 of the 14 counties in the Commonwealth impacted;

WHEREAS, the Federal Centers for Disease Control and Prevention and the Massachusetts Department of Public Health recommend implementation of community mitigation strategies, including the cancellation of large events;

WHEREAS, the Department of Public Health is urging all residents of the Commonwealth to practice social distancing when outside of their homes; and

WHEREAS, sections 7, 8, and 8A of Chapter 639 of the Acts of 1950 authorize the Governor, during the effective period of a declared emergency, to exercise any and all authority over persons and property necessary or expedient for meeting a state of emergency, including but not limited to authority over public assemblages in order to protect the health and safety of persons;

NOW, THEREFORE, I hereby order the following:

Gatherings of over 25 people are prohibited throughout the Commonwealth. Gatherings subject to this Order include, without limitation, community, civic, public, leisure, faith-based events, sporting events with spectators, concerts, conventions, fundraisers, parades, fairs, festivals, and any similar event or activity that brings together 25 or more persons in a single room or single space at the same time in a venue such as an auditorium, stadium, arena, large conference room, meeting hall, theatre, gymnasium, fitness center, private club, or any other confined indoor or outdoor space.

Any restaurant, bar, or establishment that offers food or drink shall not permit on-premises consumption of food or drink; provided that such establishments may continue to offer food for take-out and by delivery provided that they follow the social distancing protocols set forth in Department of Public Health guidance.

This Order shall not apply to any municipal legislative body or to the General Court or to the judiciary.

The Commissioner of Public Health is directed to issue guidance, subject to my approval, to implement the terms of this Order. The Department of Public Health, along with any board of health or authorized agent pursuant to G.L. c. 111, §30, shall enforce this Order and if necessary may do so with the assistance of State or municipal police. Violation of the terms of this Order or the guidance issued by the Commissioner of Public Health may result in penalties pursuant to Section 8 of Chapter 631 of the Acts of 1950.

This Order is effective March 17, 2020 and shall remain in effect through April 5, 2020 unless further extended. On the effective date of this Order, the March 13, 2020 Order Prohibiting Gatherings of More than 250 People is hereby rescinded.

Given in Boston at 6:52 PM this 15th day of
March, two thousand and twenty



CHARLES D. BAKER

GOVERNOR

Commonwealth of Massachusetts



TEL. 413-967-9648 EXT. 103

TOWN OF WARE, MASSACHUSETTS
OFFICE OF THE TOWN CLERK

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

NANCY J. TALBOT
TOWN CLERK

March 10, 2020

Board of Selectmen
126 Main St.
Ware, MA 01082

Dear Board Members:

Please find attached to this letter the Warrant for the Annual Town Election of Monday – April 13, 2020.

The Board must choose at which time the polls shall open (state law dictates that the polls can open at 7 AM but no later than 12 noon and must close at 8 o'clock in the evening.

Once determined, the opening time will need to be filled in on the warrant and each member of the board shall sign. Thereafter the warrant will be given to the Town Clerk for a Constable to post in accordance with the law.

Sincerely,

A handwritten signature in cursive script, appearing to read "Nancy J. Talbot", is written over the printed name.

Nancy J. Talbot
Town Clerk

Attached – Warrant for Annual Town Election

cc: 2020 Annual Town Election File

t/



TOWN OF WARE

WARRANT
FOR
ANNUAL TOWN ELECTION
TOWN OF WARE
COMMONWEALTH OF MASSACHUSETTS

Hampshire, ss.

Greetings:

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

In the name of the Town of Ware, you are hereby required to notify and warn all of the Inhabitants of the Town of Ware, Precincts A, B, & C, qualified to vote in the elections of Town officers to meet at the Town Hall, 126 Main St. on Monday – April 13, 2020 then and there to act on the following:

ARTICLE 1: To choose by ballot Two (2) Selectmen for Three Years; One (1) School Committee Member for Three Years; One (1) Board of Assessors Member for Three Years; One (1) Board of Health Member for Three Years; One (1) Park Commissioner for Three Years; One (1) Cemetery Commissioner for Three Years; One (1) Planning Board Member for Five Years; and One (1) Ware Housing Authority Member for Five Years.

The polls will open at _____ A.M. in the forenoon and closed at 8 o'clock in the evening.

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

Given under our hands this ~~30~~th day of March, 2020.

Alan G. Whitney – Chairman

John E. Carroll

Tracy R. Opalinski

Keith J. Kruckas

Nancy J. Talbot

Hampshire, ss.

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

Constable of Ware, Massachusetts

Date of Posting



Town of Ware
Application for Appointment to
Boards and Committees

Name: James Kadra
Address: 84 Osborne Rd
Email: jkadra@gmail.com
Home Phone: 967-5219 Work: _____ Cell: 413-519-5555
Occupation: Quality Control Years lived in Ware: 30
Ware Resident: ☒ Yes ☐ No

Please indicate the Committee(s) you have interest in serving on: (Appointment subject to vacancies)

Ware Agricultural Commission	Ware Cultural Council
ADA Commission	Finance Committee
Board of Registrars	Historical Commission
Capital Planning Committee	Open Space Committee <input checked="" type="checkbox"/>
Community Development Authority	Tax Increment Financing (TIF) Committee
Conservation Commission	Zoning Board of Appeals
Council on Aging	Other: _____

What skills and experience will you bring to this Board/Committee:

(attach additional sheet or resume if desired)

my wife and I own and operate a tree farm here in Ware.
I am interested in the preservation of open spaces, and in Encouraging
others to use and appreciate them.

Are you currently serving or have you served on any Town committee: ___ Yes* ☒ No
(if yes, please state what committee) _____

Required: Please read the following. By signing below, you state that you understand and agree:
The filing of this form does not guarantee my appointment. An application is kept on file for two (2) years.
Being appointed to a committee, board or commission means that I am considered a Municipal Employee under MGL Chapter 268A and thereby subject to Conflict of Interest Law MGL Chapter 268A, Financial Disclosure Law MGL Chapter 268B, as well as Open Meeting Law. I understand that I will take the conflict of interest test after being appointed and that I also must be sworn in by the Town Clerk. **IMPORTANT: Once this form is submitted, it becomes a public document. If there is information you do not want open to the public, please do not include it on this form!**

Signature: James V. Kadra Date: February 11, 2020

Please return this form to Stuart Beckley, Town Manager, 126 Main Street, Ware, MA 01082 or email to sbeckley@townofware.com.

7/25/2017



TOWN OF WARE

Planning & Community Development
126 Main Street, Ware, Massachusetts 01082
t. 413.967.9648 ext. 118 f. 413.967.9642
rdecourcey@townofware.com

To: Board of Selectmen
From: Rebekah L. DeCourcey, *Director of Planning and Community Development*
Date: February 12, 2020
RE: Open Space Committee Appointment

At the meeting of February 10, 2020 the Open Space Committee voted to recommend to the Board of Selectmen the appointment of Jim Kadra to the Open Space Committee.

Mr. Kadra is a resident of Ware and has been active in discussions of solar bylaw development. He and his wife own a tree farm in town, have land protected in Chapter 61, and recognize the function and value of protection open space within the Town of Ware. Mr. Kadra was able to attend the February meeting.

I write this memo on behalf of the Open Space Committee members, Denis Ouimette and Paul Opalinski.

Thank you for your time and consideration.

To Whom it may concern,

My name is James Kadra, I live at 84 Osborne road. My wife, Claudia, and I own and operate a Certified Tree Farm on chapter 61A land that we inherited from my in-laws.

I am writing to express my interest in filling a vacancy on the town of Ware Open Spaces Committee. As the owner of a large forested property, I am keenly interested in protecting other such properties in our community and in providing opportunities for community members to utilize and enjoy the natural spaces that the town provides.

My educational background is in Wildlife Biology and I work daily managing our Tree Farm. I am an avid hunter and fisherman and I believe that I have the proper outlook to be a contributing member of this committee.

Thank You for your consideration.



James Kadra
84 Osborne Rd.
Ware
413-519-5555



TOWN OF WARE

Department of Public Works

4 ½ Church Street

Ware, MA 01082

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

MEMORANDUM

TO: Board of Selectmen

FROM: Gilbert St. George-Sorel, INTERIM DPW DIRECTOR

DATE: March 19, 2020

RE: REQUEST TO ABATE PORTION OF WATER & SEWER BILL FOR # 15 MAPLE AVE

The August 2019 (Billing Cycle #3 - 4/2019 - 6/2019) water and sewer bill for Account # 08-0488 was extremely high based on an incorrect estimate. The bill was estimated because the meter failed to register. The DPW installed a new meter on 09/12/2019 and moving forward all readings have been accurate.

The property is located at 15 Maple Street and is owned by Jaroslaw Pianka, 5 Dodge Court, Charlton, MA 01507. Mr. Pianka has paid the bill in full as required prior to being granted an abatement and is current with all payments. Unfortunately, Mr. Pianka did not call after receiving the bill in August. If he had called, then the bill could have been adjusted, but the commitment period is closed and the only way to resolve this issue is through an abatement.

Motion: I move the Board vote to abate \$492.13 in water charges and \$496.86 in sewer charges, for a total of \$988.99 against Account # 08-0488, Jaroslaw Pianka, for his property located at #15 Maple Avenue.

Because this is a home with very little usage and receives only a small, or minimum quarterly bill, Mr. Pianka will be issued a refund check in the amount of \$988.99. It would take years to credit the account so an abatement seems to be the only reasonable way to settle this issue.

DPW Administrative Assistant Kayleigh Goodrow has worked with Mr. Pianka, as well as with the Treasurer/Collector and Town Accountant, to resolve this issue and to create an audit trail.

VOTED TO APPROVE BY THE BOARD OF SELECTMEN AT A REGULARLY SCHEDULED, PROPERLY POSTED MEETING ON: _____ 2020. Yes. _____ No. _____

cc: Erica Brunell/Treasurer/Collector
Tracy Meehan/ Town Accountant
Kayleigh Goodrow/Administrative Assistant, Ware DPW



TOWN OF WARE

Department of Public Works
4 ½ Church St., P.O. Box 89
Ware, MA 01082
Tel. 413-967-9620 Fax 413-967-9622

Application for Sewer Abatement

To the Board of Sewer Commissioners:

NAME OF APPLICANT: Jaroslav Pianka DATE: 12-19-19

ADDRESS: 5 Dodge Court Charlton, MA 01507

The above named person hereby applies for a sewer abatement.

NAME OF PERSON ASSESSED: _____
(If different from applicant)

LOCATION OF PROPERTY: 15 maple Ave

ACCOUNT NUMBER: 08-0488
(See Water Bill)

REASON FOR ABATEMENT: SEE INSTRUCTIONS

Examples: Pool Filling, Agriculture, Broken Pipe, Reading Error

DESCRIPTION: Faulty meter, stopped working - meter
changed 9/12/2019 - Bills were estimated

BEGINNING READING 8172 ENDING READING 8136 ⁻³⁶ Backwards

USAGE/VOLUME _____ 100 CU FT @ = _____

Please note if usage/volume is estimated Bill Disputing Usage was Estimated

DPW Authorized Signature: [Signature] KS

Signature of Applicant: Jaroslav Pianka

Sewer Commissioners Approval: _____

Sewer Abatement Instructions

Sewer abatements may be granted by the Board of Sewer Commissioners under Section 2.5 of the Town of Ware Regulations.

1. Sewer abatement applications are available from the Sewer/Water billing clerk.
2. Sewer abatements are to be applied for only after bill is paid in full.
3. Sewer applications shall be completed and returned to the billing clerk accompanied by a check for \$15.00 payable to the "Town of Ware Sewer Division."
4. Only an authorized Town Employee will do water readings for abatement purposes.
5. Authorized Town Employees may estimate water usage only if true water readings are unavailable.

Sections from Town of Ware Sewer Regulations Concerning Sewer Abatements

Section 2.5(C) Sewer Abatement Request

- 1.) The applicant requesting sewer abatement must complete an Application for Sewer Abatement form approved by the Board and submit that form to the Board or designee, within thirty (30) days after the billing period. The applicant must provide a written description as to the reasons why he/she feels the abatement should be granted.
- 2.) A processing fee of \$15.00 shall be charged for all sewer abatement applications submitted for consideration. The fee shall be attached to the application and shall not be refundable if the application is denied.
- 3.) The Board will determine whether or not to issue an abatement. Abatements are issued in the form of a credit on the applicant's next bill.

Section 2.5 (D) Sewer Abatements Considered for Approval

1.) Agriculture or Horticulture Use

Water not discharged to the sewer system. Abatement requests are considered for dwellings that are designated as Agriculture or Horticulture facilities and are used for the purpose of raising animals or commercial crops when a common water meter is used for the purpose of the farmhouse and livestock watering. The sewer use fee will be based on an average home of similar size and usage.

2.) Filling Swimming Pools

Sewer abatements for the purpose of filling new swimming pools or replacement liners in old pools, will be granted by the Board if the abatement value is greater than the cost associated for the Town to process the abatement. The DPW Division will charge a \$35.00 service fee for meter readings and man-hours associated with the request for the sewer abatement.

3.) Excessive Usage from Broken Water Pipes

In the event a meter reading is excessive due to broken water pipes, the homeowner may request a sewer abatement if he/she can prove within a reasonable doubt that the excess water did not enter the sewer system.

4.) Inaccurate Readings

Sewer adjustments for inaccurate readings shall be subject to the Water Department confirming the error. The sewer fee charged will be proportional to the corrected water meter reading.

Section 2.5 (E) Sewer Abatement Not Allowed

Sewer Abatement will not be granted for the following use:

- 1.) Watering of gardens
- 2.) General wash-down of automobiles, buildings, driveways, etc.
- 3.) Watering of lawns

- 4.) No water meter reading or use (The minimum charge will apply unless the water meter has been removed.)
- 5.) Any other reason determined by the Board after review

Section 4.14 Water Adjustments Considered for Approval

1.) Inaccurate Reading

Water Department personnel will confirm the error. The billing office will correct the inaccurate reading and recalculate corrected reading and submit corrected bill.

2.) Flushing Adjustment

Under extreme circumstances, the Water Department may allow for flushing adjustments due to discolored water on dead end mains. This must be approved by the Director of Public Works or his/her designee.

TOWN OF WARE
4 1/2 CHURCH ST., PO BOX 89
WARE, MA 01082

TOWN OF WARE
2019 WATER/SEWER BILL CYCLE #3
Usage Period
4/2019-6/2019

5724
BILL DATE: 08/05/2019

HOURS: 8:00 AM TO 4:00 PM
MONDAY-FRIDAY

Account: 08-0488
Meter: 08-0488
Service: 15 MAPLE AV

JAROSLAW PIANKA
5 DODGE COURT
CHARLTON MA 01507

WATER (ESTIMATED)	526.13
SEWER (ESTIMATED)	540.86
CODE:	0.00
CODE:	0.00
CODE:	0.00
ABATEMENT:	0.00
PREVIOUS BALANCE	0.00
PENALTY	0.00
AMOUNT DUE BY 09/06/2019	1,066.99

RATE CODE: R-R RATE CODE

WATER \$34.00 MIN TO 500 UNITS, \$5.20 PER HUNDRED CUBIC FEET
SEWER \$44.00 MIN TO 500 UNITS, \$5.25 PER HUNDRED CUBIC FEET

METER #: 08-0488	PRIOR 8172	CURRENT 8136	CODE	AMOUNT	READING DATE: 07/24/2019
			WATER	526.13	FROM: 4/2019 TO: 6/2019
			SEWER	540.86	
WATER USE: 9964			CODE:	0.00	15 MAPLE AV
SEWER USE: 9964			CODE:	0.00	Account: 08-0488
			CODE:	0.00	

WEBSITE: WWW.TOWNOFWARE.COM

For Payment inquiries call: 413-967-9620
For Reading inquiries call: 413-967-9620

Interest Penalty Information

This bill is due and payable without penalty if received by the due date.
Any portion of the bill unpaid after this date is subject to a 14%
per annum late charge from the due date. All unpaid charges will be liened to your tax bill.

DETACH

Please detach here and return the bottom voucher with your payment

DETACH

MAKE PAYMENT TO:

TOWN OF WARE
4 1/2 CHURCH ST., PO BOX 89
WARE, MA 01082

TOWN OF WARE
2019 WATER/SEWER BILL CYCLE #3
Usage Period
4/2019-6/2019

5724
BILL DATE: 08/05/2019

HOURS: 8:00 AM TO 4:00 PM
MONDAY-FRIDAY

Account: 08-0488
Meter: 08-0488
Service: 15 MAPLE AV

JAROSLAW PIANKA
5 DODGE COURT
CHARLTON MA 01507

WATER (ESTIMATED)	526.13
SEWER (ESTIMATED)	540.86
CODE:	0.00
CODE:	0.00
CODE:	0.00
ABATEMENT:	0.00
PREVIOUS BALANCE	0.00
PENALTY	0.00
AMOUNT DUE BY 09/06/2019	1,066.99

TOWN OF WARE
4 1/2 CHURCH ST., PO BOX 89
WARE, MA 01082

TOWN OF WARE
2019 WATER/SEWER BILL CYCLE #3
Usage Period
4/2019-6/2019

5724
BILL DATE: 08/05/2019

HOURS: 8:00 AM TO 4:00 PM
MONDAY-FRIDAY

Account: 08-0488
Meter: 08-0488
Service: 15 MAPLE AV

JAROSLAW PIANKA
5 DODGE COURT
CHARLTON MA 01507

WATER (ESTIMATED)	-492.13	526.13
SEWER (ESTIMATED)	-496.86	540.86
CODE:		0.00
CODE:	Should of been	0.00
CODE:	min.	0.00
ABATEMENT:		0.00
PREVIOUS BALANCE		0.00
PENALTY		0.00
AMOUNT DUE BY 09/06/2019		1,066.99

Credit \$988.99

RATE CODE: R-R RATE CODE

WATER \$34.00 MIN TO 500 UNITS, \$5.20 PER HUNDRED CUBIC FEET
SEWER \$44.00 MIN TO 500 UNITS, \$5.25 PER HUNDRED CUBIC FEET

METER #: 08-0488	PRIOR 8172	CURRENT 8136	CODE	AMOUNT	READING DATE: 07/24/2019
			WATER	526.13	FROM: 4/2019 TO: 6/2019
			SEWER	540.86	
			CODE:	0.00	15 MAPLE AV
WATER USE: 9964			CODE:	0.00	Account: 08-0488
SEWER USE: 9964			CODE:	0.00	

WEBSITE: WWW.TOWNOFWARE.COM

For Payment inquiries call: 413-967-9620
For Reading inquiries call: 413-967-9620

Interest Penalty Information

This bill is due and payable without penalty if received by the due date.
Any portion of the bill unpaid after this date is subject to a 14%
per annum late charge from the due date. All unpaid charges will be listed to your tax bill.

DETACH

Please detach here and return the bottom voucher with your payment

DETACH

MAKE PAYMENT TO:

TOWN OF WARE
4 1/2 CHURCH ST., PO BOX 89
WARE, MA 01082

TOWN OF WARE
2019 WATER/SEWER BILL CYCLE #3
Usage Period
4/2019-6/2019

5724
BILL DATE: 08/05/2019

HOURS: 8:00 AM TO 4:00 PM
MONDAY-FRIDAY

Account: 08-0488
Meter: 08-0488
Service: 15 MAPLE AV

JAROSLAW PIANKA
5 DODGE COURT
CHARLTON MA 01507

WATER (ESTIMATED)	526.13
SEWER (ESTIMATED)	540.86
CODE:	0.00
CODE:	0.00
CODE:	0.00
ABATEMENT:	0.00
PREVIOUS BALANCE	0.00
PENALTY	0.00
AMOUNT DUE BY 09/06/2019 1,066.99	

WATER BILLING ACCOUNTS

08-0488-JAROSLAW PIANKA

METER #1: 08-0488

15 MAPLE AV

#	CYCLE	SERVICE	PRIOR	CURRENT	USE	WATER	SEWER	FEES	TOTAL
1	2017-1	01/12/17	815280	815280	0	31.00	40.50	0.00	71.50
2	2017-2	04/11/17	815280	815280	0	31.00	40.50	0.00	71.50
3	2017-3	07/05/17	815280	815280	0	31.00	40.50	0.00	71.50
4	2017-4	10/16/17	815280	815280	0	31.00	40.50	0.00	71.50
5	2018-1	01/16/18	815280	0	184720	8506.62	8792.45	0.00	17299.07
6	2018-2	04/05/18	0	0	0	32.50	42.00	0.00	74.50
7	2018-3	07/05/18	0	0	0	32.50	42.00	0.00	74.50
8	2018-4	10/18/18	0	0	0	32.50	42.00	0.00	74.50
9	2019-1	01/09/19	815280	817262	1982	111.06	121.81	0.00	232.87
10	2019-2	04/03/19	817262	817262	0	34.00	44.00	0.00	78.00
11	2019-3	07/24/19	8172	8136	9964	526.13	540.86	0.00	1066.99
12	2019-4	10/04/19	0	562	562	37.22	47.26	0.00	84.48
13	2020-1	01/06/20	562	3255	2693	162.10	159.13	0.00	321.23

REVIEW CHOICE # or <ENTER> MORE HISTORY: █

METER ID DATA

METER #: 08-0488 Primary Meter

BK: 8 PG: 61 15 MAPLE AV

ACCT #: 08-0488 57 0 187

METER TYPE: [REDACTED]

ACTIVE <Y>: Y

LIV UNITS <1>: 1

ARB # <METER#>: 08-0488

METER SIZE <0.750>: 0.625

SERIAL # <NONE>: 50576984

RADIO/MXU ID: 87808861

COMMENT: RADIO

REMOTE DISPLAY MFG <NONE>: NONE

LATITUDE:

LONGITUDE:

REMOTE SERTAMPER TAG:

REMOTE MFG <NONE>: NONE

REMOTE SERIAL #: NONE

(G)allons <C>uFt: C

CONV @ BILLING <N>: N

748 MULTIPLIER <100>: 100

ADDED DIGITS <0>: 0

OF DIALS <4>: 6

ENG CARD:

DATE INSTALLED: 09122019

BACKFLOW DATE:

SERVICE DATE:

METER RATE TABLE: NA

MAINT FEE \$<0>: 0.00

MULTIPLIER <1>: 1

OLD VALUE: 5 - BADGER

2/20/20 Cannabis Committee Meeting

Attending: Andrew Stoddard, Richard Fly, Bill St. Croix, Keith Krukas and Jon Hogan

Minutes from the 1/16/20 Cannabis Committee Meeting were reviewed and approved.

Prior to our 2/20 meeting the Cannabis Committee members assembled at Curaleaf's new Ware retail cannabis site for a tour. Store manager Kristen Aiesi let the group know that pending the final inspection of the Curaleaf site which is scheduled for later in the week, the site should be open for business next month.

The Committee discussed the status of formally changing the name of our Committee from the Cannabis Committee to the Cannabis Advisory Committee. Keith Krukas let the group know that he discussed this with Marie Midura, the assistant to the Ware Town Manager Stuart Beckley, who said that this should not be a problem.

Bill St. Croix said that similar to slow progress with the Cannabis Control Commission efforts to grow hemp in the area which has to be approved by the Massachusetts Department of Agriculture ("MDAR"), have been moving at the same frustrating pace.

Especially concerning social equity and micro-business applications Committee chair Andrew Stoddard suggested that the group draft a letter to the CCC and to MDAR alerting them to the slow progress contrasted to the success that bigger more corporate businesses like Curaleaf are having. (The three other sites in Ware that have host agreements with the CCC remain in limbo).

Next Cannabis Committee meeting to be held Wednesday 4/1/20.

New Business

- **Treasurer's Policy**

Erica Brunell, Treasurer/Collector, presented the new policy to streamline departmental procedures. She consulted other towns and noted safety issues, timely deposits done weekly, locked vaults, and the importance of consistency.

Selectman Kruckas questioned that water department deposits should also be made in Town Hall; Mr. Beckley noted that plan is still in process. Selectman Opalinski questioned reconciliations and checks and balances; Ms. Brunell noted she consulted with the Town of Amherst, and will be consulting with Newburyport. Selectman Carroll questioned use of money orders; Ms. Brunell noted this policy addresses intake of money only. The Board requested that Ms. Brunell confirm the policy with the auditors; the Board will then approve the policy. Selectman Opalinski praised Ms. Brunell for her research and contact with other communities.

- **MMA Resolutions**

The Board discussed the proposed MMA resolutions. Selectman Opalinski and Town Manager Beckley will attend the MMA Annual conference on January 24-25, 2020.

Selectman Kruckas questioned a proposed gas tax. Mr. Beckley noted language related to regular school transportation. Chairman Whitney noted this year's receipts over state budget. Selectman Carroll noted that the resolutions throw in good points and bad.

Selectman Opalinski made the motion to support the MMA resolutions at the annual MMA conference. Selectman Kruckas seconded the motion. The vote passed on a vote of 3 Yes, 1 No (Selectman Carroll), 1 Absent (Selectman Talbot).

Comments and Concerns of Citizens

→ Selectman Kruckas noted that the Cannabis Committee met on January 16, and a suggestion was discussed to change the committee name to Cannabis Advisory Board. The committee would like to request a letter be sent to the State regarding the long delay in license approval; the Board noted the committee should draft the letter and bring to the Board of Selectmen for review. Selectman Opalinski noted that applicants who are non-profits would want to apply for funding; Mr. Beckley noted that the Board of Selectmen determines how 3% is spent and who receives funds. Mr. Beckley also noted an estimated \$2million in sales, 3% would go to the General Fund and 3% to impact the community.

Town Manager Report

January 23 – Public Forum, Complete Streets, Plan and Priorities

February 20 – Invitation Curaleaf tour with Cannabis advisory committee

Mr. Beckley noted the governor's budget will be announced on January 22, 2020 with an increased 2.8% possibly for education.

Personnel: The DPW assistant position will be filled by Kayleigh Goodrow, formerly the assistant in the Assessors Department.

The Town is accepting Christmas trees at Robbins Road until this Saturday, January 25. The Town has received a small grant from the MA Department of Environmental Protection to establish a mattress recycling program.



Director of
Planning & Community Development
126 Main Street
Ware, Massachusetts 01082
t. 413.967.9648 ext. 118

To: Board of Selectmen
From: Rebekah L. DeCoursey, Director of Planning & Community Development
Date: March 12, 2020
RE: Complete Streets Prioritization Plan

I received the final draft of the Complete Streets Prioritization Plan (CSPP) today from Howard/Stein-Hudson, who was contracted to do the work through Complete Streets funding. You will find the CSPP Project List and the Excel spreadsheet.

All 15 projects are gone over in detail in the CSPP Project List. The state required the submission to be in spreadsheet form, and I included this as well because it has estimated costs. This is construction costs, not design costs. All costs you see include granite curbing and concrete sidewalks. Most of these project will need to be supplemented with other funding.

I present this to you and the Board and ask for their approval to submit the CSPP Project List to the state. The deadline for submitting our CSPP to the state is April 1. After submission, the state will turn the list around with their comments for revisions and we will resubmit for final approval.

Your support of the Complete Streets Prioritization Plan would be greatly appreciated and beneficial to the residents of Ware.



TO: Town of Ware
FROM: Sarah Davis
Howard Stein Hudson
SUBJECT: Ware CSPP Project List

DATE: March 12, 2020
HSH PROJECT NO.: 2016052.23

Ware CSPP Project List

West Street

WEST STREET AND PULASKI STREET CROSSING IMPROVEMENTS

Directly adjacent to downtown Ware, Pulaski Street runs parallel to Main Street and connects to main roads on each end. Noted on the Wikimap as a dangerous crossing, the intersection was the site of a 2016 bicycle crash. The crosswalk across Pulaski Street at West Street is approximately 50 feet long, but the road narrows to approximately 22 feet as it continues east.

Curb extensions will be installed on both the north and south side of the Pulaski Street crossing to improve safety by shortening the pedestrian crossing distance, slow turning speeds, and increase visibility. Curb extensions will reduce crossing width as much as 20 feet and allow for the installation of new ADA compliant curb ramps. An RRFB will be installed at the crosswalk across West Street, which will be shifted north approximately 10 feet to accommodate the installation of ADA complaint curb ramps on both sides without relocating existing utility poles. The crosswalks across both Pulaski Street and West Street will be restriped and widened to 8 feet. This project will be coordinated with the West Street Sidewalk Reconstruction, Road Diet, and Bike Lane Installation Project.

WEST STREET SIDEWALK RECONSTRUCTION, ROAD DIET, AND BIKE LANE INSTALLATION

West Street provides access to all three Ware Schools and connects downtown Ware to many restaurants and stores, including Big Y Market and Walmart. Residents have noted that the sidewalk on West Street is narrow, bumpy, and often blocked, which creates safety and accessibility issues for pedestrians. The road also presents the opportunity to connect the planned bike lanes on Main Street with the Ware River Valley Rail Trail at the southeast end of Robbins Road.



ROADWAY

Between Main Street and Robbins Road on West Street (approximately 4,278 feet), the road will be repaved and restriped to accommodate two 11 foot wide lanes, a 6 foot wide bicycle lane on each side, and a 5-foot wide sidewalk on each side within the 44 foot wide right of way.

SIDEWALKS

5-foot wide sidewalks on both sides of West Street will be reconstructed between Main Street and Robbins Road (approximately 4,288 feet on the north side, and approximately 3,000 feet on the south side of the street). A new 5-foot wide sidewalk will be constructed on the south side of the road from 166 West Street (the southernmost entrance Phillip Plaza) to 130 Palmer Road (the northern end of the Edgar Machine Parking Lot - approximately 1,087 feet). The gap between existing sidewalk repairs and new sidewalk installation is due to width restrictions on the bridge at 132 West Street, which only has sidewalk on the northwest side.

CROSSWALKS, NORTH TO SOUTH

The crosswalk at 36 West Street will be restriped and ADA compliant curb ramps will be installed on each side. An RRFB will be added to complement this crosswalk. High visibility crosswalks will be striped at all four sides of the intersection of Vernon Street and West Street. ADA compliant curb ramps will be installed on both sides of each crosswalk.

A high visibility crosswalk with a 6-foot wide pedestrian refuge island will be added at the northern terminus of the new sidewalk before the bridge, allowing pedestrians to safely cross West Street and continue north. The new crosswalk will have ADA compliant curb ramps on each side, an RRFB will be installed with the crosswalk, and a 6-foot wide pedestrian refuge island will be added to the center of the crosswalk. The existing crosswalk across West Street at 117 Palmer Road (between McDonald's and Sears) will be upgraded with the installation of an RRFB, and a 6-foot wide pedestrian refuge island will be added to the center of the crosswalk.

High visibility crosswalks will be restriped at 143 West Street and 169 West Street. ADA compliant curb ramps will be installed on both sides of each crosswalk, and an RRFB will be installed to complement the crosswalks.

High Visibility crosswalks will be restriped on the south and west sides of the signalized southernmost entrance to Philip Plaza, and new high visibility crosswalks will be striped on the north and east sides of the intersection. A new high visibility crosswalk will be striped across Homecrest Avenue. Pedestrian signals will be added to accommodate these two new crosswalks, which may require signal timing updates and the installation of a new signal controller. ADA compliant curb ramps will be installed on both sides of each crosswalk.



The high visibility crosswalk will be restriped at 184 West Street and widened to be 8-feet wide. ADA compliant curb ramps will be installed on both sides of each crosswalk, and an RRFB will be installed to complement the crosswalk.

TRAFFIC CALMING

Two speed feedback signs will be installed on West Street near the Town Senior Center, with one facing each direction at 185 West Street for northbound traffic and 173 West Street for southbound traffic.

BIKE PARKING

Bike parking will be installed in front of Philip Plaza at 156 West Street.

This project will be phased.

INELIGIBLE PORTION OF ROAD

West of Robbins Road, Route 32 is state-owned and is currently not eligible for Complete Streets funding. To complement the Complete Streets-eligible improvements, 5-foot wide sidewalks should be constructed along the state-owned segment from Robbins Road to Brookside Manor on both sides of the street (approximately 3,100 feet per side). High visibility crosswalks will be striped across Hillside Drive, Towne Street, Richfield Avenue, and Brookside Manor. A high visibility crosswalk will be striped across Route 32 at the school entrance, and an RRFB will be installed to complement this crosswalk. ADA-compliant curb ramps will be installed on each side of all crosswalks.

ROBBINS ROAD BIKE CONNECTION

Robbins Road is a high comfort residential street connecting to West Street. At the road's dead-end, it connects to the Ware River Valley Rail Trail. Sharrows will be painted on Robbins Road, and Bike Route signage will be installed along the street to alert drivers to bike traffic between the new West Street bike lanes and the Rail Trail.

Main Street

MAIN STREET RECONSTRUCTION AND SIGNAL RE-TIMING

Main Street (Route 9) runs through the center of downtown Ware. The Main Street right-of-way between the intersections with Church Street and Storrs Street varies from 50 to 84 feet. Businesses and town buildings line both sides of the street, and the dense street network adjacent to this corridor contributes to the high levels of pedestrian activity in this corridor. Currently, on-street parking exists throughout the entirety of this corridor.



The Town of Ware has developed a plan to reconstruct Main Street between Storrs Street on the West end and South Street/Church Street on the East end. The reconstruction calls for all new traffic signal mast arms and controllers and will include signal retiming at the intersections of Main Street and West Street, Main Street and North Street, and Main Street and South Street/Church Street in addition to lane reassignment, crossing improvements, and ADA-compliant pedestrian treatments. A pedestrian phase and ADA-compliant pedestrian equipment will be installed.

The entire section of road will be repaved and restriped. New striping will include reassigned 11-foot wide lanes and a 5-6-foot wide unprotected bicycle lane in each direction. A high visibility crosswalk will be striped across Main Street on the west side of the intersection of Main Street and West Street. The existing crosswalk on the west side of South Street across Main Street will be relocated approximately 67 feet to the east, in front of Nenameseck Park at 52 Main Street. Design has been completed for this project. The MassDOT project number for this project is 607987, titled "Intersection Improvements at Main Street, West Street, North Street, South Street & Church Street" in the Town of Ware, Hampshire County.

Bike racks are not currently part of the MassDOT project for this corridor, but they will be added with the use of complete streets funding. Bike racks will be installed at 126 Main Street, in front of Town Hall.

Church Street

SIDEWALK RECONSTRUCTION, EXTENSION, AND CROSSING IMPROVEMENTS

Church Street serves as a key north-south connection between the downtown neighborhood and Main Street. The road has sidewalk on both sides between Main Street and Walnut Street, with the sidewalk on the east side continuing north just past Highland Street. The Church Street School Senior Housing and two entrances to Grenville Park lie on Church Street between Cottage Street and Walnut Street, and the northernmost entrance to Grenville Park is approximately 1,000 feet north of the sidewalk's termination point.

Residents have expressed concerns about the sidewalk conditions on Church Street, noting that upgrades are needed on both sides. Poor sidewalk and crossing conditions along Church Street were also noted in the 2019 WalkBoston Walk Audit; narrow, cracked sidewalks provide hazardous conditions, and crosswalks are unsigned. One pedestrian crash has occurred along this corridor, resulting in a fatality in 2017.



Two speed feedback signs will be installed, with one facing each direction at 29 Church Street and 30 Church Street.

MAIN STREET TO WALNUT STREET

5-foot wide sidewalks will be reconstructed on both sides of Church Street between Main Street and Walnut Street (approximately 2,523 feet on each side), and ADA compliant curb ramps will be installed at each crosswalk (already installed at Park Avenue crosswalk and Park Street crosswalk). Pedestrian Crossing signage (MUTCD W 11-2) will be installed at each crosswalk and Pedestrian Crossing Ahead signage will be installed before each crosswalk that does not have an RRFB.

A curb extension will be added at the crosswalk across Church Street at Otis Avenue on the east side to shorten crossing distance and serve as a traffic calming mechanism, and the crosswalk will be restriped. The crosswalk across Otis Avenue will also be restriped.

The two crosswalks on Church Street between Park Street and Prospect Street will be restriped at the location of the existing crosswalks, and pedestrian crossing signage (MUTCD W 11-2) will be installed at both crossings.

The crosswalk at 67 Church Street between the Church Street School Senior Housing and the main entrance to Grenville Park will be restriped, and ADA compliant curb ramps will be added on each side. An RRFB will be installed to complement this crosswalk.

The existing crosswalk across Church Street south of Walnut Street will be moved approximately 10 feet to the south to align the crosswalk perpendicular to Church Street and shorten crossing distance. A high visibility crosswalk will be striped across Walnut Street at Church Street, and ADA compliant curb ramps will be installed on both ends of each crosswalk.

WALNUT STREET TO HIGHLAND STREET

A 5-foot wide sidewalk will be reconstructed north of Walnut Street on the east side of Church Street (approximately 1,451 feet), and ADA compliant curb ramps will be installed at each crosswalk.

HIGHLAND STREET TO GRENVILLE PARK NORTHERN ENTRANCE

A 5-foot wide sidewalk will be constructed on the east side of Church Street. This will extend from the existing sidewalk on Church Street (approximately 1,036). The sidewalk will create a connection to the northern entrance of Grenville Park. In some locations, the road has no curb and drainage will need to be added. A high visibility crosswalk with ADA-compliant curb ramps and pedestrian crossing signage will be installed across Church Street on the south side of Old Gilbertville Road, and an RRFB will be installed to complement this crosswalk.



North and West of Downtown

REED MUNICIPAL POOL/BEAURAGARD MEMORIAL PLAYGROUND SIDEWALK CONSTRUCTION AND CROSSING IMPROVEMENTS

Located off of West Main Street, Reed Municipal Pool and Beauragard Memorial Playground are in close proximity to downtown Ware. Reed Municipal Pool is the only public pool in Ware. Currently, sidewalk runs along West Main Street on both sides of the road at this location and a crosswalk runs across West Main Street at the park entrance; however, the park driveway has no sidewalks to connect the existing sidewalks to the pool and playground facilities. Residents have expressed concerns about the driveway, noting that it is only wide enough for one car, forcing pedestrians to walk in the grass or wait in the adjacent tree line until the car passes. This crosswalk was the site of a 2017 bicycle crash.

A 5-foot wide sidewalk will be constructed on the east side of the driveway, connecting the sidewalk on West Main Street to the pool and playground (approximately 448 feet). The existing guard rail that runs along the north side of West Main Street in front of the park will need to be modified to accommodate the new sidewalk, which will require coordination with MassDOT. Some permitting will be required with this project as it is located within an area of rare wildlife.

INTELLIGIBLE PORTION

A high visibility crosswalk with curb extensions to the edge of the existing shoulders and ADA compliant curb ramps will be striped in place of the existing crosswalk across West Main Street. An RRFB will also be installed at the crosswalk. Some permitting will be required with this project as it is located within an area of rare wildlife.

GOULD ROAD SIDEWALK CONSTRUCTION AND SCHOOL ACCESS

Gould Road provides access to Stanley M. Kozial Elementary School, Ware Middle School, and Ware Junior/Senior High School. There are no existing sidewalks along either side of the road as it currently exists, and crosswalks are nonexistent along the entire street. In 2016, a pedestrian crash occurred on Gould Road at the school entrance. Installation of sidewalks was recently completed on Wildflower Drive, which runs roughly parallel to Gould Road to the north before connecting to Gould Road at its southern terminus. Sidewalks on Gould Road have been proposed and, once completed, will complete the connection between the schools and the neighborhoods directly northeast of the schools.



A 5-foot wide sidewalk will be constructed on the west side of Gould Road between the school entrance and West Main Street (approximately 2,846 feet). On the east side of Gould Road, sidewalk will be constructed between West Street/Route 32 and 4th Ave (approximately 1,254 feet).

High visibility crosswalks will be striped across Wildflower Drive, across 1st Avenue, 2nd Avenue, 3rd Avenue, 4th Avenue, and across the school parking lot driveway adjacent to 1st Avenue. Two additional new crosswalks will be added across Gould Road, at 4th Avenue, and at the school parking lot driveway; both of these unsignalized crosswalks will be complemented with pedestrian crossing signage (MUTCD W 11-2). The crosswalk across Gould Road at West Street/Palmer Street/Route 32 will be restriped, and pedestrian crossing signage (MUTCD W 11-2) will be installed. ADA compliant curb ramps will be installed on both sides of each crosswalk.

NORTH STREET SIDEWALK RECONSTRUCTION AND EXTENSION

North Street, similar to Church Street, provides connectivity to downtown for the dense network of streets north of Main Street. Sidewalks run along both sides but were noted to be in disrepair in the WalkBoston Walk Audit conducted in November 2019. Residents have also noted that the intersection of North Street and Pleasant Street is the most dangerous intersection in town.

5-foot wide sidewalk on the west side of North Street will be reconstructed between Main Street and Pearl Street (approximately 3,519 feet). Right-of-way and grading limit the ability to install sidewalk on the east side of North Street, but the existing portions of 5-foot wide sidewalk between Walnut Street and Cottage Street (approximately 402 feet) and Prospect Street and Main Street (approximately 1,300 feet) will be reconstructed.

ADA compliant curb ramps will be installed at all existing crossings within the corridor, and high visibility crosswalks will be striped (Park Ave, Vigeant Street, High Street, Dale Street, Prospect Street, School Street, Sherwin Street, Walnut Street, Gareau Avenue, Wrin Street, Belmont Street, Highland Street, and Pearl Street – 28 total curb ramps). New high visibility crosswalks will be installed across North Street at Highland Street, Belmont Street, Sherwin Street, School Street, Cottage Street, High Street, Vigeant Street, Park Avenue, and in front of the Police Department. Each new crosswalk will have ADA compliant curb ramps on each side. Pedestrian Crossing signage (MUTCD W 11-2) will be installed at each crosswalk.

A 5-foot wide sidewalk will be installed on the southwest side of North Street between Pearl Street and Greenwich Road (approximately 3,000 feet), connecting into the sidewalk on the bridge at 230 North Street in this segment. North Street near Sheehy Road is adjacent to wetlands, so permitting may be required. There is also a brook crossing so guardrail will need to be reset and a culvert may



need to be widened to accommodate the sidewalk. This part of the project appears to require new drainage.

The existing stop sign at the corner of North Street and Greenwich Road will be replaced with a flashing stop sign, as residents report that vehicles rarely stop at this intersection.

PLEASANT STREET ACCESSIBILITY IMPROVEMENTS, SHARROWS, AND INTERSECTION IMPROVEMENTS

Pleasant Street runs parallel to Main Street to the North, connecting Greenwich Road to downtown neighborhoods. A new dog park will open on Pleasant Street between North Street and Bank Street in 2020. Currently, sidewalk runs along the north side of Pleasant Street, but terminates at 132 Pleasant Street (the north side of Aspen Grove Cemetery).

The 5-foot wide sidewalk on the northeast side of Pleasant Street will be reconstructed between Park Street and 132 Pleasant Street (approximately 3,561 feet), and ADA compliant curb ramps will be installed at each crossing (Park Street, Parker Street, and Bank Street). The sidewalk on the north side of the road will be extended to the pull-off at 122 Pleasant Street – Snow's Pond (approximately 313 feet), terminating due to width restrictions on the bridge at 122 Pleasant Street. A 5-foot wide sidewalk will be installed on the north side of this bridge, on the northeast side of Pleasant Street from 136 Pleasant Street to Greenwich Road (approximately 583 feet). A high visibility crosswalk with ADA compliant curb ramps will provide connection to the new sidewalk on the west side of Greenwich Road. An RRFB will be installed to complement this crosswalk.

The 5-foot wide sidewalk on the south side of Pleasant Street will be reconstructed between Park Street and 112 Pleasant Street, and ADA compliant curb ramps will be added at each crossing (Park Street, Bank Street, and Parker Street). A new high visibility crosswalk will be striped at 112 Pleasant Street with ADA complaint curb ramps on each side, and an RRFB will be installed to complement the crosswalk. The existing sidewalk will be extended on the south side of Pleasant Street from 112 Pleasant Street to Barnes Street in order to provide a connection to Kubinski Playing Field. The Town of Ware owns the property between 112 Pleasant Street and Barnes Street.

Sharrows will be striped on the street between Park Street and Greenwich Road, and "Share the Road" (MUTCD W16-1P) signage will be installed the entire length of the corridor. Because the roadway varies from approximately 22 feet to approximately 30 feet in width, bike lanes will not fit within the existing roadway cross section.

The stop signs on Pleasant Street at the intersection of Church Street and Pleasant Street will both be replaced with flashing stop signs.



GREENWICH ROAD SIDEWALK INSTALLATION

Greenwich Road is used as a main recreational walking, biking, and jogging corridor by residents; community members noted in public meetings that they use Pleasant Street, North Street, and Greenwich Road as a loop. Currently, there are no sidewalks along either side of Greenwich Road.

A 5-foot wide sidewalk will be installed on the west side of the road between Pleasant Street and 31 Greenwich Road (approximately 1,442 feet). A high visibility crosswalk will be installed across Greenwich Road at 31 Greenwich Road with ADA compliant curb ramps on each side. An RRFB will complement the crosswalk. A 5-foot wide sidewalk will be installed on the east side of Greenwich Road between 31 Greenwich Road and North Street (approximately 1,188 feet). There is a portion of the sidewalk near North Street adjacent to a pond. Additional fill and a retaining wall may be required due to the steep drop-off. Environmental permitting will also be required.

South and East of Downtown

SOUTH STREET AT PULASKI STREET CROSSING IMPROVEMENTS

South Street at Pulaski Street is divided into two parts by Nenameseck Park. The eastern part of the road is a two-way road that meets Main Street at a signalized intersection. The western part of the road is a one-way, one-lane southbound street with parking on the west side. Currently, pedestrian access across Pulaski Street is only provided from the sidewalk along Nenameseck Park.

A high visibility crosswalk with ADA-compliant curb ramps on each side will be striped across the western part of South Street at Pulaski Street. The existing crosswalk across Pulaski Street will be restriped to be 8 feet wide, and the existing ramps will be replaced with ADA-compliant curb ramps. The crosswalk across the eastern section of South Street will be restriped to be 8 feet wide, and new ADA-compliant curb ramps will be installed on either side. Pedestrian Crossing signage (MUTCD W 11-2) will be installed at each crosswalk.

PULASKI STREET TRAFFIC CALMING AND SIDEWALK RECONSTRUCTION

Pulaski Street, running adjacent and parallel to Main Street, is frequently used as a cut through street to avoid multiple signalized intersections on Main Street. Cut throughs have resulted in high vehicle speeds through this residential corridor. Multiple residents commented on the poor condition of the sidewalks on this street.

The 5-foot wide sidewalk will be reconstructed on both sides of the street (1,026 feet). A curb extension will be installed on the north side of the road with a new high visibility mid-block crosswalk at 37 Pulaski Street. ADA compliant curb ramps will be installed on each side. Pedestrian



Crossing signage (MUTCD W 11-2) will be installed at the crosswalk across Pulaski Street and Pedestrian Crossing Ahead signage will be installed before the crosswalk across Pulaski Street. High visibility crosswalks will be striped across Webb Court and Buckley Court, and ADA compliant curb ramps will be installed at each side of both crosswalks.

CHESTNUT STREET SIDEWALK IMPROVEMENTS AND INTERSECTION RECONSTRUCTION

Chestnut Street provides a connection between the Baystate Mary Lane Outpatient Center and neighborhoods east of downtown Ware. The street was identified by residents in the Wikimap as a heavily traveled pedestrian corridor; however, the one-sided sidewalk is in disrepair to the point that pedestrians often choose to walk in the street rather than on the sidewalk. Sidewalk on the west side of the street currently runs from Maple Street to Elm Street, while sidewalk on the east side of the street continues the entire length from Maple Street to South Street.

The 5-foot wide sidewalk will be reconstructed on the east side of the Chestnut Street (approximately 1,948 feet), and the existing 5-foot wide sidewalk on the west side of the street will be reconstructed (approximately 310 feet).

A high visibility crosswalk with ADA compliant curb ramps will be striped across Elm Street, and because Elm Street does not currently have curbs, drainage may need to be modified at this intersection. Additional high visibility crosswalks will be striped across Union Street, Greenway Avenue, and Mirabile Drive, and the existing crossing at Union Street across Chestnut Street will be restriped and pedestrian crossing signage (MUTCD W 11-2) will be added. ADA compliant curb ramps will be installed on both sides at each of these five crossings.

Chestnut Street intersects with South Street at an angle, resulting in a large, unclear intersection and a lengthy pedestrian crossing. A triangular curb extension or paint will be added to the southeast corner of the intersection, requiring vehicles to turn right onto Chestnut Street rather than continuing straight at the fork. This will shorten the existing crosswalk from approximately 60 feet to approximately 35 feet, while also serving as a traffic calming measure for vehicles moving from South Street to Chestnut Street.

EAST STREET UNDERPASS ACCESSIBILITY IMPROVEMENTS

East Street connects all neighborhoods east of downtown Ware to downtown businesses as well as neighborhoods south of Main Street. The road passes underneath the existing railroad tracks between Knox Avenue and Mechanic Street. This portion of the West Street has sidewalk along the south side of the road, but the crossings are not accessible.



ADA compliant curb ramps will be added on both sides on the Mechanic Street crosswalk at East Street, and the existing crosswalk will be restriped. The crosswalk across Knox Avenue at East Street will be restriped, and an ADA compliant curb ramp will be installed on the east side of the crosswalk. The existing step on the sidewalk will be converted into an ADA compliant ramp.

Due to the close proximity of this project to the Massachusetts Central Railroad, Right of Way must be confirmed and railroad permits will be required for construction.

Municipality
MassDOT District

Ware
2

Date
Name/Title
3/1/2020
Rebekah DeCoursey

Project Details			Complete Streets Location	Complete Streets Funding Request	Construction Schedule
Rank	Project Name	Project Description	Project Limits	Total Estimated Conceptual Project Cost	Desired Construction Start Date (month/year)
1	West Street Sidewalk Reconstruction, Road Diet, and Bike Lane Installation	<p>West Street provides access to all three Ware Schools and connects downtown Ware to many restaurants and stores, including Big Y Market and Walmart. Residents have noted that the sidewalk on West Street is narrow, bumpy, and often blocked, which creates safety and accessibility issues for pedestrians. The road also presents the opportunity to connect the planned bike lanes on Main Street with the Ware River Valley Rail Trail at the southeast end of Robbins Road.</p> <p>ROADWAY Between Main Street and Robbins Road on West Street (approximately 4,278 feet), the road will be repaved and restriped to accommodate two 11 foot wide lanes, a 6 foot wide bicycle lane on each side, and a 5-foot wide sidewalk on each side within the 44 foot wide right of way.</p> <p>SIDEWALKS 5-foot wide sidewalks on both sides of West Street will be reconstructed between Main Street and Robbins Road (approximately 4,288 feet on the north side, and approximately 3,000 feet on the south side of the street). A new 5-foot wide sidewalk will be constructed on the south side of the road from 166 West Street (the southernmost entrance Phillip Plaza) to 130 Palmer Road (the northern end of the Edgar Machine Parking Lot - approximately 1,087 feet). The gap between existing sidewalk Main Street (Route 9) runs through the center of downtown Ware. The Main Street right-of-way between the intersections with Church Street and Storrs Street varies from 50 to 84 feet. Businesses and town buildings line both sides of the street, and the dense street network adjacent to this corridor contributes to the high levels of pedestrian activity in this corridor. Currently, on-street parking exists throughout the entirety of this corridor. The Town of Ware has developed a plan to reconstruct Main Street between Storrs Street on the West end and South Street/Church Street on the East end. The reconstruction calls for all new traffic signal mast arms and controllers and will include signal retiming at the intersections of Main Street and West Street, Main Street and North Street, and Main Street and South Street/Church Street in addition to lane reassignment, crossing improvements, and ADA-compliant pedestrian treatments. A pedestrian phase and ADA-compliant pedestrian equipment will be installed. The entire section of road will be repaved and restriped. New striping will include reassigned 11-foot wide lanes and a 5-6-foot wide unprotected bicycle lane in each direction. A high visibility crosswalk will be striped across Main Street on the west side of the intersection of Main Street and West Street. The existing crosswalk on the west side of Main Street runs parallel to Main Street to the North, connecting Greenwich Road to downtown neighborhoods. A new dog park will open on Pleasant Street between North Street and Bank Street in 2020. Currently, sidewalk runs along the north side of Pleasant Street, but terminates at 132 Pleasant Street (the north side of Aspen Grove Cemetery). The 5-foot wide sidewalk on the northeast side of Pleasant Street will be reconstructed between Park Street and 132 Pleasant Street (approximately 3,561 feet), and ADA compliant curb ramps will be installed at each crossing (Park Street, Parker Street, and Bank Street). The sidewalk on the north side of the road will be extended to the pull-off at 122 Pleasant Street - Snow's Pond (approximately 313 feet), terminating due to width restrictions on the bridge at 122 Pleasant Street. A 5-foot wide sidewalk will be installed on the north side of this bridge, on the northeast side of Pleasant Street from 136 Pleasant Street to Greenwich Road (approximately 583 feet). A high visibility crosswalk with ADA compliant curb ramps will provide connection to the new sidewalk on the west side of Greenwich Road. An RRFB will be installed to complement this crosswalk. The 5-foot wide sidewalk on the south side of Pleasant Street will be reconstructed between Park Street and 112 Pleasant Street, and ADA compliant curb</p>	West Street from Main Street to Robbins Road	\$2,790,000	
2	Main Street Reconstruction and Signal Replacement/Re-timing		Main Street from Storrs Street to Church Street/South Street	\$20,000 bike racks, plus \$2,075,716 project cost	
3	Pleasant Street Accessibility Improvements, Sharrows, and Intersection Improvements		Pleasant Street from Park Street to Greenwich Road	\$1,850,000	

4	Gould Road Sidewalk Construction and School Access	<p>Gould Road provides access to Stanley M. Koziol Elementary School, Ware Middle School, and Ware Junior/Senior High School. There are no existing sidewalks along either side of the road as it currently exists, and crosswalks are nonexistent along the entire street. In 2016, a pedestrian crash occurred on Gould Road at the school entrance. Installation of sidewalks was recently completed on Wildflower Drive, which runs roughly parallel to Gould Road to the north before connecting to Gould Road at its southern terminus. Sidewalks on Gould Road have been proposed and, once completed, will complete the connection between the schools and the neighborhoods directly northeast of the schools.</p> <p>A 5-foot wide sidewalk will be constructed on the west side of Gould Road between the school entrance and West Main Street (approximately 2,846 feet). On the east side of Gould Road, sidewalk will be constructed between West Street/Route 32 and 4th Ave (approximately 1,254 feet).</p> <p>High visibility crosswalks will be striped across Wildflower Drive, across 1st Avenue, 2nd Avenue, 3rd Avenue, 4th Avenue, and across the school parking lot driveway adjacent to Pulaski Street, running adjacent and parallel to Main Street, is frequently used as a cut through street to avoid multiple signalized intersections on Main Street. Cut throughs have resulted in high vehicle speeds through this residential corridor. Multiple residents commented on the poor condition of the sidewalks on this street.</p> <p>The 5-foot wide sidewalk will be reconstructed on both sides of the street (1,026 feet). A curb extension will be installed on the north side of the road with a new high visibility mid-block crosswalk at 37 Pulaski Street. ADA compliant curb ramps will be installed on each side. Pedestrian Crossing signage (MUTCD W 11-2) will be installed at each crosswalk.</p>	Gould Road from West Main Street to West Street	\$1,210,000
5	Pulaski Street Traffic Calming and Sidewalk Replacement	<p>Church Street serves as a key north-south connection between the downtown neighborhood and Main Street. The road has sidewalk on both sides between Main Street and Walnut Street, with the sidewalk on the east side continuing north just past Highland Street. The Church Street School Senior Housing and two entrances to Greenville Park lie on Church Street between Cottage Street and Walnut Street, and the northernmost entrance to Greenville Park is approximately 1,000 feet north of the sidewalk's termination point.</p> <p>Residents have expressed concerns about the sidewalk conditions on Church Street, noting that upgrades are needed on both sides. Poor sidewalk and crossing conditions along Church Street were also noted in the 2019 WalkBoston Walk Audit; narrow, cracked sidewalks provide hazardous conditions, and crosswalks are unsigned. One pedestrian crash has occurred along this corridor, resulting in a fatality in 2017. Two speed feedback signs will be installed, with one facing each direction at 29 Church Street and 30 Church Street. 5-foot wide sidewalks will be reconstructed on both sides of Church Street between Main Street and Walnut Street (approximately 2,523 feet on each side), and ADA compliant curb ramps will be installed at each crosswalk (already installed). A 5-foot wide sidewalk will be constructed on the east side of Church Street. This will extend from the existing sidewalk on Church Street (approximately 1,036). The sidewalk will create a connection to the northern entrance of Greenville Park. In some locations, the road has no curb and drainage will need to be added. A high visibility crosswalk with ADA-compliant curb ramps and pedestrian crossing signage will be installed across Church Street on the south side of Old Gilbertville Road, and an RRFB will be installed to complement this crosswalk.</p>	Pulaski Street from West Street to South Street	\$460,000
6	Church Street sidewalk Reconstuction, extension, and crossing improvements - Main Street to Walnut Street	<p>Church Street serves as a key north-south connection between the downtown neighborhood and Main Street. The road has sidewalk on both sides between Main Street and Walnut Street, with the sidewalk on the east side continuing north just past Highland Street. The Church Street School Senior Housing and two entrances to Greenville Park lie on Church Street between Cottage Street and Walnut Street, and the northernmost entrance to Greenville Park is approximately 1,000 feet north of the sidewalk's termination point.</p> <p>Residents have expressed concerns about the sidewalk conditions on Church Street, noting that upgrades are needed on both sides. Poor sidewalk and crossing conditions along Church Street were also noted in the 2019 WalkBoston Walk Audit; narrow, cracked sidewalks provide hazardous conditions, and crosswalks are unsigned. One pedestrian crash has occurred along this corridor, resulting in a fatality in 2017. Two speed feedback signs will be installed, with one facing each direction at 29 Church Street and 30 Church Street. 5-foot wide sidewalks will be reconstructed on both sides of Church Street between Main Street and Walnut Street (approximately 2,523 feet on each side), and ADA compliant curb ramps will be installed at each crosswalk (already installed). A 5-foot wide sidewalk will be constructed on the east side of Church Street. This will extend from the existing sidewalk on Church Street (approximately 1,036). The sidewalk will create a connection to the northern entrance of Greenville Park. In some locations, the road has no curb and drainage will need to be added. A high visibility crosswalk with ADA-compliant curb ramps and pedestrian crossing signage will be installed across Church Street on the south side of Old Gilbertville Road, and an RRFB will be installed to complement this crosswalk.</p>	Church Street from Main Street to Walnut Street	\$1,500,000
7	Church Street sidewalk Reconstuction, extension, and crossing improvements - Highland Street to Greenville Park Entrance	<p>Church Street serves as a key north-south connection between the downtown neighborhood and Main Street. The road has sidewalk on both sides between Main Street and Walnut Street, with the sidewalk on the east side continuing north just past Highland Street. The Church Street School Senior Housing and two entrances to Greenville Park lie on Church Street between Cottage Street and Walnut Street, and the northernmost entrance to Greenville Park is approximately 1,000 feet north of the sidewalk's termination point.</p> <p>Residents have expressed concerns about the sidewalk conditions on Church Street, noting that upgrades are needed on both sides. Poor sidewalk and crossing conditions along Church Street were also noted in the 2019 WalkBoston Walk Audit; narrow, cracked sidewalks provide hazardous conditions, and crosswalks are unsigned. One pedestrian crash has occurred along this corridor, resulting in a fatality in 2017. Two speed feedback signs will be installed, with one facing each direction at 29 Church Street and 30 Church Street. 5-foot wide sidewalks will be reconstructed on both sides of Church Street between Main Street and Walnut Street (approximately 2,523 feet on each side), and ADA compliant curb ramps will be installed at each crosswalk (already installed). A 5-foot wide sidewalk will be constructed on the east side of Church Street. This will extend from the existing sidewalk on Church Street (approximately 1,036). The sidewalk will create a connection to the northern entrance of Greenville Park. In some locations, the road has no curb and drainage will need to be added. A high visibility crosswalk with ADA-compliant curb ramps and pedestrian crossing signage will be installed across Church Street on the south side of Old Gilbertville Road, and an RRFB will be installed to complement this crosswalk.</p>	Church Street from Highland Street to Greenville Park North Entrance	\$580,000
8	Church Street sidewalk Reconstuction, extension, and crossing improvements - Walnut Street to Highland Street	<p>Church Street serves as a key north-south connection between the downtown neighborhood and Main Street. The road has sidewalk on both sides between Main Street and Walnut Street, with the sidewalk on the east side continuing north just past Highland Street. The Church Street School Senior Housing and two entrances to Greenville Park lie on Church Street between Cottage Street and Walnut Street, and the northernmost entrance to Greenville Park is approximately 1,000 feet north of the sidewalk's termination point.</p> <p>Residents have expressed concerns about the sidewalk conditions on Church Street, noting that upgrades are needed on both sides. Poor sidewalk and crossing conditions along Church Street were also noted in the 2019 WalkBoston Walk Audit; narrow, cracked sidewalks provide hazardous conditions, and crosswalks are unsigned. One pedestrian crash has occurred along this corridor, resulting in a fatality in 2017. Two speed feedback signs will be installed, with one facing each direction at 29 Church Street and 30 Church Street. 5-foot wide sidewalks will be reconstructed on both sides of Church Street between Main Street and Walnut Street (approximately 2,523 feet on each side), and ADA compliant curb ramps will be installed at each crosswalk (already installed). A 5-foot wide sidewalk will be constructed on the east side of Church Street. This will extend from the existing sidewalk on Church Street (approximately 1,036). The sidewalk will create a connection to the northern entrance of Greenville Park. In some locations, the road has no curb and drainage will need to be added. A high visibility crosswalk with ADA-compliant curb ramps and pedestrian crossing signage will be installed across Church Street on the south side of Old Gilbertville Road, and an RRFB will be installed to complement this crosswalk.</p>	Church Street from Walnut Street to Highland Street	\$410,000
9	East Street Underpass Accessibility Improvements	<p>East Street connects all neighborhoods east of downtown Ware to downtown businesses as well as neighborhoods south of Main Street. The road passes underneath the existing railroad tracks between Knox Avenue and Mechanic Street. This portion of the West Street has sidewalk along the south side of the road, but the crossings are not accessible.</p> <p>ADA compliant curb ramps will be added on both sides on the Mechanic Street crosswalk at East Street, and the existing crosswalk will be restriped. The crosswalk across Knox Avenue at East Street will be restriped, and an ADA compliant curb ramp</p>	East Street from Knox Avenue to Mechanic Street	\$400,000

10	North Street Sidewalk Reconstruction and Extension	<p>North Street, similar to Church Street, provides connectivity to downtown for the dense network of streets north of Main Street. Sidewalks run along both sides but were noted to be in disrepair in the WalkBoston Walk Audit conducted in November 2019. Residents have also noted that the intersection of North Street and Pleasant Street is the most dangerous intersection in town.</p> <p>5-foot wide sidewalk on the west side of North Street will be reconstructed between Main Street and Pearl Street (approximately 3,519 feet). Right-of-way and grading limit the ability to install sidewalk on the east side of North Street, but the existing portions of 5-foot wide sidewalk between Walnut Street and Cottage Street (approximately 402 feet) and Prospect Street and Main Street (approximately 1,300 feet) will be reconstructed.</p> <p>ADA compliant curb ramps will be installed at all existing crossings within the corridor, and high visibility crosswalks will be striped (Park Ave, Vigeant Street, High Street, Dale Street, Prospect Street, School Street, Sherwin Street, Walnut Street, Gareau Avenue, Wrin Street, Belmont Street, Highland Street, and Pearl Street – 28 total curb ramps).</p> <p>New high visibility crosswalks will be installed across North Street at Highland Street</p>	North Street from Main Street to Greenwich Road	\$3,220,000
11	West Street and Pulaski Street Crossing Improvements	<p>Directly adjacent to downtown Ware, Pulaski Street runs parallel to Main Street and connects to main roads on each end. Noted on the Wikimap as a dangerous crossing, the intersection was the site of a 2016 bicycle crash. The crosswalk across Pulaski Street at West Street is approximately 50 feet long, but the road narrows to approximately 22 feet as it continues east.</p> <p>Curb extensions will be installed on both the north and south side of the Pulaski Street crossing to improve safety by shortening the pedestrian crossing distance, slow turning speeds, and increase visibility. Curb extensions will reduce crossing width as much as 20 feet and allow for the installation of new ADA compliant curb ramps. An RRFB will be installed at the crossing.</p>	Intersection of Pulaski Street and West Street	\$140,000
12	Reed Municipal Pool/Beauragard Memorial Playground Sidewalk Construction	<p>Located off of West Main Street, Reed Municipal Pool and Beauragard Memorial Playground are in close proximity to downtown Ware. Reed Municipal Pool is the only public pool in Ware. Currently, sidewalk runs along West Main Street on both sides of the road at this location and a crosswalk runs across West Main Street at the park entrance; however, the park driveway has no sidewalks to connect the existing sidewalks to the pool and playground facilities. Residents have expressed concerns about the driveway, noting that it is only wide enough for one car, forcing pedestrians to walk in the grass or wait in the adjacent tree line until the car passes. This crosswalk was the site of a 2017 bicycle crash.</p> <p>A 5-foot wide sidewalk will be constructed on the east side of the driveway, connecting the sidewalk on West Main Street to the pool and playground (approximately 448 feet). The existing guard rail that runs along the north side of West Main Street in front of the park will need to be modified to accommodate the new sidewalk, which will require coordination with MassDOT. Some permitting will be required with this project as it is</p>	Reed Municipal Pool/Beauragard Memorial Playground	\$190,000
13	South Street at Pulaski Street Crossing Improvements	<p>South Street at Pulaski Street is divided into two parts by Nenameseck Park. The eastern part of the road is a two-way road that meets Main Street at a signalized intersection. The western part of the road is a one-way, one-lane southbound street with parking on the west side. Currently, pedestrian access across Pulaski Street is only provided from the sidewalk along Nenameseck Park.</p> <p>A high visibility crosswalk with ADA-compliant curb ramps on each side will be striped across the western part of South Street at Pulaski Street. The existing crosswalk across</p>	Intersection of Pulaski Street and South Street	\$120,000
14	Robbins Road Bike Connection	<p>Robbins Road is a high comfort residential street connecting to West Street. At the road's dead-end, it connects to the Ware River Valley Rail Trail. Sharrows will be painted on Robbins Road, and Bike Route signage will be installed along the street to alert drivers to bike traffic between the new West Street bike lanes and the Rail Trail.</p>	Robbins Road from West Street to Ware River Valley Rail Trail	\$10,000
15	Greenwich Road Sidewalk Installation	<p>Greenwich Road is used as a main recreational walking, biking, and jogging corridor by residents; community members noted in public meetings that they use Pleasant Street, North Street, and Greenwich Road as a loop. Currently, there are no sidewalks along either side of Greenwich Road.</p> <p>A 5-foot wide sidewalk will be installed on the west side of the road between Pleasant Street and 31 Greenwich Road (approximately 1,442 feet). A high visibility crosswalk will be installed across Greenwich Road at 31 Greenwich Road with ADA compliant curb</p>	Greenwich Road from Pleasant Street to North Street	\$1,300,000

16 Chestnut Street Sidewalk Improvements and Intersection Reconstruction	<p>Chestnut Street provides a connection between the Baystate Mary Lane Outpatient Center and neighborhoods east of downtown Ware. The street was identified by residents in the Wikimap as a heavily traveled pedestrian corridor; however, the one-sided sidewalk is in disrepair to the point that pedestrians often choose to walk in the street rather than on the sidewalk. Sidewalk on the west side of the street currently runs from Maple Street to Elm Street, while sidewalk on the east side of the street continues the entire length from Maple Street to South Street.</p> <p>The 5-foot wide sidewalk will be reconstructed on the east side of the Chestnut Street (approximately 1,948 feet), and the existing 5-foot wide sidewalk on the west side of the street will be reconstructed (approximately 310 feet).</p> <p>A high visibility crosswalk with ADA compliant curb ramps will be striped across Elm Street, and because Elm Street does not currently have curbs, drainage may need to be modified at this intersection. Additional high visibility crosswalks will be striped across Union Street, Greenway Avenue, and Mirabile Drive, and the existing crossing at Union Street across Chestnut Street will be restriped and pedestrian crossing signage (MUTCD W 11-2) will be added. ADA compliant curb ramps will be installed on both sides at each</p>	Chestnut Street from Maple Street to South Street \$780,000
--	--	---