



Board of Selectmen

Ware Town Hall, Meeting Room, 126 Main Street

Regular Meeting Notice Agenda – Tuesday, May 19, 2020 at 7:00 p.m.

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

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

Meeting ID: 784 604 1861

Phone: 929-205-6099

Meeting Opened

Opening Remarks, Announcements, and Agenda review by Chair

Consent Agenda

- **Approval of April 21, 2020 Meeting Minutes**

Scheduled Appearances

- **Judy Metcalf, Health Department Director**
- **Dr. DiLeo, Superintendent of Schools**

Old Business

- **Complete Streets Prioritization Plan**
- **Consideration of Town Meeting Quorum**

New Business

- **Appointments for FY2021 – Special Police, Honorary Police, Matrons, and Constables**
- **Reappointment: Kathleen Galford, Historical Commission, Term to Expire June 30, 2023**
- **Request to Abate Water & Sewer Bill, 59 Park Avenue**
- **Budget Modifications**
- **Fiscal Year 2020 Departmental Transfers**

Comments and Concerns of Citizens

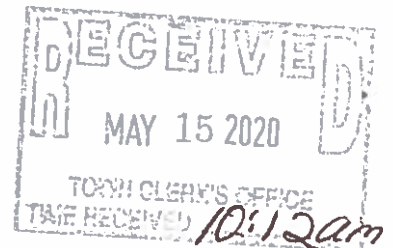
Town Manager Report

Adjournment

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

#2 Union Negotiations – DPW and Administrative

#3 Litigation – Sheehy Road



Midura, Mary

From: Tracy Opalinski <topalinski09@gmail.com>
Sent: Tuesday, May 5, 2020 2:52 PM
To: Midura, Mary
Subject: Re: May 5 2020 Board of Selectmen

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 Mary,

I have a few edits to the 4/21 minutes:

1) COVID-19 UPDATE - "postponed"

2) Selectman Krukas Curaleaf motion was to include "Host Agreement to include increase of the C. Annual Charitable/Nonprofit contributions to \$20K."

3) Under Town Manager report under Cannabis Evaluation add a sentence..

"The Selectmen requested the Non profit program criteria shall not be solely to address impacts of marijuana but that funds be available to any type of nonprofit and for any use such as building improvements, economic impact etc. Town manager agreed to adjust criteria."

Tracy

Sent from my iPad

On May 1, 2020, at 9:19 AM, Midura, Mary <mmidura@townofware.com> wrote:

Attached is the agenda and documents of the May 5, 2020 meeting of the Board of Selectmen.

Alan, Tracy and John – I will deliver your packets this morning!

Mary L. Midura
Executive Assistant to
Ware Town Manager
413-967-9648 ext. 101

Office Hours: 8:00 am – 4:00 pm
Monday – Friday

Live Simply...Give generously

Board of Selectmen

Ware Town Hall, Meeting Room, 126 Main Street

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

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

Meeting ID: 784 604 1861

Phone (use any of these):

929-205-6099

253-215-8782

301-715-8592

Present: Selectman Alan G. Whitney, Selectman Keith J. Kruckas, Town Manager Stuart B. Beckley

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

Absent: Selectman Nancy J. Talbot

Meeting Opened by Chairman Whitney.

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

Consent Agenda

- **Approval of April 7, 2020 Minutes**

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

Scheduled Appearances

- **COVID-19 UPDATE - postponed**

Old Business

New Business

- **Curaleaf – HCA Update to add Medical Dispensary**

Patrik Jonsson, Curaleaf president, stated the request to co-locate the medical dispensary license from Provincetown to the Ware location. He will present the plan to the Planning Board in May. There will be no outside changes, and there will be signage and separate vestibules for medical sales. Curaleaf has been closed since March 24, as the business is not deemed essential by the Governor's order.

Selectman Kruckas made the motion to approve the addition of the Medical Dispensary license, host agreement to include increase of the annual charitable/nonprofit contributions to \$20,000. Selectman Whitney seconded the motion. The motion passed on a vote of 3 Yes, 1 No (Selectman Carroll), 1 Absent (Selectman Talbot).

- **FY21 Budget**

Mr. Beckley noted there will be an impact on revenue, taxes, licensing, and lottery. The State budget is not yet known, and may not know by June 30. The budget will be on a reduced level, with many articles set aside to the Fall. Chairman Whitney requested further detail with columns indicating adjustments by the next meeting.

- **Food Bank and Other Services**

Mr. Beckley provided a list of food services that includes the schools for Kidstop, Hillside Village, and children 18 and under, Jubilee Cupboard, Food Bank of Western MA, Amherst Survival Center, and QVCDC.

Selectman Opalinski asked about the Quaboag Connector; Mr. Beckley noted one van is operating. Selectman Kruckas asked about the Boy Scouts' bottle and can drive; Mr. Beckley noted this may take place after the pandemic.

- **Quabbin Reservoir Access- resolved**

- **Annual and Special Town Meeting Warrants**

Mr. Beckley will present the warrants with dollar amounts at the May 5, 2020 meeting.

Selectman Carroll made the motion to postpone the May 11, 2020 Special and Annual Town Meeting to a future date, tentative to June 1, 2020. Selectman Kruckas seconded the motion. The motion passed on a vote of 4 Yes, 0 No, 1 Absent (Selectman Talbot).

Selectman Carroll suggested that Capital spending items be postponed to the Fall town meeting.

Comments and Concerns of Citizens - none

Town Manager Report

Projects:

73 West Main Street. Re-bidding for May 7. Will be able to award, though waiting to hear from Attorney General's office on grant.

Elm Street completion is underway with sidewalk work in preparation of paving.

Main Street construction – three week plan is attached.

IT Director David Grace worked with Revize, the Town's website software to add Google Analytics, a program that provides statistics on the use of the website. A sample is attached.

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

Host Community Agreement expenditure. A proposed distribution method is attached. In summary, the Town would establish a review committee and make recommendations to the retail sales company for distribution.

Coronavirus: Schools are closed for the remainder of this school year.

Cannabis Donation Evaluation Procedure

Purpose: When a Host Community Agreement includes a donation by the Cannabis Facility to the benefit of organizations and non-profits in the Town of Ware, this procedure shall be followed to determine the local distribution of funds by the Cannabis facility.

Review Committee: The Board of Selectmen shall establish a Cannabis Donation Review Committee consisting of five members. The Committee shall accept and review applications annually and recommend levels of distribution to non-profits. The Committee shall consist of representatives from the Board of Selectmen, the Community Development Authority, the Quaboag Hills Substance Use Alliance, the Cannabis Advisory Committee, and an interested resident.

The Committee shall establish the form and criteria required for approval. Non-profit programs shall address the impacts of marijuana or substances on Ware's residents, or community health, or other issues of prevention (particularly youth), treatment or recovery from substance use. The Committee shall consider need as well as impact of a proposed program.

Applicants shall describe the need to be addressed, the amount of funding sought and a timeline with expected outcomes for the proposed program.

Applications shall be sought annually in July with awards to be made in September. Programs shall be complete by June 15 of the following year.

The Selectmen requested the nonprofit program criteria shall not be solely to address impacts of marijuana but that funds be available to any type of nonprofit and for any use such as building improvements, economic impact, etc. Town Manager agreed to adjust criteria.

Selectman Kruckas made the motion to Adjourn Regular Session at 7:40 p.m. Selectman Carroll seconded the motion. The motion passed on a vote of 4 Yes, 0 No, 1 Absent (Selectman Talbot).

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

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

Attest: _____

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

Beckley, Stuart

From: Sawabi, Aaron (SC) <asawabi@ware.k12.ma.us>
Sent: Wednesday, May 13, 2020 8:44 PM
To: Beckley, Stuart; DiLeo, Marlene A.; Paquette, Andy
Cc: Alan Whitney_Selectman
Subject: Budget Discussion - RE: Selectmen Meeting
Attachments: Selectmen Meeting

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.

Cc: School Committee

Dear Mr. Beckley,

Thank you for your email (attached). The School Committee convened this evening and conducted the annual public hearing on the school budget. I wanted to reach out to you on some thoughts related to your attached email inquiry.

We have noted the date/time of the next BOS meeting and have earmarked the date. Should individual availability allow, I will be sure to confirm with follow-up correspondence. Nonetheless I wanted to respond directly to your inquiry, and have summarized our response below should you desire to discuss in our absence.

Sincerely,

Aaron Sawabi, Chair
Ware School Committee
www.wareps.org

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Budget Issues Summary

At this time, we do not expect any changes by Tuesday. We have affirmed our current understanding of potential savings as a result of the COVID19 crisis.

1. Regarding "thoughts on savings for this year," we have firmed up anticipated bus cost reductions pursuant to the Cares Act for the current year ending 2020. As discussed during this evening's meeting, we expect to a reduction of approximately 58% of the remaining bus costs through the conclusion of the 2020 school year.
2. Regarding thoughts on "the impacts of any cuts on the proposed 2021 budget", we are awaiting further developments from the state.

- a) Key budgetary requirements discussed during public hearing this evening focused on the need for increased line items for health services supplies and custodial salaries. The costs cover anticipated increases related to cost of "disinfectant" activities. Additionally, compliance with future (potential) student attendance scheduling protocols are yet to be defined, and are expected to also increase disinfectant requirements. Some of the protocols may include alternating student attendance by grade, by week, etc., thereby impacting (increasing) needs for appropriate disinfectant requirements to accommodate increased student / personnel traffic within the school buildings.
- b) The volatility of the governor's budget reductions preclude any reliable or stable budget adjustments at this time; a "later rather than sooner" re-assessment is warranted and deemed pragmatic.
- c) The volatility of potential federal aid / increases to funding likewise preclude any reliable or stable budget adjustments at this time; a "later rather than sooner" re-assessment is also warranted and deemed more pragmatic
- d) Given the anticipated Town Meeting target date of June 22, we expect to revisit our ability to address your inquiry as the date approaches, and look forward to follow-up discussion.
- e) Our goal is to ensure the welfare of the students and learning community, minimize loss of academic gains to date, and leverage available budget reductions to assist overall town funding.



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

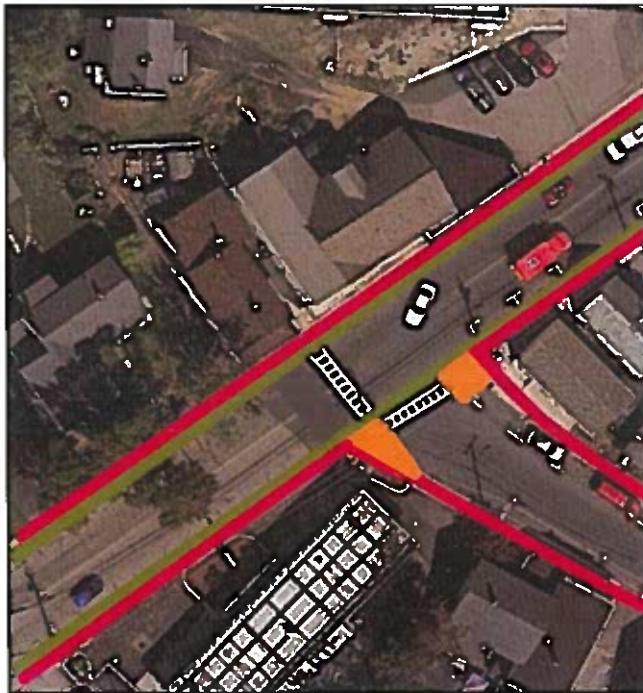
COMPLETE STREETS PRIORITIZATION PLAN PROJECT LIST

Legend:

- Red = sidewalk reconstruction
- Orange = new proposed sidewalk construction
- Green = proposed bicycle lanes

WEST STREET

➤ WEST STREET AND PULASKI STREET CROSSING IMPROVEMENTS



- Extend curbs on both sides of Pulaski at West St.
- Move West St. crosswalk north
- Install RRFB (rectangular rapid flash beacon)

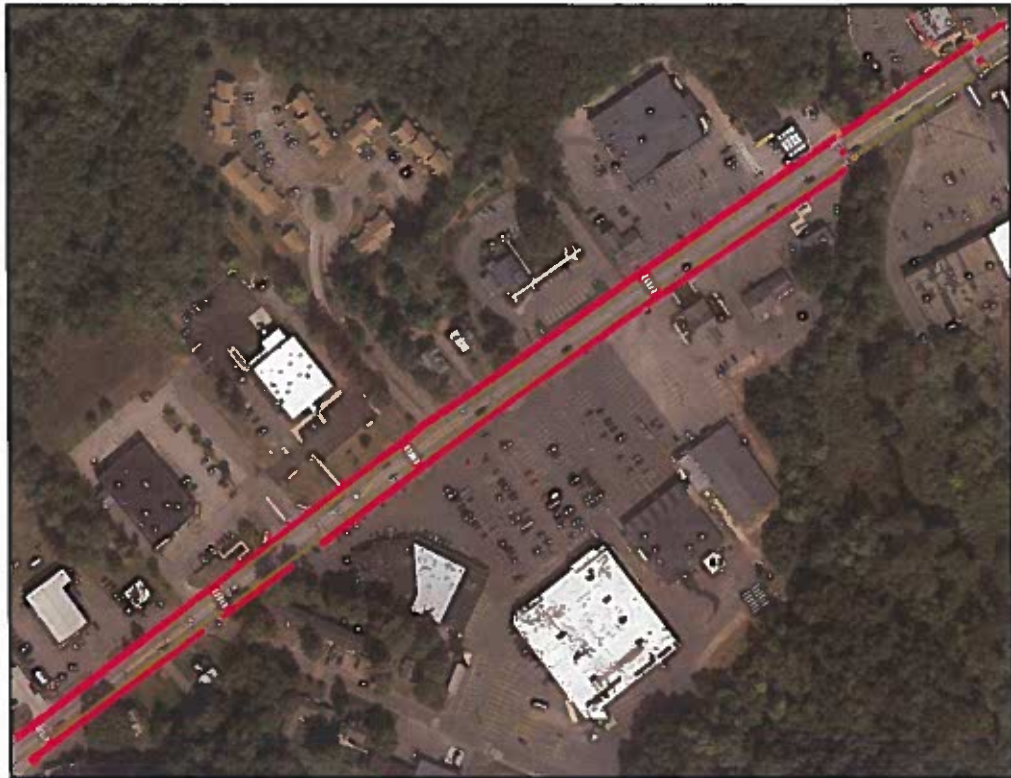


EXAMPLE: Curb Extensions



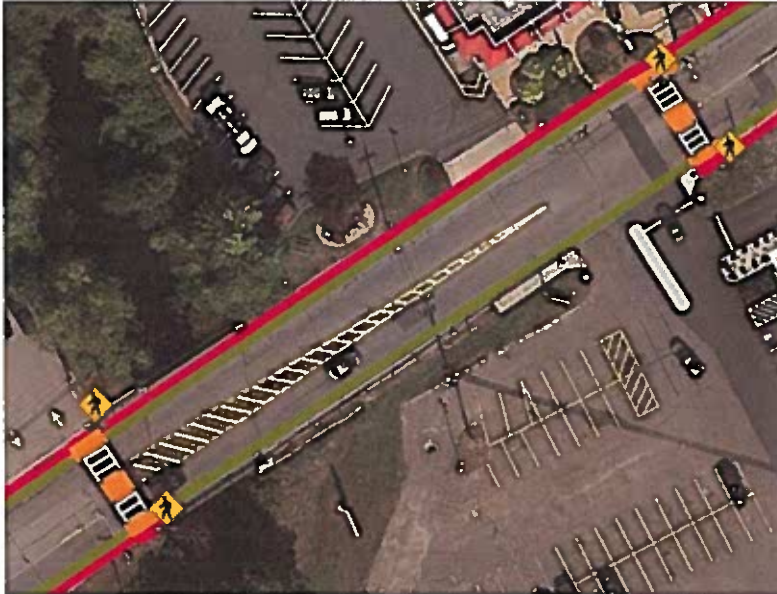
EXAMPLE: RRFB

- WEST STREET SIDEWALK RECONSTRUCTION, ROAD DIET, AND BIKE LANE INSTALLATION
- Reconstruction of sidewalks along West Street from Main St to Robbins Rd. (eligible portion). From Robbins Road to Schools (ineligible portion).
- Narrow travel lane and install bicycle lanes
- Improved high visibility crosswalks, including RRFB at some locations, & ADA compliant curb ramps



➤ WEST STREET BRIDGE

- Sidewalk reconstruction one side
- Improved crosswalks – one new – with six-foot pedestrian refuge
- RRFB signals at each crosswalk before and after bridge
- Bicycle lanes both sides



EXAMPLE: Pedestrian refuge



- ROBBINS ROAD
- Share the Road "Sharrow" symbols painted on asphalt

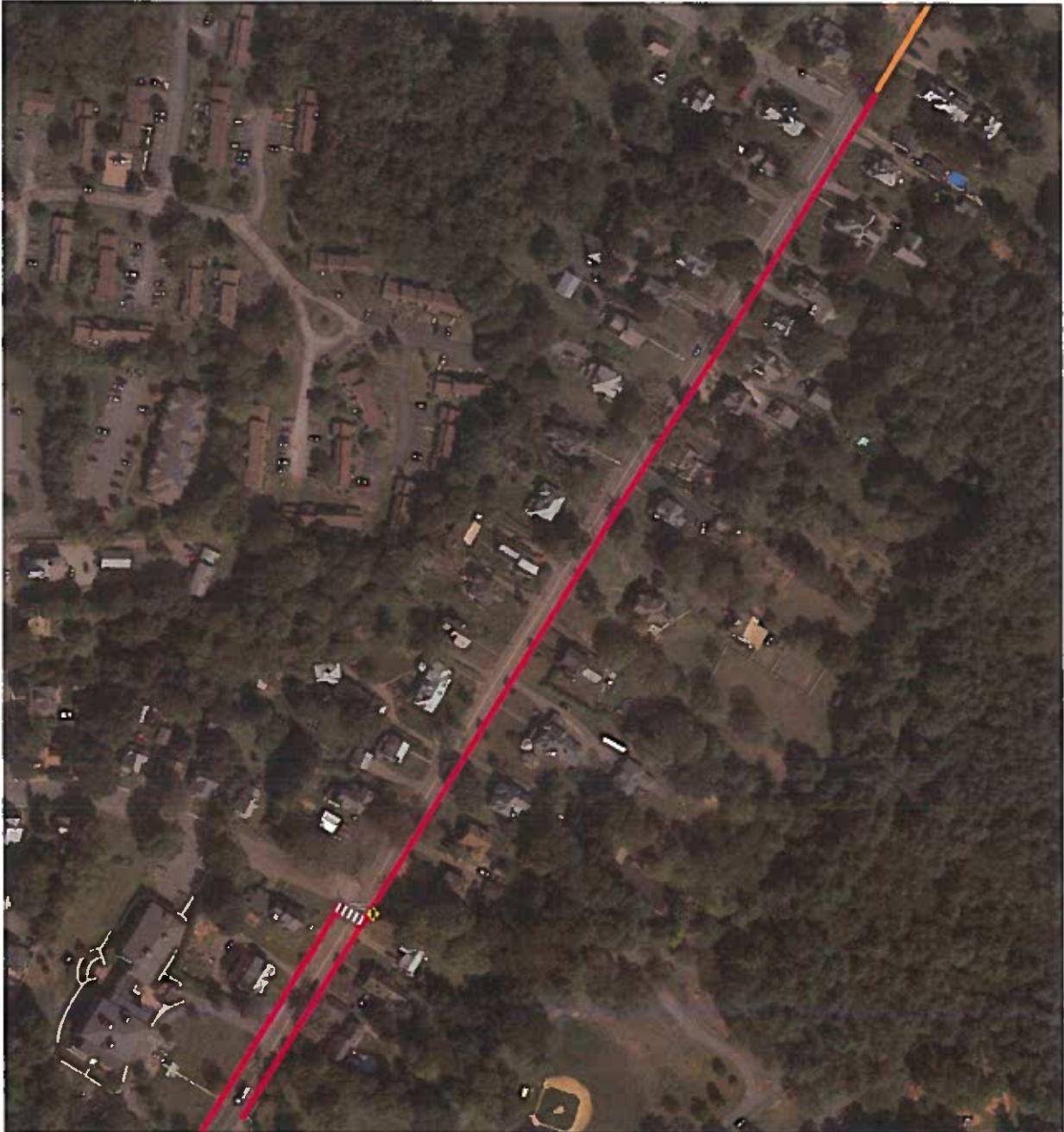


- MAIN STREET
- Reconstruction and signal re-timing
- Included as a fail-safe for the Main Street Improvement Project

- CHURCH STREET – Main Street to Walnut Street
- Reconstruction of sidewalks
 - Improved high visibility crosswalks
 - Pedestrian signage, including pedestrian crossing ahead
 - Proposed curb extension at Otis Avenue



- CHURCH STREET –Walnut Street to Highland Street
- Reconstruction of sidewalk
 - Improved high visibility crosswalks
 - ADA compliant curb ramps
 - Pedestrian signage, including pedestrian crossing ahead



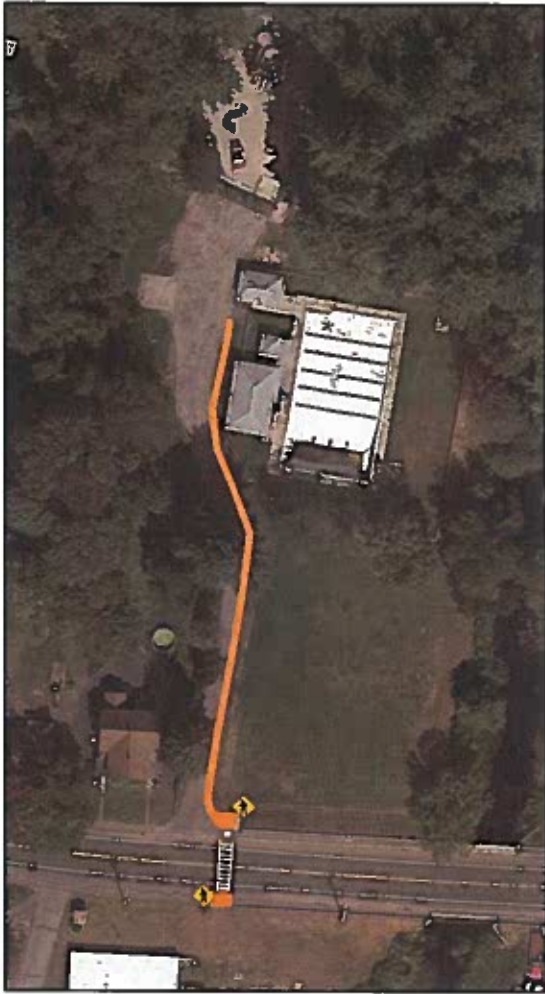
➤ CHURCH STREET –Walnut Street to Highland Street

- New sidewalk construction to north entrance of park (shown in orange)
- New crosswalk and RRFB at Old Gilbertville Road
- High visibility crosswalks & ADA compliant curb ramps
- Pedestrian signage, including pedestrian crossing ahead



NORTH AND WEST OF DOWNTOWN

➤ REED MUNICIPAL POOL/BEAURAGARD PLAYGROUND



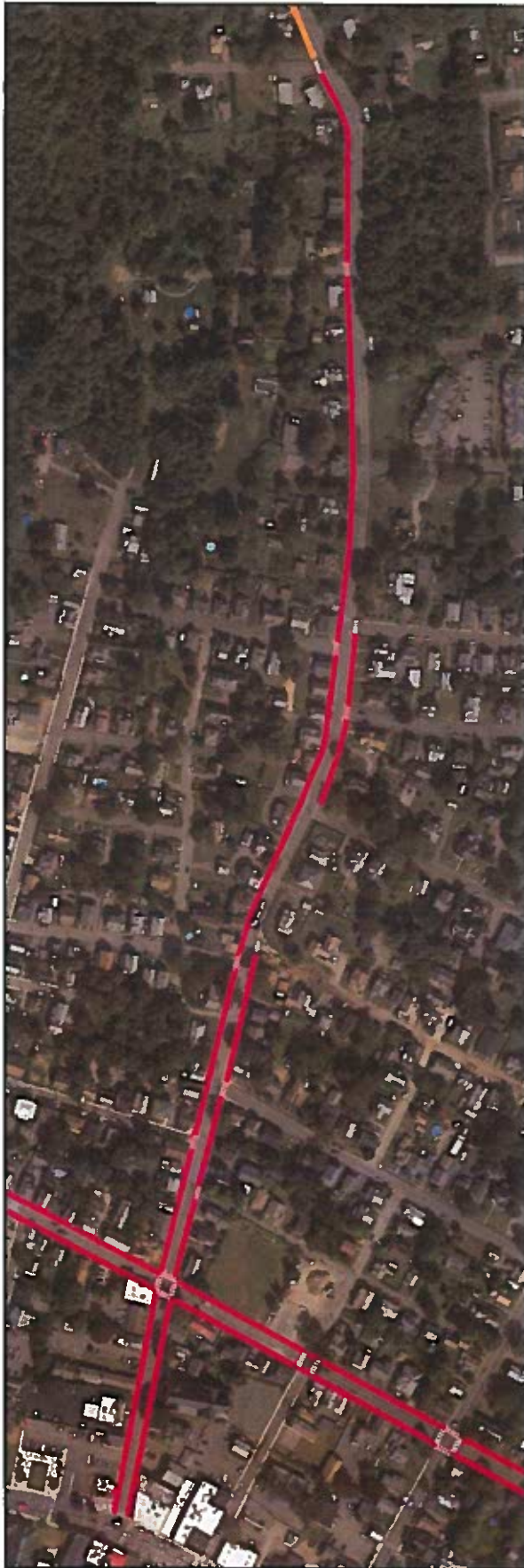
- New sidewalk construction on east of entrance road
- High visibility crosswalk and RRFB

➤ GOULD ROAD SIDEWALK CONSTRUCTION AND SCHOOL ACCESS

- New sidewalk construction on west side of Gould road from school entrance to Route 9-Belchertown Road
- New sidewalk construction on east side of road from West Street to Fourth Avenue.
- ADA compliant curb ramps
- New high visibility crosswalks, including two across Gould at school entrance and Fourth Avenue.



➤ NORTH STREET SIDEWALK CONSTRUCTION AND EXTENSION



(Left)

- Sidewalk reconstruction up North Street, excluding one section due to site constrictions.
- ADA compliant curb ramps
- High visibility crosswalks and pedestrian signage

(Below)

- New sidewalk construction (orange) to connect Upper North Street to Greenwich Road



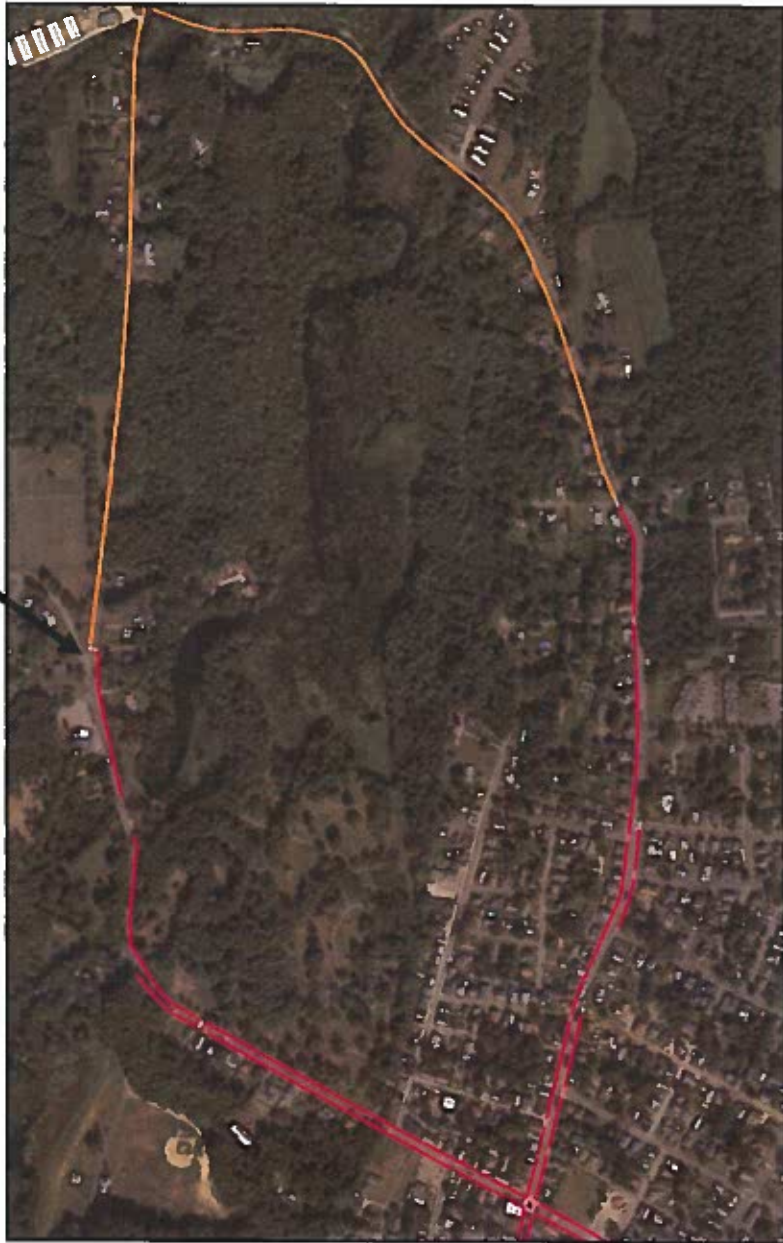
➤ PLEASANT STREET

- Sidewalk reconstruction
- New high visibility crosswalks & ADA compliant curb ramps
- New crosswalk with RRFB approaching Kubinski Field (insert)
- Share the Road "Sharrows" painted on asphalt



➤ GREENWICHROAD SIDEWALK INSTALLATION

- Sidewalk reconstruction to connect to Upper North Street.
- New high visibility crosswalk with RRFB



SOUTH AND EAST OF DOWNTOWN

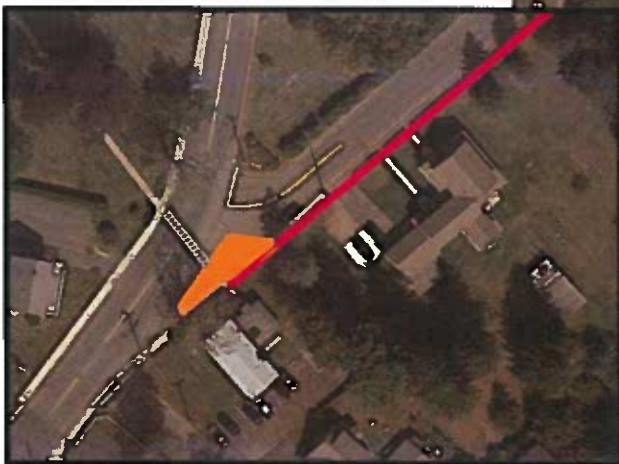
➤ SOUTH STREET AT PULASKI STREET

- Sidewalk reconstruction on both sides
- New crosswalk at W. South Street & ADA compliant curb ramps



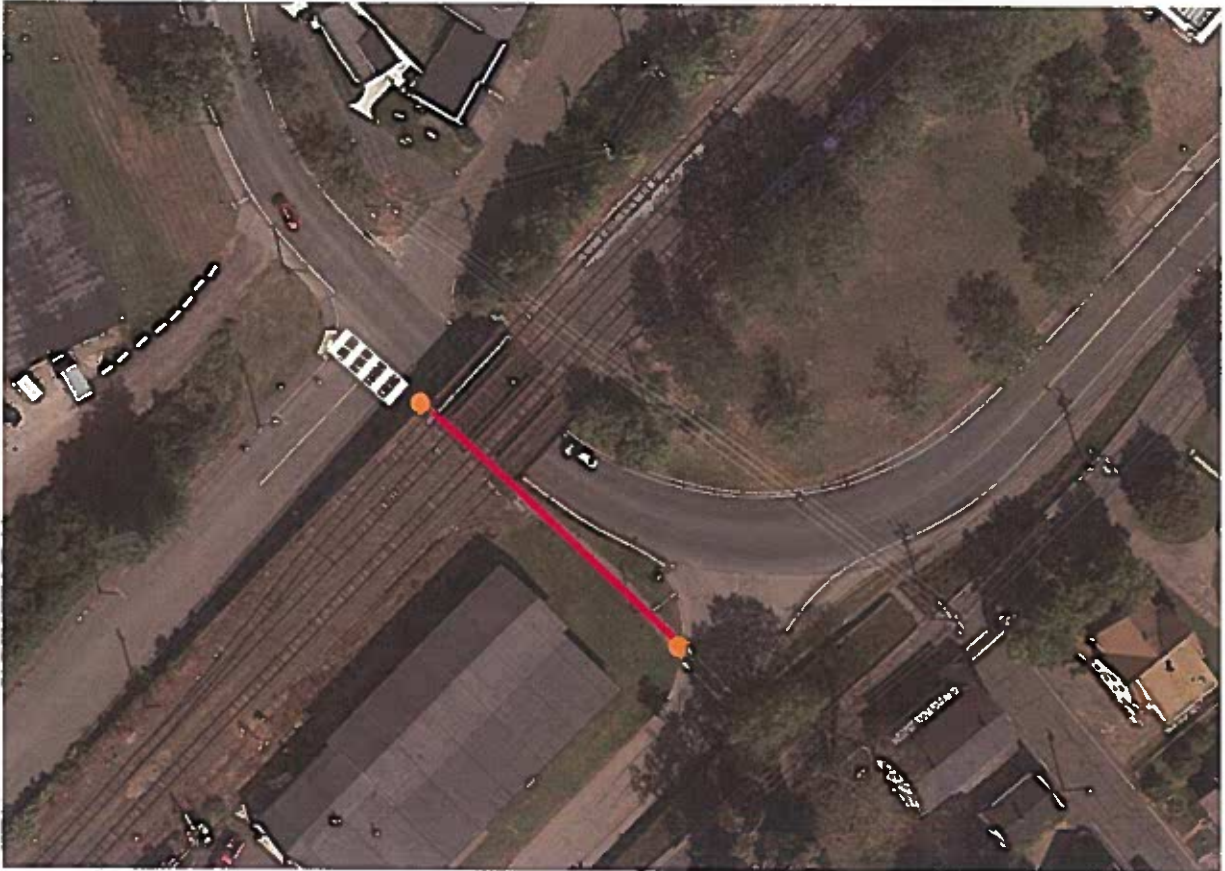
➤ CHESTNUT STREET SIDEWALK IMPROVEMENTS & INTERSECTION RECONSTRUCTION

- Sidewalk reconstruction
- New crosswalks & ADA compliant curb ramps
- Large curb extension to clarify intersection and reduce crosswalk length



EAST STREET UNDERPASS

- Sidewalk reconstruction
- Remove step on east side of underpass and replace with ADA compliant curb ramp





TO:	Town of Ware	DATE:	March 12, 2020
FROM:	Sarah Davis Howard Stein Hudson	HSH PROJECT NO.:	2016052.23
SUBJECT:	Ware CSPP Project List		

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 compliant 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.

INELLIGIBLE 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/BEURAGARD 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.

INELLIGIBLE 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.

From: DeCoursey, Rebekah
Sent: Wednesday, May 6, 2020 3:55 PM
To: Gagnon, Chris
Subject: RE: CSPP sign off

Hi Chris,

Thank you, that's just what I needed. I appreciate your thoughts and most certainly will go over design details as we move into the next phase. With the pandemic, that might be later than sooner. I'll keep open communication with you as things progress. I'm very excited this has come together.

Thanks!

Rebekah L. DeCoursey

Director of Planning and Community Development
Town of Ware
126 Main Street
Ware, MA 01082
413-967-9648 x118

From: Gagnon, Chris
Sent: Wednesday, May 6, 2020 3:48 PM
To: DeCoursey, Rebekah
Cc: Marques, Anna S.; Beckley, Stuart
Subject: RE: CSPP sign off

Hi Rebekah:

Not sure what you need me to sign.. but after review of the materials I have no major issues at this point if the process to move forward for application. That said, if approved, I would urge further discussion during engineering and design regarding such modifications as curb extensions, pedestrian islands, and any modifications that will narrow common traveled streets. I would hope that all modifications and proposed improvements will not in any way hamper efficient access, pathway and or maneuverability of Emergency Vehicles. I can certainly provide you with detailed vehicle information IE dimensions and turning radius when required.

Thanks for all your effort with this!

Chris Gagnon
Acting Fire Chief
Ware Fire Department
200 West Street
Ware MA 01082
413-967-9631

From: Crevier, Shawn
Sent: Monday, April 27, 2020 12:15 PM
To: DeCoursey, Rebekah
Subject: RE: Complete Street Prioritization Plan

Received, thanks.

From: DeCoursey, Rebekah <rdecourcey@townofware.com>
Sent: Monday, April 27, 2020 11:36 AM
To: Crevier, Shawn <CrSH@townofware.com>
Subject: Complete Street Prioritization Plan

Good morning Chief,

I'm putting together the Complete Street Prioritization Plan update for the BOS, hoping for approval at their next meeting so we can submit it to the state for review and subsequent approval. This is pending department head sign off, per BOS request. Can you please confirm you've reviewed the plan, as presented at the Coordination Meeting on April 13th, and have brought up your concerns at this point in the planning process. A reminder, all plans will be reviewed by relative department heads before designs are finalized and funding is applied for. Let me know if I can be of further assistance.

Thank you,

Rebekah L. DeCoursey

Director of Planning and Community Development
Town of Ware
126 Main Street
Ware, MA 01082
413-967-9648 x118

From: DeCoursey, Rebekah
Sent: Tuesday, April 28, 2020 8:53 AM
To: Marques, Anna S.
Cc: Gibby Sorel; Crevier, Shawn; Gagnon, Chris; Beckley, Stuart
Subject: RE: Complete Streets

Thank you Anna.

To follow up, Chestnut Street is a low priority project which puts it low on the list, which will allow us at least five years to do the research and design for that intersection, including signage.

When I started working on this Prioritization Plan, West Street was a high priority project area for Complete Streets funding. Since then, it appears that pursuing a TIP project for that section of roadway in town – from Main Street to Robbins Road – will most likely be the best funding option. As we know with the Main Street Improvement Project, that will be a 5-7 year project if we started right now. A traffic study will most likely be included in the West Street reconstruction project but no, a traffic study is not part of Complete Streets funding and will need a different source of funds to be completed.

Take care,

Rebekah L. DeCoursey

Director of Planning and Community Development
Town of Ware
126 Main Street
Ware, MA 01082
413-967-9648 x118

From: Marques, Anna S.
Sent: Monday, April 27, 2020 8:48 PM
To: DeCoursey, Rebekah <rdecoursey@townofware.com>
Cc: Gibby Sorel <gsorel@townofware.com>; Crevier, Shawn <CrsH@townofware.com>; Gagnon, Chris <cgagnon@townofware.com>; Beckley, Stuart <sbeckley@townofware.com>
Subject: Re: Complete Streets

Rebekah,

I'm usually a proponent of safe streets and would be interested to see the proposed designs go through engineering. I would like to offer 2 comments/thoughts:

1) the intersection of South and Chestnut - I have seen an example of this in Belchertown where the turn was made sharper and narrower. They did have to place a number of signs to mark the area (an upcoming turn, crosswalk, etc. it would be good to know how signage would come into play...sometimes, too many signs could also be a distraction.) I'll try to snap a photo to share with you.

2) In my few years working for Ware, I have heard several times the concerns being raised for a traffic study to be conducted at the area of McDonald's/Taco Bell. Is there a possibility to have a traffic study done as part of the complete streets? If the goal is to provide safer streets, I think it would be a viable request to make and have it be looked into.

Overall, I like the proposed improvements. I see Church St benefiting and also like the loop around the area of Snows Pond/Wicked Wings. Thank you for your efforts on this.

-Anna

Sent from my iPhone

On Apr 27, 2020, at 1:16 PM, DeCoursey, Rebekah <rdecoursey@townofware.com> wrote:

Sounds good, thanks!

Rebekah L. DeCoursey

Director of Planning & Community Development
Town of Ware

----- Original message -----

From: "Marques, Anna S." <amarques@townofware.com>

Date: 4/27/20 12:53 PM (GMT-05:00)

To: "DeCoursey, Rebekah" <rdecoursey@townofware.com>

Subject: RE: Complete Streets

I will be emailing you my thoughts, hopefully by end of today

-Anna

From: DeCoursey, Rebekah <rdecoursey@townofware.com>

Sent: Monday, April 27, 2020 11:51 AM

To: Marques, Anna S. <amarques@townofware.com>

Subject: Complete Streets

Hello,

I am not expecting a sign off or report from the Building Department from the Complete Streets Prioritization Plan, unless you want to and have time to submit comments. BOS was looking for DPW, fire, and police sign off in particular. I just wanted to touch base on that.

From: DeCoursey, Rebekah <rdecoursey@townofware.com>
Sent: Monday, May 11, 2020 12:24 PM
To: Gibby Sorel <gsorel@townofware.com>
Subject: FW: Complete Streets Prioritization Plan sign off

Hello Gibby,

Could you please simply respond to this email to acknowledge that you and I have discussed the Complete Streets Prioritization Plan in detail? To be clear, I acknowledge that as projects move into the detailed design stage, a meeting with DPW and Fire will need to be held for each project before moving forward. I need a response for the BOS meeting next Tuesday.

Thank you kindly,

Rebekah L. DeCoursey

Director of Planning and Community Development
Town of Ware
126 Main Street
Ware, MA 01082
413-967-9648 x118

From: DeCoursey, Rebekah
Sent: Monday, April 27, 2020 11:46 AM
To: Gibby Sorel <gsorel@townofware.com>
Subject:

Good morning Gibby,

I'm putting together the Complete Street Prioritization Plan update for the BOS, hoping for approval at their next meeting so we can submit it to the state for review and subsequent approval. This is pending department head sign off, per BOS request. Can you please confirm you've reviewed the plan, as presented at the Coordination Meeting on April 13th, and have brought up your concerns at this point in the planning process. A reminder, all plans will be reviewed by relative department heads before designs are finalized and funding is applied for. Before projects are sent into the design phase, I will coordinate with the fire department to be sure we have an updated list and statistics of fire apparatus turning radius provided to the engineers on the project. Where projects involve curb bump-outs or similar changes, projects will be coordinated with Highway/DPW to ensure minimal interference with plowing where possible. Projects coordinate will be anticipated with any existing planned DPW improvements as much as possible to combine funding resources to be as streamline as possible. Let me know if I can be of further assistance.

Thank you,

From: Gibby Sorel
Sent: Thursday, May 14, 2020 12:20 PM
To: DeCoursey, Rebekah
Cc: Midura, Mary; Beckley, Stuart
Subject: RE: Complete Streets Prioritization Plan sign off

Hi Rebekah,

I apologize for taking so long to get back to you regarding the Complete Streets Prioritization Plan. I **recommend the Board of Selectmen vote to approve the Complete Streets Prioritization Plan** and I suggest the Town focus on areas where sidewalks already exist, especially Church Street from Pleasant Street to Grenville Park and Chestnut Street from South Street to Elm Street.

Since there are sidewalks in these areas already, it will not be necessary to expend money on survey to re-establish the existing right-of-way, take property by eminent domain, remove trees, cross bridges, build retaining walls, etc. Some of these projects could be done as "book jobs", rather than spending large amounts of money on design. A MassGIS photo could be marked up showing the project area, along with some standard details and an estimate form. We just did this for the Church Street Sewer Replacement Project.

The sidewalks on Church Street from Pleasant Street to the first entrance – and in front of – the first entrance to Grenville Park need attention, especially along the section in front of the United Church; this project could be extended to Walnut Street and the second entrance to Grenville Park.

As part of the Elm Street Reconstruction Project, the sidewalks along Chestnut Street between Elm and Maple Streets were improved and widened where possible and new ADA compliant crossings were installed; the rest of the sidewalk along Chestnut Street from Elm to South is in need of repair, as is Chestnut Street.

As we have already discussed, a study should be performed on West Street, from Main Street to Robbins Road before any changes are made. This would involve a boundary survey to locate the existing right-of-way, a location survey to determine what's actually there on the ground and where it is, a traffic study, an infrastructure survey to determine the condition of the underground utilities, etc. I suggested this in the early 1990's because this area has become the Town's central business district. I also spoke with Ted Harvey from PVPC to determine whether there were any grant opportunities for this type of project.

Also the road and sidewalks in front of the Reed Municipal Pool on West Main Street are under the jurisdiction of MassDOT and any changes there would be subject to their review and approval.

Gibby



TOWN OF WARE POLICE DEPARTMENT

22 NORTH STREET, WARE, MASSACHUSETTS 01082 – 1004
TEL: (413) 967-3571 FAX: (413) 967-9606



SHAWN CREVIER
CHIEF OF POLICE

TO: Ware Board of Selectmen
FROM: Chief Shawn C. Crevier
DATE: May 28, 2020
RE: RE- Appointments

I am requesting that the Board of Selectmen make the following appointments for the Ware Police Department for Fiscal Year 2021.

Special Police Officers

Daniel Witt
Dan Polak
Paul Skutnik
Ronald Riethle
Frank Jolin
Troy Turpin
Ray Corriveau

Honorary Police Officers

Stanley G. Mettig
Dennis Healey
Gary Hoskins
John Pajak

Police Matrons

Maryanne Regin

Constables

Tod Bertini
Christopher R. Talbot
Francis W. Cote

Thank You,

Chief Shawn C. Crevier
Ware Police Department

May 4, 2020

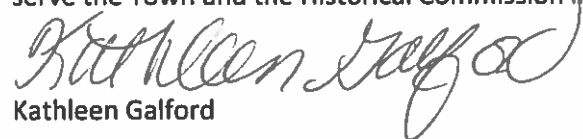
Ware Board of Selectmen

126 Main St.

Ware, MA 01082

Dear Board of Selectmen,

I wish to request re-appointment to my position on the Ware Historical Commission. It is my pleasure to serve the Town and the Historical Commission in this capacity. Thank you for your consideration.

A handwritten signature in cursive script, reading "Kathleen Galford". The signature is written in dark ink and is positioned above the printed name.

Kathleen Galford

54 Chestnut St.

Ware, MA 01082



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: May 13, 2020

RE: REQUEST TO ABATE PORTION OF WATER & SEWER BILL FOR # 59 PARK AVE

The February 2020 (Billing Cycle #1 – 10/2019 – 12/2019) water and sewer bill for Account # 14-1270 was extremely high based on the outside reading. After investigating it has been determined that the outside meter runs high compared to the inside meter. A meter change out has been scheduled for June 1, 2020, until then detailed notes have been added to the account.

The property is located at 59 Park Ave and is owned by Scott Lusignan. Mr. Lusignan has paid the bill in full as required prior to being granted an abatement and is current with all payments. Unfortunately, Mr. Lusignan called after receiving the billing cycle closed in March. If he had called in during the cycle period, then the bill could have been adjusted, but the commitment period was closed and the only way to resolve this issue is through an abatement.

Motion: I move the Board vote to abate \$252.43 in water charges and \$230.49 in sewer charges, for a total of \$482.92 against Account # 14-1270, Scott Lusignan, for his property located at # 59 Park Ave.

Because this is a home with very little usage and receives only a small, or minimum quarterly bill, Mr. Lusignan will be issued a refund check in the amount of \$482.92.

DPW Administrative Assistant Kayleigh Goodrow has worked with Mr. Lusignan, 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
Mary Midura/Administrative Assistant to the Town Manager
Stuart Beckley/Town Manager

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

TOWN OF WARE
 2020 WATER/SEWER BILL CYCLE #1
 Usage Period
 10/2019-12/2019

1798
 BILL DATE: 02/03/2020

Account: 14-1270
 Meter: 14-1270
 Service: 59 PARK AV

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

SCOTT LUSIGNAN
 59 PARK AVENUE
 WARE MA 01082

WATER	259.68
SEWER	248.23
CODE:	0.00
CODE:	0.00
CODE:	0.00
ABATEMENT:	0.00
PREVIOUS BALANCE	-6.54
PENALTY	0.00
AMOUNT DUE BY 03/06/2020	501.37

RATE CODE: R-R RATE TABLE
 WATER \$36.00 MIN TO 500 UNITS, \$5.75 PER HUNDRED CUBIC FEET
 SEWER \$44.00 MIN TO 500 UNITS, \$5.25 PER HUNDRED CUBIC FEET

METER #:	PRIOR	CURRENT	CODE	AMOUNT	READING DATE:
14-1270	78560	80950	WATER	259.68	01/09/2020
			SEWER	248.23	FROM: 10/2019 TO: 12/2019
			CODE:	0.00	59 PARK AV
WATER USE:	4390		CODE:	0.00	Account: 14-1270
SEWER USE:	4390		CODE:	0.00	

Inside Reading as of April 21, 2020





TOWN OF WARE

Department of Public Works

4 1/2 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: Scott Lusignan DATE: 3/15/2020

ADDRESS: 59 PARK AVE #413 967-7783

The above named person hereby applies for a sewer abatement.

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

LOCATION OF PROPERTY: 59 PARK AVE

ACCOUNT NUMBER: 14-1270
(See Water Bill)

REASON FOR ABATEMENT: SEE INSTRUCTIONS

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

DESCRIPTION: BILL TO HIGH READING ERROR

BEGINNING READING 10/2019 ENDING READING 12/2019

USAGE/VOLUME _____ 100 CU FT @ = _____

Please note if usage/volume is estimated _____

DPW Authorized Signature: _____

Signature of Applicant: Scott Lusignan

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

Town Accountant

Town Hall, 126 Main St.

Ware, Massachusetts 01082-1386

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

Email: tmeehan@townofware.com

TO: Board of Selectman
FROM: Tracy Meehan, Town Accountant
SUBJECT: Transfer of Appropriations
DATE: May 8, 2020
CC: Finance Committee
Stuart Beckley, Town Manager

Attached is a request of transfer of appropriations per MGL Chapter 44, Section 33B to cover departmental expenditures for FY20.

The transfers are being requested for the following needs:

- Water Enterprise-Purchase of Services – to cover anticipated total expenditures for the fiscal year
- Sewer Enterprise-Salaries – to cover anticipated total expenditures for the fiscal year due to increased overtime
- Town Accountant-Purchase of Services – to cover increased cost for payroll service
- Legal-Purchase of Services - to cover anticipated total expenditures for the fiscal year
- Ambulance-Salaries – increased overtime expenses this fiscal year mostly attributed to bi-annual mandatory training

Funds are available in the following budgets:

- Municipal Fuel – overall lower fuel prices this fiscal year
- Veterans Services-Other Charges – decreased number of claimants from previous fiscal year
- Short Term Interest – budgeted costs for issuance of general obligation bonds in FY20, due to market volatility the Town's financial advisor suggested sticking with short term borrowings
- Streetlights – savings realized from the conversion to LED

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

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

Thank you.

Town of Ware

Request for Transfer of Appropriation For FY20

To: Board of Selectman
Finance Committee

Date: 5/8/2020

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

Transfer From:

Transfer To:

Account #	Account Name	Account #	Account Name	Amount of Transfer
6500-5100	Water Salaries	6500-5200	Water Purchase of Services	\$ 35,000.00
6600-5850	Sewer Extraordinary/Unforeseen	6600-5100	Sewer Salaries	\$ 3,700.00
422-5401	Municipal Fuel	135-5200	Town Accountant Purch of Services	\$ 1,500.00
422-5401	Municipal Fuel	151-5200	Legal-Purchase of Services	\$ 5,000.00
543-5700	Veteran Svcs-Other Charges	151-5200	Legal-Purchase of Services	\$ 35,000.00
752-5900	Short Term Debt-Interest	151-5200	Legal-Purchase of Services	\$ 50,000.00
424-5200	Streetlights	231-5100	Ambulance Salaries	\$ 25,000.00

Board of Selectman Action:

Vote to Transfer:

Yes _____
No _____
Abstain _____

Finance Committee Action:

Vote to Transfer:

Yes _____
No _____
Abstain _____

Chairman

Date

Chairman

Date

Please return original to the Town Accountant