



**Board of Selectmen
Ware Town Hall, Meeting Room, 126 Main Street
Regular Meeting Minutes – Tuesday, May 5, 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://zoom.us/join> (the online option will require a download).

Meeting ID: 784 604 1861

Phone: 929-205-6099

Present at Town Hall: Selectman John E. Carroll, Selectman Nancy J. Talbot, Selectman Keith J. Kruckas, Town Manager Stuart Beckley

Remote Participation VIA Zoom: Selectman Alan G. Whitney, Selectman Tracy R. Opalinski

Meeting Opened by Chairman Whitney.

Opening Remarks, Announcements, and Agenda review by Chair

Selectman Opalinski noted the MMA is looking for input from town for health and economy, businesses need to open, and the MMA wants feedback from the town. She stated the Town needs to be more pro business, be responsible, wear masks.

Selectman Kruckas wants Judy Metcalf, Health Department Director at the next meeting; he stated that communication is terrible and the Board should receive regular updates, as businesses are suffering, Lowe's was open and crowded this weekend, Walmart is open, but not small business like Nat Falk for a pair of jeans.

Selectman Opalinski noted that Otto Florists cannot open and Mother's Day is approaching.

Selectman Kruckas noted a game plan is needed with businesses. Selectman Opalinski requested a letter be sent to the MMA. Mr. Beckley noted he had daily conference calls with the Health Director and the State. The State has allowed some relaxation for florists to do business by phone and online.

Consent Agenda

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

Selectman Opalinski stated she sent corrections to Ms. Midura regarding the Curaleaf HCA and increase to donated amounts; Mr. Beckley noted language must be corrected.

Selectman Talbot made the motion to table the April 21, 2020 meeting minutes. Selectman Opalinski seconded the motion. The motion passed on a vote of 5 Yes, 0 No.

Scheduled Appearances

- **7:05 p.m. Water Treatment Plant Cost Update, Wright-Pierce Engineers**

Rich Protasowicki joined the meeting via Zoom. He spoke about the original plans and what is needed now. Two years ago a plan was presented to remove iron and manganese, use of chlorine to oxidize in the filtration process, and legacy sediments flush out of the system. Selectman Opalinski questioned the chlorine; Mr. Protasowicki noted the treatment plant process will use less. He noted the filters take out the iron and manganese with backwash in the holding tank at the treatment plant. The hot economy and cost of labor have

changed the totals. Chairman Whitney asked how the first estimate was done; Mr. Protasowicki noted the contractors put the price, but Wright-Pierce looks at projects done, plus inflation, 2 years of hot growth and current conditions to project 25 years. Chairman Whitney stated it was not good that a construction firm does an estimate. Mr. Protasowicki noted page 3 of the attached memo. He noted the graph and estimates before COVID-19 with potential of prices going down, or if a stimulus, a reverse effect. Selectman Opalinski noted the schools' windows and boilers' projects. Chairman Whitney asked Mr. Beckley how this affects the project. Mr. Beckley was optimistic as the Town will go back to USDA, and there may be a lower interest rate and grant. We are waiting for the Town audit. Chairman Whitney asked when the project would be out for bid; Mr. Protasowicki noted the bid may go out in the summer, and Mr. Beckley noted the Town needs USDA approval to send out to bid. Selectman Opalinski and Selectman Kruckas asked when the audit will be done; Mr. Beckley noted the Town side is done, and we are just waiting for the schools' audit. Chairman Whitney requested a one-page timeline with next steps, who is involved, and all moving parts. Selectman Talbot noted the USDA is a rolling application which will need town meeting approval to rescind the previous vote and take a new vote. Selectman Opalinski questioned the plan B without the clear well. Mr. Protasowicki noted that Plan B would take water from the wells and bypass the cistern, as part of a step solution to remove the iron and manganese. Chairman Whitney the outline of steps will be needed for transparency. Selectman Kruckas noted the water has been much better than the past two years' results as the water department has been working to get back on track. Selectman Opalinski requested Mr. Beckley to email the auditors for a completion time; Mr. Beckley agreed.

Old Business

- **Town Meeting Warrants – Date**

Selectman Talbot made the motion to set the Town Meeting to June 22, 2020 at 6:30 p.m. Selectman Carroll seconded the motion. Selectman Talbot amended the motion to remove Article #3 of the Special Town Meeting warrant, and to remove from the Annual Town Meeting warrant the capital improvement articles 25-29 and 32, 33 and 36 to postpone to the Fall Town Meeting. Selectman Kruckas seconded the amendment to the motion. The amended motion to combine the Special and Annual Town Meeting Warrants, meeting to be held on Monday, June 22, 2020 at 6:30 p.m. passed on a vote of 5 Yes, 0 No.

- **Town Election – Date**

Selectman Carroll made the motion to set the Town Election to Monday, June 29, 2020, polls open 7 am to 8 pm. Selectman Kruckas seconded the motion. The motion passed on a vote of 5 Yes, 0 No. Selectman Talbot noted that early voting by mail will be recommended.

Chairman Whitney noted a new item regarding two dogs. Gunner and Chloe of 20 Westbrook Avenue. Animal Control Officer Sydney Plante joined the meeting via Zoom. She noted that the dogs both got loose and when she went to the home the dogs were not there; Mr. Beckley noted this is a breach of agreement and the owners can be fined. Ms. Plante noted that a dangerous dog hearing would have to be held on the second dog, Chloe. She asked if the owners cooperate, does the Board still want to prosecute. Chairman Whitney stated that until the dogs are in town custody, the ACO is to move forward to prosecute by law. Ms. Plante was asked to keep the Board updated. Ms. Plante noted a hearing must be requested by a complainant in writing and she will talk to the other neighbors. Mr. Beckley noted the hearing might be held based on the police report.

New Business

- **Discussion to Suspend Senior Citizen/Veteran Tax Work Off Program for One Year**

Selectman Talbot noted the memo indicates that the allotted \$25,000 could be used elsewhere in the budget. Mr. Beckley was questioned by the Board and he noted that only \$4,000 - \$5,000 has been earmarked to date this year because no one can work the hours due to the COVID-19 closures of schools and other department restrictions. The suggested savings would apply to FY2022. Selectman Kruckas noted savings can be found elsewhere. Selectman Carroll noted the seniors need this program. Chairman Whitney noted this was not the

right time to stop this program. **No motion was made or vote taken.**

- **Acceptance of Resignation: Denis Ouimette, Finance Committee and Tax Increment Finance Committee**

Selectman Carroll made the motion to accept the resignation of Denis Ouimette, with thanks and regrets. Selectman Kruckas seconded the motion. The motion passed on a vote of 5 Yes, 0 No.

- **Reappointment: Thomas Barnes, Conservation Commission, Term to Expire June 30, 2023**

Selectman Carroll questioned if a person can be a Selectman and on the Conservation Commission; Selectman Talbot noted Mr. Barnes has confirmed this is allowed by the State Ethics Board.

Selectman Carroll made the motion to approve the reappointment of Thomas Barnes to the Conservation Commission. Selectman Kruckas seconded the motion. The motion passed on a vote of 5 Yes, 0 No.

- **Budget Modifications**

Mr. Beckley noted we are waiting for the Department of Revenue. Selectman Carroll questioned how this affects the police; Mr. Beckley noted one opening on Police Department and one opening on Fire Department would not be funded. Selectman Opalinski questioned layoffs or furloughs; Mr. Beckley noted all options must be discussed with the four unions. He noted that a furlough would allow an employee to keep benefits but not receive weekly pay for a period. Selectman Opalinski questioned what other towns are doing; Mr. Beckley is working on options and looking to the Federal Government aiding the state. Selectman Kruckas noted fuel costs; Selectman Carroll noted gas prices at \$.20 or \$.30 higher in Ware than in other towns. Selectman Kruckas requested Dr. DiLeo and Chairman Sawabi be requested to attend the next meeting to explain transportation costs.

Comments and Concerns of Citizens - none

Town Manager Report

Projects: Elm Street has been paved with Spring Street scheduled for Tuesday. The repair of the sewer line at Church Street will be completed this week.

The painting of the Grand Hall has begun. This will take several weeks. The painters will break for the annual election if needed.

The Barnes pipe loop is complete. It will be opened when the Barnes area has been flushed which should be within the week.

Main Street: Gibby and I met with MassDOT today. They have come across some needed design changes and the water lines could not be pulled. The project is on schedule. Today the contractor stated that they plan on paving this year.

Selectman Kruckas noted he previously questioned how to sprinkle buildings from Main Street; Mr. Beckley noted that Mr. Sorel has found this can be done from North Street or Pulaski Street. Selectman Opalinski stated the Town Planner notified all businesses. Selectman Kruckas noted infrastructure is needed to attract business; Selectman Opalinski stated that the Town Manager has found that out there are no grants available, and a sprinkler infrastructure system would require a Fire Engineer to calculate each building and do an engineering study.

Grants: The Town was awarded the \$25,000 grant from the Attorney General for the demolition of 73 West Main Street.

The Town applied for a 2020 Green Communities competitive grant. Funding is sought for LED lights at the Middle School and Town Hall with lighting controls at the DPW barn, a new boiler at the DPW barn, weatherization at Town Hall, SMK, the WWTP and the DPW barn, and steam trap repair at the Town Hall.

Block Grant funding from the federal government will be available for projects similar to those funded under the CDBG program – civil services, infrastructure, and housing. The Town is waiting for guidelines from the State for applications.

Re-opening. Consideration for the many aspects of re-opening has begun. This will of course depend on any guidelines or phasing that the Governor and Health Department establish. Guidelines for entering the building will be in place. Do we want to establish a committee of departments and boards to review this? I don't anticipate a rushed re-opening to the ways of pre-March.

Selectman Carroll questioned the costs related to COVID-19; Mr. Beckley is keeping track and \$17,000 has been received from Federal for covid-related purposes. Selectman Kruckas noted the need for plexiglass shields for town offices. Selectman Talbot noted the need to protect employees and election workers. Selectman Kruckas questioned online fees for payments; Selectman Talbot noted that Unibank sets those fees. She noted that residents can mail in their payments and the drop box is checked hourly. A more secure camera and drop box should be considered.

Selectman Carroll made the motion to Adjourn Regular Session at 8:40 p.m. Selectman Talbot seconded the motion. The motion passed on a vote of 5 Yes, 0 No.

Attest: _____


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

Barnes Street WTP Project

Update - May 4, 2020

Project Timeline:

- Late 2015: USDA/RD Grant funding applied for and received for Pilot Study phase.
- 2016/2017: Pilot Study performed/completed.
- 2017/Early 2018: Water Treatment Plant (WTP) design phase.
- Original project schedule was to bid the WTP in 2018 and complete construction in 2019.
- Early 2020: Contacted by Town about reapplying for USDA/RD funding and a cost estimate update was recommended.

The WTP's Opinion of Probable Construction Cost was last updated in Early 2018 is in Table 1:

TABLE 1

Discipline	Estimated Cost
General Conditions (10%)	\$524,000
Civil	\$355,000
Architectural	\$1,030,000
Structural	\$1,155,000
Process	\$1,150,000
HVAC	\$120,000
Plumbing	\$96,000
Fire Protection	\$80,000
I&C - SCADA	\$292,000
Electrical	\$955,000
<i>Subtotal</i>	<i>\$5,757,000</i>
<i>Construction Contingency 5%</i>	<i>\$288,000</i>
TOTAL	\$6,045,000

The project's original probable construction cost was based on past similar project costs that were adjusted with ENR construction indices for budgeting.

WTP Highlights

As this would be the only WTP for the Town, the following major design features are highlighted:

- Design Capacity of 1.8 Million Gallons per Day (MGD).

- Cistern was incorporated as part of design as the MassDEP had noted its permitted capacity would not be transferrable to the other wells if its use was discontinued.
- Due to microbiological concerns (attributed to the Cistern), a baffled concrete clearwell system was included for compliance with the Groundwater Rule.
- A concrete backwash water supply holding tank was included so as not to use water from the distribution system.
- Concrete backwash wastewater holding tanks were included to store/handle the backwash wastewater created for a water recycle process (improves WTP efficiency) and avoids sending all the backwash wastewater into the sewer system.

Again, as the project was not put out to bid for two years while the economy and construction industry continued at a very hot pace, an independent cost update was suggested to be performed by a specialist in the construction industry. The updated construction cost estimate is presented below in Table 2.

TABLE 2

Discipline	Estimated Cost
General Conditions	\$1,057,000
Civil	\$387,000
Architectural	\$1,622,800
Structural	\$1,688,500
Process	\$1,400,600
HVAC	\$400,000
Plumbing	\$155,000
Fire Protection	\$125,000
I&C - SCADA	\$250,000
Electrical	\$1,331,500
<i>Subtotal:</i>	\$8,417,400
<i>Construction Contingency 5%</i>	\$420,000
<i>Profit and Overhead 15%</i>	\$1,250,000
TOTAL	\$10,087,400

As expected, the cost estimate has increased and by a large amount. This is a direct result of the updated project's estimate reflecting costs of the very hot construction/bidding environment (prior to the current COVID-19 shutdown environment that we continue to be in). However, it should

also be noted that this estimated cost is not based on a competitive bid process (and could possibly be lower when the project is actually bid).

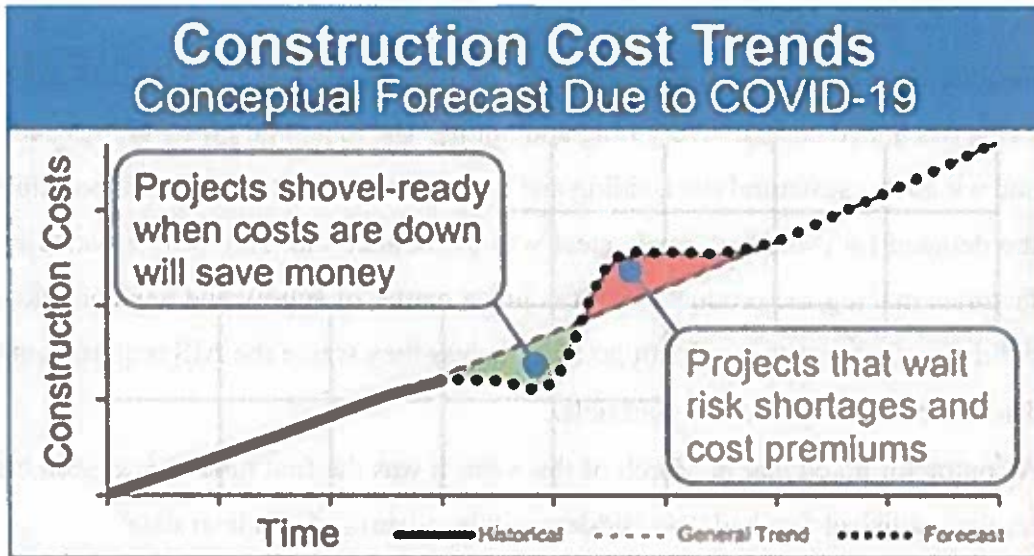
Based on our work within the current bidding environment, input from General Contractors, as well as the firm that prepared the revised estimate, the following factors are noted to have had an impact to significant cost increases:

- Required use of American Iron and Steel by funding agencies (USDA/RD and DWSRF). “This has added costs to everything and not just the rebar and pipe. Things such as doors and windows, structural steel, siding and trim prices all went up double if not triple because the demand for American made steel was overloaded and still is overloaded by too few factories making the products and it is just a matter of supply and demand and until they build new factories this will not go away unless they waive the AIS requirements.”
- The Tariffs on construction materials.
- A contractor noted that in March of this year, it was the first time he had seen bidding job results published that had “No Bidders will be advertised at a later date”.
- Extremely low unemployment. A contractor noted that labor is a large cost of projects: “The other thing is the labor. Every year the unions are driving the rates up 10 to 15%. A laborer now costs almost \$60/hour in the envelope. If you add 40% for insurance and taxes etc. you are at \$100/hour for our cost. That’s \$800/day! An electrician or plumber is \$125/hour”
- A wastewater treatment plant upgrade estimated to cost \$8.7M had a low bid of just under \$10.5M and with only two bidders in April.
- A new water storage tank project estimated to cost \$4.6M just opened bids in May and the only bidder came in at just over \$7.0M.

Some options that can be considered for moving forward:

- Continue with the reapplication process with the USDA/RD program in an effort to identify if any Grants will be available.
- Consider if components of the WTP design could be modified (e.g., remove clearwell).
- Consider “Plan B” proposed by the DPW that may provide an temporary stepped solution.

Lastly, with the current COVID-19 situation still among us, and a potential stimulus bill working its way through the Federal Government, consider moving forward such that the project could be bid when the bidding environment may be in the dip (green trough) identified in the following conceptual graph.



TO:	Gibby St. George-Sorel, DPW Director	DATE:	4/20/2020
FROM:	Wright-Pierce	PROJECT NO.:	13553C
SUBJECT:	Barnes Street WTP Cost Update		

It is our understanding that the Town is considering the submission of a new funding application with the USDA/RD program for the Barnes Street Water Treatment Plant (WTP). For this, the project's costs will need to be revised to current dollars since they have not been updated since 2017. Therefore, in accordance to our proposal we have updated the opinion of probable construction cost and the estimated annual Operation and Maintenance (O&M) cost. Each is presented below.

PROBABLE CONSTRUCTION COST

As proposed, we worked with Waterline Industries to update the opinion of probable construction cost for the Barnes Street WTP. The updated construction cost estimate is presented in Table 1.

**TABLE 1
OPINION OF PROBABLE CONSTRUCTION COST**

Discipline	Estimated Cost
General Conditions	\$1,057,000
Civil	\$387,000
Architectural	\$1,622,800
Structural	\$1,688,500
Process	\$1,400,600
HVAC	\$400,000
Plumbing	\$155,000
Fire Protection	\$125,000
I&C - SCADA	\$250,000
Electrical	\$1,331,500
Subtotal:	\$8,417,400
5% Contingency	\$420,000
15% Profit and Overhead	\$1,250,000
Total:	\$10,087,400

Based on current construction conditions, Waterline has estimated that the total project capital cost is approximately Ten Million dollars. This includes estimated material, labor, equipment, subcontractors, contingency, as well as profit and overhead costs. It is also noted that this cost

also reflects the recent hot construction market that our industry has been experiencing over the past few years and that it appears to be in line with other recent similar projects.

OPERATION AND MAINTENANCE COSTS

The annual O&M costs for the GreensandPlus™ treatment process at the Barnes Street WTP have been updated, and since USDA/RD also looks for the O&M for the entire water system, the annual cost for the rest of the water system has also been included. These costs are presented in Table 2.

TABLE 2
ESTIMATED ANNUAL O&M COST

O&M Category	Annual Estimate
Barnes Street WTP:	
Power	\$115,310
Process Chemical	\$82,000
Labor	\$45,200
General Maintenance (equipment, building, heat, site)	\$25,200
Administrative Costs (i.e., office supplies, printing, etc.)	\$1,000
Monitoring and Testing	\$10,000
Professional Services	\$5,000
Short Lived Asset Maintenance/Replacement	\$48,040
Total:	\$331,750
Cost for Rest of Water System*:	
Salaries	\$209,766
Overtime	\$26,500
Licenses	\$1,000
Clothing Allowance	\$1,800
Purchase of Services	\$83,690
Supplies, Administrative Costs, & Process Chemicals	\$96,500
Other Charges	\$5,600
Extraordinary/Unforeseen	\$5,000
Total:	\$429,856
Combined Total:	\$761,606

* These costs were taken from the FY21 Request from Ware's FY2021 Budget Preparation Worksheet provided by the Town. The overlapping O&M costs for the Barnes Street WTP were removed from these costs and included with those of the WTP.

As presented in the table above, the total estimated annual O&M cost for the Barnes Street WTP is approximately \$331,750 per year and the estimated annual cost for the rest of the water system is approximately \$429,856 per year (based on Ware's budget for Fiscal Year 2021).

Memo To: Gibby St. George-Sorel, DPW Director
Subject: Barnes Street WTP Cost Update
4/20/2020
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In general, some of the major updates to the O&M costs include the following:

- The average daily demand (ADD) has been reduced from 0.78 million gallons per day (MGD) to 0.63 MGD since historical demand has decreased. The ADD from 2015 to 2019 has averaged around 0.61 MGD, but since this demand is anticipated to increase slightly once the WTP has been constructed, the ADD utilized in the calculations was 0.63 MGD.
- The power cost has been updated per current billing rates from this year.
- The chemical feed calculations have been updated per current dosages and costs.
- The labor cost now accounts for 2 operators (1 primary and 1 secondary) at 4 hours per day as may likely be required by MassDEP regulations for operating a 2T water treatment facility.
- An appropriate inflation rate was utilized for some of the other costs.

As requested, the total annual cost for the short-lived assets were also updated for the Barnes Street WTP and also included within Table 2.

In closing, as the Federal Government is currently discussing a future stimulus package as a result of the COVID-19 situation, it would be in the Town's benefit to reapply for the USAD/RD funding such that any available grant monies could be captured for this project.

Please review and let us know if you have any questions or would like to discuss the next steps.

