

Town Manager: *Stuart Beckley*
sbeckley@townofware.com



Board of Selectmen
Ware Town Hall, 126 Main Street, Meeting Room

Regular Meeting Notice Agenda
Tuesday, May 8, 2018 at 7:00 p.m.

Meeting Opened

Opening Remarks, Announcements, and Agenda review by Chair

Consent Agenda

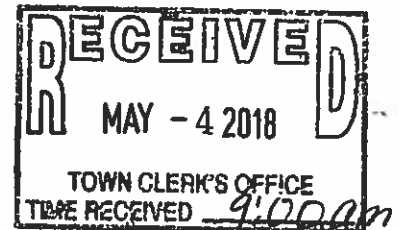
- **Application for Special Event: Spring Sparkle Run 5K Run/Walk, May 12, 2018**
- **Application for One-Day All Alcoholic License: Earle F. Howe American Legion Post 123, Monday, May 28, 2018**
- **Application for Toll Road: Ware Lions Club for Fireworks Display, June 16, 2018**

Comments and Concerns of Citizens

Scheduled Appearances

Old Business

- **Review Evaluation Summary for Town Manager**
- **Employee Reimbursement Policy**
- **Designate Selectman Representative to TIF Committee**



New Business

- **Employee Training Policy**
- **Applications for Sewer Abatement**
 - **90 West Main Street**
 - **8 Webb Court**
 - **50 East Street**
- **Building Inspector Letters RE: Unregistered Vehicles at Maple and East Streets**
- **Announce Open Position on Cemetery Commission – Failure to Elect**

Town Manager Report

Adjournment

Executive Session: MGL Chapter 30A, Section 21(a) #2 Negotiations: Fire, Police, Town Manager, #3 Litigation, #6 Real Property

Reminder: Annual Town Meeting will be held on Monday, May 14, 2018 at 6:30 p.m. at the WJSHS Auditorium

The next Board of Selectmen meeting will be held on Tuesday, May 22, 2018 at 7:00 p.m.

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: Spring Sparkle Run Event Producer: _____

Primary Contact Information:

Primary Contact Name: Carol Zins Fax: _____

Non-Profit Organization / Event: Yes No

Day Phone: 413 967 8304 Cell Phone: _____

E-mail: _____ Website: _____

Event Information:

Event Address / Location: Grenville Park

Starting Date: 5, 12, 18 Time: 7 AM Ending Date: 5, 12, 18 Time: 11 AM

Total attendance expected: 100 Rain plan: None

List any streets to be closed for special event: None

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

<p>SK RUN/WALK AT GRENVILLE PARK music/raffle table/sponsor tables w/ give aways exhibition by Police K-9 Unit/FD display Sponsored by Buy Ware Now</p>

RELEASE/HOLD HARMLESS AGREEMENT (REQUIRED FOR USE OF TOWN PROPERTY ONLY):

I, Carol Zins, a representative from Buy Ware Now, does hereby acknowledge, that in the course of its use of property owned by the Town of Ware, namely Greenville Park located at Church St, Ware, Massachusetts, for the purpose described above, and more particularly by virtue of the presence of its agents, servants, employees and invitees, (hereinafter collectively referred to as BWN), in any manner whatsoever shall operate at its own risk on said property of the Town of Ware.

For and in consideration of the use of Greenville Park, BWN does for itself and on behalf of its agents, servants, employees and invitees, hereby, jointly and severally, remise, release and forever discharge the Town, it's agents, servants and employees (hereinafter collectively referred to as the "Town"), of and from all debts, demands, actions, and any and all claims or demands whatsoever of any kind for damages or injuries to property or person, which may arise by virtue of BWN use of Greenville Park. BWN further agrees to defend and indemnify and hold harmless the Town from and against any claims of any nature whatsoever and the cost and expense, including, but not limited to, attorney fees and legal costs arising out of any claim in connection with its use of Greenville Park. Said indemnification shall not include claims arising from intentional malfeasance by the agents or employees of the Town of Ware.

Signed this 24 day of April, 2018, on behalf of BWN by Carol Zins, its Representative.
X Carol Zins Date 4/26/18
Signature of the agent duly authorized by the Special Event Permit applicant to bind it.

****This application packet (the checklist and the permit application) must be brought in person to each department for sign-offs - Parks & Recreation MUST be approved first. Once all sign-offs have been received, this application packet must be returned to the Town Manager's Office for final approval by the Board of Selectmen.****

Review & Submission for Sign -Offs Provided By Departments

Please note - Departments may provide additional comments below their sign-off

Parks & Recreation	<u>[Signature]</u>	Date: <u>April 27, 2018</u>
Health Department	<u>[Signature]</u> <u>no food provided</u>	Date: <u>4/27/18</u>
Department of Public Works	<u>[Signature]</u>	Date: <u>4/28/2018</u>
Building Inspections	<u>[Signature]</u>	Date: <u>4/27/18</u>
Fire Department	<u>[Signature]</u>	Date: <u>5-1-18</u>
Police Department	<u>[Signature]</u>	Date: <u>4-27-18</u>
		# of Officers (if applicable) _____

2nd Annual
Saturday
May 12th
9 AM

Spring Sparkle Run

5K
Run / Walk

Three Races for all Ages
5K Run ~ 5K Walk ~ 1K Walk
Fun for all Ages!
Music ~ Face Painting ~ Raffles

Sign Up @ Raceentry.com

PRIZES

Best Race Times
Medals for all Runners
Gifts for Running Moms!
Best Costumed. Show Your SPARKLE!
Proceeds to be donated to Ware Non-Profits. Last year Buy
Ware Now raised almost \$5,000 for Ware Lions Fireworks.

@Grenville Park

Scenic course winding
along the Ware River

*Register by April 28th to
receive collectable race shirt!

BUY  NOW
Somewhere Worth Living
buywarenow.com



where people save. businesses prosper. communities benefit

Spring Sparkle Run REGISTRATION

Saturday, May 12th at Grenville Park in Ware

Name _____

Email _____

Address _____

City _____ State _____

Zip _____ Phone _____

Date of Birth (year only) _____

Gender (circle) Male Female

RACE CATEGORY

- 5K RUN ADULT- \$25.00
- 5K RUN 18 & UNDER- \$15.00
- 5K WALK ADULT- \$25.00
- 5K 18 & UNDER- \$15.00
- 1K Walk- ALL AGES-\$15.00

Registration opens at 7:30 am on Saturday May 12th. All participants must sign a Spring Sparkle Run Waiver on the day of the event.

Please send completed registration form with check payable to *Buy Ware Now* to

Buy Ware Now
P.O. Box 741
Ware, MA 01082

Buy Ware Now is proud to support Ware non profits. Last year's run / walk raised almost \$5000 for the Ware Lions Fireworks Display. This year's **Spring Sparkle Run 5k/1K Run-Walk** at Grenville Park will again benefit local non profits and support new Ware home buyer grants.

Thank you Sponsors!

QUESTIONS? buywarenow.com or springsparklerun@gmail.com or 413-967-8304

This is **NOT** a Ware Public School Event



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

Name: Earle F. Howe American Legion Post 123 Application Date: 16 APR 2018

Contact Phone: (413) 896-7754 Email: MSGTPIP@charter.net

Effective Date(s) of License: MONDAY, MAY 28, 2018

Hours of Service (In conformity with MGL): 11:00 AM - 8:00 PM.

Event (describe activities): Memorial Day Parade

Anticipated Attendance: 85

Sponsoring Organization: Legion Post 123

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

Address (include Street & Number): 45 Maple St. Ware 01082

Names of All Servers (bartenders) for this event: Legion

Estimated Number of Attendees 60 - 85

Crowd Control Manager _____

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: John P. Houlette

Social Security # or Federal I.D.#: 04-6190001

Fire Inspection

Date: MAY 3, 2017

Building Inspection

Date: MAY 3, 2017

Date Received: 4/27/2018

Insurance Certificate: EFFECTIVE TO 5/5/2019
ON FILE

Application Fee: \$5000 CHECK # 2413 REC'D 5/1/2018

Action Taken: Approved Denied Date: _____

Police Chief Review and Action

Shawn Crevier

Shawn Crevier, Police Chief

TOWN OF WARE
BOARD OF SELECTMAN

APPLICATION FOR THE CONDUCT OF A "TOLL ROAD"

Ware Lions Club

Name of Organization

246 West St. Ware, Ma.

Address

1978

Date Organization Established

Chairperson/Person in Charge:

Name John Carroll Title Toll Road Chairmen

Address 77 Church St Ware Ma Telephone # 413-335-2474

Email JECWareselectman@gmail.com

Date Requested 6-16-18 Alternate Date 6-23-18

Time Requested 8am to 4pm

Purpose Fireworks display

Number of Participants _____ (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.


Signature of Chairperson/Person in Charge

4-18-18
Date

Application Approved by Board of Selectmen on _____

Clerk to Board of Selectmen

cc: Toll Road Approved Applications File
Police Department
Fire Department



The International Association of Lions Clubs **20 Years**
 300 W 22nd Street, Oak Brook, Illinois 60523-8842, U.S.A.
20 - SEMI-ANNUAL MEMBERSHIP DUES INVOICE

Invoice IC 0194961
 Page 1 of 1

Period To
 MO, DAY, YEAR
 06-30-2018

Services Date
 MO, DAY, YEAR
 01-01-2018

Lions Club Of
 WARE

District
 33 A

Club #
 12010

Ideal
 1984

Member #	Name	Head of Household	Member #	Name	Head of Household
4069572	Ms Cheryl A Balicki		139922	JOHN CARROLL	
132263	SCOTT F CARROLL		132257	CHALG A DESANTIS	
132266	MARK S DESANTIS		2523636	Mrs. Anne Dimiero ✓	Family Mem
2523632	Brad Dimicro ✓	Head of Household	3618210	JUDY A FAIR	
4069568	Mr David M Linsey ✓	Head of Household	4069569	Mrs Laura M Linsey ✓	Family Mem
4588455	Robin A Maslak		4069571	Ms Jeanne M Munnell	
3618047	Jeanne M Opatow ✓		4333581	Mr Eric W Orwood Sr.	
4686043	Mr David Reichman ✓		142970	RICHARD S RUCKI ✓	
142978	JOSEPH L SIDUR, Jr.		3593457	Mrs. Ann Marie St Germain	Family Mem
3175184	Mr Matthew St Germain	Head of Household	148320	STANLEY J WRONICKI ✓	

Midura, Mary

From: Tracy Opalinski <topalinski09@gmail.com>
Sent: Thursday, May 03, 2018 9:09 AM
To: Midura, Mary
Subject: Fwd: TM BOS Evaluation
Attachments: TM GOALS 2018 REVISED BY BOS_.docx; town manager WhitneyOpal Draft summary v2 with AGW Edits (003).docx

My only additional comment would be to formalize this process calling and adopting it as a "TM Review Policy"

Begin forwarded message:

From: "Midura, Mary" <mmidura@townofware.com>
Subject: FW: TM BOS Evaluation
Date: May 3, 2018 at 9:04:28 AM EDT
To: John Carroll_Selectman <jecwareselectman@gmail.com>, "Tracy Opalinski_Selectman" <topalinski09@gmail.com>, Michael Fountain_Selectman <mf3667@hotmail.com>, "keithkruckas@gmail.com" <keithkruckas@gmail.com>

-----Original Message-----

From: Alan Whitney' [mailto:alanwhitney_ware@yahoo.com]
Sent: Thursday, May 03, 2018 9:00 AM
To: Midura, Mary <mmidura@townofware.com>
Subject: Re: TM BOS Evaluation

Mary, could you send Tracy's version to the BOS with these comments from me?

Attached is Tracy's comments on the Town Manager review.

She has made some good points that should be incorporated.

In the Areas for Improvements section, we need to define "better" as noted in the third bullet under "Review Process Improvement."

Without a defined "better," we are leaving the improvement goals open to interpretation on both sides. Specific success criteria will ensure we are all grading on the same scale and give Stuart a road map for improvement.

Please send all edits to Mary.

Alan Whitney
Selectman
Ware, MA

Town Manager Performance Evaluation

Summary

This 2017 Ware Town Manager Evaluation was based **from** of an on-line survey and direct observation among the Board of Selectman.

While the survey was very in-depth, which limited participation due to no experience among those surveyed in specific areas, the survey did show overall positive averages in most categories. Call outs in each area from the survey are listed below as are lessons learned in the Performance Evaluation Process.

Overall Performance

Mr. Beckley's overall performance has been good **scoring fell between slightly agree/agree C+/B-. Survey scoring value range 0-6. Scores are Public 4.50, three BOS 4.89 and TM 4.75.**

He is well versed in the details of running Ware and knows how to find answers when he needs to get more information. He is known for supporting and attending town events and being approachable. Positive comments from the survey noted his strategic ability, ethical behavior, working with town Boards and helping project a positive image of Ware.

The areas for improvement identified could, for the most part, fall under "communication." For many of the things listed as areas for improvements, Mr. Beckley does them but the word does not get out. Better communications across the board would be the take-away from these.

For those areas of improvement not falling under communications, many fall under working with departments heads. Mr. Beckley has been made aware of these and work them into his goals for the upcoming year.

BOS Recommendations: professional development training for 1) effective executive communication and 2) executive organizational tactics.

Review Process Improvements

For ongoing Town Manager reviews, it is recommended that:

- **Review annually by BOS prior to year-end (aligning with contract non renewal clause for no cause). Separate survey components for Public and Department Heads should be included in contract renewal year only. Scoring values 0-6 should remain for comparisons in performance year to year.**
- The review discussion should include goals for the upcoming year, both position specific and for the Town **including steps and proposed completion dates.**
- Areas of improvement should be noted with specific success criteria.
 - "Needs to do better" is not specific enough
- The Town Manager's assigned goals should be a major component of the review
 - With clearly designated success criteria **updates to be included in TM BOS report.**

- Adding information specifically gathered from direct reports would be helpful in doing a full assessment

Positives from survey

1. Scored well on honest and ethical behavior and showing non-partisanship.
2. Scored well on positive image of self and Town of Ware.
3. Does a good job on getting volunteers for citizens groups and encouraging participation in town government.
4. Does a good job recognizing town employees for their accomplishments.
5. Does a good job with strategic planning.
6. Does a good job on informing and updating boards on things in town.
7. Has a good working relationship with the boards/committees.

Areas for improvement from survey

1. Need **work** on **beginning and** implementing town bylaws and town charter.
2. Needs to keep up with training and update selectmen at meetings about trainings attended or attending.
3. **Departments:**
Needs to work on team work and encourage departments to work together.
Needs better communication with the town departments.
Needs to work on collaborating with department heads more.
Needs to review department heads performance annually starting in 2018
4. Needs to work on getting back to people a little sooner and communicate ideas in a better organized plan.
5. Needs to work on customer service delivery and being more business friendly.
6. Needs to work better on establishing agendas for selectmen meetings that addresses issues in a timely manner.
7. Needs to provide better orientation and support for new BOS.
8. Needs to update selectmen better on strategies, **risks**, progress, and settlements.
9. **See 3 remove**Needs to work on reviewing department heads performance annually.
10. Needs to work on hiring employees that better fit the positions in town and make sure they are qualified for the positions that they are hired for.
11. **See 3 remove**Needs to work on **implementing and following through with** disciplinary action with employees.
12. **See 3 remove**Needs to work on collaborating with department heads more.
13. Needs to work on better communication with the various boards and committees in town.
See 3 removeAlso better communication with the town departments.)

I would include the Town Manager's scoring below

Survey scores by Topic:

Personal Characteristics

Scored a 4.57 with town residents

Scored a 4.92 with selectmen

Personal & Professional Growth

Scored a 4.35 with town residents

Scored a 4.67 with selectmen

Communications

Scored a 4.44 with town residents

Scored a 4.91 with selectmen

Community Relations

Scored a 4.62 with town residents

Scored a 4.67 with selectmen

Board of Selectmen Relations

Scored a 4.47 with town residents

Scored a 4.67 with selectmen

Staff Leadership and Supervision

Scored a 4.31 with town residents

Scored a 3.89 with selectmen

Financial Management

Scored a 4.56 with town residents

Scored a 4.79 with selectmen

Goal Setting and Achievement

Scored a 4.46 with town residents

Scored a 4.60 with selectmen

**Boards/Committees/ Commissions
Relations**

Scored a 4.50 with town residents

Scored a 4.87 with selectmen

BOS REVISIONS TO STUARTS GOALS

Fiscal Management

1. Prepare balanced budget. With financial team, update the five year budget and capital expenditure **model to 10 years**. Create plan for reducing budget to match anticipated **losses**.
2. Work with Insurance Advisory Committee to **not just reduce premium increases but to reduce overall plan costs including changing plans and/or rebidding health plans**.

Long Range Planning

1. Continue updates to Town Hall-Review electrical system, create plan for replacement.
2. **Increase information available on website specifically addition of bylaws.**
3. Capital Planning. Etc.

Staff and Personnel Relations

3. Finalization of Personnel Manual. Establish consistent policies and practices for employees. Offer training to all employees. **Create wellness incentive program for healthier employees and lower insurance rates.**

Community and Intergovernmental Relations

4. Create process and funding for clean-up/removal of problem properties **including starting implementation in 2018 for building code enforcement by fire, building and health departments.**

BOS: Professional Development Training Recommendations: executive effective communication and executive organizational tactics.

(Stuart should proposed first few step with estimated date of completion.)



Town of Ware Expense Reimbursement Policy and Procedures

Purpose

To establish a policy that sets out procedures for a uniform method for approval, payment and accounting of reimbursements to employees for legitimate business-related expenses.

Scope

This policy covers all employees, elected officials, and appointed officials, of the Town of Ware. The term employee will be used throughout the policy for all covered under the policy. In situations where reimbursement amounts are dictated by a Union contract, the contract amounts shall be followed.

Procedures

Town employees are encouraged to have expenses (e.g. office supplies) directly billed to the Town. The Town has accounts set up with multiple vendors in order to minimize out of pocket expenses incurred by employees. Town employees are also encouraged to identify and have the Town prepay all conference and/or seminar registration fees.

Employees are expected to secure approval from their department manager prior to incurring business-related reimbursable expenses.

Procedures for requesting and receiving reimbursement are as follows:

1. The employee completes the employee expense reimbursement form in full. Destination, Reason and Dates Attended sections must be completed even if mileage reimbursement is not requested.
2. The employee attaches all original itemized receipts, invoices or bills to the employee expense reimbursement form.

The invoice or receipt must state a minimum of the following:

- The provider of the service or goods
- Dates of service and/or invoice date
- Itemized list of what was purchased
- Itemized amount of what is owed

When an employee pays by personal check, a copy of the canceled check must also be attached to the reimbursement form. When the employee uses his/her credit card or debit card, the customer copy of the receipt and a copy of the credit/debit card statement showing the charge must also accompany the employee expense reimbursement form.

3. Employee signs and dates the employee expense reimbursement form and submits it to department manager or assigned representative for approval.

Preference is that expenses are submitted no later than one month after the expenses have been incurred.

4. The department manager reviews the employee expense reimbursement form and the attachments to ensure that the expenses are business-related, and fall within the policies

Town of Ware

Expense Reimbursement Policy and Procedures

set forth by the Town prior to signing the form. If questionable expenses are included on the form, the department manager should ask the employee for clarification, gaining mutual agreement whether or not the expense falls within Town definition of reasonable, reimbursable expenses.

5. The department manager submits the employee expense reimbursement form to the town accountant with the Bills Payable Schedule so that the employee can receive reimbursement of the business-related expenses in a timely manner.

Covered Expenses

The following expenses are considered reasonable employee reimbursable expenses:

1. **Business Mileage**

Mileage incurred with a personal vehicle as part of business travel from town offices to an outside destination. Travel must be listed from the town offices, not from the person's home. If the person is traveling from their home to an outside business location, only the mileage incurred in excess of their normal commute to the town office may be reimbursable. Reimbursement will be made for the actual business travel at the current mileage rate approved by the Board of Selectmen. Employees must log their origination point and destination point on the reimbursement form.

2. **Travel expenses**

Employees will be reimbursed for both in-state and out-of-state travel related expenses only when the travel has been approved in advance by the department manager.

3. **Business travel requiring overnight accommodations**

Expenses incurred for hotel/motel/etc. accommodations whenever overnight travel is required will be reimbursed for actual expenses incurred. Employees are expected to stay at "average rate" facilities utilizing a conference rate or a group rate when available. Employees will not be reimbursed for expenses incurred in their room including but not limited to "wet-bar" expenses and entertainment expenses such as movies. An itemized hotel/motel receipt is required as documentation for all overnight accommodation reimbursement requests.

4. **Air Transportation**

Employees are expected to secure the lowest available fares for airplane, train, or other vehicle transportation. Airplane travel should be at economy, coach, or other lower travel rates. The employee will be reimbursed for actual out-of-pocket expense and receipts must be attached to the expense reimbursement form. Airport parking and/or shuttle fees are reimbursable as long as receipts are submitted.

5. **Rental Cars**

Employees are expected to use the most reasonable transportation services available to them. Rental cars should be limited to mid-class or smaller vehicles, unless the number of persons attending requires a larger vehicle. Receipts must be attached to the employee reimbursement form.

6. **Business Meals, luncheons**

Meal reimbursement will be limited to no more than the following, including taxes and gratuities if the meal is not included as part of conference registration. Expenses incurred in excess of these limits will be at the employee's expense.

One Day Conference

Lunch \$12.00

Overnight

Breakfast \$11.00

Lunch \$12.00

Dinner \$23.00

Town of Ware

Expense Reimbursement Policy and Procedures

Original itemized receipts must be attached to the employee reimbursement form. Non-itemized charge slips will not be accepted.

7. Business and Office Supplies

The employee must have department manager approval to incur expenses of this nature, BEFORE any expenses are incurred. Product must be received by the Town before reimbursement will be made. Itemized receipts must be attached to the employee expense reimbursement form for all purchases of this nature. The Town has accounts at a variety of businesses and office supply vendors and encourages staff to use these vendors first, if possible.

8. Training

Approved training that is not prepaid by the Town will be considered a reimbursable business expense. Receipts must be attached to the employee expense reimbursement form.

9. Postage

Special postal services or delivery services not available through use of a Town postage machine or which require immediate off site service that is business-related will be reimbursed to the employee. Receipts must be attached to the employee expense reimbursement form.

10. Clothing Allowance

Employees entitled to a clothing allowance through a collective bargaining contract or other employment agreement may be reimbursed for clothing purchases. Itemized receipts must be attached to the employee expense reimbursement form and purchases must meet the guidelines as specified in the employment contract. Clothing or uniforms provided by the employer are not taxable to the employee if:

- The employee must wear them as a condition of employment; and
- The clothes are not suitable for every day wear.

Examples of clothing items that *are* taxable fringe benefits:

- a. Shirts or t-shirts with the departmental name, Town of Ware and/or employee name printed on the shirt or t-shirt
- b. Jeans
- c. Khaki slacks
- d. Suits
- e. Sunglasses
- f. Standard work shoes/boots
- g. Fatigues

Examples of clothing items that are not considered taxable fringe benefits:

- a. Police Officer uniforms
- b. Firefighter uniforms
- c. Nurse scrubs
- d. Safety shoes/boots

11. Business-Related Expenses for Other Miscellaneous Items

From time to time other business-related expenses may be incurred that are not listed in this policy, such as parking, road tolls or fees, use of rental equipment, or use of a taxi service. The employee must secure prior approval from his/her department manager before incurring such an expense. The employee will be reimbursed for actual business-

Town of Ware

Expense Reimbursement Policy and Procedures

related expenses. Receipts must be attached to the employee expense reimbursement form.

Non Reimbursable Expenses

The following expenditures incurred by an employee in the course and scope of their duties shall not be reimbursed:

- a. Massachusetts sales tax
- b. Alcoholic beverages including liquor, beer and wine
- c. Flowers and gifts for employees or others
- d. Charitable contributions
- e. Political contributions
- f. The personal portion of any trip
- g. Family expenses, including those of a partner when accompanying employee on Town business, child or pet care
- h. Entertainment expenses, including theatre, shows, movies, sporting events, sightseeing tours, golf, spa treatments, etc.
- i. Non-mileage personal automobile expenses including repairs, insurance, gasoline, traffic citations
- j. Personal losses incurred while on Town business
- k. Expenses paid for by any other organization
- l. Valet services
- m. Mileage while traveling as a passenger in a privately owned car
- n. Personal travel insurance
- o. Medical or hospital expenses
- p. Theft, loss or damage to personal property while on Town business
- q. Personal toilet articles, reading material, or personal telephone calls while on Town business

Employee Misconduct

Disciplinary or corrective action should be taken whenever it is determined that an employee falsified an employee expense reimbursement form, or failed to pay their bill after the Town reimbursement. When it has been determined that an employee has knowingly and purposefully falsified an employee expense reimbursement form, the Town may take disciplinary action up to and including termination. If the employee has violated a local, state or federal law, proper authorities will be contacted.



Town of Ware

Employee Reimbursement Request Form

Date: _____

Department: _____

Name: _____

Address: _____

Employee Related Expenses *

Clothing Allowance \$ _____

Description: _____

Licenses \$ _____

Description: _____

Membership Dues \$ _____

Description: _____

Conference, Training, Registration Fees \$ _____

Description: _____

Meals \$ _____

Description: _____

Other: _____ \$ _____

Description: _____

Total Reimbursement \$ _____

**Original itemized receipts must be attached*

I hereby certify that the above is a true and correct statement of expenses incurred by me in the service of The Town of Ware.

Signature for Reimbursement

Date



Town of Ware

Employee Reimbursement Request Form

Travel/Conference/Meetings

Date: _____

Department: _____

Name: _____

Address: _____

Destination _____

Reason _____

Dates Attended _____

Mileage _____ Miles @ 0.510 cents per mile \$ _____

Tolls \$ _____

Lodging \$ _____

Registration Fee \$ _____

Meals \$ _____

Other Expenses \$ _____

Description: _____

Total Reimbursement \$ _____

** Original itemized receipts must be attached*

I hereby certify that the above is a true and correct statement of expenses incurred by me in the service of The Town of Ware.

Signature for Reimbursement _____

Date _____



TOWN OF WARE

Board of Selectmen

Town of Ware Training Travel Policy

The Town of Ware encourages and supports professional development through inner departmental training, travel, time, professional associations, conferences, and materials. Reimbursable training may be considered and must be directly related to the employee's job or career goals with the Town of Ware. All reimbursements are subject to available funding each fiscal year.

Approval of Travel for Training

- For training involving Travel expenses, all out-of-State travel must be specifically authorized by the Town Manager in advance of commitment of any funds (airfare, hotel reservations, etc.). Requests to utilize out-of-state travel funds from department funds for out-of-state travel may be made throughout the fiscal year by completion of the attached form. In order to process a bill for travel expenses, a copy of the approved request form must accompany the bill schedule which must be signed by the authorized department head or designee for the account being charged.
- For training involving in-State Travel, all in-State travel expenses, such as registration fees, reservations, etc., must be pre-approved by the employee's department head or designee prior to commitment of funds.

Reimbursement Eligibility Requirements:

- Reimbursement for Training shall be made in accordance with the Town of Ware *Expense Reimbursement Policy and Procedures*
- Employee must submit the Training Request Form to their department head for discussion of training appropriateness prior to beginning the training. If the training fits the needs and goals of the department, the Department Head will sign the request form indicating their approval and forward the request to the Town Manager for final approval
- Employee must submit the approved request form, documentation of attendance, and a receipt for payment
- Reimbursement will be made directly to employee



RECEIVED
2/16/18

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: JAMES DEMERS DATE: 2/16/18
ADDRESS: 7 MITCHELL HILL RD BROOKFIELD MA 01506

The above named person hereby applies for a sewer abatement.

NAME OF PERSON ASSESSED: JAMES DEMERS (413) 427-7211
(If different from applicant)

LOCATION OF PROPERTY: 90 WEST MAIN ST. WARE MA 01082

ACCOUNT NUMBER: 09-0090
(See Water Bill)

REASON FOR ABATEMENT: SEE INSTRUCTIONS

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

DESCRIPTION: NO BODY RESIDES AT THIS RESIDENCE THERE WAS A BROKEN PIPE (WATER)

BEGINNING READING 62500 ENDING READING 88810

USAGE/VOLUME 26,310 ~~CU~~ CU FT @ = 500 (min @ \$4200) (25,810 @ \$1225.98) = \$1267.98

Please note if usage/volume is estimated ACTUAL READINGS

DPW Authorized Signature: [Signature]

Signature of Applicant: [Signature]

Sewer Commissioners Approval: _____

RECEIVED
3/5/18



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: Eldora Parada DATE: 3/1/18

ADDRESS: 14 Webb Ct. Ware, MA 01082

The above named person hereby applies for a sewer abatement.

NAME OF PERSON ASSESSED: Felix Jablonski / Eldora Parada
(If different from applicant)

LOCATION OF PROPERTY: 8 Webb Court

ACCOUNT NUMBER: 01-0694
(See Water Bill)

REASON FOR ABATEMENT: SEE INSTRUCTIONS

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

DESCRIPTION: Excessive Usage from Broken
Water Pipe + Meter

BEGINNING READING 157110 ENDING READING 171581

USAGE/VOLUME 14471 CU FT @ = _____

Please note if usage/volume is estimated NO
297 (New Meter)

DPW Authorized Signature: [Signature]

Signature of Applicant: Eldora Parada

Sewer Commissioners Approval: _____

RECEIVED
3/5/18



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: JACK BRESS DATE: 2/15/18
on behalf of Charming Colonials
ADDRESS: 139 Worcester St, North Crafton, MA 01536

The above named person hereby applies for a sewer abatement.

NAME OF PERSON ASSESSED: Charming Colonials
(If different from applicant)

LOCATION OF PROPERTY: 50 East Street Ware, MA

ACCOUNT NUMBER: 07-0100
(See Water Bill)

REASON FOR ABATEMENT: SEE INSTRUCTIONS
Examples: Pool Filling, Agriculture, Broken Pipe, Reading Error

DESCRIPTION: Pipe Broke over 2 feet of
water in Basement in 2200 sqft house.

BEGINNING READING _____ ENDING READING _____


USAGE/VOLUME _____ 100 CU FT @ = _____


Please note if usage/volume is estimated _____

DPW Authorized Signature: _____

Signature of Applicant: [Handwritten Signature]

Sewer Commissioners Approval: _____

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> ■ Complete items 1, 2, and 3. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input type="checkbox"/> Agent <input checked="" type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) <input type="checkbox"/> Agent Charlyn Basham <input type="checkbox"/> Addressee</p> <p>C. Date of Delivery</p>
<p>1. Article Addressed to:</p> <p>MAPLE STREET POWER LLC 55 EAST STREET WARE, MA 01082</p>  <p>9590 9402 3010 7124 5393 13</p>	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input checked="" type="checkbox"/> No</p>
<p>2. Article Number (Transfer from service label)</p> <p>7016 1970 0000 1542 2986</p>	<p>3. Service Type</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500) <ul style="list-style-type: none"> <input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Signature Confirmation Restricted Delivery
<p>PS Form 3811, July 2015 PSN 7530-02-000-9053 Domestic Return Receipt</p>	

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> ■ Complete items 1, 2, and 3. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input type="checkbox"/> Agent <input checked="" type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) <input type="checkbox"/> Agent Charlyn Basham <input type="checkbox"/> Addressee</p> <p>C. Date of Delivery</p>
<p>1. Article Addressed to:</p> <p>ALL PARTS RACING LLC 55 EAST STREET WARE, MA 01082</p>  <p>9590 9402 3010 7124 5393 06</p>	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input checked="" type="checkbox"/> No</p>
<p>2. Article Number (Transfer from service label)</p> <p>7016 1970 0000 1542 2993</p>	<p>3. Service Type</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500) <ul style="list-style-type: none"> <input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Signature Confirmation Restricted Delivery
<p>PS Form 3811, July 2015 PSN 7530-02-000-9053 Domestic Return Receipt</p>	



TOWN OF WARE

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

April 26, 2018

Maple Street Power LLC
55 East Street
Ware, MA 01082

Dear Sirs:

You are requested to attend the Board of Selectmen meeting of May 8, 2018 at 7:00 p.m. The attached letters will be discussed by the Board of Selectmen.

The Board of Selectmen has the authority to require you to apply for and obtain Class II and Class III Car Dealer licenses based upon your operations. You are welcome to submit documentation or information regarding your business practices and operations.

If you have any questions or concerns, please contact me at 413-967-9648 ext. 101.

Sincerely,

A handwritten signature in cursive script that reads "Mary L. Midura".

Mary L. Midura
Executive Assistant to Town Manager

Enclosures

Cc: Board of Selectmen
Planning Board
Building Commission



TOWN OF WARE BUILDING DEPARTMENT

126 Main Street, Ware, MA 01082-1386
Tel. 413-967-9636 x180

Wednesday, April 11, 2018

Board of Selectmen
Town of Ware
126 Main Street
Ware, MA 01082

RE: Vehicles parked at 57-0-122 Maple Street;
owner: Maple Street Power LLC, 55 East St., Ware, MA 01082

Honorable members of the Ware Board of Selectmen:

The Building Department has recently received a complaint from a resident about unregistered vehicles parked on this parcel of land. The Code of the Town of Ware states that no more than 1 unregistered vehicle may be stored on any premises within the Town unless a license under Chapter 140 section 59 of the Massachusetts general laws has been granted. Prior to any fines being levied the owner must receive written notice of this violation and have 7 days to come into compliance.

I hereby request the Board of Selectmen to provide written notice to Maple Street Power, LLC, in regards to this matter.

Sincerely,

Christopher Rice
Building Commissioner

cc: Stuart Beckley, Town Manager
Ruben Flores-Marzan, Director of Planning and Community Development
File



TOWN OF WARE BUILDING DEPARTMENT

126 Main Street, Ware, MA 01082-1386
Tel. 413-967-9636 x180

Wednesday, April 11, 2018

Board of Selectmen
Town of Ware
126 Main Street
Ware, MA 01082

RE: Vehicles parked at 57-0-123 Maple Street;
owner: Maple Street Power LLC, 96 East St., Ware, MA 01082

Honorable members of the Ware Board of Selectmen:

The Building Department has recently received a complaint from a resident about unregistered vehicles parked on this parcel of land. The Code of the Town of Ware states that no more than 1 unregistered vehicle may be stored on any premises within the Town unless a license under Chapter 140 section 59 of the Massachusetts General Laws has been granted. Prior to any fines being levied the owner must receive written notice of this violation and have 7 days to come into compliance.

I hereby request the Board of Selectmen to provide written notice to Maple Street Power, LLC, in regards to this matter.

Sincerely,

Christopher Rice
Building Commissioner

cc: Stuart Beckley, Town Manager
Ruben Flores-Marzan, Director of Planning and Community Development
File



TOWN OF WARE BUILDING DEPARTMENT

126 Main Street, Ware, MA 01082-1386
Tel. 413-967-9636 x180

Wednesday, April 11, 2018

Board of Selectmen
Town of Ware
126 Main Street
Ware, MA 01082

RE: Vehicles parked at 57-0-124 Maple Street;
owner: Maple Street Power LLC, 96 East St., Ware, MA 01082

Honorable members of the Ware Board of Selectmen:

The Building Department has recently received a complaint from a resident about unregistered vehicles parked on this parcel of land. The Code of the Town of Ware states that no more than 1 unregistered vehicle may be stored on any premises within the Town unless a license under Chapter 140 section 59 of the Massachusetts General Laws has been granted. Prior to any fines being levied the owner must receive written notice of this violation and have 7 days to come into compliance.

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Sincerely,

Christopher Rice
Building Commissioner

cc: Stuart Beckley, Town Manager
Ruben Flores-Marzan, Director of Planning and Community Development
File



TOWN OF WARE

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

April 26, 2018

All Parts Racing LLC
55 East Street
Ware, MA 01082

Dear Sirs:

You are requested to attend the Board of Selectmen meeting of May 8, 2018 at 7:00 p.m. The attached letter will be discussed by the Board of Selectmen.

The Board of Selectmen has the authority to require you to apply for and obtain Class II and Class III Car Dealer licenses based upon your operations. You are welcome to submit documentation or information regarding your business practices and operations.

If you have any questions or concerns, please contact me at 413-967-9648 ext. 101.

Sincerely,

A handwritten signature in cursive script that reads "Mary L. Midura".

Mary L. Midura
Executive Assistant to Town Manager

Enclosures

Cc: Board of Selectmen
Planning Board
Building Commission



TOWN OF WARE BUILDING DEPARTMENT

126 Main Street, Ware, MA 01082-1386
Tel. 413-967-9636 x180

Wednesday, April 11, 2018

Board of Selectmen
Town of Ware
126 Main Street
Ware, MA 01082

RE: Vehicles parked at 57-0-125 Maple Street;
owner: All Parts Racing LLC, 55 East St., Ware, MA 01082

Honorable members of the Ware Board of Selectmen:

The Building Department has recently received a complaint from a resident about unregistered vehicles parked on this parcel of land. The Code of the Town of Ware states that no more than 1 unregistered vehicle may be stored on any premises within the Town unless a license under Chapter 140 section 59 of the Massachusetts general laws has been granted. Prior to any fines being levied the owner must receive written notice of this violation and have 7 days to come into compliance.

I hereby request the Board of Selectmen to provide written notice to All Parts Racing, LLC, in regards to this matter.

Sincerely,

Christopher Rice
Building Commissioner

cc: Stuart Beckley, Town Manager
Ruben Flores-Marzan, Director of Planning and Community Development
File



Holy Cross Church

Polish National Catholic



61 Maple Street
Ware, Mass. 01082
Telephone 413-967-5233

Dear Planning Board Members,

The Parish Committee of Holy Cross Church feels it is time to express our concerns regarding the situation occurring on East St., Knox Ave. and Maple Streets. There is a parcel of land that is directly across Maple St. from our church, our church parking lot and our rectory. This parcel is being used to dump junk vehicles, tractor-trailer containers, and at times campers. This is unsightly and, we fear, could potentially be a dangerous environment. This situation has created a detrimental impact for our church members, guests, and occupants of our parish rectory. While we understand the main site for APR (All Parts Racing) is on East St., this unsightly "junk yard" has already spilled over to the site on Maple St. Each week more vehicles are added or exchanged for others. We feel the question is: "Would you enjoy being confronted by this dump as you enter or exit your house of worship?" Imagine a bride and groom being exposed to this mess as they exit our church after their wedding or a grieving family after the funeral of a loved one. We take great pride in our church grounds and maintain our grounds in an appealing manner for the benefit of our parishioners, our neighborhood and our town. We expect the same of our neighbors and this is unacceptable to us. The proposed use of the East St. site is on the direct route to our church and Knox Ave. overlooks the proposed site so the gateway to our church is now a vista of junk vehicles. In years past, when the Wedgemoore woolen mill was in operation, the factory yard was hidden from view with proper fencing and vegetation. The grounds were well maintained, not unsightly and no vehicles were kept across from our parish grounds.

We also have concerns environmentally. Will there be leakage of oil, engine fluids and batteries as these vehicles decompose on this site? Are there proper storm water management procedures in place or is this an issue for the Conservation Commission?

We are appalled at the situation that is being allowed to exist at these locations and are strongly opposed to these vehicles being allowed to be stored on the Maple St. property and to a junk yard existing at the East St. site.

Thank you for your consideration,

Undersigned members of the Holy Cross Church Committee and members of Holy Cross Church.

Stephen Socha
Cheryl Mongeau
Gerald Skye
John P. Soulette
EUGENE L. O.
Helen M. Sidur

Frank Morphy
Gardner S. Roman
Harvey S. Soulette
Very Rev. August A. Roman
Paul Wymen
Joanne Wymen
Helen Michalski

Sandra St. Pierre
Kathleen O'Neil



TOWN OF WARE, MASSACHUSETTS
OFFICE OF THE TOWN CLERK

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

NANCY J. TALBOT
TOWN CLERK

May 2, 2018

Board of Selectmen
126 Main St.
Ware, MA 01082

Dear Members of the Board:

Subject: Unexpired Term of Cemetery Commissioner (2 Years)

At the recent Annual Town Election of April 9, 2018, there were no candidates listed on the ballot as no individual had taken out Nomination Papers. There were many write in votes and one person received three write-in votes at which time, as required by law, I notified the individual to see if he was indeed interested in serving. To date that person has not indicated interest.

As required by MGL, Chapter 41 §11 there is a Failure to Elect procedure to be followed in such instances. I have had a discussion with Craig Simmons, Chairman of the Cemetery Commissioners who in turn had a brief discussion at the last Cemetery Commissioners meeting of April 30th. Mr. Simmons would like the Board of Selectmen to begin the process by advertising on the Town of Ware website, and in the media to seek applicants in order to have this position filled until the next annual town election of 2019.

He has asked that interested individuals submit letters of interest to the Board of Selectmen indicating their interest and qualifications. A deadline for submission of letters of interest to be Wednesday – May 31, 2018 is suggested.

Thereafter a joint meeting of the two Cemetery Commissioners and the members of the Board of Selectmen to be held on Tuesday June 5, 2018 to appoint by roll call vote an individual to serve.

Sincerely,



Nancy J. Talbot – Town Clerk

cc: Annual Town Election File 2018
Cemetery Commissioners, Craig Simmons – Chairman