

Board of Selectmen: *Nancy J. Talbot, Alan G. Whitney, Tracy R. Opalinski, John E. Carroll, Michael P. Fountain*

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



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

6:00 p.m. Executive Session: MGL Chapter 30A, Section 21 (a) #2 Negotiations

Regular Meeting Notice Agenda
Tuesday, November 21, 2017 at 7:00 p.m.

Meeting Opened

Opening Remarks, Announcements, and Agenda review by Chair

Consent Agenda

- Approval of October 17, November 2, November 7, and November 9, 2017 Meeting Minutes
- Approval of Special Event Permit: Ware Holiday Flair, Friday, November 24, 2017
- Approval of Special Event Permit: Ware Tree & Wreath Stroll, Saturday, December 9 and Sunday, December 10, 2017

Comments and Concerns of Citizens

Scheduled Appearances

- 7:05 p.m., Public Hearing for Petition for Joint or Identical Pole Locations, National Grid and Verizon New England, Inc., #24714152 Walker Road
- 7:10 p.m., Public Hearing to Approve Storage of Flammables License for G & G Medical Products, LLC, 6 East Main Street
- 7:15 p.m. Tax Classification Hearing, Meeting with Assessors

Old Business

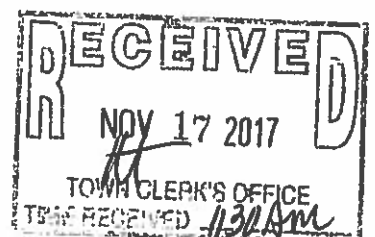
- Review of Proposed Sewer Rate Increases and Water Regulations
- Evaluation and Performance Review Process of Town Manager (tabled from November 7, 2017)
- Road Discussion & Consideration of Ballot Funding Capital Override for Road Repair Bond

New Business

- Recommendations on Plowing and Sanding Unfinished Subdivision Roads: Winter 2017-2018
- Consideration of Ballot Question to Ban Retail Marijuana Sales
- From Town Clerk: Letter of Resignation, Kelly Slattery, School Committee member
- From Town Clerk: Letter of Resignation, David Gravel, Community Development Authority

Town Manager Report

Adjournment





Board of Selectmen

Ware Town Hall, 126 Main Street, Meeting Room

Regular Meeting Minutes of Tuesday, October 17, 2017

6:45 p.m. Executive Session: MGL Chapter 30A, Section 21 (a) #2, Negotiations

Chairman Talbot opened the Regular Meeting at 6:45 p.m.

Selectman Fountain moved to enter into Executive Session at 6:45 p.m. per MGL Chapter 30A, Section 21 (a) #2 Negotiations TO RECONVENE IN OPEN SESSION; Selectman Whitney seconded the motion. The motion passed on a Roll Call Vote of 4 Yes, 0 No, 1 Absent (Selectman Carroll):

Nancy J. Talbot	Yes√
Alan G. Whitney	Yes√
Tracy R. Opalinski	Yes√
John E. Carroll	Absent
Michael P. Fountain	Yes√

Selectman Fountain moved to Adjourn Executive Session at 6:52 p.m., TO RECONVENE IN OPEN SESSION; Selectman Whitney seconded the motion. The motion passed on a Roll Call Vote of 4 Yes, 0 No, 1 Absent (Selectman Carroll):

Nancy J. Talbot	Yes√
Alan G. Whitney	Yes√
Tracy R. Opalinski	Yes√
John E. Carroll	Absent
Michael P. Fountain	Yes√

7:00 p.m. Regular Meeting Minutes

Meeting Reopened by Chairman Talbot at 7:00 p.m.

Opening Remarks, Announcements, and Agenda review by Chair – Chairman Talbot noted that Selectman Carroll was absent.

Consent Agenda

- **Approval of September 19, 2017 Meeting Minutes**
- **Vote to Amend Application for Toll Road: Ware Rotary Club, Saturday, November 4 and Sunday, November 5, 2017 (Approved on September 19, 2017 for dates of October 14-15, alternate dates October 21-22, 2017)**
- **Approval of Special Event Permit Application: Ware Children's Halloween Parade, Friday, October 27, 2017, 6:00 pm – 9:00 pm.**

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

Comments and Concerns of Citizens

John Desmond stated that the Hancock building was unsafe and should be preserved. Mr. Desmond also questioned the contingency plan regarding BMLH emergency room and suggested a committee to explore options should be formed before the ER closes.

Bill Jackson questioned the number of Ware residents that have been hired by the Town and criticized that the DPW position was given to a person who is not a Ware resident.

Keith Krukas also questioned the employee hires who are not Ware residents.

John Desmond state that a residency requirement should be enforced; Mr. Beckley noted that only Fire Department employees must be Ware residents.

Scheduled Appearances – None

Old Business – None

New Business

- **Tax Rate Analysis**

Selectman Whitney gave a simplified version of property tax rate information, noting that the tax rate is a ratio with effect of home values on tax rates. More homes and businesses drive the tax rate, as well as improvements to the water system and an increase in the school reputation.

Resident Keith Krukas stated that low income housing has allowed many pedophiles into Ware, businesses are not coming to town, and Hardwick has a lower tax rate than Ware.

Resident Bill Jackson noted that his taxes have more than doubled since he bought his home in 1995.

Danielle Souza, of Buy Ware Now, noted that housing values have increased by 7%.

Selectman Opalinski stated that “Ware is a community with full services: town sewer, town water, ambulance, police, and public school system. The schools lost accreditation over 20 years ago, and we worked hard to get accreditation back. Consultants told us that the number one thing to do for community is to talk positively about the community. We hurt the community when we say negative things. To get people to move to Ware, we need to speak highly about the community. People in Ware are amazing, we have a lot to offer with over 23 non-profit organizations, town pool, playgrounds and we are working hard to bring new business. The Optimus group will bring new business to South Street, and that is a substantial win for the town. We have Buy Ware Now to help families to move into Ware. Main Streets are coming back and we need to work together to bring Main Street back.”

Chairman Talbot asked Ms. Souza about the trend of new people coming to Ware; Ms. Souza noted that realtors have told her that first time homebuyers can buy more house in Ware, and sales are on the rise. What drives property values is what the buyers are willing to pay. Ms. Souza noted her years on the School Committee, an extremely hard-working and invested group.

Resident Keith Krukas stated it is unfair to those here asking questions, and noted his house is an investment and it is discouraging to see his home's value decreasing.

Chairman Talbot noted that we can be part of the problem, or choose to be part of the change, we get good things for services and much more than other communities.

Resident Jodi Chartier noted many positives as great people in this community and great services.

Resident Dar Sojka noted that she used to be positive about the Town, but very discouraged when the Slum and Blight designation was done "behind our backs".

Selectman Opalinski state that the "Slum and Blight Designation" is a checkbox on a grant application and brings needed funding. Chairman Talbot note that the designation qualifies the Town for additional funding in the grant process.

- **Acceptance and Signing of Police Chief Contract**

Vice Chairman Whitney announced that the contract with Police Chief Crevier has been accepted and signed.

- **Approval of November 13, 2017 Special Town Meeting Warrant**

Selectmen reviewed the articles in general with Mr. Beckley; a special meeting will be held Thursday, November 2, 2017 at 7:00 p.m. to review the warrant with Finance Committee and Moderator.

Selectman Opalinski moved to add an Article to impose a 2% local sales tax on Marijuana; Selectman Fountain seconded the motion.

Selectman Whitney stated this was unfair if not taxing alcohol. Selectman Opalinski stated the town should not lose revenue.

The motion passed on a vote of 3 Yes, 1 No (Selectman Whitney), 1 Absent (Selectman Carroll).

Selectman Opalinski moved to add an Article for Additional \$25,000 for State-mandated Valuation Certification Process for Fiscal Year 2019 for Board of Assessors Office; Selectman Fountain seconded the motion. The motion passed on a vote of 4 Yes, 0 No, 1 Absent (Selectman Carroll).

Mr. Beckley stated he wished to point out that there are no articles to address residential properties that are in disrepair. There is a great cost if the Town removes these properties. Articles relating to these properties have been defeated in past town meetings. The Town Manager and Building Inspector have not yet finalized this process with the Town Attorney.

Selectman Whitney moved approval of the warrant articles, as reviewed; Selectman Fountain seconded the motion. The motion passed on a vote of 4 Yes, 0 No, 1 Absent (Selectman Carroll).

- **Discussion/Selection of Community Compact Best Practices**

Mr. Beckley noted that the Town is eligible to apply for the regional grant for two best practices, and suggested the design of a regional animal shelter. Presently, Palmer, Monson, Warren and Ware share the facility in Palmer. Selectmen discussed a regional senior van service to assist the Quaboag Connector program.

Selectman Whitney moved to authorize the Town Manager to apply for:

- 1) Regional Animal Shelter Design**
- 2) Regional Senior Van service**

Selectman Opalinski seconded the motion. The motion passed on a vote of 4 Yes, 0 No, 1 Absent (Selectman Carroll).

- **Discussion of Non-Bargaining Employee Benefits & Guidelines**

Selectman Opalinski noted that the contract should be updated regarding sick time, vacation, and holidays to explore change and less cost to the Town, to be more in line with current employment environment. The Board discussed an Executive Session to be held on November 21, 2017 to discuss this with the labor attorney present.

Town Manager Report

Mr. Beckley noted that the Board originally set no specific hours for Halloween trick or treat. Citizens have asked for hours, it is posted for October 31 at 5-8 p.m. on the Town website and Town board; Police Chief Crevier agrees to the date and hours. Chairman Talbot noted that Knights of Columbus will hold the parade on Friday, October 27 from 6-9 p.m. The SMK and Middle schools will hold Trunk or Treat on October 20 from 5:30 – 7 p.m.

Jodi Chartier stated that residents want leadership, with a suggestion for a committee to be formed to plan future Halloween activities from the parents' perspective. Chairman Talbot noted that the Board of Selectmen should not decide this, but the community should work together to plan activities.

Selectman Whitney moved to approve a Halloween Activities Coordination Committee, with seven (7) members, to report recommendations to the Board of Selectmen; Selectman Fountain seconded the motion. The motion passed on a vote of 4 Yes, 0 No, 1 Absent (Selectman Carroll).

Mr. Beckley noted that the Capital Planning Committee will continue discussions in February for articles for the May 2018 Town Meeting. The residential houses in need of removal or repair are a topic of discussion with the Town attorney. A plan for any demolition or to take property, remove, or add liens (which can take from 2-5 years) must also consider that the cost of removal is usually higher than the value of the land that is left.

Selectman Opalinski suggested that the Town Manager contact MMA to research any other towns with experience in these situations.

Resident Keith Krukas noted that the property on West Main Street must have a value and/or liens; Mr. Beckley noted that property value has decreased.

Selectman Opalinski noted the new Code Enforcement Laws effective January 1, 2018; Chairman Talbot suggested this notice be mailed with February tax bills.

Mr. Beckley suggested the Board consider whether to use a ballot question regarding the ban of recreational marijuana. The Board will discuss this in-depth at the December 19, 2017 meeting.

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Mr. Beckley announced that the Cemetery Commission invites all to the Dedication & Recognition Day on Saturday, October 28, 2017 from 2-4 p.m. at Aspen Grove Cemetery. A memorial headstone will be dedicated to Charles Welsley Eddy, graves of Candy Cummings, Doctor Segur and Bernie Satz will be visited, and the memorial garden will be visited. This event is advertised on the Town website.

Danielle Souza, of Buy Ware Now, noted that 101 properties have been sold in Ware in 2017 to date.

Mr. Beckley noted that, since he has been Town Manager, 10 of 19 hires are Ware residents.

Selectman Whitney moved to Adjourn Regular Session at 8:13 p.m.; Selectman Opalinski seconded the motion. The motion passed on a Vote of 4 Yes, 0 No, 1 Absent (Selectman Carroll).

Attest: *Mary L. Midura*
Mary L. Midura, Executive Assistant
Transcribed via Video 10/31/2017

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



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

**Joint Meeting with Finance Committee Minutes
Thursday, November 2, 2017 at 7:00 p.m.**

**Meeting Opened by Vice-Chairman Whitney.
Chairman Talbot was absent.**


Review of November 13, 2017 Special Town Meeting Warrant with Finance Committee and Moderator

The articles of the Special Town Meeting Warrant were reviewed by the Board of Selectmen with the Finance Committee and Town Moderator.

Articles 1 – 10 and 12-16 are recommended by the Board of Selectmen, Finance Committee and Town Manager. Articles 7 – 10 are also recommended by the Capital Planning Committee. Article 11 is not recommended by the Board of Selectmen and Finance Committee, but is recommended by the Town Manager and Capital Planning Committee. Article 12 - 15 are recommended by the Board of Selectmen, Finance Committee, Town Manager and Capital Planning Committee. Article 16 is recommended by the Board of Selectmen, Finance Committee, and Town Manager. Article 17 is recommended by the Board of Selectmen and Town Manager, and does not apply to the Finance Committee. Articles 18 and 19 are recommended to dismiss. Articles 20 – 22 and 24 are recommended by the Board of Selectmen and Town Manager, but do not apply to the Finance Committee. Article 22 is also recommended by the Planning Board. Article 23 is recommended by the Board of Selectmen, Finance Committee, and Town Manager. In Article 7, the word “replacement” is added before “utility vehicle”, and “similar” added after “Gator”. In Article 8, the source of funds is Ambulance funds. In Article 9, the correct term is “SCBA”. In Article 15, the words “and testing” are added after “study”. In Article 23, the rate of percent should be 3, not 2. The action in Article 24 is a result of the Municipal Modernization Act.

Selectman Whitney moved to Adjourn Regular Session at 7:43 p.m.; Selectman Carroll seconded the motion. The motion passed on a Vote of 4 Yes, 0 No, 1 Absent (Selectman Talbot).

Attest:


Mary L. Midura, Executive Assistant



Board of Selectmen

Ware Town Hall, 126 Main Street, Meeting Room

Regular Meeting Minutes of Tuesday, November 7, 2017

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

Chairman Talbot opened the Regular Meeting at 6:30 p.m.

Selectman Whitney moved to enter into Executive Session at 6:30 p.m. per MGL Chapter 30A, Section 21 (a) #2 Negotiations and #6 Real Estate **TO RECONVENE IN OPEN SESSION**; Selectman Carroll seconded the motion. The motion passed on a Roll Call Vote of 4 Yes, 0 No, 1 Absent (Selectman Fountain):

Nancy J. Talbot	Yes√
Alan G. Whitney	Yes√
Tracy R. Opalinski	Yes√
John E. Carroll	Yes√
Michael P. Fountain	Absent

Selectman Fountain arrived 6:40 p.m.

Selectman Carroll moved to Adjourn Executive Session at 7:00 p.m., **TO RECONVENE IN OPEN SESSION**; Selectman Whitney seconded the motion. The motion passed on a Roll Call Vote of 5 Yes, 0 No.

Nancy J. Talbot	Yes√
Alan G. Whitney	Yes√
Tracy R. Opalinski	Yes√
John E. Carroll	Yes√
Michael P. Fountain	Yes√

7:00 p.m. Regular Meeting Minutes

Meeting Reopened by Chairman Talbot at 7:05 p.m.

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

Consent Agenda

- **Approval of October 3, 2017 Meeting Minutes**
- **Approval of One-Day All Alcoholic License: St. Mary's Church, Pork Chop Dinner, Saturday, November 18, 2017**
- **Retroactive Approval of One-Day Wine & Malt License: Workshop 13, Ware Community Jazz Ensemble, Sunday, October 29, 2017**
- **Approval of One-Day Wine & Malt License: Workshop 13, Open Mic, Friday, November 17, 2017**
- **Approval of One-Day Wine & Malt License: Workshop 13, Concert, Saturday, December 9, 2017**

- **Approval of One-Day Wine & Malt License: Workshop 13, Ware Community Jazz Band, Sunday, December 10, 2017**
- **Approval of One-Day Wine & Malt License: Workshop 13, Open Mic, Friday, December 15, 2017**

Selectman Whitney moved approval of the consent agenda; Selectman Carroll seconded the motion. The motion passed unanimously (5-0).

Comments and Concerns of Citizens

John Desmond stated that articles for purchasing should not be done at the Special Town Meeting, but should be done at the Annual Town Meeting only. Mr. Desmond stated that the Town is operating in deficit and this looks like the Town can afford to spend free cash for equipment.

Cathy Cascio announced the 4th Annual Home Decorating Contest, with judging and gifts to be announced soon. Ms. Cascio stated that the only way to save on taxes is to reduce spending. Mr. Beckley stated that free cash for Capital items is presented at the Fall Town Meeting. Items presented now are needed.

Scheduled Appearances - none

Old Business

- **Evaluation and Performance Review Process of Town Manager – Selectman Carroll and Selectman Opalinski**

Selectman Opalinski noted that she has researched and contacted MMA, and requested Mr. Beckley place his goals in priority and categories.

Selectman Fountain moved to table discussion to November 21, 2017; Selectman Opalinski seconded the motion. The motion passed unanimously (5-0).

- **Vacant House Action, Vigeant Street**

Mr. Beckley noted that town counsel recommends action in a memorandum to the Board. The building needs to be removed. The owner has been contacted and is scheduled to meet with the Town Manger on November 8, 2017. Selectman Opalinski noted the town could fine the owner for code violations. Mr. Beckley noted that is a long process.

Selectman Whitney moved to table discussion to November 21, 2017; Selectman Fountain seconded the motion. The motion passed unanimously (5-0).

New Business

- **Approval of 2018 Board of Selectmen Meeting Dates**

Selectman Opalinski requested a change of date from February 20 to February 27, 2018. Selectman Opalinski also suggested the Board consider use of remote participation in the future.

Selectman Whitney moved approval of the 2018 meeting dates; Selectman Carroll seconded the motion. The motion passed unanimously (5-0).

- **Request Waiver of Water Regulations: Nicole Sicard & Jason Shule, 87 Church Street**

Ms. Sicard and Mr. Shule explained to the Board that they purchased 87 Church Street in August, only to discover that the water and electricity were shut off. Ms. Sicard stated that they replaces the line from

the house to the street. It is their belief that the previous owners knew of a water leak in 2014 but did not disclose this information to the new owners. Ms. Sicard asked that the Town fix the pipes. They are first time homebuyers with a young daughter, and now that they have the mortgage, they cannot afford to pay the estimated \$8-9,000 cost. Mr. Shule stated that the DPW has come to the house and no water comes into the house; the problem is under the sidewalk and roadway. Cathy Cascio consulted Ms. Sicard to explain that they replaced the water line and this is their last resort before court action against the former owners.

Richard Kilhart, DPW Director, stated that the Town Water Rules and Regulations allow that the homeowner is responsible for repairs from the home to the water main. The regulations indicate that the Town may do the work, but the Town recommends a private contractor to save time and cost to the homeowner. A permit is needed to renew water service, and there has always been low pressure in that area of town. Several subcontractors have been suggested to the homeowners. Mr. Kilhart noted it is not appropriate to drink water from the neighbor's garden hose. Mr. Kilhart stated that the Town must operate within the confines of the regulations which were updated in 2015. Mr. Kilhart noted Article 6 of the regulations which address relocation/repair as the homeowners' responsibility.

Mr. Beckley noted the email from town counsel which refers to Town liability issues and "recommend that the Town not get involved with this project and instead encourage the resident to pursue other financing options that may be available." Mr. Kilhart noted the Town of Orange got together with local churches to offer a source of relief in a similar situation.

Selectman Whitney noted this young family needs help and, within the regulations, the Town should encourage this family to stay. Selectman Carroll noted that the Board **may** waive or propose changes to the regulations as stated in Articles 6.1 and 6.2, section 1, and **may** ask the DPW to do the work and give the homeowners the bill to start paying on a payment plan. Selectman Carroll questioned the town counsel recommendations.

Selectman Opalinski stated a precedent would be set by this action, and it is the homeowners' responsibility for due diligence. Selectman Opalinski suggested a letter from the Town to the homeowners' insurance company could be drafted to present to the homeowners' insurance company to state this is a home insurance issue to be addressed. Chairman Talbot questioned Ms. Sicard as to whether they would want such a letter; Ms. Sicard stated any help would be appreciated. Ms. Sicard noted that the seller's statement did not indicate any water problems.

Mr. Kilhart noted that contractors are out 2-3 weeks, and to get the work done may take longer. Ms. Sicard stated they could not stay in their home this weekend if the temperatures drop as predicted.

Selectman Carroll moved to instruct the DPW to do the repair work or oversee and choose a contractor in a timely manner to do the repair work, and to bill the homeowners on a payment plan; Selectman Whitney seconded the motion. The motion passed on a vote of 3 Yes (Selectman Carroll, Selectman Whitney, Selectman Fountain) and 2 No (Selectman Talbot, Selectman Opalinski).

Chairman Talbot recused herself and handed the gavel to Vice Chairman Whitney.

- **Travel Request: Police Chief Crevier**

Selectman Carroll moved approval of the Police Chief travel request; Selectman Fountain seconded the motion. The motion passed on a vote of 4 Yes, 0 No, 1 Abstention (Selectman Talbot).

- **Appointment of Police Acting Sergeant**

Chief Crevier announced that, as of November 1st, the Narcan policy has been implemented and 50% of the department has had training in crisis intervention. Chief Crevier note the short list for Acting Sergeant and recommended appointment of Officer Christopher Adams.

Selectman Carroll moved approval of the short list and appointment of Christopher Adams as Provisional Sergeant; Selectman Fountain seconded the motion. The motion passed on a vote of 4 Yes, 0 No, 1 Abstention (Selectman Talbot).

Chief Crevier requested that Owen R. Sablack be appointed as part-time staff.

Selectman Opalinski moved approval of the appointment; Selectman Fountain seconded the motion. The motion passed on a vote of 4 Yes, 0 No, 1 Abstention (Selectman Talbot).

Vice Chairman Whitney returned the gavel to Chairman Talbot.

- **Set Public Hearing for 7:05 p.m., Tuesday, November 21, 2017: Petition for Joint or Identical Pole Locations, National Grid and Verizon New England, Inc., #24714152 Walker Road**

Selectman Opalinski moved to set the Public Hearing; Selectman Whitney seconded the motion. The motion passed unanimously (5-0).

- **Set Public Hearing for 7:10 p.m., Tuesday, November 21, 2017: Storage of Flammables License for G & G Medical Products, LLC, 6 East Main Street**

Selectman Opalinski moved to set the Public Hearing; Selectman Whitney seconded the motion. The motion passed unanimously (5-0).

- **Set Public Hearing for 7:15 p.m., Tuesday, November 21, 2017: Tax Classification Hearing, Meeting with Assessors**

Selectman Whitney moved to set the Public Hearing; Selectman Opalinski seconded the motion. The motion passed unanimously (5-0).

- **Appointment of Alternate Member to Pioneer Valley Planning Commission: Nancy J. Talbot**

Selectman Opalinski moved approval of the appointment; Selectman Fountain seconded the motion. The motion passed unanimously (5-0).

- **Appointment of ADA Coordinator: Stuart Beckley**

Selectman Opalinski moved approval of the appointment; Selectman Whitney seconded the motion. The motion passed unanimously (5-0).

- **Reactivate Member of Ware Cultural Council: Mary Healy, Term to Expire November 7, 2020**

Selectman Opalinski moved approval of the appointment; Selectman Whitney seconded the motion. The motion passed unanimously (5-0).

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

- **Appointment of Temporary Tree Warden**

Mr. Beckley recommended Paul St. Pierre for the temporary position.

Selectman Whitney moved approval of the appointment; Selectman Fountain seconded the motion. The motion passed unanimously (5-0).

Town Manager Report

Mr. Beckley noted that Town Hall is closed on November 10. The Veterans' Day Parade will be on November 11 at 1:00 p.m. The Special Town Meeting will be on November 13 at 7:00 p.m. Items on the November 21 agenda will include the Tax Classification hearing, Sewer Rates, and Road repair bond. Main Street decorating will begin next week with new trees. The Senior Center paving is complete, and Prospect Street is being completed. As part of the Green Communities program, the Town has ordered LED replacement lights for Town Hall, Police, School Gyms, Senior Center, Town Barn, WWTP, and Water Departments. An audit of streetlights will be conducted in December as preparation for conversion in 2018 to all LED.

Mr. Beckley announced Sydney Plante is the new ACO for Ware, Warren and Palmer. Summer Eurkus will be the part-time assistant in the Assessors' office. The Fire Chief will make a decision this week for two EMT positions. Western Mass News will broadcast a segment of Ten Towns in Ten Days on November 17 featuring Ware. The Ware Center Meetinghouse and Workshop 13 people did a terrific job hosting the TV crew and explaining the Town's assets!

Selectman Fountain moved to Adjourn Regular Session at 8:27 p.m.; Selectman Carroll seconded the motion. The motion passed unanimously (5-0).

Attest: *Mary L. Midura*
Mary L. Midura, Executive Assistant

EMERGENCY MEETING
TOWN OF WARE
BOARD OF SELECTMEN

THURSDAY – NOVEMBER 9, 2017
6 PM

Present: Nancy J. Talbot, Alan Whitney, John Carroll

Absent: Michael Fountain, Tracy Opalinski

Also Present: Stuart Beckley – Town Manager

Meeting was opened by Chairman Talbot.

Town Manager Stuart Beckley presented information relative to the privately owned building located at 33 Vigeant Street.

Members were advised that Town Counsel had prepared the language (see attachment) for all relative departments to review and for a decision to be made by the Board of Selectmen as the building poses a significant safety issue and the recommendation is to order the building to be torn down.

Noted by the Town Manager that the owner has requested to be billed for this action directly. The estimated cost to be approximately \$4,400.00. If voted by board the demolition will take place on Friday November 10th, and the street will be closed off during the demolition in order to insure for public safety and thereafter a fence secured until the removal of debris from the demolition.

Motion by Alan Whitney and seconded by John Carroll – In accordance with MGL Chapter 143, Section 7, the Board of Selectmen find that the structure at 33 Vigeant Street poses a significant public health hazard and orders the building to be demolished in order to make the property safe. The inspector of buildings may immediately enter upon the premises with the necessary workmen and assistants and cause such unsafe structure to be made safe or taken down without delay, and a proper fence put up for the protection of passersby or to be made secure.

Voted in favor of above action – Nancy Talbot, yes; Alan Whitney, yes; John Carroll, yes.

Not voting due to absence – Michael Fountain and Tracy Opalinski

A motion was made by Alan Whitney and seconded by John Carroll to adjourn the emergency meeting at 6:08 PM. Voted in favor – Nancy Talbot, Alan Whitney, John Carroll.

Submitted by – Nancy J. Talbot - Chairman 

November 9, 2017

In accordance with M.G.L. Chapter 143, Section 7, the Board of Selectmen find that the structure at 33 Vigeant Street poses a significant public health hazard and orders the building to be demolished in order to make the property safe. The inspector of buildings may immediately enter upon the premises with the necessary workmen and assistants and cause such unsafe structure to be made safe or taken down without delay, and a proper fence put up for the protection of passersby or to be made secure.

Board of Selectmen:

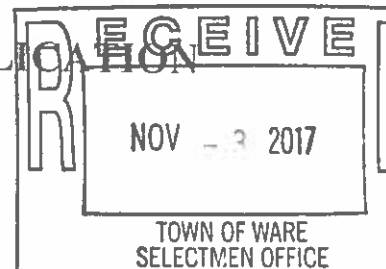


TOWN OF WARE

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 01201



Application packet must be received no later than 30 days prior to the event.

Event Name: Ware Holiday Flair Event Producer: Ware Rotary Club and Town of Ware

Primary Contact Information:

Primary Contact Name: Kathy Deschamps Fax: _____

Non-Profit Organization / Event: Yes ☒ No ☐

Day Phone: 413-967-5187 Cell Phone: 413-519-9815

E-mail: kate3754@aol.com Website: _____

Event Information:

Event Address / Location: Main St.

Starting Date: 11/24/17 Time: 5:30 PM Ending Date: 11/24/17 Time: 7:30 PM FRIDAY

Total attendance expected: _____ Rain plan: _____

List any streets to be closed for special event: Main St. from old fire station to West St.

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

There will be a parade from the millyards to Veteran's Park where Santa will light the big tree in Veteran's Park. Santa will then go to town hall to greet children.

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

I, _____, a representative from _____, does hereby acknowledge that in the course of its use of property owned by the Town of Ware, namely _____ located at _____, 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 _____), 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 _____, _____ does for itself and on behalf of its agents, servants, employees and invitees, hereby, jointly and severally, remise, release and forever discharge the Town, its 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 _____ use of _____.
_____ 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 _____.
Said indemnification shall not include claims arising from intentional malfeasance by the agents or employees of the Town of Ware.

Signed this _____ day of _____, 20____, on behalf of _____ by _____, its _____.

X Kathleen Deschamps Date 11.3.17
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 – Community Development/Parks MUST be approved first. Once all sign-offs have been received, this application packet must be returned to the Licensing Board Clerk in the Town Clerk's Office for final approval.****

Review & Submission for Sign –Offs Provided By Departments

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

~~Community Development/Parks~~ _____ Date: _____

Health Department N/A Date: _____

Department of Public Works ✓ Date: 11/6/17

Building Inspections [Signature] Date: 11/6/17

Building/Grounds Maintenance N/A Date: _____

Fire Department [Signature] Date: 11-8-17
Fire Chief

Police Department [Signature] Date: 11-03-17
Police Chief
of Officers (if applicable) _____

Licensing Board _____ Date: _____

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: Ware Tree Wreath Strall Event Producer: Proprietors of the Ware Center Meeting Hb

Primary Contact Information:

Primary Contact Name: Carol Zins Fax: _____

Non-Profit Organization / Event: Yes ☒ No ☐

Day Phone: 413 967 8301 Cell Phone: _____

E-mail: CZINSI@GMAIL.COM Website: warecentermeetinghouse.org

Event Information:

Event Address / Location: Town Hall

Starting Date: 12/9/17 ^{SAT} Time: 10:00 AM Ending Date: 12/10/17 ^{SUN} Time: 3:00 PM M

Total attendance expected: 300 (incl 2 days) Rain plan: NONE

List any streets to be closed for special event: (space in front of Hall)

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

Annual Strall exhibits trees and wreaths which are
purchased for restoration of the Meeting House. Raffles, live
music, crafts and bake sale 10am to 3pm Sat & Sun
Dec 9 & 10. Load in Dec 8 Load out Dec 12
selling baked goods

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

I, Carol Zins, a representative from the Proprietors of the New Center Library, does hereby acknowledge that in the course of its use of property owned by the Town of Ware, namely Ware Town Hall, located at 126 Main 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 Proprietors), 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 Town Hall, Proprietors does for itself and on behalf of its agents, servants, employees and invitees, hereby, jointly and severally, remise, release and forever discharge the Town, its 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 Proprietors use of Town Hall. Proprietors 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 Town Hall. Said indemnification shall not include claims arising from intentional malfeasance by the agents or employees of the Town of Ware.

Signed this 7th day of November, 2017, on behalf of Proprietors by Carol Zins, its Agent.
 X Carol Zins Date 11.7.17
 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>N/A</u>	Date: _____
Health Department	<u>✓</u>	Date: _____
Department of Public Works	<u>N/A</u>	Date: _____
Building Inspections	_____	Date: _____
Fire Department	<u>✓</u>	Date: _____
Police Department	<u>Sham Allen</u>	Date: <u>11-11-17</u>
_____		# of Officers (if applicable) _____

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



TOWN OF WARE

Board of Selectmen
Town Hall, 126 Main St., Suite J
Ware, Massachusetts 01082-1386
Tel. 413-967-9648 EXT. 100

PUBLIC HEARING NOTICE

The Board of Selectmen will conduct a Public Hearing on **Tuesday, November 21, 2017 at 7:05 P.M., Selectmen's Meeting Room, 126 Main St. Ware.** The purpose of the Public Hearing is to hear Petition by National Grid and Verizon New England for Joint or Identical Pole Locations at Walker Road (#24714152), Ware, MA. Copies of the petition are available at the office of the Town Manager, 126 Main Street, Ware, MA. **This notice shall also be posted on the Massachusetts Newspaper Publishers Association's (MNPA) website (<http://masspublicnotices.org>).**

All interested parties are invited to attend.

Nancy Talbot
Chairman
Board of Selectmen
November 8, 2017

Questions contact – Dan Lopez TRC 774-235-2603
PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

North Andover, Massachusetts

To the Board of Selectmen
Of Ware Massachusetts

NATIONAL GRID and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Walker Road- National Grid to remove the existing tree guy and install a new stub pole with an anchor to support pole 3 from leaning on road. The location begins at a point approximately 650 feet north of the centerline of the intersection of Howard Road.


Location approximately as shown on plan attached

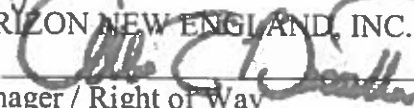
Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – Walker Road-Ware Massachusetts

24714152 September 18, 2017

Also for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

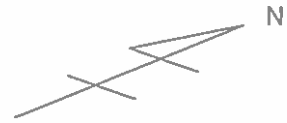
NATIONAL GRID
BY 
Engineering Department

VERIZON NEW ENGLAND, INC.
BY 
Manager / Right of Way

Legend:

⊕ New J.O. Pole with Anchor

National Grid to remove the existing Tree Guy
and install a new stub pole with an anchor to
support Pole 3 from leaning into road.



Mark A. Piche
Susan E. Sanford
8 Walker Rd.
Ware, Ma. 01082
Parcel # 22-0-28
Book/Pg. 8514-41

⊕ Pole 3

Walker Rd.



650'

To Lancaster Rd.

New Pole and anchor 3-2

Frederic A. & Fre. Kozyra
Parcel # 22-0-38
Book/Pg. 10460-116
Mailing Address:
Joseph E. Kozyra
Trustees
141 Old Palmer Rd.
Brimfield, Ma. 01010

JOINT OWNED POLE PETITION

- Proposed NGRID Pole Locations
- Existing NGRID Pole Locations
- ① Proposed J.O. Pole Locations
- ① Existing J.O. Pole Locations
- ⊕ Existing Telephone Co. Pole Locations
- ⊙ Existing NGRID Pole Location To Be Made J.O.
- ⊗ Existing Pole Locations To Be Removed

DISTANCES ARE APPROXIMATE

nationalgrid

And

Verizon New England, Inc.

Date: 8/21/2017

Plan Number: WR#24114312

To Accompany Petition Dated: 8/21/2017

To The: Town Of Ware

For Proposed: J.O. Pole: 3-2 Location: Walker Rd.

Date Of Original Grant: 8/21/2017

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



TOWN OF WARE

Board of Selectmen
Town Hall, 126 Main St., Suite J
Ware, Massachusetts 01082-1386
Tel. 413-967-9648 EXT. 100

PUBLIC HEARING NOTICE

The Board of Selectmen will conduct a Public Hearing on **Tuesday, November 21, 2017 at 7:10 P.M., Selectmen's Meeting Room, 126 Main St. Ware.** The purpose of the Public Hearing is to approve application from **G & G Medical Products LLC, 6 East Main Street,** for a license to store flammables or combustible liquids, 3,000 gallons LP-gas in ASME above ground tank. Assessors' Parcel Identification: Map 57 Block 0 Lot 112. Copies of the petition are available at the office of the Town Manager, 126 Main Street, Ware, MA. **This notice shall also be posted on the Massachusetts Newspaper Publishers Association's (MNPA) website (<http://masspublicnotices.org>).**

All interested parties are invited to attend.

Nancy Talbot
Chairman
Board of Selectmen
November 8, 2017



TOWN OF WARE FIRE DEPARTMENT

Thomas Coulombe
Fire Chief

Edward Wloch
Deputy Chief

200 West Street Ware, Massachusetts 01082
Station (413) 967-5901 * Office (413) 967-9631 * Fax (413) 967-9632
Email Chief- tcoulombe@townofware.com Email Deputy- ewloch@townofware.com

G&G Medical Products LLC.
6 East Main Street
Ware, MA 01082

October 11, 2017

Dear Sirs,

The process for obtaining a "License to Store" is simple but it does take some time.

- 1st The property owner needs to fill out the attached Application
- 2nd Deliver the application to the "Town Managers office" located at the town Hall.
- 3rd Follow the instructions / process they will give you

Things you will need to bring; Drawing from the propane contractor as to the location & installation proposal of the Tank or Tanks. And the proposed total amount of propane to be stored this includes all gasses.

The Town managers office will schedule a public hearing at the next available Selectmen's meeting as soon as all the paper work is completed.

If you have any further questions or need assistance this office will be happy to serve.

Thank you for your continued cooperation.

Deputy Fire Chief
Edward Wloch

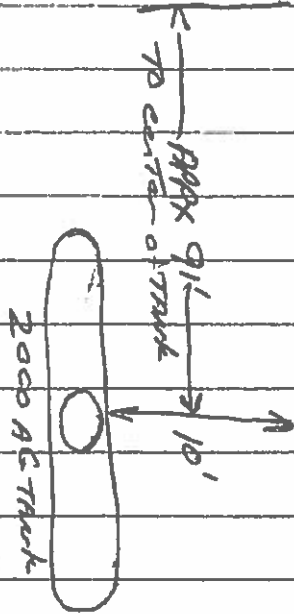
200 West Ware MA
413-967-9640

Old
Fire House

EAST MAIN ST

G + G Medical
6 EAST MAIN ST
WARRMA

Loading Dock



TRUCK DIM 24' LONG
48" DIA
CUSTOMER TO PROVIDE ALL
TRUCK PROTECTION

NOT TO SCALE

WEST MAIN ST
AMERICAN PIPE



FP-002A
(Rev. 1.1.2015)

The Commonwealth of Massachusetts
City/Town of _____

Application For License

Massachusetts General Law, Chapter 148 §13

☐ New License ☐ Amended License

GIS Coordinates

LAT.

LONG.

License Number

Application is hereby made in accordance with the provisions of Chapter 148 of the General Laws of Massachusetts for a license to store flammables, combustibles or explosives on land in buildings or structures herein described.

Location of Land: 6 East Main ST
Number, Street and Assessor's Map and Parcel ID

Attach a plot plan of the property indicating the location of property lines and all buildings or structures.

Owner of Land: [Signature]

Address of Land Owner: 73 Hall Rd APT 23 Sturbridge MA 01566

Use and Occupancy of Buildings and Structures: Manufacturing

If this is an application for amendment of an existing license, indicate date of original license and any subsequent amendments

Attach a copy of the current license

Flammable and Combustible Liquids, Flammable Gases and Solids

Complete this section for the storage of flammable and combustible liquids, solids, and gases; see 527 CMR 1.00 Table 1.12.8.50; Attach additional pages if needed. All tanks and containers are considered full for the purposes of licensing and permitting.

PRODUCT NAME	CLASS	MAXIMUM QUANTITY	UNITS gal., lbs, Cubic feet	CONTAINER UST, AST, IBC, drums
LP Gas	Flammable gas	3,000		ASME TANK

Total quantity of all flammable liquids to be stored: 2,000

Total quantity of all combustible liquids to be stored: 1,600

Total quantity of all flammable gases to be stored: 1,600

Total quantity of all flammable solids to be stored: N/A

LP-gas (Complete this section for the storage of LP-gas or propane)

Indicate the maximum quantity of LP-gas to be stored and the sizes and capacities of all storage containers. (See 527 CMR 1.00 Table 1.12.8.50)

- ❖ Maximum quantity (in gallons) of LP-gas to be stored in aboveground containers: 3,000 gal

List sizes and capacities of all aboveground containers used for storage: 2,000 gal

- ❖ Maximum quantity (in gallons) of LP-gas to be stored in underground containers: _____

List sizes and capacities of all underground containers used for storage: _____

Total aggregate quantity of all LP-gas to be stored: _____

Fireworks (Complete this section for the storage of fireworks)

Indicate classes of fireworks to be stored and maximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50)

- ❖ Maximum amount (in pounds) of Class 1.3G: _____ Type/class of magazine used for storage: _____

- ❖ Maximum amount (in pounds) of Class 1.4G: _____ Type/class of magazine used for storage: _____

- ❖ Maximum amount (in pounds) of Class 1.4: _____ Type/class of magazine used for storage: _____

Total aggregate quantity of all classes of fireworks to be stored: _____

Explosives (Complete this section for the storage of explosives)

Indicate classes of explosive to be stored and maximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50)

- ❖ Maximum amount (in pounds) of Class 1.1: _____ Number of magazines used for storage: _____

- ❖ Maximum amount (in pounds) of Class 1.2: _____ Number of magazines used for storage: _____

- ❖ Maximum amount (in pounds) of Class 1.3: _____ Number of magazines used for storage: _____

- ❖ Maximum amount (in pounds) of Class 1.4: _____ Number of magazines used for storage: _____

- ❖ Maximum amount (in pounds) of Class 1.5: _____ Number of magazines used for storage: _____

- ❖ Maximum amount (in pounds) of Class 1.6: _____ Number of magazines used for storage: _____

I, [Signature], hereby attest that I am authorized to make this application. I acknowledge that the information contained herein is accurate and complete to the best of my knowledge and belief. I acknowledge that all materials stored pursuant to any license granted hereunder must be stored or kept in accordance with all applicable laws, codes, rules and regulations, including but not limited to Massachusetts Chapter 148, and the Massachusetts Fire Code (527 CMR 1.00). I further acknowledge that the storage of any material specified in any license granted hereunder may not exceed the maximum quantity specified by the license.

Signature [Signature] Date _____ Name _____

Fire Department Use Only

I, Thomas Carbone, Head of the Ware Fire Department endorse this application with my

☒ Approval ☐ Disapproval

Signature of Head of the Fire Department [Signature]

Date _____

Recommendations: Must comply with all MG-L + CMR
As applicable

Public Hearing Notice

Town of Ware – Tax Classification Hearing

The Ware Board of Selectmen will conduct the tax classification hearing on Tuesday, November 21, 2017 at 7:15 p.m. in the Selectmen's hearing room at Town Hall, 126 Main Street. At the hearing the Board of Selectmen will consider tax policy options including (1) whether to have a single or split tax rate and (2) whether to allow an open space discount, a residential exemption, and a small commercial exemption. The Selectmen will receive comments from interested taxpayers at the hearing, or taxpayers may provide written comments to the Board at 126 Main Street, Ware, MA 01082.

2.4.3 Multiple Use Properties

In coding a property used for more than one purpose, assessors must determine the property's primary or predominant use. They must also allocate the value of the property to the different classes.

The first digit of a multiple use property is "0." The second digit should be assigned to the predominant class and the third digit to the lesser use.

Example

A property used for residential and commercial uses is classified "013," if the primary use is residential. It is classified as "031," if the primary use is commercial.

2.4.4 Open Space

Open space is one of the four major classes of real property. It includes land maintained in an open or natural condition that contributes to the benefit and enjoyment of the public.⁸ Open space does not include land taxable under a permanent conservation restriction, or used to produce income. In addition, it does not include land classified under Chapters 61, 61A or 61B, unless the city or town has accepted a local option provision in those chapters.

Assessors have some discretion in defining the characteristics and criteria to be used to determine if land provides a public benefit and should be classified as open space. The specific policies and criteria they will use must be specified in writing.

3.0 CLASSIFICATION HEARING**3.1 Annual Hearing**

Before the tax rate can be set, the selectboard, town council or city council must hold a public hearing each year to consider the tax rate options available to the municipality under property tax classification.⁹ The hearing is held after the assessors have determined final values and classified all properties and reported this information to DOR. These values set the parameters for the options the municipality may adopt.

3.2 Hearing Notice

The assessors should notify the selectboard or council when the values have been finalized so the hearing can be called. Notice of the hearing must comply with the Open Meeting Law¹⁰ and any local charter, by-law or ordinance provisions.

In addition, taxpayers must be notified of the hearing by a comprehensive public information release in a newspaper of general circulation in the community, as well as in any other appropriate news media. This notice should appear in the paper within a reasonable period of time before the hearing date.

The news release should provide the following information:

- Date, time and place of the public hearing.
- Information regarding the policy decisions available.
- Directions about how interested taxpayers may present oral or written information on their views.

3.3 Officials' Roles

3.3.1 Selectboard or Council

The selectboard, town council or city council conduct the classification hearing and vote on the available tax rate options. The vote may be taken at the hearing or a later meeting.

3.3.2 Assessors

The assessors provide the selectboard or council with the information necessary to make classifications decisions. This information should show the impact on the tax rate of the available tax policy options. The assessors are not required to make recommendations, although they may choose to do so if asked.

4.0 TAX POLICY DECISIONS

4.1 Tax Policy Options

Municipalities have several options in distributing the tax levy among taxpayers under property tax classification. Use of these options results in multiple tax rates for different property classes because they change the components used to calculate the rate, *i.e.*, the amount of the tax levy being paid by, or the assessed valuation of, the class. The total tax levy remains the same.

4.1.1 Single or Split Tax Rate

Municipalities must decide whether (1) to tax all classes of property at their full and fair cash valuation share of the tax levy, which results in a single tax rate, or (2) to reduce the share of the tax levy paid by the residential and open space property owners and shift those taxes to commercial, industrial and personal property taxpayers, which results in a split tax rate.

4.1.2 Classification Exemption Options

Municipalities may also consider whether to allow (1) an open space discount, (2) a residential exemption, and (3) a small commercial exemption.



TOWN OF WARE

Town Manager

126 Main Street
Ware, MA 01082
413-967-9648 x100

August 30, 2017

To : Board of Selectmen
From : Stuart Beckley & Richard Kilhart
Subject: Water and Sewer Rates – Proposed increase

With Town Meeting's approval of the Water Treatment Plant for the removal of iron and manganese, the Town must generate revenue for the \$6 million project. Based on the attached *Water and Sewer Rate Study*, the goal is to increase the water rate to \$5.77 per 100 cubic feet of use. It is also recommended to increase the Base Fee. We recommend that the increase be achieved over three years. Increases would be implemented for use measured from October to January, which will be paid on the bills due on February 1st.

Proposal

Current Rate	Increase 10/2017	Increase 10/2018	Increase 10/2019
\$4.00	\$4.60	\$5.20	\$5.75 per 100 cubic feet

Minimum Base (500 cubic feet)

\$31.00	\$32.50	\$34.00	\$36.00
---------	---------	---------	---------

Similarly, the Study indicates the future need for Sewer revenues for improvements to the pipes and Wastewater Treatment Plant. In preparation for those improvements, we recommend that the Board begin to implement rate increases for sewer use as well.

Proposal

Current Rate	Increase 10/2017	Increase 10/2018	Increase 10/2019
\$4.30	\$4.75	\$5.25	per 100 cubic feet

Minimum Base (500 cubic feet)

\$40.50	\$42	\$44.00
---------	------	---------



WATER/SEWER RATE PROPOSAL

Town of Ware
October, 2017

PURPOSE

- With Town Meeting's approval of the Water Treatment Plant for the removal of iron and manganese, the Town must generate revenue for the \$6 million project using revenues from the water receipts. This will fund the USDA 2% loan repayment of approximately \$270,000 annually over 40 years.
- The proposed sewer rate increase will provide reserve funds for future repairs to the Wastewater Treatment Plant.

RECOMMENDED RATES

	Current	Propose 11/17	Rate Inc	Propose 11/18	Rate Inc	Propose 11/19	Rate Inc
Water Base (500 Cubic Feet)	\$31.00	\$32.50		\$34.00		\$36.00	
Water Rate per 100 Cubic Feet	\$4.00	\$4.60	15%	\$5.20	13%	\$5.75	10.6%
Sewer Base (500 Cubic Feet)	\$40.50	\$42.00		\$44.00			
Sewer Rate per 100 Cubic Feet	\$4.30	\$4.75	10.5%	\$5.25	10.5%		

EFFECT ON SINGLE FAMILY HOMEOWNERS — SEWER, 2018

USAGE (100 Cu feet)	Number of Users (991)	Current Cost	Proposed Cost	Increase in Quarterly fee	Annual Increase
0 – 500	240 (24%)	\$40.50	\$42.00	\$1.50	\$6.00
750 (500-1000)	239 (24%)	\$51.25	\$53.88	\$2.62	\$10.50
1192 Average Use		\$70.25	\$74.87	\$4.62	\$18.48
1400 (1000-1750)	296 (30%)	\$79.20	\$84.75	\$5.55	\$22.20
3000 (1750 -9000)	211 (21%)	\$148.00	\$160.75	\$12.75	\$51.00



TOWN OF WARE

Town Manager

126 Main Street

Ware, MA 01082

413-967-9648 x100

August 30, 2017

To : Board of Selectmen

From : Stuart Beckley & Richard Kilhart

Subject: Water and Sewer Rates – Proposed increase

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\$31.00	\$32.50	\$34.00	\$36.00
---------	---------	---------	---------

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\$4.30	\$4.75	\$5.25	per 100 cubic feet

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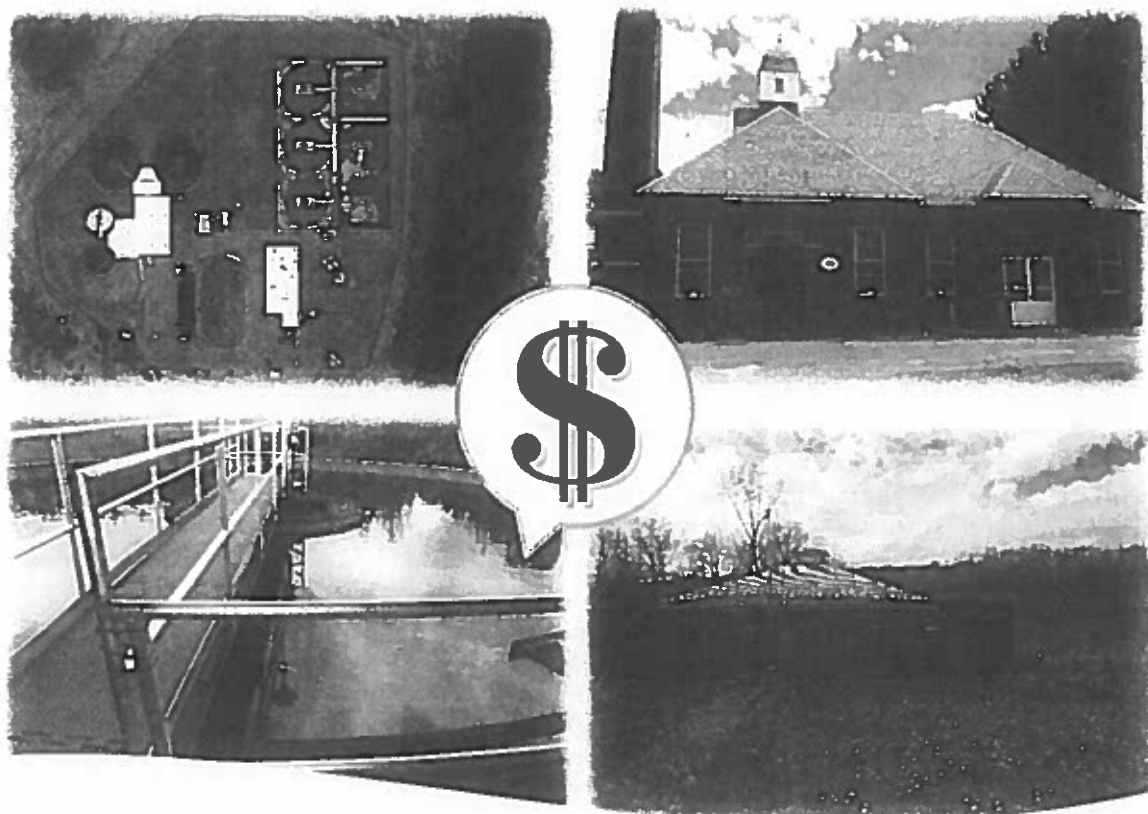
\$40.50	\$42	\$44.00
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Water & Sewer Rate Study

WARE DEPARTMENT OF PUBLIC WORKS

Ware, MA

December 2016



WRIGHT-PIERCE 
Engineering a Better Environment

Water
Wastewater
Infrastructure

SECTION 1

INTRODUCTION

Wright-Pierce recently completed two master planning documents that evaluated all of the water and sewer components of the Ware Department of Public Works' Water and Sewer Systems. In accordance with these two master plans, Wright-Pierce also evaluated the Town's existing rate structures. The results of these rate structure evaluations are provided within Section 2 (Water Rate Study) and Section 3 (Sewer Rate Study).

MEMORANDUM

TO:	Rich Protasowicki	DATE:	October 28, 2016
FROM:	Vic Krea	PROJECT NO.:	Rev November 4, 2016 13471A
SUBJECT:	Town of Ware Water Rate Evaluation		

Introduction

The Scope of Work for the Water System Master Plan includes a task that Wright-Pierce perform an evaluation of the Town's existing water rates and preliminarily identify any anticipated water rate increase over the next three years that would be required for the corresponding Capital Improvement Program (CIP) items within the same period. The CIP includes specific projects that are necessary to upgrade, replace, or expand the water infrastructure system. A copy of the CIP is attached to this memorandum. The purpose of this memo is to report the results of that evaluation.

The analysis was performed based on information provided by the Town regarding current rates; revenues and expenses for the past year; and debt service requirements. The CIP has been prepared by the Town and Wright-Pierce. The estimated cost of the identified capital needs for the next three years exceeds \$5.5 million.

It should be noted that the estimated annual expenses contained in the CIP do not include any interest or other financing charges. At this time the manner of financing the respective water CIP projects is not known. The actual costs may be lower or higher than those currently shown for the respective CIP items.

Current Water Rates

The quarterly rates for 2016 is a \$31.00 base rate that includes the first 500 cubic feet of water and \$4.00 per hundred cubic feet for all subsequent metered water use. This results in a total annual charge of \$524.00 for the average user based on a usage of 12,000 cubic feet per year, which is the consumption used for comparison in the statewide Massachusetts Water Rate Survey conducted by Tighe and Bond. It should also be pointed out that, based on Ware's actual annual water use of 5,400 cubic feet (from Tighe and Bond 2014 rate survey), the actual annual average charge is \$260.00.

Additionally, according to the 2014 Massachusetts Water Rate Survey conducted by Tighe & Bond, the average annual charge in 2014 was \$531.00 for a use of 12,000 cubic feet per year. The Town's annual charge in 2014 was \$493 for 12,000 cubic feet, or about 7 percent below the state average in 2014.

Present Water Revenues and Expenses

The budgeted and actual water revenues and expenses for FY 2016 were provided by the Town. Based on the information supplied by the Town, the actual revenues were \$950,910.02 and expenses (direct and indirect, including debt service) were \$729,692.53, resulting in a surplus for the year of \$221,217.49

According to the information recently received from the Massachusetts Department of Revenue, Division of Local Services, the Town of Ware's Water Enterprise Fund had \$773,160.00 in available funds or "free cash" available on July 1, 2016. A copy of the notification received from the Massachusetts Department of Revenue is attached to this memo.

Water Rate Impacts of Projected CIP Expenses for Next Three Years

In order to assess the impacts of the CIP on the water rates, the projected annual CIP expenses were developed. The CIP includes an expense of \$205,000.00 in FY 2017 and \$5,420,000.00 in FY 2018 and 2019, including \$5,000,000.00 for construction of the Barnes Street Water Treatment Plant. The remaining \$420,000.00 is for distribution system improvements. The Town intends to apply for grant and loan funding for the treatment plant project from USDA Rural Development.

For purposes of this evaluation, I have assumed that the Town will borrow the entire \$5,420,000.00 from Rural Development, with no grant funding received. This will then result in annual debt payments of about \$216,000.00 beginning in FY 2020 after completion of the project. This is based on a projected interest rate of 2.5 percent and a 40-year loan from Rural Development.

In order to fund the \$205,000.00 CIP expense in FY 2017, the water rates will need to be increased by 21.5 percent. Also, in order to fund the \$216,000.00 debt payments beginning in FY 2020, an additional rate increase of 18.7 percent will be required. It may be prudent to begin raising the rates in FY 2018 in order to reduce the amount of the annual increases by spreading the 18.7 percent increase over three years prior to the increase actually being needed.

It should also be noted that, in addition to several other projects, the CIP also includes \$220,000.00 per year in water main improvement projects beginning in FY 2020. These alone will necessitate a further rate increase of 16.0 percent.

Possible Reductions in Rate Increases

The projected rate increases contained in this evaluation would result in a total increase from the present annual average charge of \$260.00 to about \$435.00 by FY 2020, including the 16.0 percent increase noted just above for the water main improvement projects but not including approximately \$1,200,000 in additional CIP expenses shown in FY 2020.

Any grant funding received from Rural Development could result in lower overall rate increases over the next four years. For example, a 25 percent grant on the \$5,420,000.00 project would reduce the annual debt payment from \$216,000.00 to \$162,000.00, thus reducing the 18.7 percent increase necessitated by the Rural Development project to 14.0 percent.

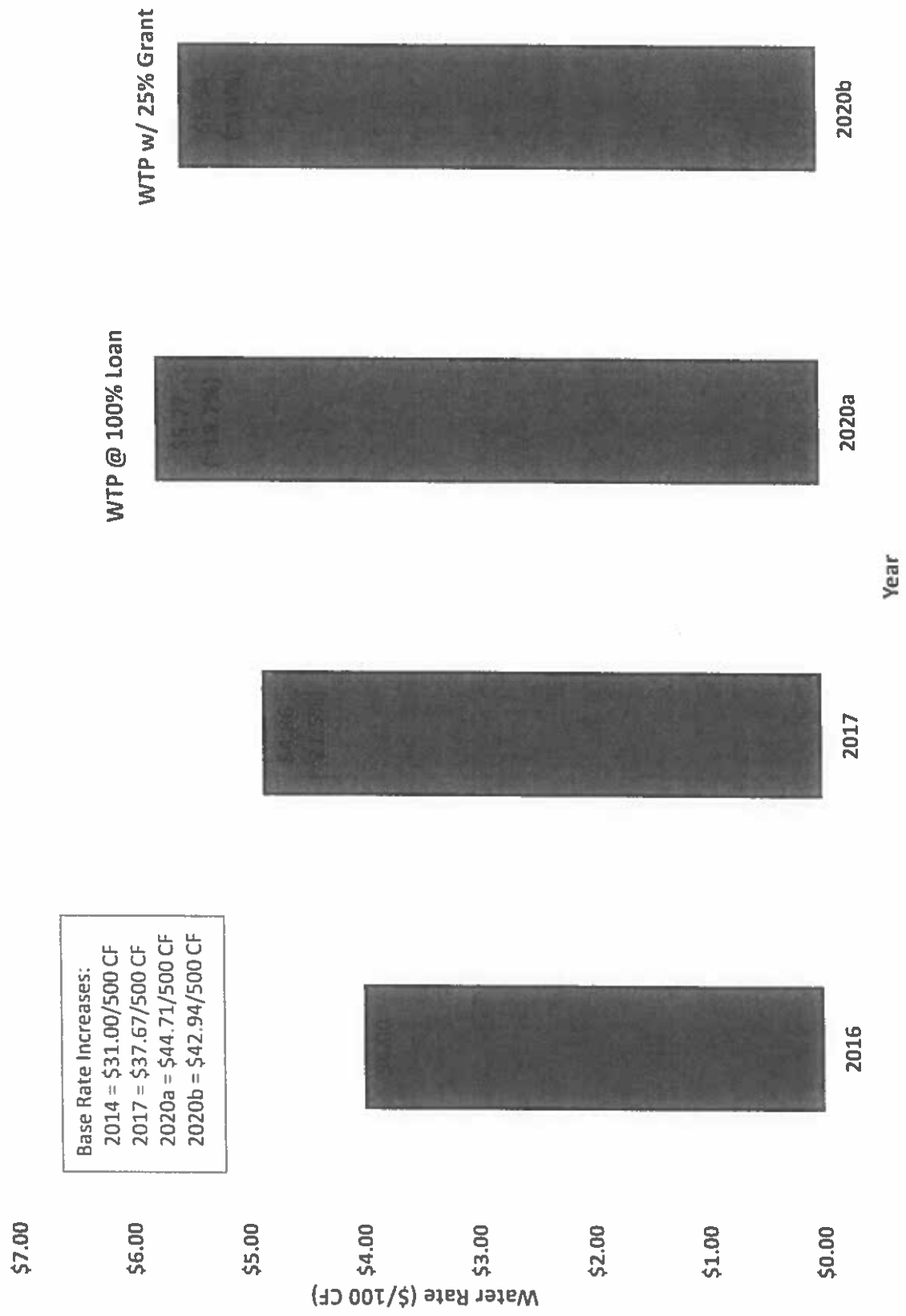
Also, it was noted earlier in this evaluation that the Town's Water Enterprise Fund currently contains \$773,160.00 in available funds or "free cash." The Town could also consider using some of these available funds to minimize the rate increases necessitated by the upcoming CIP projects.

Results of Evaluation

The findings resulting from this evaluation can be summarized as follows:

1. The upcoming water system Capital Improvement Program planned for implementation by the Town will have a significant impact on the water rates over the three-year period covered in this evaluation.
2. With no grant funding from Rural Development or any other revenue sources other than water rate revenue, the rates could increase from the current annual average of \$260.00 per year to about \$435.00 per year by FY 2020.
3. Any grant funding that may be received from Rural Development could considerably reduce the rate increases needed.
4. The Town should also consider the possibility of using some of the \$773,160.00 currently available as "free cash" in the Water Enterprise Fund to also assist in reducing the needed rate increases.

Possible Water Rate Increases Ware, MA



MEMORANDUM

TO:	Kevin Olson	DATE:	December 6, 2016
FROM:	Vic Krea	PROJECT NO.:	13472A
SUBJECT:	Town of Ware Sewer Rate Evaluation		

Introduction

The Scope of Work for the Sewer System Master Plan includes a task that Wright-Pierce perform an evaluation of the Town's existing sewer rates and preliminarily identify any anticipated sewer rate increase over the next three years that would be required for the corresponding Capital Improvement Program (CIP) items within the same period. The CIP includes specific projects that are necessary to upgrade, replace, or expand the sewer infrastructure system. A copy of the CIP is attached to this memorandum. The purpose of this memo is to report the results of that evaluation.

The analysis was performed based on information provided by the Town regarding current rates; revenues and expenses for the past year; and debt service requirements. The CIP has been prepared by the Town and Wright-Pierce. The estimated cost of the identified capital needs for the next three years exceeds \$3.1 million, with an additional \$7.9 million in capital needs by FY 2022.

It should be noted that the estimated annual expenses contained in the CIP do not include any interest or other financing charges. At this time the manner of financing the respective sewer CIP projects is not known. The actual costs may be lower or higher than those currently shown for the respective CIP items.

Current Sewer Rates

The quarterly rate for 2016 is a \$40.50 base rate that includes the first 500 cubic feet of water and \$4.30 per hundred cubic feet for all subsequent metered water use. This results in a total annual charge of \$592.00 for the average user based on a usage of 12,000 cubic feet per year, which is the consumption used for comparison in the statewide Massachusetts Sewer Rate Survey conducted by Tighe and Bond. It should also be pointed out that, based on Ware's actual annual water use of 5,400 cubic feet (from Tighe and Bond 2014 rate survey, which is the most recent survey), the actual annual average charge is \$308.20.

Additionally, according to the 2014 Massachusetts Sewer Rate Survey, the average annual charge in 2014 was \$756.00 for a use of 12,000 cubic feet per year. The Town's annual charge in 2014 was \$547 for 12,000 cubic feet, or about 28 percent below the state average in 2014.

Present Sewer Revenues and Expenses

The budgeted and actual sewer revenues and expenses for FY 2016 were provided by the Town. Based on the information supplied by the Town, the actual revenues were \$810,175.22 and expenses (direct and indirect, including debt service) were \$719,366.78, resulting in a surplus for the year of \$90,808.44.

According to the information recently received from the Massachusetts Department of Revenue, Division of Local Services, the Town of Ware's Sewer Enterprise Fund had \$273,627.00 in available funds or "free cash" available on July 1, 2016. A copy of the notification received from the Massachusetts Department of Revenue is attached to this memo.

Sewer Rate Impacts of Projected CIP Expenses for Next Three Years

In order to assess the impacts of the CIP on the sewer rates, the projected annual CIP expenses were developed. The CIP includes an expense of \$145,000.00 in FY 2017 and \$3,018,000.00 in FY 2018 and 2019, including \$2,390,000.00 for partial construction of the wastewater treatment facility upgrades. The remaining \$628,000.00 is for collection system evaluation and rehabilitation. The Town intends to apply for grant and loan funding for the treatment plant upgrade project from USDA Rural Development.

For purposes of this evaluation, I have assumed that the Town will borrow the entire \$6,390,000.00 treatment plant upgrade cost from Rural Development, with no grant funding received. This will then result in annual debt payments of about \$255,000.00 beginning in FY 2022 after completion of the project. This is based on a projected interest rate of 2.5 percent and a 40-year loan from Rural Development.

In order to fund the \$145,000.00 collection system CIP expense in FY 2017, the sewer rates will need to be increased by 17.9 percent. An additional increase of 19.2 percent will be needed to fund the \$328,000.00 collection system expense in FY 2018. Also, in order to fund the \$255,000.00 debt payments plus \$200,000.00 in sewer rehabilitation beginning in FY 2022, a further rate increase of 11.1 percent will be required.

It may be prudent to begin raising the rates in FY 2018 in order to reduce the amount of the annual increases by spreading the substantial increase needed by FY 2022 over the five years prior to the full rate increase actually being needed.

Possible Reductions in Rate Increases

The projected rate increases contained in this evaluation would result in a total increase from the present annual average charge of \$308.00 to about \$433.00 by FY 2019, and \$481.00 by FY 2022.

Any grant funding received from Rural Development could result in lower overall rate increases over the next four years. For example, a 25 percent grant on the \$6,390,000.00 project would reduce the annual debt payment from \$255,000.00 to \$191,000.00, thus reducing the 11.1 percent increase necessitated by the Rural Development project to 9.5 percent.

The Town may seek Rural Development grant and loan funding for the collection system CIP projects as well. Of course, any grant funding received for this work would further minimize the rate increases needed.

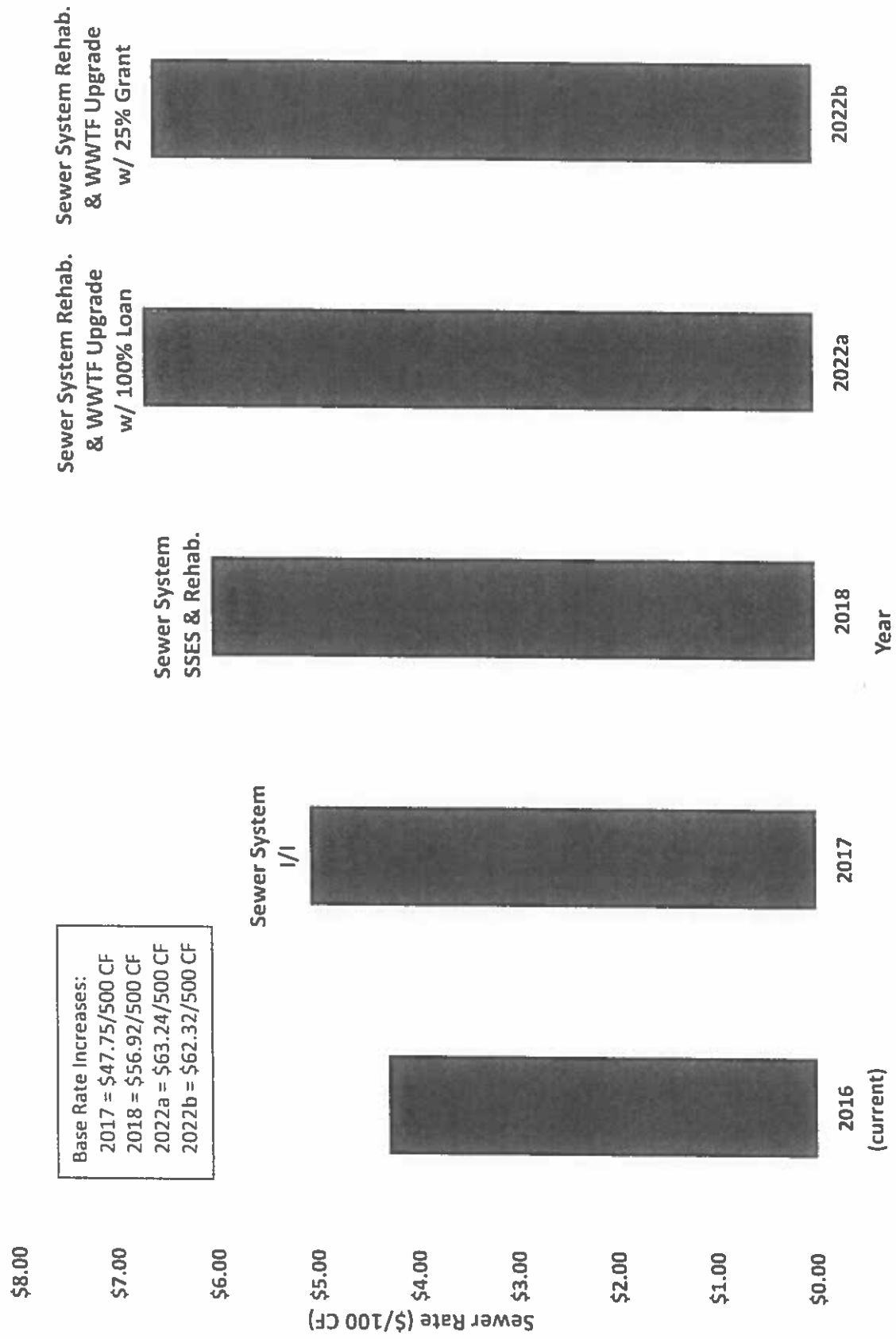
Also, it was noted earlier in this evaluation that the Town's Sewer Enterprise Fund currently contains \$273,627.00 in available funds or "free cash." The Town could also consider using some of these available funds to minimize the rate increases necessitated by the upcoming CIP projects.

Results of Evaluation

The findings resulting from this evaluation can be summarized as follows:

1. The upcoming sewer system Capital Improvement Program planned for implementation by the Town will have a significant impact on the sewer rates over the three-year period covered in this evaluation and beyond.
2. With no grant funding from Rural Development or any other revenue sources other than sewer rate revenue, the rates could increase from the current annual average of \$308.00 per year to about \$433.00 per year by FY 2019, and \$481.00 by FY 2022, for a total rate increase of 56 percent by FY 2022.
3. Any grant funding that may be received from Rural Development could considerably reduce the rate increases needed.
4. The Town should also consider the possibility of using some of the \$273,627.00 currently available as "free cash" in the Sewer Enterprise Fund to also assist in reducing the needed rate increases, along with any additional surplus funds accumulated over the next five years, if deemed necessary and appropriate by the Town.
5. It may be prudent to begin increasing rates by about 10 percent beginning in FY 2018, and to make up any annual deficits that may occur from available surplus funds.

Potential Sewer Rate Increases Ware, MA



RULES AND REGULATIONS GOVERNING THE TOWN OF WARE'S PUBLIC WATER SYSTEM

Adopted July 21, 2015
Amended October 20, 2015
Amended July 1, 2016

bill for average usage with an additional surcharge as outlined in Article VII applied to both water and sewer portions of the bill.

Sec. 5-12. Meter Accuracy and Testing

The accuracy of the meter on any premise is expected to be within acceptable industry standard as defined by the American Water Works Association. If any customer questions the accuracy of a meter, the Department will take action to verify the accuracy. The Department will review billing records and past meter reading results to determine whether the use is consistent with past usage. If necessary, a Department representative will be dispatched to the premises to identify any obvious problems such as leaks, broken equipment, or other inconsistencies. If these activities do not resolve the issue the meter will be tested by the Department upon written request of the owner. If, in such test the meter is found to register over two percent more water than actually passes through it, the meter will be repaired/replaced, the water bill for the current period will be adjusted in accordance with the result of the test, and there will be no charge for the testing or other services. If, however, it appears that the person was charged or has paid for less water than he/she should have been charged or should have paid for, he/she shall forthwith, be charged with the proper additional amount and shall pay the same, together with the expense of the examination and test, to the Town. Test will conform to specifications of the American Water Works Association and copies of the test procedures can be obtained upon request at the Department of Public Works.

Sec. 5-13 to Sec. 5-20. Reserved.

ARTICLE VI.

SERVICE, PIPES AND FIXTURES

Sec. 6-1. Construction of building water lines.

All building water lines from the property line shall be constructed according to the requirements of the State Plumbing Code, as applicable and the requirements of the Department of Public Works Standards, whichever is stricter. No alteration in the water service piping shall be made without written notice to the Department and filing of applicable permits. Relocation or repair of water services shall be the responsibility of the property owner.

Sec. 6-2. Costs and expenses for installation of service lines.

All costs and expenses for the installation of a service line, from the main to the building to and including the meter shall be borne by the applicant. The minimum connection fees for new building water lines are stated in Appendix, Fee Schedule.

Installation and Maintenance of service lines:

1. The Department of Public Works may hereafter make all installations, replacements, and repairs to all service pipes from the main pipe to the stop and waste cock or valve inside the consumer's premises, and may order the replacement of such pipes as are defective, and for the performance of the aforesaid work their authorized agents shall have the right to enter the premises of any consumer and any part of any building.
2. The expense of installing and maintaining a service pipe from the street line to the stop and waste cock or valve inside the consumer's premises, shall be paid by the owner of the property.

Sec. 6-3. Water waste.

Consumers must keep their water pipes and fixtures in good repair and protected from frost at their own expense, and they will be held responsible for any damage resulting from their failure to do so. They shall prevent any waste of water. In the case of a known leak on the consumer's property, the consumer shall repair the leak in a timely fashion. If a consumer takes no action for thirty (30) days from notification by the Department to repair the leak, the Department may shut the water off to the premises, subject to due process. Charges for wasted water shall be as presented in Article III.

Sec. 6-4. All service pipes to be inspected.

All new or renewed service pipes must be inspected by the Department before covering the trench. All pipe and fittings, and the trench depth and location shall meet the approval of the Department.

Sec. 6-5. Furnishing of Public Service.

On Town accepted roads, new service connections will be made by a Town certified Contractor at the Owner's expense. If a new main is installed by the Town, new services will be provided to the property line, or existing curb stop, as part of the project expense. Any work that needs to be undertaken on water service from the main to meter, excluding the corporation stop and curb stop, is the responsibility of the consumer. The consumer will be charged the current rate for service charges, as listed in Appendix, Fee Schedule.

Sec. 6-6. Temporary service from adjacent premises.

When water service is interrupted due a service line leak or break, the water may be furnished temporarily from an adjacent service if approved by the Director of Public Works or his/her designee. Repairs must be completed within 10 business days and the temporary service disconnected, unless otherwise approved by the Director or his/her designee.

Sec. 6-7. Charges for repairs.



TOWN OF WARE
Office of the Town Manager

126 Main Street
Ware, MA 01082
413-967-9648 x100

To : Board of Selectmen
From : Stuart Beckley
Subject: DRAFT Proposed Goals -2018

Below is a list of Goals for the Town Manager for calendar year 2018. I would be pleased to discuss any or all of these with you or the Board, and to modify or expand the list as guided.

Fiscal Management

1. Prepare a balanced budget. With financial team, update the five year budget and capital expenditure model. Create plan for reducing budget to match anticipated gap.
2. Work with Insurance Advisory Committee to reduce premium increases.
3. Energy conservation and savings. Convert streetlights to LED with Green Communities Grant Program
4. To identify efficiencies within Town Departments including practices and cost savings. To increase departmental teamwork.
5. Review and identify revenue streams and cost savings including fees, taxes, and enterprises. Establish with the Board which are worthy of pursuit.

Relationship with the Select Board

1. With Board of Selectmen, establish basis for union negotiations. Initiate and complete negotiation process with four bargaining units.

Long Range Planning

1. Continue upgrades to Town Hall – Review electrical system, create plan for replacement. Increase information available on website.
2. Capital Planning. Complete capital plan and establish long-term funding strategy. Track large items which will need funding beyond the 5-year scope of the plan.
3. With departments, create a plan for infrastructure and redevelopment in the Mill Yard.

Staff and Personnel Relations

1. Create process and implement evaluations of Department Heads
2. Finalization of a Personnel Manual. Establish consistent policies and practices for employees. Offer training to all employees.

Community and Intergovernmental Relations

1. Recycling. Establish a recycling program for residents, including drop off center
2. Create and implement a sustainability plan for Quaboag Connector.
3. Prioritize, fund and implement construction from Pavement Management System
4. Create process and funding for clean-up/removal of problem properties.
5. Oversee Dog Park construction
6. Increase use of social media such as Facebook to quickly answer community questions. Delegate employee to oversee.

WARE

Pavement Management



Prepared by
pvpc Pioneer Valley
Planning Commission

In cooperation with the Town of Ware and the Department of Public Works

Prepared in cooperation with the Massachusetts Department of Transportation
and the U.S. Department of Transportation – Federal Highway Administration

December 2015

24 Fed Mile
66 Local
63 through
3 deadend



PVPC OCI Funding Impact

PVPC OCI Funding Impact

Model ID	Anticipated		
Scenario	Anticipated	Time Frame	5
Protocol	RPA Roadway	Inflation	4.50
Budget	PVPC Anticipated Budget	Interest Rate	0.00
Description	Anticipated Annual funding	Scope	Ware Local
		Start Date	3/1/2016
Plan Year	1		
	Unimproved Network OCI =	47.59	
	Cost of Improvement =	\$449,834.19	
	Improved Network OCI =	48.28	
Plan Year	2		
	Unimproved Network OCI =	43.57	
	Cost of Improvement =	\$450,155.63	
	Improved Network OCI =	44.60	
Plan Year	3		
	Unimproved Network OCI =	40.33	
	Cost of Improvement =	\$449,781.49	
	Improved Network OCI =	41.09	
Plan Year	4		
	Unimproved Network OCI =	37.19	
	Cost of Improvement =	\$449,969.28	
	Improved Network OCI =	37.73	
Plan Year	5		
	Unimproved Network OCI =	34.25	
	Cost of Improvement =	\$450,010.52	
	Improved Network OCI =	35.13	
Total Plan Cost = \$2,249,751.11			

Total Scenarios 1

PVPC Segments Analysis Recommendations by Activity

Scenario Anticipated Description Anticipated Annual funding

Budget PVPC Anticipated Budget

Time Frame 5 Scope Ware Local
Start Date 3/1/2016

Plan Year 1

Street	From	To	Length	Plan Activity	Plan Cost	OCI	NPR
309 SOUTH STREET	CHESTNUT STREET	MARJORIE STREET	61 ft	4RPA - Routine Maintenance	\$210	84.60	57.05
Segment Count 1			0.0	miles	\$210		
309 MAIN STREET	WEST STREET	CHURCH STREET	837 ft	3RPA - Preventive Maintenance	\$59,838	54.43	70.94
309 NORTH STREET	SHERWIN STREET	CONVENT HILL ROAD	429 ft	3RPA - Preventive Maintenance	\$17,939	55.57	65.21
Segment Count 2			0.2	miles	\$77,777		
309 CHESTNUT STREET	MAPLE STREET	ELM STREET	396 ft	2RPA - Rehabilitation	\$28,292	25.12	74.58
309 GILBERTVILLE ROAD	WARE TOWN LINE	EAST STREET	255 ft	2RPA - Rehabilitation	\$17,490	42.88	73.73
Segment Count 2			0.1	miles	\$45,782		
309 EAST STREET	KNOX AVENUE	PLEASANT STREET	1383 ft	1RPA - Reconstruction	\$326,065	25.35	79.89
Segment Count 1			0.3	miles	\$326,065		
Plan cost for Plan Year 1			0.6	miles	\$449,834		
Segment Count 6							

PVPC Segments Analysis Recommendations by Activity

Scenario Anticipated Description Anticipated Annual funding

Budget PVPC Anticipated Budget

Time Frame 5 Scope Ware Local
Start Date 3/1/2016

Plan Year 2

Street	From	To	Length	Plan Activity	Plan Cost	OCI	NPR
309 BARNES STREET	WEST MAIN STREET	PLEASANT STREET	144 ft	4RPA - Routine Maintenance	\$269	86.80	42.52
309 EAGLE STREET	WEST MAIN STREET	WAREBROOK ROAD	670 ft	4RPA - Routine Maintenance	\$2,168	80.34	57.59
309 PLEASANT STREET	CHURCH STREET	BANK STREET	373 ft	4RPA - Routine Maintenance	\$1,625	70.23	60.70
Segment Count	3		0.2	miles	\$4,061		
309 EAST STREET	MORSE AVENUE	KNOX AVENUE	484 ft	3RPA - Preventive Maintenance	\$19,791	58.81	69.60
309 WEST STREET	END OF THREE LANES	MAIN STREET	1145 ft	3RPA - Preventive Maintenance	\$54,891	56.04	71.22
Segment Count	2		0.3	miles	\$74,682		
309 EAST STREET	PRENDIVILLE ROAD	MORSE AVENUE	1647 ft	2RPA - Rehabilitation	\$142,599	35.74	76.70
309 WEST MAIN STREET	BELCHERTOWN ROAD	WEST STREET	1916 ft	2RPA - Rehabilitation	\$228,813	40.64	75.19
Segment Count	2		0.7	miles	\$371,412		
Plan cost for Plan Year	2		1.2	miles	\$450,156		
Segment Count	7						

PVPC Segments Analysis Recommendations by Activity

Description Anticipated Annual funding

Scenario Anticipated
Budget PVPC Anticipated Budget

Time Frame 5
Scope Ware Local
Start Date 3/1/2016

Plan Year 3

Segment	From	To	Length	Plan Activity	Plan Cost	QCT	NPR
309 CHURCH STREET	HIGHLAND STREET	OLD GILBERTVILLE ROAD	565 ft	4RPA - Routine Maintenance	\$2,057	79.38	57.88
309 SOUTH STREET	BENHAM AVENUE	.11 MILES	582 ft	4RPA - Routine Maintenance	\$2,724	76.44	59.56
Segment Count 2			0.2 miles		\$4,780		
309 EAST MAIN STREET	CHURCH STREET	PLEASANT STREET	1009 ft	2RPA - Rehabilitation	\$138,516	34.96	76.94
Segment Count 1			0.2 miles		\$138,516		
309 MONSON TURNPIKE ROAD	BEAVER LAKE ROAD	BABCOCK TAVERN ROAD	1351 ft	1RPA - Reconstruction	\$284,561	0.00	80.77
Segment Count 1			0.3 miles		\$284,561		
309 PRENDIVILLE ROAD	EAST STREET	WEST BROOKFIELD TOWN LINE	582 ft	1aRPA - Reconstruction	\$21,924	0.00	69.23
Segment Count 1			0.1 miles		\$21,924		
Plan cost for Plan Year 3			0.8 miles		\$449,781		
Segment Count 5							

PVPC Segments Analysis Recommendations by Activity

Scenario Anticipated

Budget PVPC Anticipated Budget

Time Frame 5

Description Anticipated Annual funding

Scope Ware Local

Start Date 3/1/2016

Plan Year	4	Street	From	To	Length	Plan Activity	Plan Cost	OCI	NPR
		309 BANK STREET	PLEASANT STREET	EAST MAIN STREET	561 ft	2RPA - Rehabilitation	\$40,249	30.82	72.82
		309 GREENWICH ROAD	WALKER ROAD	SOREL ROAD	672 ft	2RPA - Rehabilitation	\$50,404	36.96	70.94
		Segment Count	2		0.2	miles	\$90,652		
		309 OLD BELCHERTOWN ROAD	SCZYGIEL ROAD	BELCHERTOWN TOWN LINE	3673 ft	1RPA - Reconstruction	\$359,317	15.34	76.05
		Segment Count	1		0.7	miles	\$359,317		
		Plan cost for Plan Year	4		0.9	miles	\$449,969		
		Segment Count	3						

PVPC Segments Analysis Recommendations by Activity

Description Anticipated Annual funding

Scenario Anticipated
Budget PVPC Anticipated Budget

Time Frame 5
Scope Ware Local
Start Date 3/1/2016

Plan Year 5

Street	From	To	Length	Plan Activity	Plan Cost	OGI	MPR
309 CHERRY STREET EXTENSION	PINE STREET	CHERRY STREET	179 ft	4RPA - Routine Maintenance	\$535	85.48	42.93
309 CHURCH STREET	PLEASANT STREET	HIGH STREET	469 ft	4RPA - Routine Maintenance	\$2,001	80.34	57.59
309 LAKEVIEW CIRCLE	SHORE LINE DRIVE	DEAD END	284 ft	4RPA - Routine Maintenance	\$1,131	69.05	47.22
Segment Count 3			0.2 miles		\$3,667		
309 PLEASANT STREET	BARNES STREET	GREENWICH ROAD	1130 ft	2RPA - Rehabilitation	\$88,568	33.79	71.91
309 VERNON STREET	WEST STREET	WEST MAIN STREET	768 ft	2RPA - Rehabilitation	\$73,281	28.66	73.49
309 WEST STREET	MAIN STREET	0.44 MILES	2319 ft	2RPA - Rehabilitation	\$284,495	36.04	77.37
Segment Count 3			0.8 miles		\$446,344		
Plan cost for Plan Year 5	5		1.0 miles		\$450,011		
Segment Count 6			4.5 miles		\$2,249,751		

Budget to maintain present OCI level

Maintain the Average OCI Funding Impact Summary
Listing by Plan Year and Recommended Repair Activity

PVPC OCI Funding Impact

PVPC OCI Funding Impact

Model ID	Maintain OCI		
Scenario	Maintain OCI	Time Frame	5
Protocol	RPA Roadway	Inflation	4.50
Budget	PVPC Maintain Average OCI Budget	Interest Rate	0.00
Description	Level of Annual funding determined to Maintain today's OCI Scope Ware Local		Start Date 3/1/2016
Plan Year	1		
	Unimproved Network OCI = 47.59		
	Cost of Improvement = \$849,996.74		
	Improved Network OCI = 48.66		
Plan Year	2		
	Unimproved Network OCI = 43.76		
	Cost of Improvement = \$949,886.20		
	Improved Network OCI = 45.54		
Plan Year	3		
	Unimproved Network OCI = 41.06		
	Cost of Improvement = \$1,099,932.83		
	Improved Network OCI = 43.72		
Plan Year	4		
	Unimproved Network OCI = 39.78		
	Cost of Improvement = \$1,099,640.29		
	Improved Network OCI = 41.60		
Plan Year	5		
	Unimproved Network OCI = 38.20		
	Cost of Improvement = \$999,980.63		
	Improved Network OCI = 39.90		
<hr/>			
Total Plan Cost =\$4,999,436.69			

Total Scenarios 1

PVPC Segments Analysis Recommendations by Activity

Description Level of Annual funding determined to Maintain today's OCI

Scenario Maintain OCI
 Budget PVPC Maintain Average
 OCI Budget

Time Frame 5
 Scope Ware Local
 Start Date 3/1/2016

Plan Year 1

Street	From	To	Length	Plan Activity	Plan Cost	OCI	NPR
309 SOUTH STREET	CHESTNUT STREET	MARJORIE STREET	61 ft	4RPA - Routine Maintenance	\$210	84.60	57.05
Segment Count 1			0.0	miles	\$210		
309 CHESTNUT STREET	MAPLE STREET	ELM STREET	396 ft	2RPA - Rehabilitation	\$28,292	25.12	74.58
309 GILBERTVILLE ROAD	WARE TOWN LINE	EAST STREET	255 ft	2RPA - Rehabilitation	\$17,490	42.88	73.73
Segment Count 2			0.1	miles	\$45,782		
309 EAST STREET	KNOX AVENUE	PLEASANT STREET	1383 ft	1RPA - Reconstruction	\$326,065	25.35	79.89
309 MONSON TURNPIKE ROAD	HORSESHOE CIRCLE	OLD COUNTY ROAD	2613 ft	1RPA - Reconstruction	\$466,711	4.60	79.35
Segment Count 2			0.8	miles	\$792,776		
309 EAST COURT STREET	EAST STREET	DEAD END	217 ft	1aRPA - Reconstruction	\$11,229	15.56	64.44
Segment Count 1			0.0	miles	\$11,229		
Plan cost for Plan Year 1			0.9	miles	\$849,997		
Segment Count 6							

PVPC Segments Analysis Recommendations by Activity

Scenario Maintain OCI
 Budget PVPC Maintain Average
 OCI Budget
 Time Frame 5

Description Level of Annual funding determined to Maintain today's OCI
 Scope Ware Local
 Start Date 3/1/2016

Plan Year 2

Street	From	To	Length	Plan/Activity	Plan Cost	OCI	NPR
309 BARNES STREET	WEST MAIN STREET	PLEASANT STREET	144 ft	4RPA - Routine Maintenance	\$269	86.80	42.52
309 EAGLE STREET	DORA STREET	WILLOW STREET	1551 ft	4RPA - Routine Maintenance	\$5,018	70.23	60.70
309 PLEASANT STREET	CHURCH STREET	BANK STREET	373 ft	4RPA - Routine Maintenance	\$1,625	70.23	60.70
309 SHORE LINE DRIVE	BABCOCK TAVERN ROAD	HOUSE #8	196 ft	4RPA - Routine Maintenance	\$634	69.05	47.22
309 YALE AVENUE	CLIFFORD AVENUE	DEAD END	190 ft	4RPA - Routine Maintenance	\$426	78.48	45.08
Segment Count 5			0.5	miles	\$7,972		
309 EAST MAIN STREET	CHURCH STREET	PLEASANT STREET	1009 ft	2RPA - Rehabilitation	\$132,547	41.55	74.91
309 EAST STREET	PRENDIVILLE ROAD	MORSE AVENUE	1647 ft	2RPA - Rehabilitation	\$142,599	35.74	76.70
309 MONSON TURNPIKE ROAD	BEAVER LAKE ROAD	BABCOCK TAVERN ROAD	1351 ft	2RPA - Rehabilitation	\$108,904	27.10	72.43
309 WEST MAIN STREET	BELCHERTOWN ROAD	WEST STREET	1916 ft	2RPA - Rehabilitation	\$228,813	40.64	75.19
Segment Count 4			1.1	miles	\$612,863		
309 OLD BELCHERTOWN ROAD	SCZYGIEL ROAD	BELCHERTOWN TOWN LINE	3673 ft	1RPA - Reconstruction	\$329,052	17.66	75.34
Segment Count 1			0.7	miles	\$329,052		
Plan cost for Plan Year 2			2.3	miles	\$949,886		
Segment Count 10							

PVPC Segments Analysis Recommendations by Activity

Description Level of Annual funding determined to Maintain today's OCI

Scenario Maintain OCI
 Budget PVPC Maintain Average
 OCI Budget
 Time Frame 5

Scope Ware Local
 Start Date 3/1/2016

Plan Year 3

Street	From	To	Length	Plan Activity	Plan Cost	OCI	NPR
309 CHURCH STREET	HIGHLAND STREET	OLD GILBERTVILLE ROAD	565 ft	4RPA - Routine Maintenance	\$2,057	79.38	57.88
309 SOUTH STREET	BENHAM AVENUE	.11 MILES	582 ft	4RPA - Routine Maintenance	\$2,724	76.44	59.56
Segment Count 2			0.2	miles	\$4,780		
309 EAST STREET	FIRST STREET ON THE LEFT	PRENDIVILLE ROAD	2465 ft	3RPA - Preventive Maintenance	\$87,162	49.11	72.58
309 EAST STREET	MORSE AVENUE	KNOX AVENUE	484 ft	3RPA - Preventive Maintenance	\$20,680	51.70	71.78
309 WEST STREET	END OF THREE LANES	MAIN STREET	1145 ft	3RPA - Preventive Maintenance	\$57,357	49.11	73.35
309 WEST STREET	MAIN STREET	0.44 MILES	2319 ft	3RPA - Preventive Maintenance	\$123,000	49.95	73.09
Segment Count 4			1.2	miles	\$288,199		
309 BANK STREET	PLEASANT STREET	EAST MAIN STREET	561 ft	2RPA - Rehabilitation	\$38,507	33.82	71.90
309 CHESTNUT STREET	ELM STREET	SOUTH STREET	1521 ft	2RPA - Rehabilitation	\$132,875	29.86	73.12
309 GREENWICH ROAD	PLEASANT STREET	WALKER ROAD	3010 ft	2RPA - Rehabilitation	\$215,998	31.78	72.53
309 GREENWICH ROAD	WALKER ROAD	SOREL ROAD	672 ft	2RPA - Rehabilitation	\$48,223	43.18	69.02
309 HIGHLAND STREET	HOUSE 20	NORTH STREET	1368 ft	2RPA - Rehabilitation	\$102,436	30.34	72.97
309 MAIN STREET	WEST STREET	CHURCH STREET	837 ft	2RPA - Rehabilitation	\$138,406	40.50	75.23
309 NORTH STREET	SHERWIN STREET	CONVENT HILL ROAD	429 ft	2RPA - Rehabilitation	\$41,493	41.64	69.50
309 VERNON STREET	WEST STREET	WEST MAIN STREET	768 ft	2RPA - Rehabilitation	\$67,092	34.92	71.56
Segment Count 8			1.7	miles	\$785,029		
309 PRENDIVILLE ROAD	EAST STREET	WEST BROOKFIELD TOWN LINE	582 ft	1aRPA - Reconstruction	\$21,924	0.00	69.23
Segment Count 1			0.1	miles	\$21,924		
Plan cost for Plan Year 3			3.3	miles	\$1,099,933		
Segment Count 15							

PVPC Segments Analysis Recommendations by Activity

Scenario Maintain OCI Description Level of Annual funding determined to Maintain today's OCI

Budget PVPC Maintain Average
OCI Budget

Time Frame 5 Scope Ware Local
Start Date 3/1/2016

Plan Year 4

Street	From	To	Length	Plan/Activity	Plan Cost	OCI	NPR
309 CHURCH STREET	PLEASANT STREET	HIGH STREET	469 ft	4RPA - Routine Maintenance	\$1,907	84.60	56.28
309 MAPLE STREET	KNOX STREET	SOUTH STREET	1411 ft	4RPA - Routine Maintenance	\$6,694	70.41	61.41
309 SOUTH STREET	.11 MILES	WEST WARREN ROAD	1052 ft	4RPA - Routine Maintenance	\$3,565	70.41	61.41
Segment Count 3			0.6	miles	\$12,167		
309 CHURCH STREET	HIGH STREET	WALNUT STREET	1546 ft	2RPA - Rehabilitation	\$151,250	32.56	72.29
309 GILBERTVILLE ROAD	WARE TOWN LINE	CHURCH STREET	2773 ft	2RPA - Rehabilitation	\$280,335	41.20	74.25
309 GREENWICH PLAINS ROAD	DOANE ROAD	GREENWICH PLAINS ROAD	58 ft	2RPA - Rehabilitation	\$3,594	45.88	55.11
309 PLEASANT STREET	BARNES STREET	GREENWICH ROAD	1130 ft	2RPA - Rehabilitation	\$84,756	37.76	70.69
309 WILLOW STREET	EAGLE STREET	PLEASANT STREET	511 ft	2RPA - Rehabilitation	\$34,995	41.92	69.41
Segment Count 5			1.1	miles	\$554,930		
309 MONSON TURNPIKE ROAD	HORSESHOE CIRCLE	OLD COUNTY ROAD	2613 ft	1RPA - Reconstruction	\$532,544	10.00	77.69
Segment Count 1			0.5	miles	\$532,544		
Plan cost for Plan Year 4			2.2	miles	\$1,099,640		
Segment Count 9							

PVPC Segments Analysis Recommendations by Activity

Scenario Maintain OCI Description Level of Annual funding determined to Maintain today's OCI

Budget PVPC Maintain Average
OCI Budget

Time Frame 5 Scope Ware Local
Start Date 3/1/2016

Plan Year 5

Street	From	To	Length	Plan Activity	Plan Cost	OCI	NPR
309 CHERRY STREET EXTENSION	PINE STREET	CHERRY STREET	179 ft	4RPA - Routine Maintenance	\$535	85.48	42.93
309 CHURCH STREET	MAIN STREET	PLEASANT STREET	549 ft	4RPA - Routine Maintenance	\$2,342	88.88	54.96
309 LAKEVIEW CIRCLE	SHORE LINE DRIVE	DEAD END	284 ft	4RPA - Routine Maintenance	\$1,131	69.05	47.22
Segment Count 3			0.2 miles		\$4,008		
309 HIGHLAND STREET	CHURCH STREET	HOUSE 20	765 ft	2RPA - Rehabilitation	\$80,815	33.79	71.91
309 NORTH STREET	MAIN STREET	WALNUT STREET	2148 ft	2RPA - Rehabilitation	\$226,917	33.79	71.91
309 WEST WARREN ROAD	SHADY PATH ROAD	PALMER TOWN LINE	4431 ft	2RPA - Rehabilitation	\$377,496	29.05	74.14
Segment Count 3			1.4 miles		\$685,229		
309 MONSON TURNPIKE ROAD	BEAVER LAKE ROAD	BABCOCK TAVERN ROAD	1351 ft	1RPA - Reconstruction	\$310,744	10.00	77.69
Segment Count 1			0.3 miles		\$310,744		
Plan cost for Plan Year 5			1.8 miles		\$999,981		
Segment Count 7			10.5 miles		\$4,999,437		



TOWN OF WARE
Planning & Community Development
126 Main Street, Ware, MA 01082
t. 413.967.9648 ext. 186

MEMORANDUM

To: Board of Selectmen
Stuart Beckley, Town Manager

From: Rick Starodaj, Chairman, Planning Board
Dick Kilhart, Director, DPW
Rubén Flores-Marzán, Director, P&CD

Date: November 8, 2017

Subject: **Recommendations on Plowing and Sanding Unfinished Subdivision Roads
– Winter 2017/18**

On Friday, September 13, 2017, Josh Kusnierz, Dick Kilhart, and Rubén Flores-Marzán visited the known unfinished subdivisions which the Town has plowed in past winters. On November 1, the Planning Board discussed recommendations and met with the owners of one of the subdivisions. This memo serves as our recommendations regarding these roads as well as other privately-owned roads that have since come to light:

Unfinished Subdivision	Road Name
Belair Estates	Belair Drive
Edgewood Estates	Walter Drive
Isabella Ridge	Wildflower Drive Briar Circle
King George Drive	King George Drive
Pennybrook Estates	Coldbrook Drive
Williston Heights	Williston Drive

BELAIR ESTATES (Belair Drive):

- Similar to previous years' reports, it appears that no repairs have been made to this road for some time.
- The base coat has further deteriorated and catch basins are clogged.
- The DPW has not sanded this road since 2014. That year, several times the sander had to make at least two since the road had yet to be plowed after a snowfall which resulted in a higher cost than is incurred on a standard road for both plowing and sanding.
- Based on the very poor condition of this road and experiences with winter sanding, **we recommend that Belair Drive NOT be plowed or sanded this winter**, unless sufficient repairs are made to the satisfaction of the DPW Director.
- A letter discussing this was sent to the owner of this subdivision by certified mail, and no response has been received to date.

EDGEWOOD ESTATES (Walter Drive):

- The basecoat continues to deteriorate and brush needs to be trimmed back in some areas.
- We did not see any eminent problems for either the Town or the owner if the Town plowed and sanded this winter.
- **We recommend that Walter Drive be plowed and sanded by the Town this winter.**

ISABELLA RIDGE (Wildflower Drive & Briar Circle):

- There are ongoing icing issues and frost heaves that have now raised the pavement along the side of the road near the drop inlet modified by Belco Construction.
- The roadway is in overall good condition and plowing issues are not anticipated for those areas based on our inspection.
- Since Belco Construction has modified the site to address the drainage problems experienced last winter, and since we believe it will work, **we recommend that the Town plow and sand Wildflower Drive and Briar Circle this winter, with two important caveats:**
 - If the water continues to run onto the road and create ice problems at any time, then Town plowing and sanding (and ice removal) shall stop immediately, the owner so notified, and all snow and ice removal shall become the responsibility of the owner of the private roads. The Town shall not be held liable for any problems associated with snow or ice removal in this subdivision should this occur.
 - The Town accepts no responsibility nor liability with regard to the modified drainage structure located by 12 Wildflower Drive.
- Additionally, since the road right-of-way is not owned by Belco Construction we continue to seek contact with Hampden/Berkshire Bank to:
 - inquire as to the status of the Homeowner's Association.
 - inform the owner (Hampden Bank/Berkshire Bank) that if there are any icing problems this year on the road, it will become their responsibility as the owner of the road to handle snow and ice removal operations.

KING GEORGE DRIVE:

- The DPW has plowed this private road in the past.
- **We recommend that King George Drive be plowed and sanded this winter.**

PENNYBROOK ESTATES (Coldbrook Drive):

- The road is in good condition so **we recommend that Coldbrook Drive be plowed and sanded by the Town this winter.**

WILLISTON DRIVE

- Only the eastern section of Williston Drive has been accepted by the Town (see photo).
- The DPW has historically plowed and sanded the entire length of this road so that the trucks could turn around easily.
- Repairs are needed on this road as evidenced by "alligatoring" of the pavement. Repairs need to be made especially at the cul-de-sac; overgrown brush and die hemlocks need to be removed or heavily pruned back.
- **We recommend that the privately-owned portion of Williston Drive NOT be plowed or sanded this winter**, unless sufficient repairs are made to the satisfaction of the DPW Director.



HILLSIDE TERRACE:

- The Planning Board became aware this year that this road is not town-owned.
- The DPW has historically plowed and sanded this road.
- Although there are areas of concern that will need to be addressed in the near future, **we recommend that Hillside Terrace be plowed and sanded by the Town this winter.**

SUMMARY

Based upon the above, we recommend to the Board of Selectmen to take action on expending Town funds to plow Walter Drive, Wildflower Drive and Briar Circle, Coldbrook Drive, King George Drive, and Hillside Terrace during the 2017/18 winter (FY2018), with the caveats for Wildflower Drive and Briar Circle as noted above. We also recommend that the Board take action to explicitly not perform any snow removal, sanding, salting, or any other actions to manage precipitation or poor driving conditions on Belair Drive and Williston Drive until the roadway is repaired to the satisfaction of the DPW and the Planning Board.

Furthermore, we recommend that the appropriate Town departments work together to create an official list of town-owned roads for various departments to reference. An official list will allow the Planning Board, P&CD staff and DPW to more efficiently review these matters in the future.

SUGGESTED MOTION(S):

- **Move** to approve the expenditure of Town funds and to direct the DPW to manage sanding and snow and ice removal on the private section of Walter Drive and on the private roads. Coldbrook Drive, King George Drive, Hillside Terrace, and during the winter of 2017/18; and
- to approve the expenditure of Town funds and to direct the DPW to manage sanding and snow and ice removal on the private roads within the Isabella Ridge subdivision (Wildflower Drive and Briar Circle) during the winter of 2017/18, provided that in the event that icing on the roadway occurs, then the DPW is directed to stop snow and ice removal operations at which point the owner of the private road shall be fully responsible for all snow and ice removal operations; and furthermore that the Town accepts no responsibility or liability with regard to the modified drainage structure at 12 Wildflower Drive; and
- to direct the DPW to **NOT** perform any sanding, snow, or ice removal operations on Belair Drive and Williston Drive during the winter of 2017/18 unless sufficient repairs are made to the satisfaction of the DPW Director.



**ABSENTEE
OFFICIAL BALLOT
SPECIAL TOWN ELECTION
MILFORD, MASSACHUSETTS
SEPTEMBER 19, 2017**

Amy Kennedy Rivera

TOWN CLERK

INSTRUCTIONS TO VOTERS

A. TO VOTE, completely fill in the OVAL to the RIGHT of your choice like this: ☒

Marijuana Ban Ballot Question

Shall the Town prohibit the operation of Marijuana Retailers, as defined in G.L. c.94G § 1, within the Town of Milford, a summary of which appears below?

SUMMARY:

General Laws Chapter 94G, Section 3, allows cities and towns in the Commonwealth to approve By-Laws or Ordinances prohibiting certain Marijuana establishments to operate. The question above, if voted in the affirmative, would prohibit the establishment of Marijuana Retail Establishments in Milford, such establishments being defined in G.L. c. 94G, § 1 as "..., an entity licensed to purchase and deliver marijuana and marijuana products from marijuana establishments, and to deliver, sell or otherwise transfer marijuana and marijuana products to marijuana establishments and to consumers." An affirmative vote would not prohibit "Marijuana Cultivators" or "Marijuana Product Manufacturers" as defined in said statute and would not prohibit Medical Marijuana Establishments. Further, no ban would be in effect until the Town Meeting should pass a By-Law establishing a ban on such establishments.

YES ☐

NO ☐



TOWN OF WARE, MASSACHUSETTS
OFFICE OF THE TOWN CLERK

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

NANCY J. TALBOT
TOWN CLERK

November 17, 2017

Board of Selectmen
126 Main St.
Ware, MA 01082

Dear Board Members:

I am in receipt of the resignation letter from Kelly Slattery – a member of the School Committee.

Ms. Slattery's letter is attached for your information. Kelly was elected April 2015 to a three year term and her term will expire in April 2018.


I am also notifying the School Committee Chairman of her resignation which is effective immediately.

Per MGL Chapter 41 §11 (copy enclosed) the School Committee must give notice to the Board of Selectmen within one month of the vacancy to the Board of Selectmen who, with the remaining members of such board after one week's notice fill the vacancy by roll call vote (presumably at a Selectmen's meeting). The person appointed shall be a registered voter of the town and shall perform the duties of the office until the next annual town election.

I will converse with the Chairman of the School Committee Aaron Sawabi as to how the School Committee will proceed in the process.

Ms. Slattery should be commended for her dedication to the children of the Town of Ware as well as her service for three years.

Sincerely,


Nancy J. Talbot
Town Clerk

cc: 2017 Resignation File

Part I	ADMINISTRATION OF THE GOVERNMENT
Title VII	CITIES, TOWNS AND DISTRICTS
Chapter 41	OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS
Section 11	APPOINTMENT TO FILL VACANCY IN TOWN OFFICE

Section 11. As used in this section, the term "vacancy" includes a failure to elect. If a vacancy occurs in any town office, other than the office of selectman, town clerk, treasurer, collector of taxes or auditor, the selectmen shall in writing appoint a person to fill such vacancy. If there is a vacancy in a board consisting of two or more members, except a board whose members have been elected by proportional representation under chapter fifty-four A, the remaining members shall give written notice thereof, within one month of said vacancy, to the selectmen, who, with the remaining member or members of such board, shall, after one week's notice, fill such vacancy by roll call vote. The selectmen shall fill such vacancy if such board fails to give said notice within the time herein specified. A majority of the votes of the officers entitled to vote shall be necessary to such election. The person so appointed or elected shall be a registered voter of the town and shall perform the duties of the office until the next annual meeting or until another is qualified.

11/13/17

Nancy Talbot
Town Clerk
126 Main Street, suite F
Ware, MA 01082

Nancy,

Please accept this as my letter of resignation from the Ware School Committee. I am in contract to purchase a home in Belchertown and therefore will not be eligible for my current position. Thank you for all of your help and guidance these past few years. On a personal note, my family and I truly appreciate all the support from you and the entire town these past 2 years. I am proud to say I lived in Ware.

Sincerely,



Kelly Slattery





TOWN OF WARE, MASSACHUSETTS
OFFICE OF THE TOWN CLERK

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

NANCY J. TALBOT
TOWN CLERK

November 8, 2017

Board of Selectmen
Town of Ware
126 Main St.
Ware, MA 01082

Dear Board Members:

I am in receipt of the resignation of the following individual:

David C. Gravel
Community Development Authority

Mr. Gravel has indicated in his letter (copy enclosed) that his resignation will be effective on December 26, 2017. His term was to expire in 2019.

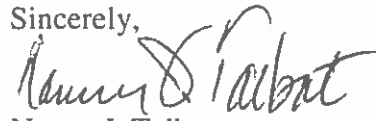
Please note that David has been a member of the Community Development Authority for over 25 years. He has worked diligently and responsibly to secure grant funds that would benefit the community in refurbishment of infrastructure and housing rehabilitation. David has given much of his personal time to attend meetings, workshops and programs to be well informed in his duties as a member of the Community Development Authority.

His vast knowledge of the needs of the community and his ability to work with many of the Executive Directors and other board members in the past and present surely indicate that his presence will be missed, but also that it is time for him to enjoy his free time pursuing personal interests and relaxation.

David first served as a member of the Community Development Authority in 1990 when he was appointed by the Governor. David also served on the Finance Committee from 1983 to 1986.

He surely exemplifies what "community service" is and should be commended for the many years he has served the town.

Sincerely,

A handwritten signature in black ink, appearing to read "Nancy J. Talbot". The signature is fluid and cursive, with the first name "Nancy" and last name "Talbot" clearly distinguishable.

Nancy J. Talbot
Town Clerk

Enclosure – Resignation Letter

cc: 2017 Resignation File
Planning & Community Development Department

t/

The logo for David C. Gravel, featuring the name 'Gravel' in a large, elegant, cursive script.

David C.

31 Westbrook Avenue, Ware MA 01082-9753

November 6, 2017

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

Re: Letter of Resignation from the Ware Community Development Authority

Dear Members of the Ware Board Selectmen,

Please accept my resignation from the Ware Community Development Authority effective December 26th, 2017.

After serving the good people of Ware for nearly three decades on the Ware CDA, it is time for me to step aside and allow other interested individuals to share their time and talents with this critically important board.

Please know that I will remain accessible to members of the CDA, the Ware Planning & Community Development Director & Assistant and to the Board of Selectmen should any questions arise as to past policies and procedures of the CDA or past actions we may have taken. I have a box full of minutes from the past 30 years that I would gladly return to the CDA for their files.

It has been my pleasure and, I believe, my responsibility, to serve the town in my meager capacity and I hope that I may continue to do so in whatever ways that my schedule and free time would allow.

Thank you for the opportunity.

Sincerely,

David C. Gravel

Phone: (413)967-6554 Fax: (413)967-8080
Email: DAVE.GRAVEL.PERSONAL@GMAIL.COM

Town Manager Report
November 21, 2017

Holiday Flair, November 24, 6 p.m.

Budget discussion/priorities, December 18 (with Finance and School Committees)

Vigean Street. The Town hired Associated Building Wreckers to drop the structure at 33 Vigean Street on Friday, November 10. Departments met with the owner of the building. He asked that the bills be directed to him. The current expended cost is \$5,075. He will work with Associated on testing and timing to remove the debris of the home.

TIF Committee. The Tax Increment Financing committee met with Optimus LLC and decided to recommend the proposed 5-year Special Tax Assessment requested. This was unanimously approved by Town Meeting. The TIF committee also set a tour of the G&G Medical facility to view the improvements and progress made toward the requirements for that STA.

Personnel. Mr. Jim Deni resigned his position of Deputy DPW director on November 8. The Town will consider options for filling the position. One possibility is to hire an interim director for 3-4 months to review the demands and activities of the division. The Highway division is short-staffed currently, but is setting up the plowing plan for the winter.

Thank you to Town Meeting for all the support of the Articles.

Selectmen's Update
November 2017

- Lighting fixtures in all three gyms, and the cafeteria and library at SMK are being swapped out with LED fixtures. This work should be completed within the next week.
- Board of Health was in to inspect our kitchens which received a clean bill of health. They come twice a year and will return later in the school year.
- The Food Service will be having a department review from DESE. The dates of their visit has yet to be announced.
- Thanksgiving Day rolls can still be order through our Food Services. Please call 967-5248 to place your order. The last day we will be taking orders is Friday, November 17.
- Bring your grandparents to lunch day will occur on December 14 for students in grade 3, 5, and 7.
- All snow equipment has been serviced and ready to go. If any families has changed their phone numbers since submitting their emergency forms please inform your child's school so you can update this information. This way you can received the connect net that goes home to inform families of any cancellations or delays. During those snowy winter days.
- Work on the softball field has begun to help alleviate drainage problems that occurs every spring. Thanks for the Sports' Boosters for funding this project.
- On September 29th I submitted a grant proposal to BayState Wing Hospital Corporation to seek funds in assisting students in our Fire Science course in taking an EMT class this summer at E2E. After surveying the class the grant was written for eleven students to take part in the course which cost \$1099.00 per pupil along with an additional \$180.00 for the textbook. The grant would provide half the funds needed to cover the cost with the students or fundraising to cover the other half. Country Bank will work with students regarding financial literacy in saving for covering their half of the course. On November 2nd I received a call from the Chief Administrative Officer of BayState's Health Eastern Region Michael Moran to congratulate us on receiving the grant which totaled \$7,034.50. Thanks to Deputy Fire Chief Ed Wloch in working with his students to afford them this outstanding opportunity. In your packet you can find a copy of the letter sent in to compete for these funds.
- Congratulations to all of our fall sports teams for their successful season of competition demonstrating outstanding sportsmanship and character. Witnessing how our student athletes carry themselves and their school name makes the administration extremely proud of all of our teams!

- The 8th grade trip to DC is scheduled for June 5-8 with GO Educational Tours from Wakefield, MA. A parent meeting is scheduled for Tuesday, November 28, at 6pm.
 - Fundraisers include “Shop with Scrip” which allows consumers to purchase gift cards at face value with the 8th grade DC trip receiving a percentage of each card. Information regarding how to order will be going home shortly in addition to ordering your cards at the Craft Fair in the high school gym on December 2.
 - Fundraiser night at Antonio’s Pizza in Belchertown is scheduled for Monday, February 26 to support the trip.
- There will be a half day of school this Wednesday, November 22.
Dismissal times for students are as follows:
 - Ware JR/SR High School dismisses at 11:15 am
 - SMK & WMS will dismiss at noon

There will be **No Lunch** served.
- The administration, faculty, and staff of the Ware Public Schools would like to wish all of our students, families and the community at large a Healthy and Happy Thanksgiving!

Respectfully submitted,
Dr. Marlene A. DiLeo

OCTOBER – Building Department monthly report

BUILDING

October recap: The Building Commissioner attended 3 Building Official Meetings/Trainings. 4 In-person meetings/consults with developers, contractors and residents. One hearing. 40 Permit Inspections were conducted, 1 Annual Inspection was completed. 2 conference calls for online permitting with Viewpoint were held. There were 3 site visits generated from complaints received. 50 Building Permits were issued. 4 COs were processed.

12 Electrical Permits and 19 Gas Permits were also issued.

Actions by the building department: First step was provided by Viewpoint to start the online permitting service. Currently reviewing the materials and evaluating our processes in preparation for the next step. Calls continued to be received regarding concerns on Eddy St regarding using generators for power. Continued concerns have been received by the building department for the deteriorating house on Vigeant St. Meeting and correspondence regarding that property and others have been ongoing. Concerns received over the safety of access to the rear of the Millyard. Several calls have been received requesting info for properties on the market.

Plan for November: Process for online permitting has begun. Planned date to provide this service is January 1, 2018.

CONSERVATION COMMISSION

October Recap: Con Com meeting heard 2 RDAs (proposed construction of a new building at an existing self-storage facility on Greenwich Rd and a proposed construction of a 1.3MW ground mounted solar array on Church St) 1 RDA to be continued to Nov (removal of 6 trees on Bondsville Rd), one NOI (proposed repairs and drainage improvements to Babcock Tavern Road extending from Belchertown Road to Miner Road) and 5 NOIs to be continued to Nov (SFHs on Wildflower). Ongoing concerns over the beaver dams at bridges on Doane Rd and North St (emergency certifications to allow breeching were approved by Con Com)

To: Stuart Beckley

From: Maura O'Connor – Dept. Head – Treasurer/Collector

Date: November 1, 2017

Re: October Monthly Report – Treasurer/Collector Dept. 145

Darlene – This month – separate from her usual daily workload – Darlene and I attended a MCTA meeting at Wachusett Mountain. The speaker was very good and there was a good round table of questions that was informative.

Sherri – In addition to Sherri's usual daily workload, Sherri mailed out commitment 5 for MV. Sherri was also busy with the phones and foot traffic coming into the office as the 2nd quarter tax deadline approached. She and I were EXTREMELY busy taking in tax payments the last week of October!

I finished some projects and started some new projects in October. The banking requests for proposals were finalized and sent out to eight (8) banks for the payroll, vendor and general fund accounts. I started the tailing process for outstanding checks that are now considered abandoned and unclaimed – and posted the list on the website and the post office. I also started the process of inputting the land of low values parcels that had been with the tax title attorneys and hopefully this will streamline the process for the Town to take ownership. I will continue to input other parcels that fall into this category so we can take possession and either keep or auction off at some point. Please keep in mind these parcels have little to no value so if and when it gets to where we do want to auction them off, I am guessing they will not bring in much in terms of revenue. The 2016 tax delinquency letters went out the end of September, and it did generate some people to address their tax liability. I set up a few payment plans and some tax liabilities were just paid off – however – those that didn't respond will be getting the notice to advertise letter and then into tax title. I will be putting an ad in the paper after the 14 day waiting period has expired – which will be around the 17th of November.



TOWN OF WARE POLICE DEPARTMENT

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



SHAWN C. CREVIER
CHIEF OF POLICE

Board of Selectmen
Town Hall
Ware, MA.

Police report for October 2017

Motor vehicle violations/stops	87
Aggravated Assault	3
Simple Assault	11
Domestic A & B	3
Abuse Prevention Order Violate	2
Burglary/Breaking and Entering	2
B & E into motor vehicle	9
Shoplifting	3
Larceny	23
Motor vehicle theft	1
Vandalism	4
Disorderly Conduct	1
Driving Under the Influence	5
Traffic, Town By-Law Offenses	23
Drug/Narcotic violations	6
A&B Police Officer	1
Arrests	18
Protective Custody	2
Summons to Court	5
Negligent Operation of Motor Vehicle	4

Respectfully,

Chief Shawn C. Crevier