



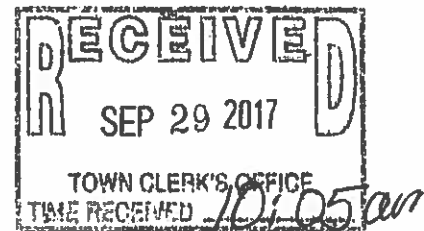
Board of Selectmen
Ware Town Hall, 126 Main Street, Meeting Room

Regular Meeting Notice Agenda
Tuesday, October 3, 2017 at 6:30 p.m.

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

Regular Meeting
Tuesday, October 3, 2017 at 7:00 p.m.

Meeting Opened



Opening Remarks, Announcements, and Agenda review by Chair

Consent Agenda

- **Approval of One-Day All-Alcoholic License Application (\$50 fee): St. Mary's Church, 110th Anniversary Dinner, Saturday, October 14, 2017**
- **Approval of One-Day All-Alcoholic License Application (\$50 fee): Earle F. Howe American Legion Post 123, Saturday, November 11, 2017**

Comments and Concerns of Citizens

Scheduled Appearances

- **7:10 p.m. Public Hearing: Proposed Water & Sewer Rate Increases**

Old Business

New Business

- **Winter Parking Ban December 1, 2017 – March 31, 2018**
- **Application for Bike Race, Saturday, April 28, 2018**
- **Vote to Dissolve 9/11 Design Committee**
- **Approval of Application to Open Space Committee – Edward Kosla**
- **Evaluation and Goal Setting – Town Manager**
- **Post for Alternate Appointee to Pioneer Valley Planning Commission**

Town Manager Report

REMINDER: OCTOBER 17, 2017 - TAX RATE ANALYSIS

Adjournment



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

Name: St. Mary's Church

Effective Date(s) of License: October 14, 2017 SATURDAY

Hours of Service (In conformity with MGL): 5:00 pm to 10:00 pm

Event (describe activities): 110th Anniversary Dinner

Anticipated Attendance: 200 - 250

Sponsoring Organization: St. Mary's Church

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

Address (include Street & Number): 60 South St.

Names of All Servers (bartenders) for this event: Stanley WAZESIEU Paul Moryl

Estimated Number of Attendees 200 - 250

Crowd Control Manager _____

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

Signature of Applicant: Rev. Fr. Jeffrey Ballon

Social Security # or Federal I.D.#: 104-2208520

Fire Inspection No Parking in new driveway

Date: 9/15/2017 PARKING RESTRICTION & IMPROVE

Building Inspection Date: 9/14/17

Date Received: <u>9/15/2017</u>	Insurance Certificate: <u>[Signature]</u>
Application Fee: <u>\$50.00</u>	EFFECTIVE TO <u>7/1/2018</u>
Action Taken: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: <u>09-15-17</u>
Police Chief Review and Action	
<u>[Signature]</u>	
_____ SHAWN CREVIER	

2017-30



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

Name: Earle F. Howe American Legion Post 123

Effective Date(s) of License: SATURDAY NOV 11, 2017

Hours of Service (In conformity with MGL): 12 NOON TO

Event (describe activities): VETERANS DAY PARADE

Anticipated Attendance: 80

Sponsoring Organization: American Legion Post 123

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

Address (include Street & Number): 45 MAPLE ST.

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

Estimated Number of Attendees 80

Crowd Control Manager John Goulette

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

Signature of Applicant: John G. Goulette
Social Security # or Federal I.D.#: [REDACTED]

Fire Inspection
Date: 5/3/18

Building Inspection
Date: 5/3/18

Date Received: <u>9/20/2017</u>	Insurance Certificate: <u>ON FILE</u>
Application Fee: <u>\$ 50.00</u>	
Action Taken: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: _____
Police Chief Review and Action	
<u>Shawn Crevier</u>	
Police Chief	
SHAWN CREVIER	2017-31



TOWN OF WARE

Town Hall, 126 Main St., Suite J
Ware, Massachusetts 01082-1386

Tel. 413-967-9648 EXT. 101

PUBLIC HEARING NOTICE

The Board of Selectmen will conduct a Public Hearing on **Tuesday, October 3, 2017 at 7:10 P.M.**, in the Selectmen's Meeting Room, 126 Main Street, Ware, MA. The purpose of the Public Hearing is to hear petition for **Proposed Water and Sewer Rate Increases for the Town of Ware**. 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>) and the town website www.townofware.com .**

All interested parties are invited to attend.

Nancy J. Talbot
Chairman
Board of Selectmen
September 6, 2017



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

<u>Current Rate</u>	<u>Increase 10/2017</u>	<u>Increase 10/2018</u>	<u>Increase 10/2019</u>
\$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
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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

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

Minimum Base (500 cubic feet)

\$40.50	\$42	\$44.00	
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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 — WATER, 2018

USAGE (100 Cu feet)	Number of Users (1655)	Current Cost	Proposed Cost	Increase in Quarterly fee	Annual Increase
0 – 500	373 (22.5%)	\$31.00	\$32.50	\$1.50	\$6.00
750 (500-1000)	451 (27%)	\$41.00	\$44.00	\$3.00	\$12.00
1145 Average Use		\$56.80	\$62.17	\$5.37	\$21.48
1400 (1000-1750)	530 (32%)	\$67.00	\$73.90	\$6.90	\$27.60
3000 (1750 -9000)	300 (18%)	\$131.00	\$147.50	\$15.50	\$62.00

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

WINTER PARKING BAN



DECEMBER 1, 2017 to MARCH 31, 2018

The following rules and regulations apply from December 1 through March 31 and for all plowable snowstorms. The rules and regulations address parking between the hours of midnight and 7 a.m. in municipal lots located on Parker Street, and Pleasant Street.

1. Residents wishing to park overnight during the winter months in municipal lots shall register their vehicle with the Town Manager's office. Each vehicle will receive a municipal parking sticker. This must be displayed on the back of the rear view mirror. The cost is \$20.00 per vehicle.
2. Vehicles parked overnight in Municipal lots without a sticker will be ticketed and may be towed.
3. Vehicles must be moved from Municipal lots during snow events between 7 a.m. and 10 a.m. Vehicles in the lots during those hours will be towed.
4. The Town reserves the right to modify these rules due to public safety needs.

Thank you!



Memo

To: Board of Selectmen
From: Mary L. Midura
Date: October 3, 2017
Re: Request for Bike Race April 2018

Attached is a letter of request for a Bike Race to be held on Saturday, April 28, 2018.

I have contacted Chief Crevier and DPW Director Dick Kilhart to ask their opinion on this request. Mr. Kilhart suggested the route be altered in the last portion to go from Greenwich Road to Crescent Street to Eagle Street to Route 9 (instead of Willow to Barnes Street, due to possible construction work).

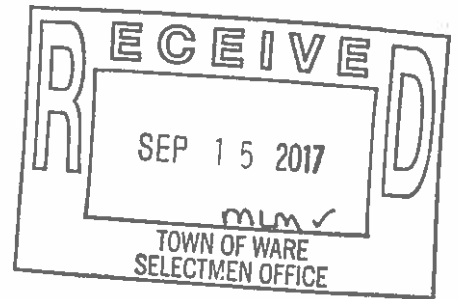
I contacted the organizer, and he understands the reasoning for the alteration of the route.

Chief Crevier agrees with this alternate route.

Thank you for your consideration,

Mary L. Midura

September 3, 2017



Board of Selectmen
Town of Ware
Ware, MA 01082

Dear Board Members:

I am writing to respectfully request the Town's permission to hold a bike race on April 28, 2018

The races will begin in Quabbin Reservoir at 9:00 am and be going through Ware by 11:00 am and should be finish going through around 2:00 pm. The proposed course is as follows: starting at the Tower at Quabbin, the course will follow the road down to Route 9, east entrance. Turn right and head west onto Route 9. We will then take Route 202 north to 122 east where we will then head onto Route 32A south. The racers will then turn onto Greenwich Road and follow this straight onto Willow Street and then a right onto Barnes Road. From there, the course will then follow Route 9 west onto the Old Ware-Enfield Road into Quabbin

A lead vehicle, a support vehicle, as well as a follow vehicle will accompany each pack. Cycling Officials will be present in each of the follow vehicles to ensure race safety as well as rule adherence. Additionally, Central Massachusetts Safety will be present to provide road and medical support.

If you have any further questions, please contact me at (413) 267-5259 at home, or on my cell phone at (413) 427-3089. Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Michael A. Norton
5 Longview Drive
Monson, MA 01057

September 21, 2017

Town of Ware Board of Selectmen,

Please accept this letter as show of interest for joining the Open Space Committee. I had the pleasure of being invited to a meeting on September 20th

I look forward into joining the committee and working on the development of the Rail Trail project and other needs the committee may need.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Edward Kosla". The signature is written in a cursive style with a long horizontal stroke at the end.

Edward Kosla

26 Mountain View Dr.

Ware, MA 01082



TOWN OF WARE
Office of the Town Manager

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

September 25, 2017

To : Board of Selectmen
From : Stuart Beckley, Town Manager
Subject: Evaluation and Goals

For the Board's consideration, I would ask that the Board conduct an annual evaluation and set goals for the Town Manager for the coming year. There are numerous tools to conduct evaluations, and I would be happy to submit options to the Board.

Attached, you can see goals proposed in 2014 which could be updated. If the Board chooses, I will submit a list of goals to start the discussion.

As the year progresses, the evaluation and goals may assist the Board with considerations to renew the Town Manager contract which expires in June 2018.

Thank you.



TOWN OF WARE
Office of the Town Manager

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

February 1, 2014

To : Board of Selectmen
From : Stuart Beckley
Subject: Goals -2014

Below is a list of Goals for the Town Manager for calendar year 2014. Some of these remain from the 2012 list. 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.

- ✓ 1. Prepare a balanced budget. With financial team, prepare a five year budget and capital expenditure model.
2. Finalization of a Personnel Manual. Establish consistent policies and practices for employees. Offer training.
3. Determine the use or sale of the former fire station and South Street school. What improvements should be made to Town Hall.
4. Energy conservation and savings. Create a solar project at the Banas property that will yield a lease and/or personal property tax.
- ✓ 5. Continue upgrades to Town Hall – complete windows, weatherization. Clean and paint walls. Increase information available on website.
- ✓ 6. Capital Planning. Complete capital plan and establish long-term funding strategy.
7. With departments, create a plan for infrastructure in the Mill Yard.
- ✓ 8. Strengthen communication and project cooperation with School Department. Work on mutually beneficial programs for savings.
9. Recycling. Review options for establishing a recycling program for residents including drop off center.
10. To identify efficiencies within Town Departments including practices and cost savings. To increase departmental teamwork.
11. Review and identify revenue streams and cost savings including fees, taxes, and enterprises. Establish with the Board which are worthy of pursuit.
12. With Board of Selectmen, establish basis for union negotiations. Initiate negotiation process with four bargaining units.

September 26, 2017

To: Board of Selectmen

From: Nancy J. Talbot – Chairman

Subject: Pioneer Valley Planning Commission Delegate/ Alternate Appointee *

Please be advised that the PVPC has requested information from the Town of Ware as to who would be the delegate from Ware and the alternate designee.

Per a memo from Judi Mosso dated September 8, 2017 – At the 9/6 Planning Board Meeting the Board voted unanimously to appoint Josh Kusnierz as the delegate to PVPC and Fred Urban as the alternate.

*After conversing with Jim Mazik from PVPC I was made to understand that the Planning Board appoints a Commissioner to the PVPC from its membership. The BOS or Town Manager, whichever is appropriate, appoints the Alternate Commissioner who may or may not be from the Planning Board, but must be a resident of the community. The Alternate Commissioner assumes all rights and duties of the Commissioner in his/her absence (i.e. – can vote at meetings if the Commissioner is not in attendance). Please see the attached emails as your reference material. Mr. Mazik has also included an explanation of what the Delegate and/or Alternate responsibilities are.

Thus the Board can advertise for two weeks seeking interested individuals, thereafter should no one come forward we could then appoint accordingly.