



TOWN OF WARE SPECIAL AND ANNUAL TOWN MEETING

MONDAY, MAY 24, 2021

6:30 PM SPECIAL TOWN MEETING

7:00 PM ANNUAL TOWN MEETING

@ WARE JUNIOR SENIOR HIGH SCHOOL





TOWN OF WARE - ELECTRONIC VOTING HANDHELD DEVICE USER GUIDE

VOTING ELECTRONICALLY

For over 200 years, voters in Ware's Open Town Meetings have used voice voting and hand-held voter cards as their means of rendering their votes, and the moderator declares the votes on a Motion as passing or not. Sometimes the Moderator cannot declare a majority based on a voice vote or show of hand held cards or sometimes the voter body questions a vote count. Procedures including counters or tellers to assist the Moderator have been enacted to provide actual vote counts. Sometimes voters are so concerned about publicly displaying their vote that they do not attend Town Meeting at all or call for a Secret Ballot. A secret ballot is a paper vote placed into a ballot box and all votes are then manually counted. Such procedures are time consuming and have been shown in all studies of communities with Open Town Meeting to be a deterrent to people's attending Town Meeting at all.

Ware is no exception to perceptions of these same issues related to voting at Open Town Meeting. Following a March 2021 Special Town Meeting when vote accuracy questions were raised, the Moderator investigated other community means of addressing these concerns and universally all recommended the use of an Electronic Voting System. Working with the Town Clerk, Town Manager and the Finance Committee, systems were researched and a highly recommended Electronic Voting System was purchased using Government Funds to the Town through the COVID Relief Cares Act (as more than 30 other cities and towns in MA used in the past year).

Over the last decade many cities and towns in MA have adopted the use of Electronic Voting Systems. Voters use hand-held devices for voting at town meetings. Instead of using placards or standing to be counted, voters will use electronic handsets to register their votes quickly, accurately, and privately. The system uses radio frequency wireless technology that does not involve the Internet, thus is safe and secure. Devices are not shared, voting occurs much faster resulting in shorter meeting times and safer voting conditions - all concerns with conducting Town Meetings amid the COVID pandemic.

VOTER CHECK-IN

As with previous Town Meetings, voters will check-in to be confirmed. At check-in, voters will be issued a voter handset for their exclusive use during Town Meeting. All handsets will be tested earlier in the day and will be turned on when received. The device number issued to you will be recorded by the registration clerks for the purpose of tracking the devices. The system does allow for verification that a vote from your device has been transmitted should there be any concern or question; however ***your actual vote is not recorded and no data about you or your vote is collected, maintained or reported.***

EXCLUSIVE-USE HANDSETS

The handset that is given to you at check-in is for your use only. Voting with a handset that has been issued to another individual is strictly forbidden. Doing so represents VOTER FRAUD and is ILLEGAL. This has been cited and a town meeting member charged at a town meeting in MA who voted twice using his own and also a friend's device.

If you need to temporarily leave your seat during Town Meeting to speak, please keep your handset with you - never leave your handset unattended in the auditorium or hand it to another person for safe keeping. If you need to use the restroom, please leave your handset with a staff member at the Exit. This is to preserve the validity of the vote.



TOWN OF WARE - ELECTRONIC VOTING HANDHELD DEVICE USER GUIDE - P. 2

The handset looks similar to a TV remote control.

TEST VOTES

Each town meeting session will start off with one or more "test votes" to get everyone comfortable with the voting procedures. The Moderator will pose a simple question not appearing on the warrant and everyone can participate in the test by following the voting process outlined below.

VOTING PROCESS

Before each vote, the Moderator will summarize the motion or amendment being decided, and will then announce the beginning of the 20-second voting period. While votes may be entered once the motion is displayed; once the "Countdown Clock", which is activated by the Moderator when he/she calls for the vote, reaches 0, voting is closed. Your vote selection will be displayed on your handset's screen and then wirelessly transmitted to a computer that will count all of the votes.

The results will be displayed for the Moderator to announce. Only the vote totals will be permanently recorded, so your vote will remain private.

- To vote YES, press the "1" button
- To vote NO, press the "2" button
- If you accidentally press the wrong button, you can change your vote just by pressing the correct button. The system only counts the last button pressed
- The other buttons on the device are not activated; so if you try to submit a vote with any other button the vote will not be received. It will be an abstained vote, or as if you did not vote at all.
- If you do not want to participate in a particular vote, do not use your handset during that voting period

ELECTRONIC VOTING - TROUBLES DURING VOTING

Every handset will be tested before each session of Town Meeting, so the probability of a handset failing is very low; however, if pressing the "1" button or "2" button during a vote does not register a "Yes" or "No" on your handset's display, please raise your hand immediately and call for a POINT OF ORDER to the Moderator. You will be given another handset, the vote that was underway at the time of your question will be cleared and the vote conducted again.

BACK-UP SYSTEM

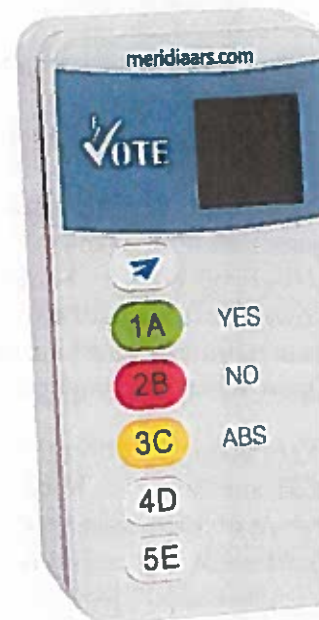
Surveys of more than 30 MA communities about problems with Electronic Voting Systems, keypads or vote collection have indicated almost no problems and none at all with the system purchased in Ware. However, all recommend assuring a back-system. In the event several handsets are thought to fail or based upon request, we will still have the back up process available for use of hand-held voting cards and counters to assist in counting votes. They can also be used for a secret manual ballot, should the appropriate number of voters (per Town of Ware Charter) request one.

If you are physically unable to use a handset to vote, please inform the person who checks you in. You will be seated with a designated (by the Town Clerk) assistant to work with you to provide your vote.

The radio energy used by a handset to convey your vote via wireless is less than 1% than that of a typical cell phone and is only for a brief moment. It employs unique radio frequencies

HANDSET RETURN

When you Exit the Auditorium/Meeting venue, either during the town meeting session or at adjournment, please give your handset to a staff member at the Exit. If you leave it in the auditorium, you will be asked to go back and get





Town Meeting Guidelines for Voters

Unless advised otherwise at check-in for the meeting, all attendees must wear a face mask/covering that completely covers the nose and mouth at all times.

The Town of Ware Home Rule Charter states that "A Moderator, elected as provided in section 7-7 of this Charter, shall preside at all sessions of Town Meeting". Furthermore, the Town Charter states that "the conduct of the meeting shall be governed by **Town Meeting Time** and such other rules and procedures as, from time to time, may be adopted by Town Meeting vote".

The quorum for Town Meeting in Ware is one hundred (100) voters. The Town Clerk will inform the Moderator once a quorum is present. The Meeting will be called to order by the Moderator, and after opening procedures have been completed, the warrant articles will be taken up in the order prescribed by the Warrant. Generally, only "Consent Agenda" items (description follows) or inter-dependent articles will be taken out of order.

You received a packet that contained the warrant, which is the agenda for the meeting, and is a list of articles to be considered along with supportive information and the vote/recommendation (or not) by the Finance Committee, Board of Selectmen and Town Manager.

The article itself is not the motion; however often it is much the same with the addition of language specific to amounts and/or funding means and sources, for example. However, the motion associated with an article must be within the scope of that article as presented in the Warrant. Motions are submitted, signed by two registered voters and thus representing the proposed motion and a second, to the Moderator ahead of the meeting and are presented by the Moderator. As the warrant is generated by the Board of Selectmen, the motions from the warrant are submitted by the Board and already signed with a second.

Any voter may make a motion related to the article being taken up, or an Amendment. Motions that expand upon the article or materially change it will be ruled out of order by the Moderator. Amendments must be submitted in writing and be seconded in order to be considered by the body. Once there is a motion and a second, the proponents and opponents of the article may make a presentation to Town Meeting.

In order to provide a balanced meeting, particularly on projects/proposals that are highly controversial, costly or otherwise high impact to the Town the Moderator will permit formal presentations, up to and including those using a projector. However, the Moderator expects to be notified of both pro and con presentations and to approve their content and duration in advance.

Speaking at Town Meeting

After the presentations, Town voters may ask questions or argue in support or opposition to the motion.

- Any voter wishing to speak must raise his/her hand to be recognized to speak by the Moderator. No person shall speak until or unless recognized by the Moderator. Once recognized, speakers should state their names and addresses. Town employees need not provide their address, but they should let Town Meeting know whether or not they are a Ware voter.
- Speakers and presenters are encouraged to carefully think through what they wish to say, to limit themselves to the subject/motion under discussion, to be brief, to the point and to avoid repetition.

- Generally, a limit of 5 minutes per person *in total* on a motion is suggested by the Moderator. As the Moderator is charged with assuring the meeting attends to the business as presented in the warrant efficiently, he/she may also end discussion should speakers become repetitive.
As one James Doherty, Town Moderator of Andover, Massachusetts to his age of 91 once stated:
"Shorter is better. 3 minutes is enough for everyone. After 5 minutes people are falling asleep. After 7 minutes people will vote against you even if they originally agreed with you".
- A speaker cannot MOVE the question after he/she has completed giving remarks
- A speaker wishing to MOVE the question must first raise his/her hand to be recognized by the Moderator.
- Speakers must speak through one of the microphones provided. You may line up at the microphone to speak (however maintain a minimum 3 feet distance between each other)
- DO NOT TOUCH the microphones
- Debate is encouraged, but personal attacks are not allowed. All debate will be conducted in a respectful and courteous manner. Debate is presented as speaking your thoughts to the body through the Moderator and not between two (or more) individuals. All speakers must be recognized each and every time they speak and back and forth between speakers may not be encouraged or continued by the Moderator.
- Comments will be limited to the content of the motion, not the merits of those presenting their viewpoints.
- No comments of a personal nature are to be made
- MGL CH.39 s17, **Town Meeting Time** and the Town of Ware Home Rule Charter all provide that the Moderator shall regulate the proceedings, decide all questions of order, make public declaration of all votes, and may exercise such additional powers and duties as may be given to Moderators under the constitution and state law of the Commonwealth." The Moderator's authority and duties are defined in Massachusetts General Laws (Part I, Title VII, Chapter 39, s15 and 17). Section 17 specifically states that:
"no person shall address a town meeting without leave of the moderator, and all persons shall, at the request of the moderator, be silent. If a person, after warning from the moderator, persists in disorderly behavior, the moderator may order him to withdraw from the meeting, and, if he does not withdraw, may order a constable or any other person to remove him in some convenient place until the meeting is adjourned".

This is not debatable, subject to any opinion or interpretation. If the Moderator orders a person to be removed it is understood that such removal is for the remainder of the meeting session, unless otherwise stated by the Moderator.

A "Consent Agenda" is a series of articles that are voted in a single motion and vote. The Selectmen, with input from the Moderator, Town Counsel and the Finance Committee, identify articles that they feel will not generate controversy or debate. These often tend to be "housekeeping" types of articles. After the Consent Agenda motions are read, the Moderator will announce the article numbers that are included. If any voter wishes to discuss an article, he or she should shout "hold" or "question" as the article number is announced by the Moderator. This article will be removed from the Consent Agenda and moved and discussed in its normal position in the Warrant. Any voter may offer an amendment to an article. However, like the main motion, the amendment must not go beyond the scope of the article that was published in the Warrant. A voter may also offer an amendment to an amendment. An amendment requires a simple majority vote to pass, regardless of the quantum of vote required for the original motion. If the amendment passes, the original motion is replaced by the amended motion. The vote is then held on this amended motion, and the required quantum of vote returns to that of the original motion.

Voting Quantum

Different types of motions require different quanta of votes to pass. Most motions require a simple majority. If the vote were tied, a motion would fail. A lesser number requires a two-thirds (2/3) vote, (borrowing and zoning articles are the most common in this group.) Finally, in rare occasions, the requirement may call for a four-fifths (4/5) or nine-tenths (9/10) majority vote to pass. For votes that require a simple majority or two-thirds, the Moderator may declare the results based upon observation. If any seven (7) voters stand to challenge the Moderator's declaration of vote, a count will be made by the election tellers. For those articles that require four-fifths or nine-tenths majority, a count must be taken unless the vote is unanimous. As a registered voter, the Moderator is entitled to vote. However, the Moderator will only vote if a count has been made, and the Moderator's vote affects the result.

Secret Ballot

A secret ballot may be requested for any article by a majority of the voters. A secret ballot may be requested by 10 or more voters for articles pertaining to raising and appropriating, borrowing or transfer of funds in amounts of \$75,000 or more.

Adjournment

Town Meeting shall not be adjourned until all warrant articles have been dealt with.

The following quote is attributed to Reginald Brown, Boxborough Town Moderator 1977 -2005:

"We were all friends and neighbors before this meeting; after this meeting we will still be neighbors; hopefully, we will still be friends."

Respectfully submitted by:

Kathleen Coulombe, Town Moderator, 2007-present



**WARRANT FOR SPECIAL TOWN MEETING
TOWN OF WARE
COMMONWEALTH OF MASSACHUSETTS**

Hampshire, ss.

To any of the Constables of the Town of Ware, in said County,

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn all of the inhabitants of the Town of Ware, Precincts A, B and C, qualified to vote on Town affairs, to meet at the Ware High School, 237 West Street, Ware, on ~~Saturday, April 24, 2021 at nine o'clock in the morning (09:00 A.M.)~~ Monday, May 24, 2021 at six thirty o'clock (06:30 P.M.), then and there to act on the following articles:

ARTICLE 1.

I move that that the Town appropriate and authorize the Treasurer with the approval of the Board of Selectmen to expend the sum of \$ 72,000 for the re-constructing for recreational purposes the Grenville Park drainage and ballfield repairs, located at Grenville Park, 73 Church Street, and that the Park shall be managed and controlled by the Ware Parks Commission and the Parks Commission be authorized to file on behalf of the Town of Ware any and all applications deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts deemed necessary under the Urban Self Help Act (301 CMR and /or any others in any way connected with the scope of this article, and the Town of Ware and the Recreation Commission be authorized to enter into all agreements and execute any and all instruments as may necessary on behalf of the Town of Ware to affect such redevelopment. Grenville Park is dedicated to park and recreation purposes under M.G.L. Chapter 45, Section 3.

Recommended by:	Board of Selectmen	Yes 5
	Finance Committee	Yes 3 -0
	Town Manager	Yes

Explanation: The Town has received a PARC grant for drainage improvements around the entrance to Grenville Park and Field 1. The Grant is \$50,000 and requires a match for the construction work.



127 Church Street

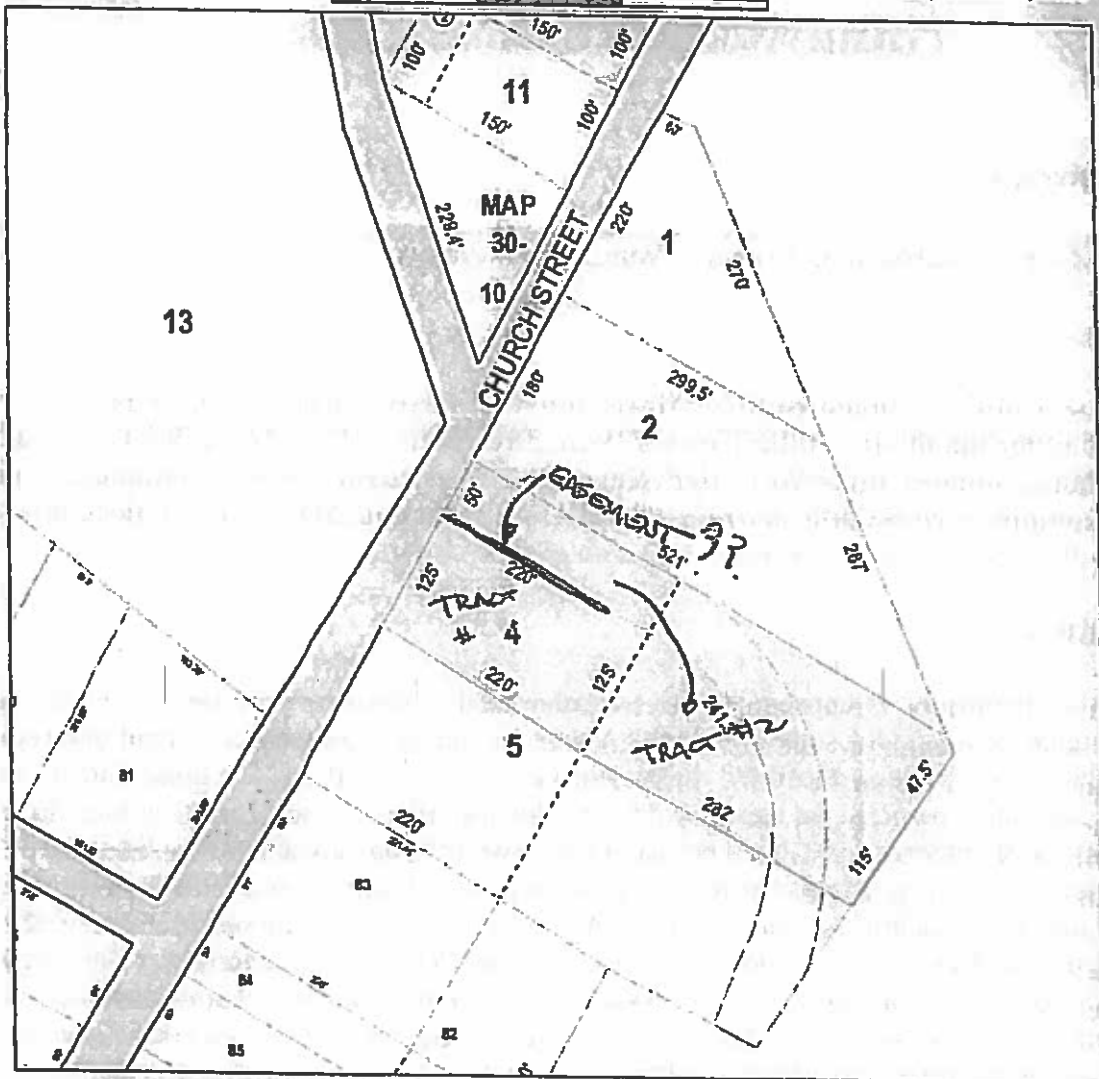
Ware, MA



1 Inch = 139 Feet



September 1, 2020



Common Line	Tract Line
Property Line	Right of Ways
Public Road	
Right of Way	

Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

ARTICLE #2

ARTICLE 2.

I move to authorize the Select Board to abandon the drainage easement at 127 Church Street described in the deed recorded in the Hampshire County Registry of Deeds at Book 936 p.311 on condition that the current property owners of 127 Church Street, their successors and assigns, release the Town from all claims related to or arising out of the drainage easement including but not limited to the pipes, culverts or other materials or condition of such easement and agree to indemnify and hold the Town harmless from all claims, suits or actions related to or arising out of said drainage easement or its use or condition. All documents subject to review and approval by Town Counsel.

Recommended by:	Board of Selectmen	Yes 5
	Finance Committee	Yes 3 - 0
	Town Manager	Yes

Explanation: Per the attached drawing, the Town holds an easement across the property at 127 Church Street to Grenville Park. The Town does not use this easement and does not have plans to. The owners of the property have asked for a release of the drainage easement.

Articles 3 through 6 are related to the funding of the proposed Water Filtration Plant.

ARTICLE 3:

I move that the Town create a Water Filtration Plant Stabilization Fund for the purpose of providing funds for the debt service and operation of the Water Filtration Plant.

Recommended by:	Board of Selectmen	Yes – Selectmen Kruckas, Talbot, Barnes
	No – Selectmen Morrin, McCarthy	
	Finance Committee	Yes 3 - 0
	Town Manager	Yes

Explanation: This article would establish a new Stabilization Fund for the purpose of creating an account to place funds and appropriations to pay the borrowing cost for the Water Filtration plant.

ARTICLE 4.

I move to accept the fourth paragraph of MGL Chapter 40, Section 5B.

Recommended by:	Board of Selectmen	Yes – Selectmen Kruckas, Talbot, Barnes
	No – Selectmen Morrin, McCarthy	
	Finance Committee	Yes 3 - 0
	Town Manager	Yes

Explanation: The language from the state law is below. This would allow the Town Meeting to dedicate funds for a purpose.

"Notwithstanding section 53 of chapter 44 or any other general or special law to the contrary, a city, town or district that accepts this paragraph may dedicate, without further appropriation, all, or a percentage not less than 25 per cent, of a particular fee, charge or other receipt to any stabilization fund established pursuant to this section; provided, however, that the receipt is not reserved by law for expenditure for a particular purpose. For purposes of this paragraph, a receipt shall not include taxes or excises assessed pursuant to chapter 59, 60A, 60B, 61, 61A or 61B or surcharges assessed pursuant to section 39M or chapter 44B. A dedication shall be approved by a two-thirds vote of the legislative body of the city, town or district, subject to charter, and may be terminated in the same manner. A vote to dedicate or terminate a dedication shall be made before the fiscal year in which the dedication or termination is to commence and shall be effective at least for 3 fiscal years."

ARTICLE 5.

I move that commencing with fiscal year 2022 the Town dedicate 100% of the revenue raised from the Town's local tax on retail marijuana to the Water Filtration Plant Stabilization Fund, this dedication to be effective for forty fiscal years.

Recommended by:	Board of Selectmen	Yes – Selectmen Kruckas, Talbot, Barnes
	No – Selectmen Morrin, McCarthy	
	Finance Committee	No 3 - 0
	Town Manager	Yes (Reduce %)

Explanation: This article would tie revenue raised by the Town's local sales tax on retail marijuana (3%) to the Water Plant Stabilization Fund created in Article #3. In the past year of operation, the local tax generated \$164,000 of revenue.

ARTICLE 6.

I move that \$7,300,000 is appropriated, in addition to the \$6,000,000 previously appropriated under Article 14 of the warrant for the Town Meeting held on May 8, 2017 for a total appropriation of \$13,300,000, for the design, and construction of an iron and manganese removal plant, including the payment of costs incidental or related thereto; that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow said amount under Chapter 44 of the General Laws or any other enabling authority; that the Town Manager, with the approval of the Board of Selectmen is authorized to contract for and expend any federal or state aid available for the project; and that the Town Manager and the Board of Selectmen are authorized to take any other action necessary or convenient to carry out this project. Any premium received upon the sale of any bonds or notes approved by this vote and all prior votes of the Town that authorized a borrowing, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote and such prior votes, respectively in accordance with M.G.L. c.44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Recommended by:	Board of Selectmen	Yes	__ 5 __
	Finance Committee	No	3 - 0
	Town Manager	Yes	

Explanation: This vote will increase the appropriation for the Water Filtration Plant from the \$6 million approved in 2017 to the current cost estimate of \$13.3 million. It authorizes the Town to seek additional assistance through grants. Additional information about the costs and design of the Plant are on the following pages.

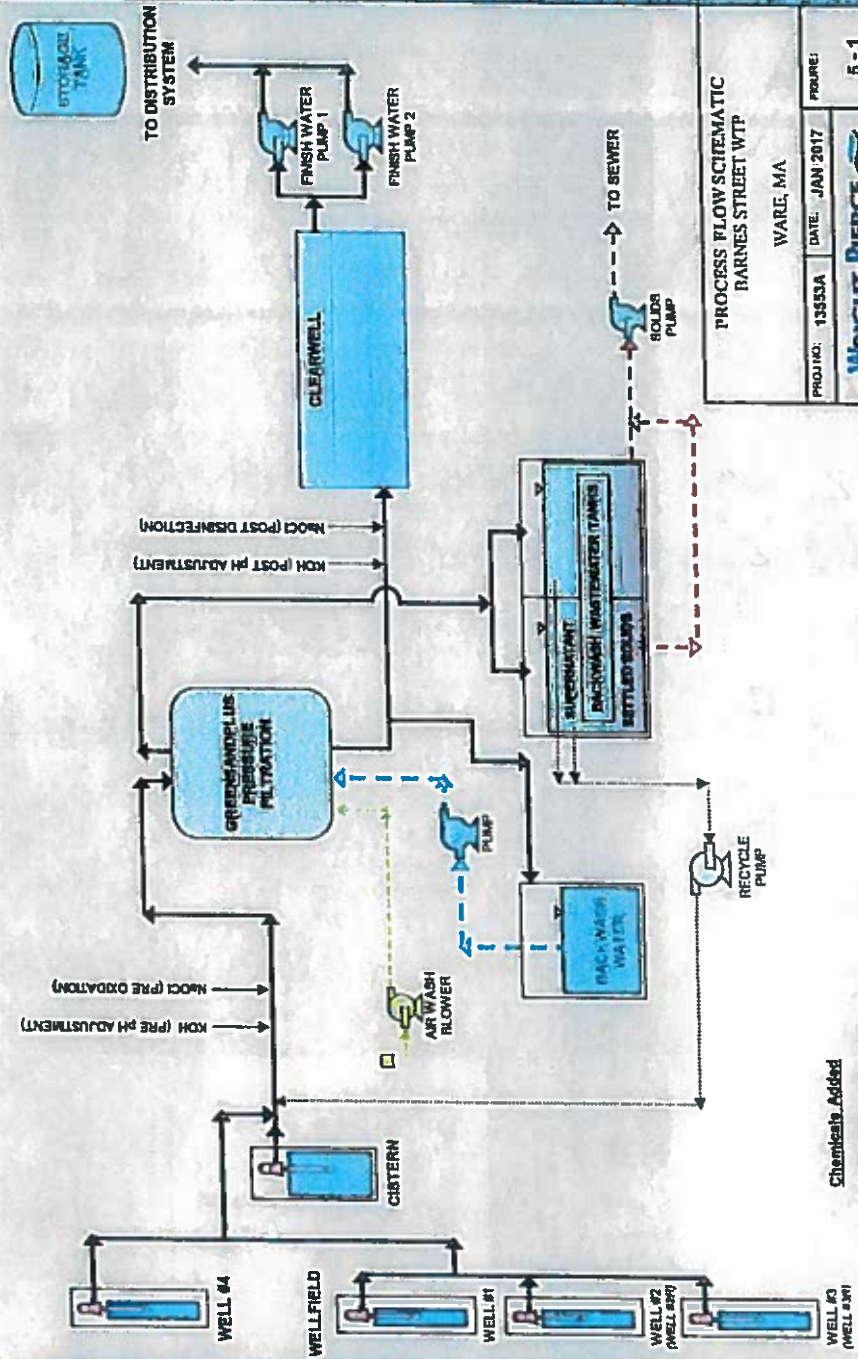
ARTICLE 7

I move to dismiss Article 7.

[To see if the Town will vote to rescind the approval by Town Meeting of Article 14 of the Annual Town Meeting held May 8, 2017, or take any other action relative thereto.]

Recommended by:	Board of Selectmen	Yes	__ 5 __
	Finance Committee	Yes	3 - 0
	Town Manager	Yes	

WATER FILTRATION PLANT



Chemicals Added
 KOH: Potassium Hydroxide
 NaOCl: Sodium Hypochlorite

PROCESS FLOW SCHEMATIC
 BARNES STREET WTP
 WARE, MA

PROJECT NO: 13553A DATE: JAN 2017

FIGURE:

5 - 1

WRIGHT-PIERCE
 Engineering & Better Environment

TABLE 4-9
ESTIMATED CONSTRUCTION COST (UPDATED 05/20)

Work Type	Estimate
General Conditions	\$1,057,000
Civil	\$387,000
Architectural	\$1,622,800
Structural	\$1,688,500
Process	\$1,400,600
HVAC	\$400,000
Plumbing	\$155,000
Fire Protection	\$125,000
I&C SCADA	\$250,000
Electrical	\$1,331,500
15% Overhead & Profit	\$1,250,000
Total	\$9,667,400

TABLE 4-10
ESTIMATED NON-CONSTRUCTION COST (UPDATED 05/20)

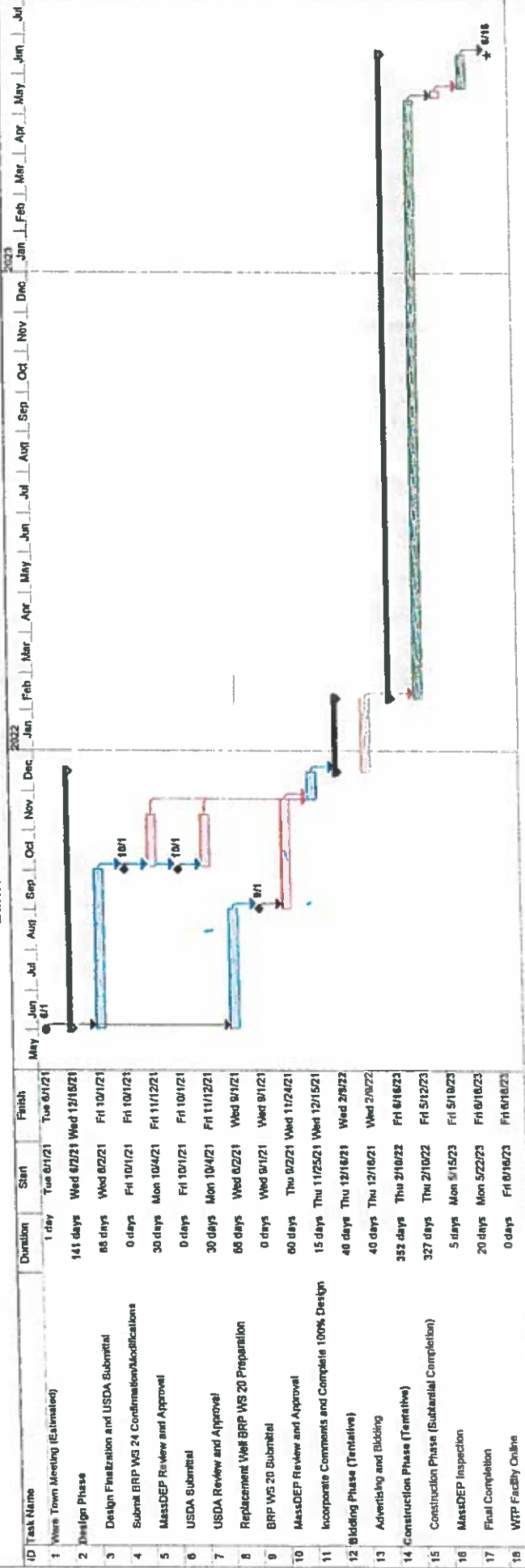
Work Type	Estimate
Construction Contingency (15%)	\$1,450,000
Engineering Services (18% - TBD)	\$1,765,000
<i>Design</i>	<i>\$415,000*</i>
<i>Bidding/Construction Administration</i>	<i>\$600,000</i>
<i>Inspection</i>	<i>\$450,000</i>
<i>OPM</i>	<i>\$300,000*</i>
Legal/Administrative (1%)	\$95,000
Financing (2%)	\$190,000
Total	\$3,500,000

* TBD once remaining scope, schedule, etc. is defined.

TABLE 4-11
ESTIMATED ANNUAL O&M COST (UPDATED 05/20)

O&M Category	Annual Estimate
Personnel (i.e. Salary, Benefits, Payroll Tax, Insurance and Training)	\$45,200
Administrative Costs (i.e. office supplies, printing, etc.)	\$1,000
Water Purchase or Waste Treatment Costs	N/A
Insurance	N/A
Energy Cost (Fuel and/or Electrical)	\$115,310
Process Chemical	\$82,000
Monitoring and Testing	\$10,000
Short Lived Asset Maintenance/Replacement	\$48,040
Professional Services	\$5,000
Residuals Disposal	N/A
Miscellaneous (General Maintenance)	\$25,200
Total O&M Estimate	\$331,750

Anticipated Project Schedule Barnes Street Water Treatment Plant



Weight: 100%



WARRANT FOR ANNUAL TOWN MEETING
TOWN OF WARE
COMMONWEALTH OF MASSACHUSETTS

HAMPSHIRE, ss

To any of the Constables of the Town of Ware, in said County,

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn all of the inhabitants of the Town of Ware, Precincts A, B and C qualified to vote on

Town affairs to meet at the Ware High School Auditorium, 237 West Street Ware, on Monday May 24, 2021, at seven (7:00 PM) o'clock in the evening, then and there to act on the following articles:

Consent Articles (1-9)

Warrant articles on a Consent Agenda are exceptions to the general process of Town Meeting. The Select Board, Moderator, and Finance Committee can identify, for Town Meeting consideration, those articles that they believe should generate no controversy and can be properly voted upon without debate. These articles are put on the Consent Agenda to allow motions under these articles to be acted upon as one unit and to be passed without debate. At the call of the Consent Agenda, the Moderator will read out the numbers of the articles, one by one. If one or more voters object to any particular article being included in the Consent Agenda, they say "HOLD" in a loud voice when the number is called. The article will be removed automatically from the Consent Agenda and restored to its original place in the Warrant, to be debated and voted under the usual manner.

After the calling of the individual items in the Consent Agenda, the Moderator will ask for a motion that the voters pass all items remaining AS A UNIT on one vote. Use of the Consent Agenda process makes the Town Meeting more efficient by speeding up the handling of non-controversial items.

Please review the list of articles and motions proposed for each Consent Item which follows:

I move that the Town take Articles 1, 2, 3, 4, 5, 6, 7, 8, and 9 out of order and that they be "Passed by Consent" in accordance with the Motions shown on the Consent Agenda distributed this evening.

- Article 1.** I move that the Town accept the reports of the Town Committees, Boards and Departments as presented in the Annual Town Report.
- Article 2.** I move that the Town authorize the Treasurer/Tax Collector to enter into Compensating Balance Agreements during Fiscal Year 2022 as permitted by Massachusetts General Laws, Chapter 44, §53F.
- Article 3.** I move that the Town authorize the Treasurer/Tax Collector, with the approval of the Selectmen to borrow money from time to time in anticipation of the revenue of the Fiscal Year 2022, beginning July 1, 2021 in accordance with the Provisions of Massachusetts General Laws, Chapter 44, §4, and to renew notes or notes payable as may be given for a period of less than one (1) year in accordance with Massachusetts General Laws, Chapter 44, §17.
- Article 4.** I move that the Town accept and appropriate any Grant Funds awarded to the Town of Ware under Massachusetts Community Development Fund by the Executive Office of Housing and Economic Development and to authorize the Board of Selectmen and Community Development Authority to expend the funds in accordance with the Terms and Conditions of the Grant.
- Article 5.** I move that the Town accept all State and Federal Educational Grants in any amount as may be awarded for the direct educational expenditures for Fiscal Year 2022 to be expended by the Pathfinder Regional Vocational Technical High School District.
- Article 6.** I move that the Town accept all State and Federal Educational Grants in any amount as may be awarded for the direct educational expenditures for Fiscal Year 2022 to be expended by the Ware Public Schools.
- Article 7.** I move that Town authorize the Board of Selectmen and Town Manager to apply for, accept and expend any grants or donations from State or Federal governments or private agencies, individuals or institutions.
- Article 8.** I move that the Town appropriate Four hundred twenty four thousand, fifty-four dollars and no cents (\$ 424,054.00) to be expended for road repairs in anticipation of reimbursement by the Commonwealth of Massachusetts Highway Department under the Chapter 90 State Highway Aid Program and to meet said appropriation by authorizing the Treasurer to borrow the sum of Four hundred twenty four thousand, fifty-four dollars and no cents (\$ 424,054.00) under provisions of the Massachusetts General Laws Chapter 44, §6 and/or any other relevant sections of the Massachusetts General Laws Chapter 44.

Article 9.

I move that the Town establish FY2022 spending limits for the revolving funds listed in the Town's General bylaw and to authorize such expenditure limits to remain in place from fiscal year to fiscal year unless revised by Town Meeting prior to July 1 for the ensuing fiscal year as follows:

Authorized Revolving Fund	Fiscal Year Expenditure Limit
Senior Center Rental	20,000.00
Ware Public School Athletic Advertising	100,000.00
Community Development Septic Repair	25,000.00
Community Development	120,000.00
Cemetery Maintenance and Burial	10,000.00
Bulky Waste	15,000.00

Recommended by:	Board of Selectmen	5 Yes
	Finance Committee	3 Yes, 2 Absent
	Town Manager	Yes

Article 10. I move that the Town fix the salaries of the several Elected Officers of the Town for the Fiscal Year 2022 and to determine whether any Town Board, Commission or Committee shall be authorized to employ any of its members for additional salary or compensation.

Town Moderator	\$ 250.00
Chairman, Selectmen	\$2,652.00
Members, Selectmen	\$2,232.00 each member
Board of Assessors, Chair	\$3,800.00
Board of Assessors Member	\$3,100.00 each member
Planning Board Members	\$800.00 each member
Board of Health Members	\$654.50 each member

And, further that no Town Board or Commission shall be authorized to employ any of its members for an additional salary or compensation except for the Board of Registrars, Finance Committee, Planning Board, and Recreation Commission, and further provided that the Board of Health may appoint one or more of its members to witness percolation tests and deep hole tests and to perform other paid functions required by the Board of Health.

Recommended by:	Board of Selectmen	5 Yes
	Finance Committee	3 Yes, 2 Absent
	Town Manager	Yes

Article 11. I move that the following sums be appropriated for the Water Enterprise Fund for FY 2022.

Explanation: This article adopts the budget for the Water Enterprise

Salaries	\$321,005.00
Operating Expenses	\$396,100.00
Budgeted Surplus to Separate Reserve Fund	<u>\$162,699.00</u>
	\$879,804.00

And that \$887,804.00 be raised from Department Receipts

Recommended by:	Board of Selectmen	5 Yes
	Finance Committee	3 Yes, 2 Absent
	Town Manager	Yes

Article 12. I move that the following sums be appropriated for the Sewer Enterprise Fund for FY 2022 Sewer Enterprise Budget

Salaries	\$247,150.00
Operating Expenses	\$541,850.00
Total	\$789,000.00

And that \$664,508.00 be raised from Department Receipts, and \$124,492.00 be raised from taxation.

Recommended by:	Board of Selectmen	5 Yes
	Finance Committee	3 Yes, 2 Absent
	Town Manager	Yes

Article 13. I move that the Town raise and appropriate from taxation \$31,422,662 and Transfer \$45,500.00 from Ambulance Receipts Reserved and \$225,000 from available free cash for a total appropriation of \$31,693,162 to defray the charges and expenses of the Town, including Debt and Interest for the Fiscal Year 2022.

Recommended by:	Board of Selectmen	5 Yes
	Finance Committee	3 Yes, 2 Absent
	Town Manager	Yes



TOWN OF WARE

Office of the Town Manager

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

May, 2021

To : Town Meeting

From : Stuart Beckley, Town Manager

CC : Board of Selectmen
Finance committee

Subject: Fiscal Year 2022 Budget Narrative

Please find attached the proposed FY2022 budget for the Town of Ware for consideration by the Finance Committee in preparation for Annual Town Meeting. The budget represents the proposed funding suggested by respective department heads but limited by available resources. Much thought and consideration by departments and the financial team went into this proposal in order to keep expenditures within the limits of available revenues, while allowing for capital improvements. The purpose of the budget is to fund services for the residents of Ware that contribute to a strong quality of life, that allow the Town to participate in community activities and caring support of residents, that inspire growth, and that lead to a better future for residents and children in years ahead.

This past year has tested creativity and priorities, as each budget action was shadowed by the thought of "will we need to adjust direction to account for COVID-19?" The Town including the Ware Public Schools have used available federal and state resources to respond to needs to keep staff and residents safe. The proposed FY2022 budget anticipates that the federal CARES act and subsequent second round will cover any operational or capital costs associated with the health and safety of employees during the remainder of the pandemic. There should be adequate funds to go beyond this to allow new programs that will assist residents and businesses as they recover.

The proposed FY2022 budget is defined by key components that affect the Town's revenues and expenses. State general unrestricted aid is proposed to increase 3.5% over last year's level funded amount. State educational funding increased 5.4%. The number of Ware students attending Pathfinder Vocational High School dropped, so the assessment will decrease by \$143,000. The cost of employee benefits, particularly health insurance increased significantly. With great assistance from the Town's unions, the initial premium increase was reduced from 12.8% to 7.4%.

The FY2022 budget strategically increases staffing hours and addresses funding needs in the purchase of supplies and services. This budget meets the financial policies of the Town, Free cash was used in the budget to include small recurring capital items. It remains an on-going priority to move away from using free cash for operations. The proposed budget provides the funding level required for the School Department's Needs based budget.

Revenues and Costs – Significant Changes

- **State Aid – General and Chapter 70 Education** – The Governor's proposed State budget numbers provide a 3.5% increase in local aid, and an increase in Chapter 70 educational funding of 5.4%. The House budget is in process, to be followed by the Senate. The final compromise budget will be approved after Town Meeting. It is unlikely that aid will be lower than the amounts used.
- **Pathfinder Vocational School Budget** – Due to a decrease in the number of students attending from Ware, the Pathfinder budget will decrease by \$143,000 compared to FY2021.
- **New Growth** – New growth from construction rose dramatically in fiscal year 2021 (\$220,000), hopefully a sign of development and improvements in town. This FY2022 budget uses a conservative estimate of \$130,000.
- **Health Insurance Costs** – The work of the Insurance Advisory Committee may lead to decreasing the proposed 12.8% premium cost increase. Looking at a higher deductible option, the increase will be lowered to 7.4% while providing most employees with reduced out of pocket costs.
- **The Town is negotiating new contracts with all Town employees on pay and benefit increases.** These should be completed by the end of the fiscal year. For now, a pool of funds is set aside that will be incorporated into the budget when contracts are finalized. Similarly a reserve is established for possible overtime attributed to changes at Mary Lane and the Police Reform bill.

Revenues

State Aid – Based on the Governor's budget, Local aid and Chapter 70 Aid would increase \$640,000. Other State Revenue and Costs generally offset each other.

Local Receipts. Income from the local marijuana retail tax should generate at least \$150,000 of new revenue; more if the second shop opens. (Note: Town Meeting will consider dedicating these funds to assist with the cost of the Water Filtration Plant.) Two solar projects may go on line which will increase growth and tax base. The Town continues to budget other receipts conservatively, including excise taxes as these could vary greatly during unstable economic times.

Free Cash. Based on the Town's Fiscal policies, 40% of available Free Cash is available for the FY 2022 budget and adjustments to the FY2021 budget. This equates to \$572,000. The proposed FY2022 budget uses \$225,000, primarily for small capital purchases.

New growth due to construction in town is estimated conservatively until a true value is known late in the summer. The Assessors do not anticipate as high an amount (\$220,000) as calculated in FY2021. \$130,000 was used in the budget.

Enterprise Funds. While user rates have increased in the past three years, use of water is down and the rates have not generated as much reserve revenue as originally estimated. The Water Reserve has a healthy balance, but the Sewer reserve is running in the red and requires funding from the general fund to balance for the second year in a row.

Budget Key Points

Insurance/Retirement. Employee benefit costs are a large part (20.5%) of the Town's budget. After a couple years of insurance rate relief, the health insurance premium quote included a 12.8% increase. The Town will continue to work with bargaining units to hold the Town's insurance costs down, including looking at shared contribution rates and expansion of a wellness program. Additionally, the town is considering a higher deductible plan which may save on the insurance increase AND assist employees with out of pocket expenses. Like the Town's efforts with Post Employment Benefits costs, the Hampshire County Retirement System is working to fully fund the pension system by 2037. The 3.5% increase in Ware's contribution reflects this.

School spending. The School Department's Need Based budget is an important tool to understanding the needs to providing education in Ware. The School Committee budget request reflects a needs based budget. The school has used federal and state assistance effectively to address the costs of staff and student safety and remote learning. The proposed budget anticipates some of the costs (\$60,000) of school operations to come from the continued use of these pandemic related relief funds. Transportation costs rose slightly per contract while Pathfinder Voc costs decreased due to a reduced population. This decrease reflects a school population blip created three years ago. The cost will stabilize going forward.

Energy. The Town continues to benefit from its solar credits from a project in Oxford. Savings continue to be approximately \$40,000 annually. Payments for the Solar Array on Gilbertville Road generate \$19,000 in revenue. A new array on Church Street began producing in 2021 creating revenue. With two additional private solar projects being permitted and constructed, additional revenue should be available by FY2022.

The Town-owned streetlights were replaced with LED bulbs which led to significant energy and cost savings. This year's green community's grant program replaced boilers, installed more LED lights, and added weatherization improvements at several buildings.

Education Transportation. The cost of transportation for Ware and out-of-town students grew modestly due to savings achieved through a regional bidding and contracting process. The Town and School continue to look at potential efficiency reductions for this \$1.8 million expense.

Budget Specifics –

1. Elected and appointed board salaries are funded.
2. Town Hall, Senior Center and DPW Admin hours are maintained. Operating hours are maintained for all town employees. Funding is included in the budget for staff salary increases as contracts are settled.
3. The proposed budget includes funds for additional labor in the Parks Department, a new position of lieutenant in the Police Department, and full staffing of shifts in both public safety departments.
4. The Human Resources director is increased to 70% of full-time.
5. Custodial hours are maintained with some increases due to increased sanitization of buildings due to COVID-19.
6. The transition of all collections to the Town Hall has gone smoothly due to the cooperation of the tax collector and DPW offices.
7. The Finance Committee Reserve Fund remains at \$55,000. The Finance Committee does a terrific job conservatively managing these reserves. With tighter expense budgets, demand for reserves will increase.
8. The legal services budget over the past two years has been heavily used, but should be stabilized this coming year with union negotiations to be completed.
9. Fuel cost budgets are slightly adjusted based on costs over the past few years. Rising costs are off set by energy saving initiatives.
10. The Quabbin Health District received a grant for FY2022 that will cover the costs of the public health nurse. The funds set aside in the health budget may then be used for addressing problem properties. The Town continues to participate in the Quabbin Health District for Health Agent and Inspector services.
11. Additional funding is provided to the Young Men's Library Association in an effort to increase funding to State-required levels over the next five years.
12. Funding for regional animal control is provided with those services currently offered through the Town of Palmer. Plans for an improved shelter are now moving forward with a facility in Monson.
13. \$90,000 is proposed in the DPW budget for additional Road Repairs.
14. FY2021's winter ended without a deficit in snow and ice removal costs. This means that the FY2022 will not have a deficit to account for. Each year, the Town has worked to increase the funds in this line item to more accurately reflect actual costs.
15. The proposed School department budget currently proposes \$13,275,000, a 3.65% increase over FY2021 and \$81,000 below the requested needs-based budget. Due to a decrease in the Pathfinder student attendance from Ware, the cost decreases \$143,000. The proposed budget meets the Net School Spending requirements, providing \$1.6 million beyond the minimum requirement.

16. Small capital items are included for elections, building maintenance and repairs, and administrative equipment, as well as vehicles for police, fire and cemetery use.
17. IT costs increase with the addition of new software that will greatly improve efficiencies between the Town's finance departments.
18. Funding is added for cemetery division staff for communications and tools.
19. With a decrease in ambulance revenue and increase in local tax revenue (meals and marijuana), local receipts should continue to be reviewed.
20. New growth is estimated at \$130,000 based on increases in building.

Thank you to Ware Departments, the Finance Committee and the Select Board for their thoughtfulness in preparing and discussing their budgets.

Thank you for your review and ongoing support.

TOWN OF WARE - Fiscal Year 2022				
			Final Budget	FY22
			FY21	
ESTIMATED RECEIPTS				
A. ESTIMATED RECEIPTS - STATE				
1. Cherry Sheet Estimated - Chapter 70		10,591,234.00		11,202,810.00
Cherry Sheet Estimated - Genl Govt Aid		1,833,298.00		1,897,463.43
Cherry Sheet Estimated GGA additional Formula				
Cherry Sheet Estimated - All Other		584,522.00		582,286.00
2. Mass. School Bldg. Auth. Reimb.				
B. ESTIMATED RECEIPTS - LOCAL				
1. Local Receipts		2,461,992.32		2,560,100.00
2. Enterprise Funds		2,116,900.00		2,046,405.00
C. REVENUE FOR PARTICULAR PURPOSE				
1. Other Available Funds				
D. OTHER REVENUE SOURCES				
1. Free Cash		495,300.00		225,000.00
2. Ambulance Receipts Reserved		20,000.00		45,500.00
3. Stabilization Fund				
4. Capital Stabilization Fund				
5. Overlay release of funds				
E. REAL & PERSONAL TAX LEVY				
Tax Levy		15,473,334.90		16,080,570.27
+ 2.5%		386,833.37		402,014.26
New Growth		220,402.00		130,000.00
Debt Exclusion		29,900.00		29,150.00
to balance		(196,861.76)		-
Total Real & Personal Tax Levy		15,913,608.51		16,641,734.53
TOTAL ESTIMATED RECEIPTS			\$ 34,016,854.83	\$ 35,201,298.96
ESTIMATED APPROPRIATIONS				
A. APPROPRIATIONS				
	Budget	14,352,945.00		15,499,207.00
	School	12,800,000.00		13,200,000.00
	Transportation	1,650,000.00		1,800,000.00
	Pathfinder	1,261,669.00		1,118,955.00
	Medicaid	75,000.00		75,000.00
	Enterprise Funds	1,655,106.00		1,668,804.00
	STM Appropriations	300.00		
	Addtl Appropriations/Adjs	245,000.00		-
	Transfers OPEB/Stab	-		-
	Total Appropriations	\$ 32,040,020.00		\$ 33,361,966.00
B. OTHER AMOUNTS TO BE RAISED				
1. Tax title purposes		40,000.00		20,000.00
2. Debt & Interest not included		-		-
3. Final court judgments		-		-
4. Total overlay deficits prior years		-		-
5. Total Chery Sheet offsets CS1-ER		238,582.00		279,076.00
6. Revenue deficits				
7. Offset receipts deficits		-		-
8. Authorized (Quabbin Health District)		167,156.13		172,000.00
9. Snow & Ice deficit		-		-
Transportation Deficit		-		-
10. Other		1,673.70		1,673.70
TOTAL B		\$ 447,411.83		\$ 472,749.70
C. STATE & COUNTY CHERRY SHEET CHARGES			1,279,423.00	1,191,498.00
D. ALLOWANCE FOR ABATEMENTS & EXEMPT.			250,000.00	175,000.00
TOTAL AMOUNT TO BE RAISED			\$ 34,016,854.83	\$ 35,201,213.70
TOTAL RECEIPTS LESS TOTAL EXPENDITURES			\$ 0.00	\$ 85.26

TOWN OF WARE FY22 BUDGET							TOWN MGR
	FY19 ACTUAL	FY20 ACTUAL	FY21 BUDGET	FY22 REQUEST	FY22 RECOMMEND		
GENERAL GOVERNMENT							
100 RESERVE FOR SALARY INCREASES							
5600 Reserve	-	-	-	150,000.00		160,000.00	
5610 Reserve for Overtime	-	-	-	-		40,000.00	
114 MODERATOR							
5100 Salary	-	-	250.00	250.00		250.00	
5200-5700 Operating Expenses	-	-	-	-		-	
TOTAL	-	-	250.00	250.00		250.00	
122 SELECTMEN							
5100 Chairman Salary	2,652.00	2,652.00	2,652.00	2,652.00		2,652.00	
5110 Member's Salary	8,928.00	8,928.00	8,928.00	8,928.00		8,928.00	
5200-5700 Operating Expenses	4,351.90	16,863.21	4,450.00	15,700.00		5,700.00	
TOTAL	15,931.90	28,443.21	16,030.00	27,180.00		17,280.00	
123 TOWN MANAGER							
5100-5110 Salaries	134,301.44	142,734.08	146,052.00	146,052.00		145,000.00	
5200-5700 Operating Expenses	7,415.78	9,162.80	9,675.00	9,700.00		9,700.00	
TOTAL	141,717.22	151,896.88	155,727.00	155,752.00		154,700.00	
131 FINANCE COMMITTEE							
5200-5700 Expenditures	313.04	266.17	455.00	455.00		455.00	
5701 Reserve Fund	18,931.00	29,740.31	55,000.00	55,000.00		55,000.00	
TOTAL	19,244.04	30,006.48	55,455.00	55,455.00		55,455.00	
135 TOWN ACCOUNTANT							
5100 Salary	119,860.04	124,232.45	127,288.00	127,288.00		127,288.00	
5200-5700 Operating Expenses	49,011.33	42,673.52	54,680.00	45,200.00		45,200.00	
TOTAL	168,871.37	166,905.97	181,968.00	172,488.00		172,488.00	
141 BOARD OF ASSESSORS							
5100 Board Member's Salary	9,999.78	10,000.00	10,000.00	10,000.00		10,000.00	
5110-5120 Salaries	73,643.12	80,592.87	121,127.00	97,777.00		102,747.00	
5200-5700 Operating Expenses	21,502.20	23,110.33	23,600.00	21,075.00		21,075.00	
5800 Capital Expenditures	-	-	-	-		-	
TOTAL	105,145.10	113,703.20	154,727.00	128,852.00		133,822.00	

TOWN OF WARE FY22 BUDGET

	FY19 ACTUAL	FY20 ACTUAL	FY21 BUDGET	FY22 REQUEST	TOWN MGR FY22 RECOMMEND
145 TREASURER/COLLECTOR					
5100-5120 Salaries	154,553.06	163,351.53	193,274.00	195,383.00	195,383.00
5200-5700 Operating Expenses	39,478.92	48,558.94	37,525.00	72,557.00	38,325.00
TOTAL	194,031.98	211,910.47	230,799.00	267,940.00	233,708.00
151 LAW					
5200 Purchase of Services	90,000.00	174,408.81	100,000.00	100,000.00	100,000.00
152 HUMAN RESOURCES					
5100 Salary	-	-	10,000.00	24,000.00	50,960.00
5200-5700 Operating Expenses	-	-	1,000.00	16,500.00	16,500.00
	-	-	11,000.00	40,500.00	67,460.00
155 INFORMATION TECHNOLOGY					
5100 Salary	63,025.56	65,000.00	66,371.00	66,371.00	66,371.00
5200-5700 Operating Expenses	59,856.60	74,796.49	82,900.00	85,550.00	131,700.00
5800 Capital Expenditures	24,384.37	23,861.79	22,110.00	15,560.00	15,560.00
TOTAL	147,266.53	163,658.28	171,381.00	167,481.00	213,631.00
158 TELEPHONE CHARGES					
5200 Purchase of Services	20,378.56	19,584.07	23,000.00	23,000.00	23,000.00
422 MUNICIPAL FUEL					
5401 Supplies	104,860.72	70,633.40	120,000.00	120,000.00	110,000.00
161 TOWN CLERK					
5100-5110 Salaries	98,089.54	102,326.75	106,225.00	108,077.00	108,077.00
5200-5700 Operating Expenses	5,254.58	9,711.12	5,000.00	5,100.00	5,000.00
TOTAL	103,344.12	112,037.87	111,225.00	113,177.00	113,077.00
162 ELECTIONS & TOWN MEETING					
5100 Salaries	8,625.08	6,560.44	10,000.00	5,000.00	5,000.00
5200-5700 Operating Expenses	11,362.25	8,880.16	11,000.00	6,500.00	6,500.00
5800 Capital Expenditures	-	-	-	20,600.00	20,600.00
TOTAL	19,987.33	15,440.60	21,000.00	32,100.00	32,100.00
163 BOARD OF REGISTRARS					
5100 Salaries	3,400.00	3,300.00	3,400.00	3,400.00	3,400.00
5200-5700 Operating Expenses	6,787.84	5,000.72	5,880.00	6,380.00	6,380.00
TOTAL	10,187.84	8,300.72	9,280.00	9,780.00	9,780.00

TOWN OF WARE FY22 BUDGET						
	FY19 ACTUAL	FY20 ACTUAL	FY21 BUDGET	FY22 REQUEST	TOWN MGR	
					FY22 RECOMMEND	
171 CONSERVATION COMMISSION						
5100 Salary	12,384.84	13,701.48	16,100.00	15,700.00		15,700.00
5200-5700 Operating Expenses	699.50	900.00	1,100.00	1,100.00		1,200.00
TOTAL	13,084.34	14,601.48	17,200.00	16,800.00		16,900.00
175 PLANNING /ZBA						
5100 Board Members Salaries	4,333.34	6,400.00	6,800.00	6,800.00		6,800.00
5110-5120 Salaries	47,538.82	45,326.85	46,465.00	43,950.00		43,950.00
5200-5700 Operating Expenses	16,131.10	20,166.91	12,000.00	12,475.00		12,475.00
TOTAL	68,003.26	71,893.76	65,265.00	63,225.00		63,225.00
192 TOWN HALL						
5100 Custodian's Salary	5,640.52	5,966.50	7,500.00	7,500.00		7,500.00
5130-5700 Operating Expenses	38,814.03	41,586.79	40,000.00	49,000.00		45,500.00
TOTAL	44,454.55	47,553.29	47,500.00	56,500.00		53,000.00
194 FACILITIES MAINTENANCE						
5700 Other Charges	13,581.00	19,535.53	15,000.00	20,000.00		18,000.00
195 TOWN REPORT						
5200 Purchase of Service	500.00	238.00	500.00	500.00		500.00
198 AMERICANS W/DISABILITY COMMISSION						
5200-5700 Operating Expenses	-	-	100.00	100.00		100.00
TOTAL GENERAL GOVERNMENT	1,280,589.86	1,420,752.02	1,507,407.00	1,721,080.00		1,788,476.00

TOWN OF WARE FY22 BUDGET

	FY19 ACTUAL	FY20 ACTUAL	FY21 BUDGET	FY22 REQUEST	TOWN MGR FY22 RECOMMEND
DEPARTMENT OF PUBLIC WORKS					
421 DEPARTMENT OF PUBLIC WORKS					
5100-5120 Salaries	452,903.53	527,618.07	536,665.00	554,810.00	554,810.00
5180-5700 Operating Expenses	168,593.39	203,235.77	211,350.00	222,800.00	217,600.00
5800 Road Repairs	100,000.00	100,000.00	25,000.00	100,000.00	90,000.00
TOTAL	721,496.92	830,853.84	773,015.00	877,610.00	862,410.00
423 SNOW REMOVAL					
5100 Salaries	61,171.39	48,352.76	60,000.00	60,000.00	70,000.00
5400 Supplies	152,107.77	118,052.11	140,000.00	140,000.00	150,000.00
TOTAL	213,279.16	166,404.87	200,000.00	200,000.00	220,000.00
424 STREETLIGHTS					
5200 Purchase of Services	86,680.24	29,697.74	40,000.00	40,000.00	40,000.00
425 TREE WARDEN					
5100 Salary	-	4,800.00	5,000.00	5,400.00	5,400.00
5200-5700 Operating Expenses	-	4,121.00	4,400.00	5,700.00	4,700.00
TOTAL	-	8,921.00	9,400.00	11,100.00	10,100.00
426 CEMETERY					
5200-5400 Operating Expenses	-	-	-	-	1,800.00
5800 Capital Expenditures	-	-	-	-	24,000.00
TOTAL	-	-	-	-	25,800.00
TOTAL DEPT. OF PUBLIC WORKS	1,021,456.32	1,035,877.45	1,022,415.00	1,128,710.00	1,158,310.00
HEALTH & SANITATION					
510 BOARD OF HEALTH					
5100 Board Members Salaries	1,908.95	1,963.50	1,964.00	1,964.00	1,964.00
5121-5123 Salaries	9,856.01	17,658.00	10,056.00	10,056.00	10,056.00
5200-5700 Operating Expenses	31,493.67	34,264.74	47,650.00	65,700.00	50,700.00
TOTAL	43,258.63	53,886.24	59,670.00	77,720.00	62,720.00
TOTAL HEALTH & SANITATION	43,258.63	53,886.24	59,670.00	77,720.00	62,720.00

TOWN OF WARE FY22 BUDGET							
							TOWN MGR
	FY19 ACTUAL	FY20 ACTUAL	FY21 BUDGET	FY22 REQUEST	FY22 RECOMMEND		
HUMAN SERVICES							
541 COUNCIL ON AGING							
5110-5120 Salaries	103,140.58	108,386.57	112,351.00	112,938.00		112,938.00	
5200-5700 Operating Expenses	36,278.72	31,107.08	44,000.00	44,000.00		44,000.00	
5800 Capital Expenditures	-	-	3,850.00	10,000.00		2,000.00	
TOTAL	139,419.30	139,493.65	160,201.00	166,938.00		158,938.00	
543 VETERAN'S SERVICE							
5100 Salary	8,934.96	8,934.96	9,600.00	10,000.00		10,000.00	
5200-5701 Operating Expenses	316,868.32	286,813.98	302,650.00	282,650.00		282,650.00	
TOTAL	325,803.28	295,748.94	312,250.00	292,650.00		292,650.00	
TOTAL HUMAN SERVICES	465,222.58	435,242.59	472,451.00	459,588.00		451,588.00	
CULTURE & RECREATION							
610 YOUNG MEN'S LIBRARY ASSOCIATION							
5120 Salaries	160,573.00	171,876.00	176,200.00	172,320.00		172,320.00	
5200-5900 Operating Expenses	66,050.00	69,655.00	78,200.00	82,125.00		82,125.00	
SUB TOTAL	226,623.00	241,531.00	254,400.00	254,445.00		254,445.00	
Less Library Funds	(32,500.00)	(32,550.00)	(39,600.00)	(32,000.00)		(27,000.00)	
TOTAL	194,123.00	208,981.00	214,800.00	222,445.00		227,445.00	
695 HISTORICAL COMMISSION							
5200-5700 Operating Expenses	250.00	250.00	250.00	250.00		250.00	
693 PARKS DEPARTMENT							
5100-5120 Salaries	127,217.02	115,237.18	111,367.00	119,066.00		134,266.00	
5200-5700 Operating Expenses	21,697.06	15,958.84	27,500.00	28,400.00		28,000.00	
5800 Capital Expenditures	-	-	-	-		-	
TOTAL	148,914.08	131,196.02	138,867.00	147,466.00		162,266.00	
694 CELEBRATIONS							
5400 Supplies	4,000.00	3,647.63	5,000.00	8,000.00		7,000.00	
TOTAL CULTURE & RECREATION	347,287.08	344,074.65	358,917.00	378,161.00		396,961.00	

52

TOWN OF WARE FY22 BUDGET

	FY19 ACTUAL	FY20 ACTUAL	FY21 BUDGET	FY22 REQUEST	TOWN MGR FY22 RECOMMEND
DEBT & INTEREST					
710 RETIREMENT OF DEBT					
5900 Principal	1,487,843.65	602,400.00	679,900.00	721,400.00	721,400.00
720 LEASE LONG TERM DEBT					
5900 Leases	-	-	-	-	-
751 LONG TERM DEBT					
5900 Interest	146,643.50	131,608.66	153,483.00	148,490.00	148,490.00
752 SHORT TERM DEBT					
5900 Interest	23,996.60	13,536.13	70,000.00	70,000.00	70,000.00
TOTAL DEBT & INTEREST	1,658,483.75	747,544.79	903,383.00	939,890.00	939,890.00
EMPLOYEE BENEFITS					
911 HAMPSHIRE COUNTY RETIREMENT					
5100 Assessment	1,883,643.21	1,969,540.00	2,239,747.00	2,318,539.00	2,318,539.00
913 UNEMPLOYMENT INSURANCE FUND					
5100 Benefit	37,145.43	57,789.19	80,000.00	90,000.00	80,000.00
914 HEALTH & MEDICAL INSURANCE					
5100 Benefit	3,614,999.54	3,381,820.86	3,502,800.00	3,846,900.00	3,700,000.00
916 MEDICARE					
5100 Benefit	211,520.35	225,330.71	235,000.00	245,000.00	245,000.00
917 EMPLOYEE SICK LEAVE BUY BACK					
5100 Benefit	800.00	800.00	3,000.00	3,000.00	3,000.00
918 IMMUNIZATIONS & PHYSICALS					
5100 Benefit	3,957.00	4,671.10	5,000.00	5,000.00	5,500.00
TOTAL EMPLOYEE BENEFITS	5,752,065.53	5,639,951.86	6,065,547.00	6,508,439.00	6,352,039.00
INSURANCE					
945 MUNICIPAL INSURANCE					
5700 Other Charges	284,206.96	351,631.16	386,000.00	412,000.00	428,000.00
TOTAL INSURANCE	284,206.96	351,631.16	386,000.00	412,000.00	428,000.00
GRAND TOTAL TOWN	14,286,679.41	13,492,335.17	14,352,945.00	15,676,521.00	15,499,207.00
	5.6%	-5.6%	6.4%	9.2%	8.0%

TOWN OF WARE FY22 BUDGET					
	FY19 ACTUAL	FY20 ACTUAL	FY21 BUDGET	FY22 REQUEST	TOWN MGR FY22 RECOMMEND
SCHOOL					
SCHOOLS					
5100 Net School Spending - WPS (School Committee)	12,085,000.00	12,625,000.00	12,800,000.00	13,281,556.00	13,200,000.00
Medicaid Share	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00
5100 Transportation - WPS	1,567,120.00	1,480,072.56	1,650,000.00	1,676,304.00	1,800,000.00
5600 Pathfinder Regional Schools	1,283,879.00	1,121,028.00	1,261,669.00	1,131,024.00	1,118,955.00
TOTAL SCHOOL	15,010,999.00	15,301,100.56	15,786,669.00	16,163,884.00	16,193,955.00
	2.6%	1.9%	3.2%	2.4%	2.6%
GRAND TOTAL TOWN & SCHOOL	29,297,678.41	28,793,435.73	30,139,614.00	31,840,405.00	31,693,162.00
	4.0%	-1.7%	4.7%	5.6%	5.2%

Article 14. I move that the Town appropriate \$20,000 to fund the Employee Compensated Absences Reserve Fund and to meet said appropriation whether by transferring \$20,000 from Free Cash.

Recommended by: Board of Selectmen 5 Yes
Finance Committee 3 Yes, 2 Absent
Town Manager Yes

Explanation: This reserve fund is for use to fund employees' benefit payouts upon retirement.

Article 15. I move to dismiss Article 15.
(To see if the Town will vote to adopt the Vacant/Blighted Property bylaw and rescind the Unkempt Property bylaw adopted by Town Meeting Article 28, May 12, 2014, or take any other action relative thereto.)

Recommended by: Board of Selectmen 5 Yes
Finance Committee N/A
Town Manager Yes

Article 16. I move that the Town amend the local Cannabis Control bylaw by increasing the allowed number of retail Cannabis facilities to 50% of the allowed off-premise liquor licenses.

Recommended by: Board of Selectmen 5 Yes
Finance Committee N/A
Town Manager Yes

Article 17. I move that the Town authorize the Board of Selectmen, on behalf of the Town of Ware, to acquire by gift the parcel of land on West Main Street known as Assessors Map 60, Parcel 156-1 and to further authorize the Board of Selectmen to dispose of said property in the best interest of the Town.

Recommended by:	Board of Selectmen	5 Yes
	Finance Committee	3 Yes, 2 Absent
	Town Manager	Yes

Explanation: The building on this property burned and was cleared several years ago. To save the Town costs, the owner is willing to donate the property to the Town, which will then auction it.

Article 18. To See If The Town Will Vote To Adopt

“We As Citizens Of The Town Of Ware Call Upon The Town Manager To Organize The Ware Charter Commission To Act And Follow All Due Processes To Put Forth A Charter Amendment In Accordance With The Home Rule Amendment And Home Rule Procedures Act Of The Commonwealth Of Massachusetts Involving The Board Of Selectmen For Consideration, And To Be Voted Upon At The Next Year 2022 Annual Town Meeting. The Important Matters To Be Considered By The Ware Charter Commission Shall Include, But Not Necessarily Be Limited To The Following:

1. There Shall Be A Simple, And Clearly Written Means And Due Processes Added To Article 3: Board Of Selectmen Of The Town Of Ware Charter For Voters Of The Town To Remove And Dismiss Any Individual Member, Or Multiple Members, Of The Board Of Selectmen For Violations Of Code Of Conduct Unbecoming The Office Including, But Not Necessarily Limited To Workplace Harrassment, Sexual Harrassment, Discrimination, Ethics, Convicted Felony, Etc. Verbal Harrassments Against Any Other Town Employee, Elected Or Appointed Officer Of The Town Of Ware, Whether It Be Done Publicly, Or Privately, Shall Also Be Just Cause To Remove And Dismiss Any Member.

2. The Intent Of This Warrant Article Is To Hold The Board Of Selectmen As Our Executive Branch Elected Officers To The Same Code Of Conduct And Ethical Standards Which They May Demand Of All Other Town Employees, Town Manager, Department Heads, Elected Or Appointed Board And Committee Members.

3. There Shall Be A Clearly Written Means In This Home Rule Charter For Voters To Remove Violating Members Of The Board Of Selectmen At Any Time During Their Term Through A Secret Two- Thirds Vote At Special Town Meeting Or Annual Town Meeting. All Other Serving Board Of Selectmen Members And The Town Moderator Shall Abstain From Voting To Allow Citizens To Act Upon A Board Of Selectmen Members' Removal And Dismissal Without Subjecting Themselves To Potential Conflicts Of Interest Due To The Roles And Responsibilities Which They May Serve During Said Meetings As The Other Executive Or Legislative Branch Officers, Respectively.

4. The Town Clerk At Time Of An Elected Officer's Oath Of Office Shall Provide A Complete Hardcopy Of The Town Charter, Including Any Amendments, So The Elected Officers Are Familiar With Their Own And Others' Roles And Responsibilities Governed By The Home Rule Charter While Serving The Citizens Of The Town Of Ware.

5. The Citizens Of The Town Of Ware Deserve From All Elected Officers A High Level Of Professionalism, Competency, And Order While Maintaining A Proper Code Of Conduct At Any Public Meeting They Attend Whether It Be In Person, By Phone, Or Virtually.

6. All Members Of The Board Of Selectmen Shall Serve The Town Without Personal Agenda And Strictly Serve Within The Provisions Of Article 3-2 General Powers And Duties Of The Office In Order To Best Serve The Town Under The Current Home Rule Charter. Failure To Do So May Be Cause For Removal And Dismissal At Any Time During Their Term By The Votes Of The Town Of Ware Following Their Election.

7. Any Member Of The Board Of Selectmen Removed And Dismissed By The Voters Of The Town Of Ware For Violation Of Code Of Conduct Unbecoming The Office Shall Never Again Serve On The Town Of Ware Board Of Selectmen, Or Any Other Elected Or Appointed Board And Committee."

Or take any other action thereon. BY PETITION

Article 19. I move that the Town dismiss Article 19.
(To see if the Town will vote to raise and appropriate a sum of money to be purchase a utility vehicle for use in the Cemetery for the Department of Public Work and to determine the manner of meeting said appropriation, whether by taxation, transfer from available funds, borrowing, or any other means, or combination thereof, or take any other action relative thereto.)

Included in the Budget

Recommended by:	Board of Selectmen	5 Yes
	Finance Committee	3 Yes, 2 Absent
	Town Manager	Yes

Article 20. I Move that the town appropriate \$208,000.00 to purchase a payloader for the Department of Public Works and to meet said appropriation by authorizing the Treasurer with the approval of the Board of Selectmen to borrow up to the sum of \$208,000.00 under Massachusetts General Laws, Chapter 44, §7.

Recommended by:	Board of Selectmen	5 Yes
	Finance Committee	2 Yes, 1 No (Smith) 2 Absent
	Town Manager	Yes

Explanation: Currently, the Town has two payloaders: a Komatsu WA 320 purchased in 2003 and a John Deere 544G purchased in 2006. The Town under this article would replace the older machine this year. The operators have noticed the machine is starting to lose power and there appears to be some slippage in the transmission. These are very costly repairs to make on a seventeen-year-old machine. The machine will be auctioned. These machines are used for road work, snow removal and other DPW tasks These machines became even more critical when the engine failed in the old grader and the machine was not replaced

Article 21. I move that the Town appropriate \$50,000.00 to purchase additional water meters for the Water Department and to meet said appropriation by transferring \$50,000.00 from the Water Enterprise Reserve.

Recommended by: **Board of Selectmen** **5 Yes**
 Finance Committee **3 Yes, 2 Absent**
 Town Manager **Yes**

Explanation: Under this article the Water Enterprise will purchase additional water meters to expedite the conversion of existing water meters into the new remote readers; a typical water meter for a home costs \$250.00. These funds will supplement the amount in the operating budget. This article will require an appropriation of \$50,000.00 to be taken from Water Enterprise Fund Retained Earnings.

Article 22. I move to dismiss Article 22.

To see if the Town will vote to raise and appropriate a sum of money to design and install a section of water main and appurtenant works on Upper North Street to connect Upper North Street to Greenwich Road and to determine the manner of meeting said appropriation, whether by taxation, transfer from available funds, borrowing, or any other means, or combination thereof, or take any other action relative thereto and further to authorize the Town to apply for and to accept any grants and/or loans that may be available for said project.

Recommended by: **Board of Selectmen** **5 Yes**
 Finance Committee **3 Yes, 2 Absent**
 Town Manager **Yes**

Article 23. I move that the Town transfer \$2,500.00 from the sale of lots account for part-time seasonal help for the care and maintenance of the cemeteries, and the design of the next cemetery expansion area.

Recommended by:	Board of Selectmen	5 Yes
	Finance Committee	3 Yes, 2 Absent
	Town Manager	Yes

Article 24. I move that the Town appropriate \$625,000.00 for the purchase and outfitting of a firetruck for the Fire Department and to meet said appropriation by authorizing the Treasurer with the approval of the Board of Selectmen to borrow up to the sum of \$625,000.00 under Massachusetts General Laws, Chapter 44, §7.

Recommended by:	Board of Selectmen	5 Yes
	Finance Committee	2 Yes, 1 No (Smith), 2 Absent
	Town Manager	Yes

Explanation: See attached pages



TOWN OF WARE FIRE DEPARTMENT

Office of the Fire Chief

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

Ware Fire Department Fire Engine and Command Vehicle Replacement Plan

May 5, 2021

Overview:

Currently the Ware Fire Department has two pieces of fire apparatus that should be under high consideration for replacement.

Engine 2 is a 1000-gpm Class A pumper truck purchased in 1987. Carrying 500 gallons of water, it responded for many years carrying our extrication tools (Jaws of Life), equipment for brush and car fires along with hazardous Materials mitigation resources. This unit is currently 33 years old.

Engine 1 is a 1994 KME 1250-gpm Class A pumper with a 750-gallon water tank. This unit previously owned by Orleans Fire Department, was purchased as an interim measure when Ware's 1981 Hahn pumper unexpectedly had to be removed from service. We had hopes of replacing the 1994 KME in 2020. It is currently 26 years old.

The projected costs of repairs, challenges with reliability, coupled with design, safety, and technological advancements, both units are beyond or near their prospective 30-year service life. Currently the Ware Fire Department only has a Single Class A pumper that is less than 10 years old.

Narrative:

Engine 2: This Engine no longer meets the response needs of the Department. Current safety standards such as seat belt requirements, interior cab mounted Self Contained Breathing apparatus and ability to transport a 4-5 person crew are not met. This unit is mounted on a commercial chassis that has always been considered underpowered. A condition that has only worsened with time and use. Currently it is mainly used for brush fires and in some occasions to assist where remote water supply is required. The on board Foam system no longer is operational as the tanks and supply lines to the pump need major repairs. Moderate body rust is noted as well.

Engine 1: This Engine was manufactured for an area on Cape Cod and was not powered or geared for the topography consistent with our area. This has been a challenge since its purchase. It was also exposed to a significant amount of salt and weather prior to our acquisition. The paint on the vehicle is oxidized and corroded in certain areas. Areas in the pump house, valves and linkage, are showing signs of rust and decay. All issues that most likely will require costly repairs over the next few years.

Request and Plan:

I am requesting support for the immediate replacement of Engine 2 with a new 2021 Class A pumper and associated equipment. This new apparatus would be designed to meet the current response and scene mitigation requirements of the Ware Fire Department. Such design would be in accordance with NFPA 1901 Standard for Automotive Fire Apparatus. Current estimated cost of replacement is \$625,000.00. Currently, new fire apparatus of

this type are taking over a year to build. Taking action now would hope to see a new unit in summer of 2022. See attached drawings for clarification of design requested.

I would also recommend that Engine 1, the 1994 KME be scheduled for replacement in 2023.

Command Vehicles:

Overview:

Currently both command vehicles are near or over 100K miles. These vehicles are operated for daily operations by the administrative staff during daily duties and responding to Fire and EMS incidents acting as the primary platform for Incident command, inspection and code enforcement.

Narrative:

Car-2: 2004 Chevy Tahoe. This Vehicle was purchased used from the Town of Palmer at or around 2012 to replace a previous car that was taken out of service due to mechanical failure. It currently has mileage of 98,908, and its 16 years old. Current issues with the vehicle include the following. Body rust around rear wheel well, Driver's door is damaged and has undergone repairs but still hard to close, (2) error engine codes are active in the vehicle, Speedometer not functional and AC blower works intermittently. The Windshield leaks causing moisture to condensate inside the vehicle. Other electrical failures have occurred causing the emergency lights to fail and frequent burnout of OEM chassis bulbs.

Car-1: 2011 Chevy Tahoe. The Town purchased this vehicle new in 2011. It currently has 106,000 miles. Although operational and in good condition, its approaching 10 years old and mechanical expenses are likely to increase. The vehicle has been involved in a few low speed accidents over the years effecting the body integrity as well.

Request and Plan:

I am requesting support for the replacement of Car 2 with a new 2021-22 similar SUV style vehicle and associated equipment. Estimated cost is 60,000.00. I believe we could plan on consideration at the Annual town meeting in 2021.

I would also request plan for the replacement of Car 1 with a new 2022-23 similar SUV style vehicle and associated equipment for 2022.

Conclusion:

All of the above-mentioned units are emergency vehicles that we rely upon to function and transport our firefighters and equipment safely to and from incidents. Such reliability is imperative to the Ware Fire Department daily and emergency operations. Although maintained, vehicles this age are much more likely to have mechanical failure at times when needed most, during the Emergency.

Respectfully submitted:

Christopher Gagnon
Acting Fire Chief-EMD
Ware Fire Department

Reference Photos for Ware Fire Department Engine 1

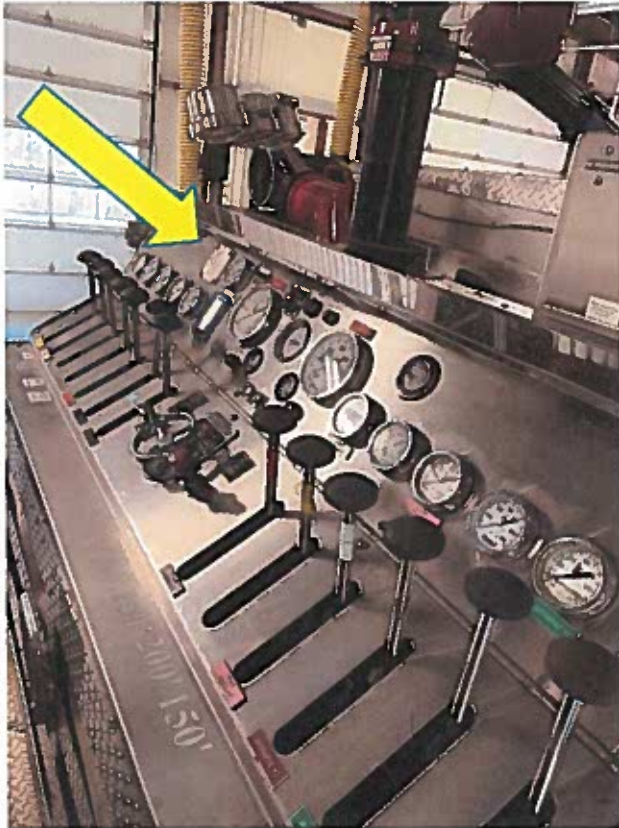


Engine 1. 1994 (1250 gpm KME chassis)



Engine 1 exterior paint

Reference Photos for Ware Fire Department Engine 1



Pump Panel: *Rear pneumatic valve failed and Capped.*



Inner door panels damaged.



Cab: *Damaged steering wheel and Vinyl seats.*

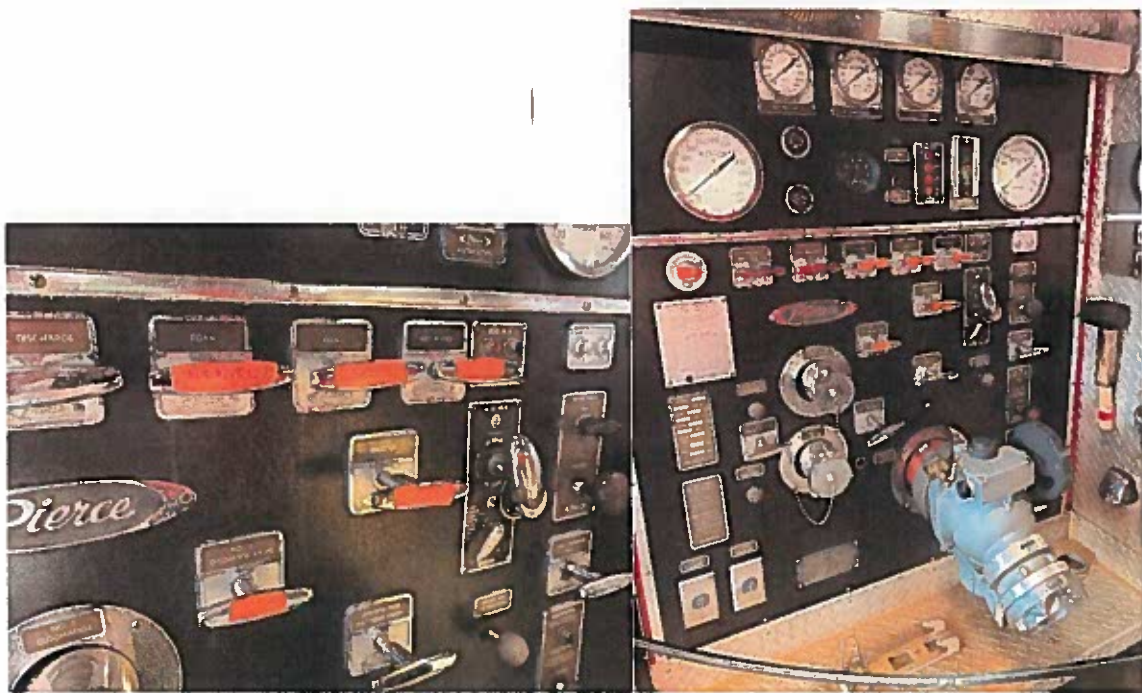


Cab: *Catch latches missing or damaged. Parts unavailable or or difficult to find.*

Reference Photos for Ware Fire Department Engine 2



Engine 2, 1987 500 GPM pumper International Chassis

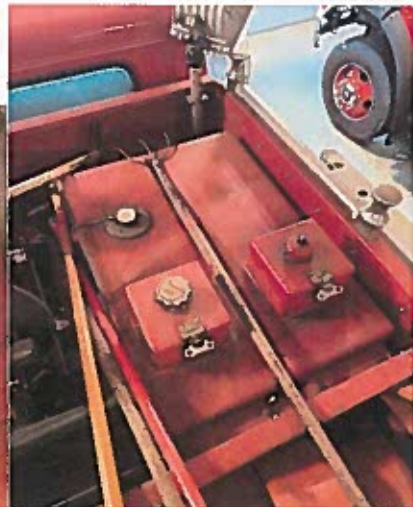


Engine 2 Pump Panel, Foam system and discharges OOS shown by orange tape.

Reference Photos for Ware Fire Department Engine 2

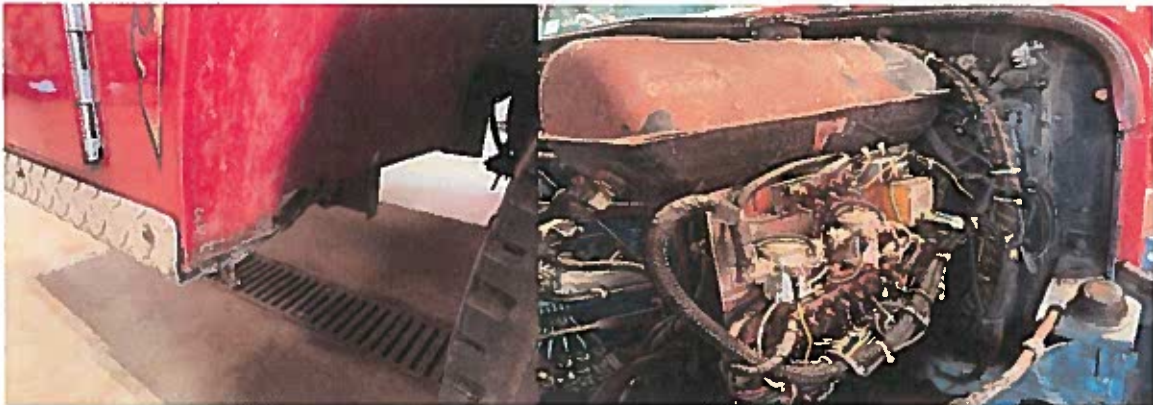


Engine 2 cab



Engine 2 Foam Tanks. (Out of service)

Reference Photos for Ware Fire Department Engine 2



Rusted right rear wheel well.

Main chassis electrical wiring.



Engine 2 Pump house. (Rusted valves)



Engine 2 tank fill