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

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

Meeting Opened

Opening Remarks, Announcements, and Agenda review by Chair

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

Comments and Concerns of Citizens

Scheduled Appearances

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

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

Town Manager Report

Adjournment

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

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

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

SPECIAL EVENT PERMIT APPLICATION
(To be posted or made available at event)

Return to: Board of Selectmen, Town of Ware, 126 Main Street, Ware, MA 01082

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

Event Name: Sparkle Run Event Producer: 

Primary Contact Information:

Primary Contact Name: Carol Zips Fax: 

Non-Profit Organization / Event: Yes No 

Day Phone: 4139678504 Cell Phone: 

E-mail: Website: 

Event Information:

Event Address / Location: Grenville Park

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

Total attendance expected: 100

Rain plan: None

List any streets to be closed for special event: None

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

SK Run / Walk At Grenville Park
Music / Raffle Table / Sponsor Table w/ giveaways
Exhibit by Police K-9 Unit / FD display
Sponsored by Bay Ware NOW
RELEASE/HOLD HARMLESS AGREEMENT (REQUIRED FOR USE OF TOWN PROPERTY ONLY):

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

For and in consideration of the use of Greenville Park 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 its use of Greenville Park.

further agrees to defend and indemnify and hold harmless the Town from and against any claims of any nature whatsoever and the cost and expense, including, but not limited to, attorney fees and legal costs arising out of any claim in connection with its use of Greenville Park.

Said indemnification shall not include claims arising from intentional malfeasance by the agents or employees of the Town of Ware.

Signed this 24th day of April, 2018, on behalf of BWN.

Date: 4/24/18

Signature of the agent duly authorized by the Special Event Permit applicant to bind it.

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

Review & Submission for Sign-Offs Provided By Departments

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

<table>
<thead>
<tr>
<th>Department</th>
<th>Sign-Off</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parks &amp; Recreation</td>
<td></td>
<td>April 27, 2018</td>
</tr>
<tr>
<td>Health Department</td>
<td>Betty Bals</td>
<td></td>
</tr>
<tr>
<td>Department of Public Works</td>
<td></td>
<td>4/27/18</td>
</tr>
<tr>
<td>Building Inspections</td>
<td></td>
<td>4/27/18</td>
</tr>
<tr>
<td>Fire Department</td>
<td></td>
<td>5-1-18</td>
</tr>
<tr>
<td>Police Department</td>
<td></td>
<td>4/27/18</td>
</tr>
</tbody>
</table>

# of Officers (if applicable)
2nd Annual
Saturday
May 12th
9 AM

Spring Sparkle Run

5K Run / Walk

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

Sign Up @ Raceentry.com

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

@Grenville Park
Scenic course winding along the Ware River
*Register by April 28th to receive collectable race shirt!

BUY WARE NOW
Somewhere Worth Living
buywarenow.com

WESTFIELD BANK
countrybank
Monson Savings
Your Bank Forever
where people save. businesses prosper. communities benefit.
Spring Sparkle Run REGISTRATION
Saturday, May 12th at Grenville Park in Ware

Name __________________________________________________________

Email _________________________________________________________

Address _______________________________________________________

City __________________________ State _____________________________

Zip ______________ Phone _________________________________________

Date of Birth (year only) ________________________________

Gender (circle) Male    Female

RACE CATEGORY

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

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

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

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

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

Thank you Sponsors!

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

This is NOT a Ware Public School Event
APPLICATION FOR SPECIAL SERVICE OF ALCOHOLIC BEVERAGES
MGL CHAPTER 138, SECTION 14
TOWN OF WARE

Name: Earl F. Howe Legion Post 123
Contact Phone: (413) 896-7754 Email: msp@piper-charter.net
Application Date: 16 APR 2018

Effective Date(s) of License: MONDAY, MAY 28, 2018
Hours of Service (In conformity with MGL): 11:00 AM - 8:00 PM
Event (describe activities): Memorial Day Parade
Anticipated Attendance: 85

Sponsoring Organization: Legion Post 123
For Profit: Beer & Wine (only) Non Profit: All Alcoholic Beer & Wine

Address (include Street & Number): 45 Maple St, Ware 01082
Names of All Servers (bartenders) for this event: Legion

Estimated Number of Attendees 60 - 85

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 R. Boulette
Social Security # or Federal I.D. #: 09-6170001

Fire Inspection
Date: MAY 3, 2017
Building Inspection
Date: MAY 3, 2017

Date Received: 4/27/2018
Application Fee: $5000
Action Taken: Approved Denied Date: 

Police Chief Review and Action
Shawn Crevier, Police Chief
TOWN OF WARE
BOARD OF SELECTMAN

APPLICATION FOR THE CONDUCT OF A "TOLL ROAD"

Ware Lions Club
Name of Organization
246 West St. Ware, MA.
Address
1978
Date Organization Established

Chairperson/Person in Charge:
Name John Carroll
Title Toll Road Chairman
Address 7th Church St Ware MA Telephone # 413-335-2494
Email JEC Ware Selectman@Gmail.com
Date Requested 6-16-18 Alternate Date 6-23-18
Time Requested 8am to 4pm
Purpose Fireworks Display

Number of Participants

(Please attach a separate paper listing names, addresses and ages of all participants.)

Attached herewith is a certificate of insurance for the event which designates the Town of Ware as an additional named insured for the event.

I have been provided with a copy of the "Toll Road Policy and Map" and am aware of the requirements associated with its provisions of conduct.

Signature of Chairperson/Person in Charge 4-18-18 Date

Application Approved by Board of Selectmen on

Clerk to Board of Selectmen

cc: Toll Road Approved Applications File
Police Department
Fire Department
My only additional comment would be to formalize this process calling and adopting it as a "TM Review Policy”

Begin forwarded message:

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

-----Original Message-----
From: Alan Whitney  
Sent: Thursday, May 03, 2018 9:00 AM 
To: Midura, Mary <mmidura@townofware.com> 
Subject: Re: TM BOS Evaluation 

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

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

She has made some good points that should be incorporated.

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

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

Please send all edits to Mary.

Alan Whitney  
Selectman  
Ware, MA
Town Manager Performance Evaluation

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

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

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

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

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

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

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

Review Process Improvements
For ongoing Town Manager reviews, it is recommended that:

- Review annually by BOS prior to year-end (aligning with contract non renewal clause for no cause). Separate survey components for Public and Department Heads should be included in contract renewal year only. Scoring values 0-6 should remain for comparisons in performance year to year.

- The review discussion should include goals for the upcoming year, both position specific and for the Town including steps and proposed completion dates.

- Areas of improvement should be noted with specific success criteria.
  - “Needs to do better” is not specific enough

- The Town Manager’s assigned goals should be a major component of the review
  - With clearly designated success criteria updates to be included in TM BOS report.
• Adding information specifically gathered from direct reports would be helpful in doing a full assessment

Positives from survey

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

Areas for improvement from survey

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

Survey scores by Topic:

**Personal Characteristics**  
Scored a 4.57 with town residents  
Scored a 4.92 with selectmen

**Personal & Professional Growth**  
Scored a 4.35 with town residents  
Scored a 4.67 with selectmen

**Communications**  
Scored a 4.44 with town residents  
Scored a 4.91 with selectmen

**Community Relations**  
Scored a 4.62 with town residents  
Scored a 4.67 with selectmen

**Board of Selectmen Relations**  
Scored a 4.47 with town residents  
Scored a 4.67 with selectmen

**Staff Leadership and Supervision**  
Scored a 4.31 with town residents  
Scored a 3.89 with selectmen

**Financial Management**  
Scored a 4.56 with town residents  
Scored a 4.79 with selectmen

**Goal Setting and Achievement**  
Scored a 4.46 with town residents  
Scored a 4.60 with selectmen

**Boards/Committees/ Commissions Relations**  
Scored a 4.50 with town residents  
Scored a 4.87 with selectmen
BOS REVISIONS TO STUARTS GOALS

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

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

Staff and Personnel Relations

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

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

(Stuart should proposed first few step with estimated date of completion.)
Town of Ware
Expense Reimbursement
Policy and Procedures

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

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

Procedures
Town employees are encouraged to have expenses (e.g. office supplies) directly billed to the Town. The Town has accounts set up with multiple vendors in order to minimize out of pocket expenses incurred by employees. Town employees are also encouraged to identify and have the Town prepay all conference and/or seminar registration fees. Employees are expected to secure approval from their department manager prior to incurring business-related reimbursable expenses.

Procedures for requesting and receiving reimbursement are as follows:
1. The employee completes the employee expense reimbursement form in full. Destination, Reason and Dates Attended sections must be completed even if mileage reimbursement is not requested.
2. The employee attaches all original itemized receipts, invoices or bills to the employee expense reimbursement form.
   The invoice or receipt must state a minimum of the following:
   • The provider of the service or goods
   • Dates of service and/or invoice date
   • Itemized list of what was purchased
   • Itemized amount of what is owed
   When an employee pays by personal check, a copy of the canceled check must also be attached to the reimbursement form. When the employee uses his/her credit card or debit card, the customer copy of the receipt and a copy of the credit/debit card statement showing the charge must also accompany the employee expense reimbursement form.
3. Employee signs and dates the employee expense reimbursement form and submits it to department manager or assigned representative for approval.

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

4. The department manager reviews the employee expense reimbursement form and the attachments to ensure that the expenses are business-related, and fall within the policies
set forth by the Town prior to signing the form. If questionable expenses are included on
the form, the department manager should ask the employee for clarification, gaining
mutual agreement whether or not the expense falls within Town definition of reasonable,
reimbursable expenses.
5. The department manager submits the employee expense reimbursement form to the town
accountant with the Bills Payable Schedule so that the employee can receive
reimbursement of the business-related expenses in a timely manner.

Covered Expenses
The following expenses are considered reasonable employee reimbursable expenses:

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>One Day Conference</th>
<th>Overnight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch $12.00</td>
<td>Breakfast $11.00</td>
</tr>
<tr>
<td></td>
<td>Lunch $12.00</td>
</tr>
<tr>
<td></td>
<td>Dinner $23.00</td>
</tr>
</tbody>
</table>
Town of Ware
Expense Reimbursement Policy and Procedures

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

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

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

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

10. Clothing Allowance
Employees entitled to a clothing allowance through a collective bargaining contract or other employment agreement may be reimbursed for clothing purchases. Itemized receipts must be attached to the employee expense reimbursement form and purchases must meet the guidelines as specified in the employment contract. Clothing or uniforms provided by the employer are not taxable to the employee if:
   • The employee must wear them as a condition of employment; and
   • The clothes are not suitable for everyday wear.

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

Examples of clothing items that are not considered taxable fringe benefits:
   a. Police Officer uniforms
   b. Firefighter uniforms
   c. Nurse scrubs
   d. Safety shoes/boots

11. Business-Related Expenses for Other Miscellaneous Items
From time to time other business-related expenses may be incurred that are not listed in this policy, such as parking, road tolls or fees, use of rental equipment, or use of a taxi service. The employee must secure prior approval from his/her department manager before incurring such an expense. The employee will be reimbursed for actual business-
Town of Ware
Expense Reimbursement Policy and Procedures

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

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

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

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

Date: ___________________________ Department: ___________________________

Name: ___________________________
Address: ___________________________

Employee Related Expenses *

☐ Clothing Allowance $ __________
Description: ___________________________

☐ Licenses $ __________
Description: ___________________________

☐ Membership Dues $ __________
Description: ___________________________

☐ Conference, Training, Registration Fees $ __________
Description: ___________________________

☐ Meals $ __________
Description: ___________________________

☐ Other: ___________________________ $ __________
Description: ___________________________

Total Reimbursement $ __________

*Original itemized receipts must be attached
I hereby certify that the above is a true and correct statement of expenses incurred by me in the service of The Town of Ware.

Signature for Reimbursement ___________________________ Date ___________________________

Last Updated: 05/33/2018
Town of Ware
Employee Reimbursement Request Form
Travel/Conference/Meetings

Date: ___________________________  Department: ___________________________

Name: ___________________________

Address: ___________________________

____________________________________

Destination

Reason

Dates Attended ___________________________

☐ Mileage ___________________________ Miles @ 0.510 cents per mile $ _______

☐ Tolls $ _______

☐ Lodging $ _______

☐ Registration Fee $ _______

☐ Meals $ _______

☐ Other Expenses $ _______

Description: ___________________________

Total Reimbursement $ _______

* Original itemized receipts must be attached

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

Signature for Reimbursement ___________________________ Date ____________

Last Updated: 05/03/2018
Town of Ware
Training Travel Policy

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

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

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

To the Board of Sewer Commissioners:

NAME OF APPLICANT: James Dorese
ADDRESS: 7 Mitchell Hill Rd
DATE: 2/10/18

The above named person hereby applies for a sewer abatement.

NAME OF PERSON ASSESSED:
(If different from applicant)
James Dorese (613) 477-7211

LOCATION OF PROPERTY:
90 West Main St., Ware, MA 01082

ACCOUNT NUMBER:
09-0090

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

DESCRIPTION: No body resides at this residence, there was a broken pipe (water)

BEGINNING READING 62506
ENDING READING 88810

USAGE/VOLUME 26310 CUB FT @ 500 (MIN @ $420) (25810 @ $1225.98) $1267.98

Please note if usage/volume is estimated Actual Remains

DPW Authorized Signature:

Signature of Applicant:

Sewer Commissioners Approval:
Application for Sewer Abatement

To the Board of Sewer Commissioners:

NAME OF APPLICANT: Eldora Prada

DATE: 3/1/18

ADDRESS: 14 Webb Ct, Ware, MA 01082

The above named person hereby applies for a sewer abatement.

NAME OF PERSON ASSESSED: Felix Jablonski / Eldora Prada

(If different from applicant)

LOCATION OF PROPERTY: 8 Webb Court

ACCOUNT NUMBER: 01-01694

(See Water Bill)

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

DESCRIPTION: Excessive Usage from Broken Water Pipe & Meter

BEGINNING READING 15,710 ENDING READING 17,581

USAGE/VOLUME 14,471,100 CU FT @ 297 CUB FT =

Please note if usage/volume is estimated

DPW Authorized Signature: 

Signature of Applicant: Eldora Prada

Sewer Commissioners Approval: 
Application for Sewer Abatement

To the Board of Sewer Commissioners:

NAME OF APPLICANT: Jack Burgess
DATE: 2/15/18
ADDRESS: 139 Worcester St, Northampton, MA 01060

The above named person hereby applies for a sewer abatement.

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

LOCATION OF PROPERTY: 50 East Street, Ware, MA

ACCOUNT NUMBER: 07-0100
(See Water Bill)

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

DESCRIPTION: Pipe broke over 2 feet of water in basement in 2200 sq ft house.

BEGINNING READING ________ ENDING READING ________

USAGE/VOLUME ________ 100 CU FT @ ________

Please note if usage/volume is estimated

DPW Authorized Signature:

Signature of Applicant:

Sewer Commissioners Approval:
April 26, 2018

Maple Street Power LLC
55 East Street
Ware, MA 01082

Dear Sirs:

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

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

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

Sincerely,

Mary L. Midura
Executive Assistant to Town Manager

Enclosures

Cc: Board of Selectmen
    Planning Board
    Building Commission
Wednesday, April 11, 2018

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

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

Honorable members of the Ware Board of Selectmen:

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

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

Sincerely,

Christopher Rice
Building Commissioner

cc: Stuart Beckley, Town Manager
    Ruben Flores-Marzan, Director of Planning and Community Development
    File
Wednesday, April 11, 2018

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

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

Honorable members of the Ware Board of Selectmen:

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

Sincerely,

Christopher Rice
Building Commissioner

cc: Stuart Beckley, Town Manager
    Ruben Flores-Marzan, Director of Planning and Community Development
    File
Wednesday, April 11, 2018

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

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

Honorable members of the Ware Board of Selectmen:

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

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

Sincerely,

[Signature]

Christopher Rice
Building Commissioner

cc:  Stuart Beckley, Town Manager
     Ruben Flores-Marzan, Director of Planning and Community Development
April 26, 2018

All Parts Racing LLC
55 East Street
Ware, MA 01082

Dear Sirs:

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

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

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

Sincerely,

Mary L. Midura
Executive Assistant to Town Manager

Enclosures

Cc: Board of Selectmen
   Planning Board
   Building Commission
Wednesday, April 11, 2018

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

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

Honorable members of the Ware Board of Selectmen:

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

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

Sincerely,

[Signature]

Christopher Rice
Building Commissioner

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

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

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

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

Thank you for your consideration,

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

[Signatures]
May 2, 2018

Board of Selectmen
126 Main St.
Ware, MA 01082

Dear Members of the Board:

Subject: Unexpired Term of Cemetery Commissioner (2 Years)

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

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

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

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

Sincerely,

Nancy J. Talbot – Town Clerk

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