



TOWN OF FAIRHAVEN, MASSACHUSETTS
Community Preservation Committee
Town Hall · 40 Center Street · Fairhaven, MA 02719

MEETING MINUTES

Wednesday, January 17, 2024 at 6:30 PM
Held both at Town Hall & Remotely via Zoom

FAIRHAVEN TOWN CLERK
RCUD 2024 MAR 22 AM 9:47

1. Administrative Business

- a. **Chairman's Welcome Media Notification:** Jeff Lucas, Chair, opened the meeting at 6:30 PM and welcomed all.

b. **Quorum/Attendance:**

Present: Jeff Lucas, Ann Richard, Karen Isherwood, Terrance Meredith, Roger Marcoux, Beth Luey, Gary Souza, and Anne Morton Smith were present at Town Hall.

Planning Director Paul DiGiuseppe and Recording Secretary Stephanie Fidalgo were also present for this meeting.

Natalie Mello was absent from this meeting.

c. **Minutes: December 6, 2023, draft to be reviewed.**

Ms. Richard made a motion to accept the minutes of December 6, 2023, and was seconded by Ms. Luey. The motion passed unanimously (7-0), with Mr. Souza abstaining.

d. **Correspondence:**

Ms. Fidalgo inquired if all the members had received an email from the Town Clerk on completing the annual state required ethics and conflict of interest training. When a few members noted that they had not received an email, she promised to work with the Town Clerk to ensure that everyone had the information necessary to complete the training.

Ms. Richard had correspondence for this meeting, but wished to wait until the item came up on the agenda.

Mr. Lucas noted the correspondence he had received via email from Mr. Allen Decker regarding the Buzzards Bay Coalition Salt Winds Reserve project. As Mr. Decker was attending the meeting via Zoom, the Committee welcomed him to speak on the project. Mr. Decker explained that the Conservation Restriction on the property had been sold to the Town of Fairhaven, to be held by the Conservation Commission, and had been recorded. The project had been funded via CPC funds and a Buzzards Bay National Estuary Program mini grant. He hoped that this was the first FY24 project to be completed.

- e. **Bills:** There were no bills for this meeting.
f. **Review CPC 2023 Annual Report:**

Ms. Fidalgo summarized the contents of the report, noting that mainly covered the funds received and the projects supported by the Committee during the previous calendar year. It also had notes on the changes to the arrangement of both Committee and Staff members.

Ms. Richard made a motion to approve the Community Preservation Committee Annual Report for 2023 and was seconded by Ms. Luey. The motion passed unanimously (8-0).

2. FY25 Application Reviews

As the Committee began the application reviews, Mr. Lucas noted that all the projects had been listed on the agenda in case they required further discussion.

Ms. Fidalgo reviewed the status of the projects, mainly noting which had been recommended for Town Meeting at the December 6, 2023 meeting and if they received full or partial funding.

Historic Preservation:

Fairhaven High School – Boiler Room Roof Replacement (Fully Funded)	\$ 92,700
Millicent Library – Electrical Upgrades (Fully Funded)	\$ 385,700
Town Hall – Town Hall Repairs Stairs and Exterior Caulking (Partially Funded)	\$ 30,000

Open Space:

BBC – Carvalho Woods Conservation Project (Also under Rec) (Fully Funded)	\$ 110,000
BPW – Phoenix Rail Trail Handicapped Accessible Tables (Also under Rec) (Fully Funded)	\$ 5,000
BPW – Macomber Park BMX Track (Fully Funded)	\$ 277,000
BPW – Walnut Street Sidewalk (Also under Historic) (Not Voted On)	\$ 175,000

Recreation:

Cushman Park Pathways (Not Voted On)	\$ 36,000
Fairhaven Tennis Association – Cushman Park Court Repair and Resurfacing (Not Voted On)	\$ 65,000
Fairhaven Tennis Association – Livesey Park Court Repair and Resurfacing (Not Voted On)	\$ 111,300

Community Housing:

Fairhaven Housing Authority – Window Replacement at Anthony Haven	\$ 100,000
Total Requested Funds:	\$ 1,727,700
Total Recommended Funds:	\$ 1,000,400

Prior to the meeting, Mr. Lucas, Mr. DiGiuseppe, and Ms. Fidalgo had drafted a spreadsheet with a proposed funding plan which had then been forwarded to all the members. Below is a summary of that spreadsheet:

<u>Reserve and Emergency Account Appropriations:</u>	<u>Amount</u>	<u>Funding Source</u>
Open Space and Recreation Reserve	\$ 70,000	Estimated Receipts
Historic Reserve	\$ 70,000	Estimated Receipts
Housing Reserve	\$ 70,000	Estimated Receipts
Emergency Account	\$ 20,000	Estimated Receipts
Total Reserves for Appropriation	\$ 230,000	

Historic Preservation:	Amount	Funding Source
Fairhaven High School – Boiler Room Roof Replacement	\$ 92,700	Existing Unreserved
Millicent Library – Electrical Upgrades	\$ 385,700	\$309,700 Estimated Receipts \$76,000 Historic Reserve
Town Hall – Town Hall Repairs - Stairs and Exterior Caulking	\$ 30,000	Existing Unreserved
Open Space:		
BBC – Carvalho Woods Conservation Project (Also under Rec)	\$ 110,000	Existing Unreserved
BPW – Phoenix Rail Trail Handicapped Accessible Tables (Also under Rec)	\$ 5,000	Estimated Receipts
BPW – Macomber Park BMX Track	\$ 277,000	\$201,000 Existing Unreserved \$76,000 Open Space / Rec Reserve
Community Housing:		
Fairhaven Housing Authority – Window Replacement at Anthony Haven	\$ 100,000	Housing Reserved
Administration:		
FY25 Admin Budget	\$ 13,400	Estimated Receipts
Total Recommended Spending Appropriations	\$ 1,013,800	

While the Administrative Budget had originally been set at \$15,000 for FY25, Mr. DiGiuseppe, and Ms. Fidalgo had reviewed the CPC Administrative Budget for prior years at the Committee's request and found that it had always come in under budget – by \$5,477 in FY21, \$9,950 in FY22, and \$3,344 in FY23. As such, Ms. Fidalgo had suggested an Administrative Budget of \$13,400 for FY25 which would allow for rounding up Mr. Lucas' original suggested allocation of \$18,600 to the Emergency Fund to \$20,000.

Mr. Marcoux asked how much would currently remain of the Unreserved Fund and the FY25 Estimated Receipts, with Ms. Fidalgo noting a combined total of \$90,319 (\$35,275 from Unreserved, \$55,044 from FY25 Estimated Receipts.) She also added that she and Mr. DiGiuseppe had a rough estimate of \$500,000 for FY26 Estimated Receipts for the next funding round but emphasized that the number was only an estimate.

Mr. Lucas went over how much would remain in the Reserved Accounts after the spending appropriations.

Account	Existing Funds	Reserve Appropriation	Spending Appropriation	Remainder
Open Space/Rec	\$6,594	\$70,000	\$76,000	\$594
Historic	\$6,560	\$70,000	\$76,000	\$560
Housing	\$125,480	\$70,000	\$100,000	\$95,480
Emergency	\$150,000	\$20,000	\$0	\$170,000

Mr. Souza and Mr. Lucas discussed the Emergency account and how much the Committee wished to allocate, with Mr. Lucas noting that he would like to see the account built up to \$500,000 to be able to cover a wider range of situations. Ms. Luey noted that the Library's project almost became an emergency and she supported building up the funds.

Ms. Richard noted for the record that the projects currently slated to be fully funded via Existing Unreserved Funds – The High School Boiler Room Roof, the Town Hall Repairs, the Carvalho Woods Conservation Project – would have access to their funding once approved at the Annual Town Meeting on May 4, 2024.

Mr. Lucas also explained his logic behind allocating more than the state required 10% for the Reserve Accounts, wishing to create a buffer in case of receiving any additional funding from the State Trust Fund.

After Ms. Richard suggested making a motion to approve the proposed budget, the Committee had a brief discussion on the possibility of having an alternative Warrant Article in case the Library received other funding before the Annual Town Meeting. Mr. DiGiuseppe and Ms. Fidalgo informed the Committee that the Library had not chosen to pursue a grant from the Mass Cultural Council due to issues with timing and having received favorable evaluations from both the CPC and the Capital Planning Committee. Mr. Lucas then emphasized that regardless of timing, that all other funding of a project needed to be exhausted before CPC funds could be utilized.

Ms. Richard then outlined possible scenarios for contingency plans for the Town Warrant, noting that she had been informed by both Town Counsel and the Town Meeting Moderator that such contingency plans were legally allowed, as was the option of amending the Warrant Article on the floor of the Town Meeting.

The Committee discussed the logistics of creating a contingency plan, noting the difficulty of doing so without knowing how the funding requests could change over the next few months. Ms. Luey suggested prioritizing the projects. Mr. Meredith recommended voting to finalize the proposed budget first. Ms. Isherwood pointed out that creating a contingency article would require providing additional information and making a presentation to Town Meeting.

Ms. Luey brought up the possibility of partially funding the Cushman Park Pathways for this year. Mr. Meredith and Mr. Souza both supported making a motion to approve the proposed funding plan first.

Ms. Richard made a motion to approve the suggested funding spreadsheet, which now included the administration cost and the emergency account appropriations and was seconded by Mr. Meredith. The motion passed unanimously. (8-0)

2. FY25 Application Reviews

The committee discussed if they would like to recommend any of the projects which had yet to be voted on. While all the projects were listed on the agenda, only the ones discussed by the Committee are included in these minutes.

i) Fairhaven Tennis Association - Cushman Park Court Repair and (\$80,000 original request, \$65,000 amended request)

When comparing the different Tennis Court repair projects, Mr. Souza offered his recommendation for the Cushman Park Tennis Courts, wishing to maintain and protect existing Town amenities rather than create new ones. Ms. Isherwood brought up Ms. Mello's observation that the Courts could possibly wait a year. Ms. Richard had her own concerns about giving further funding to the same projects and groups year after year.

h) Cushman Park Pathways - (\$36,000 request)

The committee had discussed the possibility of partially funding the Cushman Park Pathways at previous meetings, given that the rental equipment was a large portion of the estimated costs. Without the rental equipment included, the remaining estimated costs were \$19,000.

Ms. Richard made a motion to fund the Cushman Park Pathways for \$19,000 and was seconded by Beth Luey. The motion passed unanimously. (8-0)

The committee discussed the source of funding for the project and decided to use the Existing Unreserved Funds. Ms. Fidalgo updated the committee's planning spreadsheet accordingly.

Ms. Richard amended her previous motion to approve the Cushman Park Pathways for recommendation for \$19,000, coming out of the existing funds and was seconded by Mr. Meredith. The motion passed unanimously. (8-0)

The committee briefly discussed if they would like to prioritize any of the outstanding projects for funding should one of the approved projects receive additional funding before Town Meeting.

Mr. Souza made a motion to not recommend the Walnut Street Sidewalk, Tennis Association Cushman Park Court Repair, and the Tennis Association Livesey Park Court Repair for funding and was seconded by Mr. Meredith. The motion passed unanimously. (8-0)

Mr. Lucas noted that there would be \$71,319 left in the Existing Unreserved Balance at the start of the next fiscal year, and the only reserve accounts with significant funds would be the Housing Reserve Fund with \$95,480 and the Emergency Reserve Fund with \$170,000. The committee decided that they were satisfied with leaving the remaining funds for the next funding round and would encourage applicants who were denied in this round to apply again.

3. General Business

a. Discuss Recommendations for Town Meeting and Funding

Given the previous discussions, this agenda item was not discussed further.

b. Discuss Alternate Warrant Items

Given the previous discussions, this agenda item was not discussed further.

c. Updates on Current CPC Projects

Beyond the update from the Buzzards Bay Coalition, Mr. Lucas welcomed additional updates on current projects. Ms. Luey noted the current repairs of the Library chimneys. Mr. Souza was unable to offer an update on the Housing Authority projects as the Housing Authority monthly meeting was scheduled for the next evening.

4. Tentative Future Meeting Schedule

There had been a meeting tentatively scheduled for February 21, 2024, if required, but the Committee agreed that they did not currently need to meet next month.

5. Other Business

Ms. Smith brought up her concerns with applicants not seeking funding from other sources than simply the CPC and the Capital Planning Committee. Mr. Lucas would also like to see further planning from the applicants and Ms. Fidalgo noted that the Planning Department welcomed letters of interest year-round. Ms. Luey suggested that the application form be updated to include questions regarding planning for long-term maintenance for projects.

Mr. Lucas adjourned the meeting at 7:30 PM.

Respectfully submitted,
Stephanie A. Fidalgo
Recording Secretary,
Community Preservation Committee

Approved, March 20, 2024