



Fairhaven Board of Selectmen

August 21, 2015 Meeting Minutes

Present: Chairman Geoffrey Haworth, Vice Chairman Charles K. Murphy, Sr., Clerk Robert Espindola, Executive Secretary Jeffrey Osuch, and Administrative Assistant Anne Kakley.

Chairman Geoffrey Haworth called the meeting to order in the Town Hall Banquet Room at 12:05 p.m. The meeting was audio recorded by the Selectmen's Office and video recorded by the Government Access channel.

MINUTES

- Mr. Murphy motioned to approve the minutes of the **August 3, 2015** meeting, **open** session. Mr. Espindola seconded. Vote was unanimous. (3-0).
- Mr. Murphy motioned to approve the minutes of the **August 3, 2015** meeting, **executive** session. Mr. Espindola seconded. Vote was unanimous. (3-0).

EXECUTIVE SECRETARY'S REPORT

In his report, Mr. Osuch updated the Selectmen on the following meetings and events:

- Tuesday, **August 25**
 - 9 to 11:00 a.m. – Oxford School Open House
 - 1 to 3:00 p.m. – Rogers School Open House
- Wednesday, **August 26**
 - 8:30 a.m. – Retirement Board meeting
 - 9:30 a.m. – Union Wharf Job Meeting
- Thursday, **August 27**
 - 9:00 a.m. – BBAC Meeting
- Monday, **August 31**
 - 6:30 p.m. – Selectmen's Meeting

MATTHEW RODRIGUEZ FOUNDATION WINTER FEST

Michael Knabbe, Director of the Matthew Rodriguez Foundation, was recognized by the Chairman.

Mr. Knabbe said that the Matthew Rodriguez Foundation represents and assists service men and women. The Foundation has issued scholarships and mailed Christmas cards to servicemen, among other tasks. The Winter Fest is scheduled for September 27 from 1 to 5 p.m. in Cushman

Park. The Foundation will truck in mounds of snow from ice skating rinks for children and there will be a magic show. The Foundation is also seeking permission from the BPW to hold the event at Cushman Park. As an aside, Mr. Knabbe said that the Foundation was looking into establishing a chess park in Fairhaven as well.

Mr. Murphy motioned to approve the Winter Fest for September 27, pending support from the BPW. Mr. Espindola seconded. Vote was unanimous. (3-0).

FALL SCHEDULE

The Board reviewed the following schedule for Selectmen's meetings for the remainder of the year:

Monday, September 14
Monday, September 28
Wednesday, October 14
Monday, October 26
Monday, November 9
Monday, November 23
Tuesday, December 8
Monday, December 21
Monday, December 28
Monday, January 4, 2016

All meetings are scheduled to begin at 6:30 p.m. in the Town Hall Banquet Room. Mr. Murphy motioned to set the schedule. Mr. Espindola seconded. Vote was unanimous. (3-0).

CDBG CONTRACT AMENDMENT

Mr. Murphy motioned to sign Amendment #2 to the contract between the Town of Fairhaven and CLE Engineering for the MacLean Seafood Building demolition. Mr. Espindola seconded. Vote was unanimous. (3-0).

ROCHESTER ANIMAL CONTROL AGREEMENT

The Board reviewed a draft document from the Animal Control Officer to set the rate and agreement with the Town of Rochester for Animal Control services. See Attachment A. Mr. Murphy motioned to approve and sign the agreement. Mr. Espindola seconded. Vote was unanimous. (3-0).

EVERSOURCE PERMIT

The Board reviewed an Eversource gas permit for 29 Linden Avenue, previously approved by the BPW. Mr. Murphy motioned to approve the permit. Mr. Espindola seconded. Vote was unanimous. (3-0).

DISPATCHER HIRING

At 12:30 p.m., the Board met with Sgt. Michael Botelho and Sgt. Daniel Dorgan to review the three finalists for dispatcher. Sgts. Botelho and Dorgan said that the finalists were whittled from over 50 applicants and an extensive background search had been completed on all three. The finalists were Arianne Walker, Katie Roberts, and Sarah Dias.

Arianne Walker: The Board interviewed Ms. Walker for the position. Ms. Walker is currently a dispatcher for a private ambulance company. She said that she remains calm in a stressful situation and prioritizes the calls. She said that she is skilled in keeping a person calm while on the phone, walking them through the process of CPR confidently. She advised that her strengths are coordinating and professionalism; her weakness is learning new technology, but she said she is open to learning.

Katie Roberts: The Board interviewed Ms. Roberts for the position. Ms. Roberts currently works at a fast-paced real estate office. She comes from a law enforcement family and has an Associate's degree in Criminal Justice from Bristol Community College. She said that she handles stress well and has worked in the past as a head lifeguard with rescues. She does not have experience as a dispatcher but is familiar with police radio and learns quickly. She advised that her strengths include completion of tasks efficiently in a timely manner, and quick learning; her weakness is taking on too many tasks.

Sarah Dias: The Board interviewed Ms. Dias for the position. Ms. Roberts is currently a switchboard operator at St. Ann's medical facility in Fall River, and aspires to become a police officer – she said that the dispatcher position would be a good step in that direction. She said that she handles stress well and stays calm. If she is unable to resolve an issue, she will get the help of a supervisor. She advised her strengths are willingness to learn and excellent communication, and some knowledge of criminal justice.

After deliberation, the Board agreed that it would like to appoint the candidate with existing dispatching knowledge. Mr. Murphy motioned to appoint Arianne Walker to dispatcher. Mr. Espindola seconded. Vote was unanimous. (3-0). The Board thanked all three candidates and wished them well in their future pursuits. The Board also thanked the Police Department in their vetting efforts.

DOG PARK COMMITTEE

At 12:45 p.m., the Board met with Laurie Traudt and Carol Tyson of the Dog Park Committee. Ms. Traudt and Ms. Tyson informed the Board that they had secured a location on Long Road for the proposed park and had even obtained preliminary permission from the BPW, only to have that permission revoked. Ms. Tyson said that the Highway Superintendent, John Charbonneau, was not supportive of the park there, and that he claimed it was used for brush in the event of a hurricane. Ms. Tyson said that the issue arose once Mr. Charbonneau learned that the parcel would have to be mowed by the BPW. The Conservation Commission had previously approved the use of the Long Road property for a dog park as well. Ms. Traudt and Ms. Tyson expressed

frustration at the turn of events and asked the Board to send a representative to assist and support them in front of the BPW at their next meeting.

Ms. Tyson said that there are other parcels in Town for dumping brush and that the Long Road location was not even on the list of dump sites anymore. Mr. Haworth concurred, saying that the Conservation Commission would not allow the use of the Long Road parcel for dumping brush, as it is conservation land.

Ms. Traudt and Ms. Tyson were told by the BPW to reconsider the use of the Macomber-Pimental park for the dog park. The Dog Park Committee thinks that the Long Road parcel is more central for all Town residents.

Mr. Haworth said that he would try to attend the BPW meeting to assist Ms. Traudt and Ms. Tyson. Bob Cormier of the North Fairhaven Improvement Association was recognized by the Chairman. He said that he would attend to support the Long Road location as well.

Mr. Murphy motioned to send Mr. Haworth to represent the Board of Selectmen to show the Board's full support for the dog park location to be at the Long Road parcel. Mr. Espindola seconded. Vote was unanimous. (3-0).

SIDEWALK PETITION

The Board reviewed a petition from Al Benac, calling for the preservation of the Town Hall brick sidewalks, which were slated for immediate renovation. The sidewalks will be narrowed as a result of broken and compromised brick. The petition called for the sidewalk project to be halted. See Attachment B.

Mr. Osuch said that, as previously stated, the project has passed and received appropriation from two separate Town Meeting votes. The Board read the opinion of Town Counsel, which indicated that the Town was authorized to use the CPA funds for the sidewalk project, despite Mr. Benac's previous assertions. See Attachment C. Mr. Benac responded that the State guidelines indicated that the sidewalks would not qualify for CPA funding with the planned alterations, because the CPA funds were intended to preserve existing structures.

Nils Isaksen was recognized. Mr. Isaksen said that the Town was taking away the Town's history "brick by brick". He said that there was no mention in the original Town Meeting articles that the sidewalk project would include the narrowing of the sidewalks.

Mr. Osuch said that the narrowing was indeed mentioned at Town Meeting, and that if the Town wanted to terminate the contract with LAL Construction, it would be subject to penalties.

Gail Isaksen was recognized. She said that she went to Bill Roth to obtain more information about the project and was told the project was headed by Mr. Osuch. She said she went to Mr. Osuch and was informed by him that Mr. Roth was heading the project. She said that a local contractor told her that repairs to the sidewalk should only cost \$50,000.

Mr. Haworth said that he would have loved to see the sidewalks remain the same size, but that it was not feasible and that it was a CPC project approved by Town Meeting; as such, the Board did not have the authority to terminate the project. Mr. Murphy asked Mr. Osuch if there was a possibility for a contract amendment to keep the sidewalks the same width. Mr. Osuch said that Town Meeting made its vote and that the Board could not renege on any aspect of the approved project.

Mr. Benac said that he did not agree with Town Counsel's opinion and would forward the matter onto the Attorney General's office.

CLERICAL UNION GRIEVANCE

At 1:44 p.m., the Board met with Atty. Philip Brown of ACSFME Council 93 and Lisa Rose. The Chairman offered Ms. Rose and Atty. Brown the option of open or executive session for the grievance hearing. Atty. Brown said that they preferred executive session.

At 1:44 p.m., Mr. Murphy motioned to enter executive session to hold the clerical union grievance hearing and to discuss Town Hall personnel. Mr. Espindola seconded the motion to enter executive session for the aforementioned reasons, to reconvene into open session afterward. Vote was unanimous. (3-0)

Roll call vote: Mr. Haworth in favor. Mr. Murphy in favor. Mr. Espindola in favor.

OPEN SESSION

The Board re-entered open session at 2:41 p.m.

TOWN ADMINSTRATOR PROFILE

The Board reviewed a draft document from Richard Kobayashi of the Collins Center. The document is a profile of the Town that will be used in the hiring of a Town Administrator. See Attachment D.

The Board made minor revisions, including grammatical corrections, factual corrections related to Fairhaven's distance from Boston and miles of coastline.

Mr. Murphy motioned to approve the Town Administrator profile as amended and submit revisions to the Collins Center. Mr. Espindola seconded. Vote was unanimous. (3-0).

OXFORD SCHOOL BELL

The Board discussed the Town's retention of the Oxford School bell, with is likely a Paul Revere bell. John Medeiros, Nils Isaksen, Bob Cormier and Doug Brady were present.

Mr. Brady said that they have a crane company (A1 Crane) that is willing to donate their services to remove the bell and cupola for the purposes of displaying both in another section of Town.

Mr. Brady said that they will need someone to lay down rubber over the patch of roof that will be exposed in the cupola removal process. Vincent Furtado has offered to allow the use of the BPW to store the cupola. The bell will be stored at a separate, undisclosed Town property.

The cost of the carpentry work for the roof is estimated to be about \$1,000. Supplies will be donated by Fairhaven Lumber. There was an appropriation for the maintenance to the Rogers and Oxford Schools in FY16, said Mr. Osuch, and that article could possibly be a source of funds for the needed roof work.

Mr. Cormier said that the NFIA took down the old weathervane at the Oxford School 20 years ago for replication. He said that the group would like the weathervane back if it is not going to be used in any other regard.

Mr. Osuch said that one person walked through the Oxford School as a potential buyer and that he was interested in restoring the bell and cupola as a part of his offer.

Mr. Espindola said that he did not realize that they had voted to retain the bell regardless of the potential buyer's intentions to restore. He asked the group if they would be amenable to having the bell and cupola be exchanged in a private sale if the intent is to restore it. The group said that they would want to see the Town retain the bell and cupola regardless.

Mr. Murphy motioned to remove the bell and cupola and store the items on Town property. Mr. Espindola seconded. Vote was unanimous. (3-0).

Mr. Murphy motioned to dedicate no more than \$1,000 from the Rogers-Oxford maintenance article for the purposes of fixing the roof after the bell and cupola removal. Mr. Espindola seconded. Vote was unanimous. (3-0).

HEALTH INSURANCE RATE CHANGES

The Board reviewed a proposed change in Town employee health and dental insurance rates due to an increasing balance in the claims trust. The proposed decrease would be: five percent decrease to HMO employee premium; five percent decrease to PPO employee premium; five percent decrease to dental employee premium. No changes would be made to the Medex employee premium.

Mr. Murphy disclosed that he receives health insurance from the Town. Mr. Haworth disclosed that he did as well. Mr. Haworth invoked the Rule of Necessity in order to achieve a quorum for the vote.

Mr. Murphy motioned to alter the employee premiums as described. (See Attachment E). Mr. Espindola seconded. Vote was unanimous. (3-0).

TOWN ACCOUNTANT REQUEST – INTERN HOURS

The Board reviewed a letter from the Town Accountant requesting the use of the Town Hall intern, Amanda Blais, for work in the Accountant's Office six hours a week. See Attachment F. Ms. Carreiro said that the work was budgeted into FY16.

The Board noted that the letter did not include a set rate of pay. The Board was supportive of the request but Mr. Haworth said that he would want to see a rate of pay included in the request.

The topic was tabled until that information can be obtained from Ms. Carreiro.

TOWN ADMINISTRATOR AUTHORITY OVER BOARD OF HEALTH

The Board read a memo from the Health Office regarding the Town Administrator and his/her authority over the Board of Health. See Attachment G.

Mr. Murphy motioned to authorize the use of Town Counsel to address the Town Administrator's authority over the Board of Health and Health Agent. Mr. Espindola seconded. Vote was unanimous. (3-0).

ALMOND STREET PARKING/SIGNAGE PETITION

The Board received a petition from abutters to Almond Street from petitioner Shirley Hunter, regarding a bottle-necking issue on that street from parking on both sides. See Attachment H.

The petition requested the Board of Selectmen look into limited parking on Almond Street to one side only.

Mr. Murphy motioned to forward the petition to the Safety Officer for her review and recommendation prior to the August 31 meeting. Mr. Espindola seconded. Vote was unanimous. (3-0).

OTHER BUSINESS

In Other Business:

- Mr. Murphy said that the West Island Pig Roast was well-organized and well-attended.
- Mr. Murphy said that he has been receiving complaints from residents that the Board of Health forced the removal of all outdoor seating at the Mackatan General Store, including a bench. He said that the bench was a place for residents to rest before walking home. He asked the Board to submit comment to the Board of Health asking them to consider allowing the Mackatan General Store to return the bench to the front of the building. Mr. Murphy motioned to submit written request to the Board of Health for more information. Mr. Espindola seconded. Vote was unanimous. (3-0).
- Mr. Murphy reminded the public that the Labor Day Our Lady of Angels feast was quickly approaching.

At 3:30 p.m., Mr. Murphy motioned to adjourn. Mr. Espindola seconded. Vote was unanimous. (3-0).

Respectfully,

Anne O'Brien-Kakley
Administrative Assistant
Minutes approved 08/31/2015



Town of Fairhaven
Massachusetts
Animal Control Department
200 Bridge Street, Fairhaven, MA 02719
(508) 979-4028

Fairhaven/Rochester Animal Control Agreement

1. Fairhaven will house and feed dogs at \$25 per day for owned dogs. If a dog goes unclaimed after the legal hold period, the Town of Rochester will be charged \$10 per day.
2. Fairhaven will house and feed cats at \$6 per day.
3. Fairhaven will provide the Rochester Animal Control Officer with a key and alarm code to the Fairhaven Animal Shelter on Bridge Street.
4. Any bills outstanding from the Town of Rochester will be due within 30 days of invoice date.

ACUSHNET/FAIRHAVEN ANIMAL CONTROL
AGREEMENT

1. Fairhaven will house and feed dogs at \$6.00 per day. Dogs over 50 lbs. will be charged \$7.00 per day.
2. Fairhaven will house and feed cats at \$3.00 per day.
3. Fairhaven will provide the Acushnet Animal Control Officer with a key to the Animal Shelter on Bridge Street.
4. Fairhaven and Acushnet Animal Control Officers will prepare a schedule for when the shelter would be open for visitors to view or retrieve animals.
5. Acushnet will provide their Animal Control Officer as backup when Fairhaven's Animal Control is unavailable or on vacation. Fairhaven's Animal Control Officer will provide Acushnet with backup for daytime or emergency calls. Each Town will pay \$10.00 per hour for services provided by the other Town's Animal Control Officer.
6. Acushnet will provide Fairhaven with an Animal Control Officer to feed animals and clean cages during weeks when Fairhaven's Animal Control Officer is on vacation. (To be compensated at \$10.00/hour).
7. Selectmen in each Town will appoint the others as backup for emergencies.
8. All billing will be monthly with Acushnet compensating their Animal Control Officer for hours worked in Fairhaven.
9. Fairhaven will deduct from housing and feeding expenses any hours worked by the Acushnet Animal Control Officer for hours worked in Fairhaven.

John Nylund
Ruth A Blaha

Jim Mousse

8/20/90

Save Our Sidewalks

THE HISTORIC CHARACTER OF A PROPERTY SHALL BE RETAINED AND PRESERVED. THE REMOVAL OF HISTORIC MATERIALS OR ALTERATION OF FEATURES AND SPACES THAT CHARACTERIZE A PROPERTY SHALL BE AVOIDED.

	NAME	ADDRESS	PRES.	TOWN
11	Albert F. Benec	44 Summer St	41	F.H.
	Linda C. Morin	6 Phillip St.		F.H.
	Monte Burt	70 Chestnut St.		F.H.
	Paul Stephenson	70 Chestnut St.		F.H.
5	Abraham Tanel	22 Reservation Rd		F.H.
	LEE GOLDMAN	70 Chestnut St.		F.H.
	Edwin Fernandes	119 Pleasant St.		F.H.
	Roberta Lips	170 Riverside St		N.B.
	Nancy Coffey	52 Croiter St		F.H.
10	Mark Kline	NANTUCKET -		
	William B. Costakes	166 Wagon Farm, Stt.		
	Beth Brown	38 Lauch Ave Falm., MA		
	Joyce Brown	Mattapoisett, Ma.		
	Guimar V Berg	74 Reservation Rd Fco.		
15	Mathew L. Berg	74 Reservation Rd., Fairhaven		
	Christine Almond	35 Main St Falm.		
	Anne Varze	132 B Wenden Rd		
	Joyce Souza	22 Dailey Street		Attle.
	D.W. Mitchell	20 Harbor Mist Dr		Falm.
20	B.J. Mutchell	20 Harbor Mist Dr		"

Save Our Sidewalks

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	NAME	ADDRESS	PRES.	TOWN
21	Jeanne S. 1200	86 Fort St	FHV. 1	
	Ben Lee	31 Middle St	2 1	Fairhaven
	Russell Pitt	66 Massachusetts Ave	FHV	
	Ben Lee	4 BRIDGE ST	Fair Haven, MD.	
25	Maryann Krane	66 Cottonwood St.	FHV	
	May Amannzport	28 Reservation	FHV 5p	
	Ann F. Wade	34 Hatteston Ave.	FHV	
	Jessie Tracy	2 Lafayette St.	Fairhaven MA	
	Gabrielle Heaty	2 Lafayette St.	FHV	
30	Daniel Fontey	87 Harding Rd	FHV	
	Ryan P. Duplus	187 Alder Rd.		
	Debra Antura	4 Danbit St.	FHV	
	Ann Gualtto	19 Harvard St.	FHV	
	Bernard J. Antella	19 Harvard St.		
35	Theresa B. Perreca	2 Gull Island		
	abraham Duran	2 Gull Island		
	James Fry	18 Eddy Street		
	Charmie Pearson	106 Adams Street	2	
	Jon A. Linsyke	89 Center St.	4	FHV
40	Arda A. Amarel	62 Cedar St	1	FHV

Save Our Sidewalks

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	NAME	ADDRESS	PRES.	TOWN
41	Frank [unclear]	28 K.K. ST.	6	FHVN
	Frances [unclear]	28 Grandview Ave		FHVN
	Sarah Raimill	238 Chestnut St.		
	RICHARD STITT			
45	Marie Sylve	22 Summer St		FHVN
	Norma [unclear]	100 McGinnis Ter		Fairhaven, Ma
	Mary [unclear]	325 Sciticut NK Rd.		FAIRHAVEN
	Jimmy Jones	Cedar St.	4	Fairhaven.
	Nancy Buxton	18 Deane St		Fairhaven
50	Nancy Cannon	5 Faith Ave		FHVN
	Clark Goyer	8 Walnut St.		FHVN.
	Rhonda Fitzhugh	34 Spring St		NB
	Olda Conroy	372 Swan Neck Rd		FHVN
	Cathy Delano	44 William St		Fairhaven
55	Katelyn Culamari	44 William St.		Fairhaven
	Mobi & Paquette	114 Bridge St		Fairhaven
	Jude [unclear]	204 Fairfield St		FHVN
	Martin Correia	220 County Rd, North		
	Mem [unclear]	19 Maple Ave		FHVN
60	Edna [unclear]	274 Main St		FHVN

Save Our Sidewalks

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	NAME	ADDRESS	PRES.	TOWN
61	Edison F Mills	166 Tuttleston Ave		Fairhaven
	Catherine Travassos	20 Glenlaven Ave		Fairhaven
	Shuklin	42 Connaught Ave		Fairhaven
	D.S. Pfl	19 Lambert St		FAHV
65	Carlin Merto	48 William St		FAHV
	Sy Bygones	25 Turner Ave		Fairhaven
	Dottie Paquette	1 Charity Square		have
	DAVE Baker	2 Alcobia Dr.		
70	Pat Baker	"		
	Lina Richard	83 High St.		Stratton
	C. & C. Craig	71 Cresswell St.		N.
	Connie Reynolds	1 Jack's Pl		
	Jack Reynolds	1 Jack's Pl		
75	Gene Symon	50 Cedar St		
	John E. Cuthbert	12 Morton St.		
	Mary E. Allen	2 Morse St.		
	Lois A. Thorpe	75 Sycamore St		
	Barbara Leach	10 Abing St		
80	Peter Grace	TARPOON SPRINGS, FL / FAIRHAVEN		

Save Our Sidewalks

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	NAME	ADDRESS	PRES.	TOWN
81	Alvina Crowell	3 William St.	1	Fairhaven
	J. G. L.	47 Union St	1	Fairhaven
	Walter C. C.	34 Summer St		Fairhaven
	Patricia Kimball	17 Main St	1	Fairhaven
85	Aue Mable Peace	Former Resident		
	Nils Sakseu	40 Summer St	4	Fairhaven

THOMAS P. CROTTY & ASSOCIATES, PLLC

LAW OFFICES
388 COUNTY STREET ~ THIRD FLOOR
NEW BEDFORD, MASSACHUSETTS 02740-4992

RECEIVED

2015 AUG 20 A 11: 11

BOARD OF SELECTMAN
FAIRHAVEN MASS

August 17, 2015

TELEPHONE 508.990.9101
FACSIMILE 508.990.9108
E-MAIL: info@tcrottylaw.com
www.tcrottylaw.com

THOMAS P. CROTTY

SHELLEY D. COELHO
MATTHEW W. SCHUYLER

Jeffrey Osuch, Executive Secretary
Town of Fairhaven
40 Center Street
Fairhaven, MA 02719

Re: Town Hall sidewalk reconstruction

Dear Mr. Osuch:

You have asked whether there is a restriction on using Community Preservation Act ("CPA") funds to pay for the sidewalk reconstruction project for the streets surrounding Town Hall ("the Project"). In my opinion, the answer is "no".

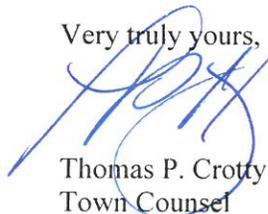
The original herringbone pattern sidewalks contain many bricks that have been destroyed or moved by tree roots. In an effort to preserve the historical integrity of the sidewalks, the Town seeks to use as many of the original bricks as possible. The Project will narrow the sidewalk in different locations by one to two feet, and the relocated bricks will be used to replace the bricks that have been destroyed over time. It is my understanding that there is no alternative source for the type of bricks originally used in this sidewalk.

As you are aware, any work done with CPA funds for historical purposes must be done to a "historical resource." The sidewalks are clearly a "historical resource" as defined by Section 2 of the CPA, as they are an original, integral part of the historic town hall building. It is a judgment call whether the more important historic aspect of the sidewalks is in their size, or in the original materials used to build them. The Community Preservation Committee, which recommended that CPA funds be used for this project, opted to protect the historical integrity of the materials.

CPA work must be done according to the Secretary of the Interior's Standard for Rehabilitation (copy enclosed). I have reviewed these standards and in my opinion the Project is in compliance with these standards as the most economic and technically feasible way to preserve the historic nature of the sidewalk.

Please do not hesitate to call me if you have any further questions in this regard.

Very truly yours,



Thomas P. Crotty
Town Counsel

TPC/mws/mch
Enclosure

The Secretary of the Interior's Standards for Rehabilitation

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

FAIRHAVEN TOWN ADMINISTRATOR FINAL DRAFT PROFILE 0818_2015

INTRODUCTION

The Town of Fairhaven has retained the services of the Edward J. Collins Jr. Center for Public Management at the University of Massachusetts Boston to assist in the Town's recruitment of a new Town Administrator. This Profile draws upon our discussions with selectmen and department heads, officials and citizens. For more information about the Town of Fairhaven please consult Fairhaven's web site (www.fairhaven-ma.gov)

THE TOWN OF FAIRHAVEN

Fairhaven, approximately 70 road miles from Boston, is adjacent to New Bedford, with which it shares a harbor. Fairhaven is a town of homes, commercial development (adjacent to I-195), the marine trades and industrial companies like Acushnet, a leading manufacturer of golf equipment. The Town has xx miles of shore front. The population is approximately 16,000, The Town is considered largely built-out. Future development will be largely redevelopment. Approximately 19.5% of the population is over 65 compared to the state average of 15%

Fairhaven's median income for a family is estimated at \$55,126, significantly lower than the statewide average of \$66,768. Data on the Town's demographic trends can be obtained from the Southeastern Regional Planning and Development District web site (<http://www.srpedd.org/>).

Away from the commercial and industrial areas the Town is perceived as a quiet residential community. Its land area is 14 square miles and it has an extensive and varied shoreline. Citizen participation in governance is a long standing tradition.

ORGANIZATIONAL DESIGN AND GOVERNANCE

The Town governance structure consists of a three member Board of Selectmen elected for three year staggered terms and a Representative Town Meeting. The Town Moderator, Town Clerk, Planning Board, Board of Health, Board of Public Works, are elected. The Town Meeting is the legislative body and exercises the functions of appropriating funds and enacting by-laws. Town Meeting is advised by a Finance Committee on the budget and on the full range of financial matters presented to the Town Meeting. The Town's legal base consists of a series of special acts that are available on the Town's web site. The formal powers and duties of the Town Administrator are established through Chapter 381 of the Acts of 2014 which is posted on the Collins web site. This special legislation supported by a Town Government Study Committee and Town Meeting is intended to place most day-to-day operations, significant budget and personnel authority, and labor relations under the authority of the Town Administrator, leaving the Board of Selectmen free to set town wide policy and concentrate on its statutory functions.

The position of Town Administrator is new and replaces the position of Executive Secretary. The long serving current Executive Secretary will retire in late 2015.

PUBLIC FINANCE

The Town has earned an AA2 rating from Moody's credit rating agency. Fairhaven's total General Fund revenues are approximately \$42 million. \$23 million of this amount is from property taxes, with 74% of this amount from residential property. A recent bond offering statement is posted on the Collins Center web site. In addition, detailed financial information may be obtained from the Massachusetts Department of Revenue web site.

CHALLENGES FOR THE TOWN ADMINISTRATOR

Leadership. As Chief Administrative Officer for the Town, the Town Administrator must approach the position in a way that establishes wide spread support for this new position while instituting the shifts in administrative power and responsibility that the special act requires. The first Town Administrator must manage a successful transition to the new administrative structure. The status of the Town Administrator position will derive, not only from the law that created the position and formal and informal delegation of responsibility by the Board of Selectmen, but from his/her professionalism, demeanor, and superior substantive knowledge.

Management. The public expectation is that while the Town Administrator will have high familiarity with municipal operations, he/she will not be not micro-manager. The Town Administrator must be comfortable engaging with front line workers where that is appropriate while being fully supportive of department managers.

Professionalism, Staff Development and Morale. The Town has well-regarded, highly skilled and professional department heads and key staff, however there is a tendency for departments to function in a silo-like manner. Providing organizational leadership, developing a management team with a shared vision, and assuming the powers and duties of the Town Administrator will require a combination of knowledge, vigor and diplomacy. The Town has benefited from having a blend of professionals who have served the community for many years. Fully utilizing the considerable talents of staff, establishing high performance standards and maintaining staff morale will be critical to the success of the new Town Administrator. The Town Administrator will need to provide top-level support for key programs, initiatives and projects.

Communication. Well-developed communication skills in Fairhaven are essential. Open, accurate and timely communication by the Town Administrator with all Town government entities, with the public, the many volunteers and employees needs to be integrated into the normal operational practices of the Town. In addition, the Town Administrator must be able to engage the members of the Board of Selectmen in an on-going dialogue about the critical issues that face the Town.

Human Resources and Labor Relations. The special act places responsibility for collective bargaining for all non-school contracts with the Town Administrator with the proviso that all collective bargaining contracts are to be executed by the Board of Selectmen. This is a departure from traditional practice. The members of the Board of Selectmen have indicated a

desire to support the Town Administrator in this role by appointing labor counsel. An early task will be to assist the Board in appointing labor counsel. In addition, the Town Administrator will have all of the responsibilities of the Personnel Board which is abolished by the special act. Implementation of a performance evaluation system will be an early task.

Financial Management, Budget Planning and Preparation. Like all Massachusetts municipalities, Fairhaven is facing revenue constraints and growing cost pressures. The Town Administrator must build and direct a strategic planning process that strikes an appropriate balance between long term goals and short-term budget requirements. A significant amount of the Town Administrator's time will be required to help forge town-wide strategies to bring these into balance. This task must be addressed in the context of multi-year plans that consider the conservative fiscal values of the community, the demographic trends affecting the Town and unmet capital requirements.

Sustaining a High Level of Public Services. The sixteen thousand residents expect a high level of public service, which must be sustained largely through the local property tax base.

Economic Development. Significant economic development will require the redevelopment of land along the major arterial corridors, principally Route 6 and adjacent areas., A new Town Administrator will need to manage the processes that address economic development.

Education. Education is a strongly held value among the citizens of Fairhaven. In the current environment, which produces only modest incremental revenue from year to year, stresses occur in the School - Town fiscal relationship. The education budgets, including regional schools, comprise approximately 52% of the Town's expenditure budget. While not responsible for the school budget or financial operations, the Town Administrator will need to contribute to an on-going dialog on balancing the relative needs of the Schools and Town. This is a role that needs to be played with high technical knowledge of finance, integrity and genuinely collaborative engagement with the Schools.

THE IDEAL CANDIDATE

The Fairhaven Board of Selectmen seeks a Town Administrator who is a seasoned manager in an environment of similar complexity who possesses strong leadership, communication and organizational skills.

Fairhaven seeks a Town Administrator with the energy, skill, creativity and experience to serve the community as the Chief Administrative Officer; direct and manage the delivery of municipal services; provide leadership and support to the Board of Selectmen in strategic and policy planning; and provide leadership to departments.

Fairhaven seeks a Town Administrator willing to commit to a tenure long enough to build a multi-year approach to strategic planning and ensuring the sustainability of the Town's service levels. The new Town Administrator must support regional solutions when that is in the Town's interest. Fairhaven needs a Town Administrator who can help set the stage for community-

wide approaches to addressing the Town's needs, approaches that produce sound outcomes and avoid polarization within the Town.

The following attributes have been determined important in Fairhaven's next Town Administrator.

PERSONAL ATTRIBUTES

The next Town Administrator needs to be:

- Able to demonstrate leadership internally and externally.
- Able to demonstrate unquestioned integrity in interactions with officials and citizens.
- Able to communicate effectively in all aspects of the position and with all constituencies in the community. The successful candidate must be direct, facilitative, and clear.
- Able to direct a budget process that develops a sound comprehensive budget for consideration.
- Able to use the status inherent in the Town Administrator's position to advance the Town's agenda.
- Able to delegate many of the routine administrative and communication tasks to subordinates, so that time is available for longer range project and strategic planning.
- Able to create and sustain a goal-oriented and performance based environment by establishing, maintaining and promoting effective policies and initiatives. The Town Administrator will be a genuinely inclusive leader who is capable of exerting influence and direction in a manner that shares successes with elected officials, professionals and volunteers.
- Able and willing to work openly with community groups and employees. A direct, collegial, facilitative style that fosters joint problem solving is needed.

PROFESSIONAL ATTRIBUTES

The Town Administrator must be:

- A seasoned leader of a comparable organization with extensive personal experience in finance, budgeting, capital and operational planning, expenditure management, labor relations, public facilitation, and staff development. Excellent public and interpersonal communication skills are essential.

- A professionally stable person with a record of tenure and consistent career growth. The Town seeks a committed management professional willing to stay for a significant period but who is also willing to take risks to improve the organization.
- Able to demonstrate a background in guiding the development of a shared strategic vision for the community. The ideal candidate must be a coalition builder, equally at home with private sector and community leaders. The ideal candidate must be able to exercise leadership within the organization and the community.
- Both strategic and tactical. He/she must be experienced in working effectively in a political environment providing impartial guidance to elected officials to identify and address the long-term strategic needs of the community and the short-term tactical steps necessary to deliver services.
- Capable of keeping elected officials comprehensively informed, while staying detached from the political process and ensuring that staff maintains a similar detachment.
- Comfortable managing in an environment where most employees are members of collective bargaining units. Being able to navigate in such a complex environment will require a sophisticated understanding of the diffuse nature of political power in a New England town.
- Familiar with partnering arrangement with non-profit land preservation and cultural institutions which have been key to carrying out Fairhaven's natural resource and cultural preservation agenda.
- Comfortable working with and managing an organization in a political environment often characterized by vigorous debate among well-informed citizens who are active in local decision-making processes.
- Familiar with highly participative local government environments with dynamics similar to Fairhaven's.
- Comfortable working with and managing an organization in a political context often characterized by vigorous debate among well-informed citizens who are active in local decision-making. Key decisions made by the Board and Town Meeting can be closely decided.
- In possession of a Bachelor's Degree and significant experience as a Town or City Manager/Administrator. A person who has served as an Assistant Town Administrator/Manager or similar position in a complex environment may be considered. The knowledge typically gained by obtaining a graduate degree in Public Administration, Public Policy, Business Administration, or law is preferred. Five years

executive experience, managing a complex transparent organization similar in scale and complexity to the Town, preferably in a municipal setting is preferred. Experience working for an elected Board and having worked in a Town Meeting environment is preferred.

- Possess a track record of professional behavior consistent with the ethical tenets of the International City Management Association.

Salary and Schedule

Applications should be received by Month xx, 2015. Anticipated salary in the one twenties to the mid one hundreds, DOQ. The Town is willing to negotiate competitive compensation and employment contract with the selected candidate.

How to Apply

Applications are preferred electronically. Please send your resume with a cover letter addressing the job requirements to this email address: recruitment.umb@gmail.com. Please combine all of your documents in a single pdf file, if possible. **Fairhaven_TA** and the applicant's **Last Name** must be included in the subject line.

Should you have any questions regarding this opportunity, or a recommendation of a colleague, please contact: Dick Kobayashi, Senior Associate 617-489-8812, or Mary Flanders Aicardi, Associate 508-215-8992.

To learn more about the Edward J. Collins Jr. Center for Public Management at UMASS Boston, please visit: www.collinscenter.umb.edu

Attachment E

TOWN HEALTH INSURANCE PROPOSAL Effective October 1, 2015

- Reduce - Blue Care Elect (PPO) Rate by five (5) percent
- Reduce - Network Blue (HMO) Rate by five (5) percent
- Reduce - Dental Blue by five (5) percent

- Medex rate to remain the same

By November 15, 2015, based on claims history, determine the number of week(s) to have a “holiday” where no health deductions are made from paychecks during December.

FAIRHAVEN - FY16
Effective 10/01/15

Health Plan Name	Monthly Rate	Employer Share 60%	Employee Share 40%
BLUE CARE ELECT - Ind.	871.00	522.60	348.40
BLUE CARE ELECT - Fam.	2,074.00	1,244.40	829.60
BLUE CARE ELECT - Ind. -5%	828.00	496.80	331.20
BLUE CARE ELECT - Fam. -5%	1,970.00	1,182.00	788.00
HMO BLUE - Ind.	689.00	413.40	275.60
HMO BLUE - Fam.	1,696.00	1,017.60	678.40
HMO BLUE - Ind. -5%	655.00	393.00	262.00
HMO BLUE - Fam. -5%	1,611.00	966.60	644.40
MEDEX	276.00	165.60	110.40
No change			
		Employer Share - 50%	Employee Share - 50%
DENTAL - Ind.	41.00	20.50	20.50
DENTAL - Fam.	102.00	51.00	51.00
DENTAL - Ind. -5%	39.00	19.50	19.50
DENTAL - Fam. -5%	97.00	48.50	48.50



Town of Fairhaven Attachment F
Accounting Department

Town Hall · 40 Center Street · Fairhaven, MA 02719
Telephone (508) 979-4017 · FAX (508)-993-9486

Anne Carreiro
Town Accountant

July 31, 2015

Board of Selectmen
40 Center Street
Fairhaven, MA 02719

Board of Selectmen:

At this time, I am looking to fill the budgeted additional weekly six hours in the Accounting Department that was approved at the May 2, 2015 Annual Town Meeting for fiscal year 2016.

I believe the best candidate for this non-union position is Amanda Blais. Amanda Blais is a UMASS Dartmouth intern working part time in the Town of Fairhaven Planning and Economics Department. Amanda is temporary and she does not receive town benefits such as health insurance and retirement benefits. Because of this, it would be in the town's best interest to hire this individual for the additional six hours in the Accounting Department. The Accounting Department would also benefit from her collegiate technological knowledge.

Amanda has worked for the town as an intern for over a year and has shown an interest in understanding the tasks associated with the Accounting Department. She is very helpful and a pleasure to work with and I would welcome her into this department. Also, I have checked with Amanda and the additional hours would not interfere with her current internship. I believe that this opportunity would be beneficial for the Town of Fairhaven. I look forward to your approval of this recommendation.

Sincerely,

Anne Carreiro, CPA, CGA
Town Accountant



TOWN OF FAIRHAVEN

MASSACHUSETTS

Attachment G

OFFICE OF THE BOARD OF HEALTH

TOWN HALL

40 Center Street

Tel. (508) 979-4022

Fax (508) 979-4079

August 7, 2015

Mr. Geoffrey Haworth, Chairman
Fairhaven Board of Selectmen
Town Hall
Fairhaven, MA 02719

Dear Mr. Haworth,

RE: Fairhaven Town Administrator Act

After a recent department head meeting with representatives of The Collins Center for Public Management regarding the hiring process for the Town Administrator position, it came to the attention of the health agent that the health department, namely, the Board, health agent, health inspector and administrative assistant were not named in any part of the Act and definition of the Town Administrator's "responsibilities, powers or duties". The Board of Health did meet with the Government Study Committee prior to the Town's adoption of the Town Administrator Act at which time the Board expressed its concern in maintaining its autonomy especially in the area of public health. No outcome follow-up, either verbal or written, was ever shared with the Board and now with the incoming Town Administrator, the Board of Health and the health department would like to more clearly have defined its position in the new form of government in Town.

Therefore, the Board would like to speak with Town Counsel regarding definition of these matters in regards to the intent of the Act and thus to prepare properly for the very near future.

Please contact the Board office should you have any questions.

Very truly,
BOARD OF HEALTH

Peter DeTerra, Chairman

Attachment H

Subject: Petition for one side only parking on Almond Street-Cover letter

From: mbn_home@comcast.net (mbn_home@comcast.net)

To: sahunter02766@yahoo.com;

Date: Sunday, July 12, 2015 2:39 PM

Town of Fairhaven, MA:
Dept. of Public Works
Fire Department
Police Department
Board of Selectmen

Re: Serious Parking problem on Almond Street. Petition enclosed.

Since Almond Street is so close to what has been known as the Residents Only Beach, we have a lot of people off the Island parking on both sides of our very narrow street causing a hazard for emergency vehicles trying to assist Almond Street homeowners when needed. With vehicles parked on both sides of the street an ambulance or a fire truck cannot get through and wastes valuable time finding an alternate route. The 4th of July weekend was especially bad and the Fairhaven Police investigated the situation with a recommendation for "one side" parking only. The Police Officer also suggested that those of us in this area affected by this issue should submit a Petition to the Town.

Almond Street already has a "partial no parking restriction" on the odd numbered side of the roadway. There also is a Fire Hydrant on the odd numbered side, therefore, we request that no parking be allowed on the odd numbered side of Almond Street so the roadway is accessible for through traffic and emergency vehicles. Petition enclosed.

We also recommend that the Town Beach sign be larger and more visible. The use of the Town Beach, with plenty of off street parking, a life guard and bathroom facilities should also be promoted for bathers.

Thank you for your consideration.

Sincerely,

West Island Property owners and taxpayers.

RECEIVED
2015 JUL 17 P 1:45
BOARD OF SELECTMAN
FAIRHAVEN MASS

We, Taxpayers and Property owners on Almond Street, West Island, in the Town of Fairhaven, Massachusetts, hereby petition the DPW for the Town of Fairhaven to post a sign stating that parking is prohibited on the odd numbered side of Almond Street (parking on this same side is currently restricted). Almond Street is a very narrow roadway and when vehicles are parked on both sides of the street an emergency vehicle cannot freely travel down Almond Street. If a building is on fire or a person(s) is having a medical emergency, valuable time is wasted finding an alternate path of travel to the site: **and a fire hydrant is on that side.*

Name	Address	Phone #	Signature
HUNTER SHIRLEY	8 ALMOND	508-996-3473	Shirley Hunter
HERBERT HUNTER	8 ALMOND	508-996-3473	Herbert Hunter
Ron Nelson	7 Almond	508-996-1750	Ron Nelson
M. Beatrice Nelson M. BEATRICE NELSON	7 Almond	"	M. Beatrice Nelson
Sybil DeMello	11 Almond	508-998-8980	Sybil A. DeMello
DAVID DEMELLO	11 Almond ST	508-992-6998	David J. DeMello
Bill Yukawa	160 Balsam St	508-954-1868	Bill Yukawa
Vincent Galbani	15 Almond St	508-992-4524	Vincent Galbani
BETH HICKOX	9 Almond St	508-997-0250	Beth Hickox
James Hickox	9 Almond St	508-997-0250	James Hickox
Robert Konicki	151 Balsam St	508-999-3655	Robert Konicki
Ray Benoit	16 Almond St	508-990-0868	Ray Benoit
Christiane Denkel	182 Cottonwood	508-991-6744	Christiane Denkel
Ant Denkel	182 Cottonwood	508-991-6744	Anton Denkel
Donna J. Lurelop	8 Almond St.	508-648-9241	Donna J. Lurelop
DAVID HICKOX	6 CAUSEWAY	508-994-9245	David Hickox
GREG BELCHER	18 Balsam	508-944-0462	Greg Belcher
Betty Elwell	#2 Blueprint	508-15202	Betty Elwell

RECEIVED
MAY 11 11:17 AM '08

