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**FAIRHAVEN BOARD OF SELECTMEN**

2021 FEB 19 P 1:29

**Meeting Agenda**

*Tuesday, February 23, 2021*

*4:30 p.m.*

*Town Hall – 40 Center Street – Fairhaven*

FAIRHAVEN,  
MASS.

Due to the recent changes by Governor Baker to the Open Meeting Law, G.L. c. 30A. § 20, we are providing public access via the phone number and meeting ID below:

**Log on to:** <https://zoom.us/j/92279568697?pwd=V3VFNUFzeEk2TE5aWXNSRmhUWWJPQT09>

**or call: 1-929-205-6099**

Meeting ID: 922 7956 8697

Passcode: 207194

**A. ACTION**

- 1. Vote to amend Oxford School option to purchase agreement**

**B. INTERVIEW OF TOWN ADMINISTRATOR FINALIST**

1. 4:30 pm: Wendy Graves

**C. POSSIBLE ACTION/DISCUSSION**

1. Vote to Select and Appoint Town Administrator Pending Successful Negotiations and any Additional Background Checks deemed Necessary
2. Vote to Authorize the Chairman and Legal Counsel to Enter into Contract Negotiations with the Selected Town Administrator

**D. EXECUTIVE SESSION**

1. To conduct negotiations with non-union personnel pursuant to MGL, Ch. 30A, Sec. 21(a) (2)
  - a. Town Administrator

**E. ADJOURNMENT**

*Subject matter listed in the agenda consists of those items that are reasonable anticipated (by the Chair) to be discussed. Not all items listed may be discussed and other items not listed (such as urgent business not available at the time of posting) may also be brought up for discussion in accordance with applicable law.*

*MGL, Ch. 30a, § 20(f) requires anyone that intends to record any portions of a public meeting, either by audio or video, or both, to notify the Chair at the beginning of the meeting.*



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**Sale of Oxford School**

1 message

**Thomas P. Crotty** <tomcrotty@tcrottylaw.com>

Fri, Feb 19, 2021 at 11:12 AM

Reply-To: tomcrotty@tcrottylaw.com

To: Vicki Oliveira &lt;vloliveira@fairhaven-ma.gov&gt;, Wendy Graves &lt;wgraves@fairhaven-ma.gov&gt;

Cc: Daniel Freitas &lt;dfreitas@fairhaven-ma.gov&gt;, Bob Espindola &lt;selectmanbobespindola@gmail.com&gt;, Keith Silvia &lt;ksilvia@fairhaven-ma.gov&gt;, Kurt James &lt;kjames@kjppartners.com&gt;

Vicki

This will confirm my request that the selectmen act on a proposed amendment to the Oxford School option to purchase agreement.

The current agreement provided for the town to subdivide the North Fairhaven fire station property from the school property before the closing on the sale. The town would retain ownership of the fire station lot.

That subdivision never took place. I suspect that because of personnel changes in the planning department that item "fell through the cracks". The closing is planned to take place in two weeks.

The proposed amendment would still call for the subdivision of the property, and for the fire station property to remain town property. But that would all take place after the closing on the school property.

The amendment would allow the closing to go forward, and the project to continue, without being held up by this procedural matter.

Please include this email in the packet for the meeting. I will provide the actual amendment as soon as it is drafted.

Please let me know if you have any questions.

Thanks

Tom

Thomas P. Crotty

**Thomas P. Crotty & Associates, PLLC**

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## **SECOND AMENDMENT TO OPTION TO PURCHASE AGREEMENT**

This Second Amendment to Option to Purchase Agreement is dated as of February \_\_, 2021 by and between the TOWN OF FAIRHAVEN, MASSACHUSETTS, a political subdivision of the Commonwealth of Massachusetts, (referred to therein as the "Seller"), and SCG DEVELOPMENT PARTNERS, a Delaware limited liability company or its successors, assigns or designee (the "Purchaser").

For consideration paid, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree to amend that certain Option to Purchase Agreement entered into as of July 11, 2016 between the parties, as amended by an undated First Amendment to Option to Purchase Agreement between the parties (as amended, the "Agreement") as follows:

1. The first three sentences of Article 2(b) of the Agreement are deleted and the following is substituted therefor,

"The Property and the Survey shall include the land on Exhibit A and all the buildings, structures and improvements now thereon, and fixtures and equipment, if any, which may be owned by or belong to Seller and used in connection with the operation and maintenance of the former school building, including, without limitation, any of the following: electric transformers, furnaces, heaters, heating equipment, oil and gas burners, air conditioning equipment and ventilators, and fixtures appurtenant thereto, hot water heaters, plumbing and bathroom fixtures, electric and other lighting fixtures, outside television antennas, fences, gates, trees, shrubs, and plants relating to the former school building only ("Buildings and Improvements") subject to an easement for the benefit of the Town to use the portion of the Property that comprises the former fire station as shown on the plan attached hereto as Exhibit 2(b) (the "Fire Station Parcel") together with an access easement over the Property providing the Town with access to the parking spaces on the Fire Station Parcel. Following the sale of the Property to the Purchaser, the Purchaser shall within thirty (30) days prepare a subdivision plan, or if applicable an Approval Not Required survey, dividing the Fire Station Parcel as a separate parcel (the "ANR Plan") at its expense and the Town shall use diligent efforts to obtain approval or endorsement from the Fairhaven Planning Board. Within thirty (30) days of such approval or endorsement, the Purchaser shall re-convey the Fire Station Parcel to the Town. The obligations set forth in this paragraph shall survive the conveyance of the Property from the Seller to the Purchaser.

2. Except as otherwise set forth herein all other terms and conditions of the Agreement remain in full force and effect.

**Signature page follows:**

**IN WITNESS WHEREOF**, Seller and Purchaser hereto have executed this Amendment effective upon signing by both parties:

**PURCHASER:**

SCG DEVELOPMENT PARTNERS, a  
Delaware limited liability company, by SCG  
Development Manager, LLC, its sole member

By: SCG Capital Corp., a Delaware  
corporation, (d/b/a/ Strat Cap), its  
manager

By:

\_\_\_\_\_  
Richard A. Hayden  
Executive Vice President

**SELLER:**

BOARD OF SELECTMEN FOR THE TOWN  
OF FAIRHAVEN

By: \_\_\_\_\_  
Name:  
Title: Selectman

By: \_\_\_\_\_  
Name:  
Title: Selectman

By: \_\_\_\_\_  
Name:  
Title: Selectman

December 4, 2020

Dear Bernard Lynch;

Please consider my resume in your search for a Town Administrator for the Town of Fairhaven. Detailed on my resume you will find a solid twenty-one (21) years of municipal service including eight (8) years as the Finance Director/Treasurer/Collector for the Town of Fairhaven and seventeen (17) years of non-profit accounting to offer you. I have a Bachelor's degree in Business Administration with a concentration in Accounting, Finance, and Information Technology from Nichols College. I also hold certifications for both Massachusetts Municipal Collector and Massachusetts Municipal Treasurer. As well as a certificate from Suffolk University in Local Government Leadership and Management. I believe my eight (8) years of experience with the Town in budgeting and finance, and my strong leadership skills closely match your job requirements and I am confident that I can make a positive contribution as the next Town Administrator for the Town of Fairhaven.

If you are looking for a motivated person who is committed to the highest standard of work performance, I would welcome the opportunity to meet with you for an in-depth discussion of this position.

Sincerely,

A handwritten signature in dark ink, reading "Wendy L. Graves". The script is cursive and fluid, with the first name "Wendy" being more prominent than the last name "Graves".

Wendy L. Graves, CMMC/CMMT  
Finance Director/Treasurer/Collector  
Town of Fairhaven



# Wendy L. Graves, CMMT CMMC

## Objective

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To obtain a position that will utilize my experience and education, and allow for career growth.

## Experience

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4/13-current

Town of Fairhaven

Fairhaven, MA

### Finance Director/Treasurer/Collector

- Serves as the Town Treasurer and carries out all the statutory duties including cash management, investment of Town funds, issuance of debt, and collection of receivables
- Serves as the Town Collector and carries out all of the statutory duties of the office including managing the timely collection of real estate, personal property, motor vehicle excise, boat excise, water/sewer, and waterway user
- Prepares the Tax Recap to determine the annual tax levy and set the tax rate
- Prepares and maintains the annual and capital budgets and long-range strategic plan
- Oversees administration of Town and School payroll and all payroll deductions
- Manage tax title accounts
- Oversees the operation of the Assessing Division to insure the state laws are being followed
- Oversees the operation of the Accounting Division to insure that the required functions are being carried out in a timely fashion and in accordance with state laws
- Served as the IT Director and oversaw the proper care, maintenance, and purchase of all software and hardware for the Town
- Served as the Personnel Director and maintained a personnel program for employees

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1/11-4/13

City of Taunton

Taunton, MA

### Treasurer/Collector

- Manage the collection of real estate, personal property, motor vehicle excise, boat excise, water, sewer, trash bills and tax liens
- Administration of all municipal funds including cash management, investment of funds, issuance of debt, collection of receivables
- Reconciliation of bank statement and cash balances
- Manage tax title accounts
- Oversees administration of payroll and all payroll deductions
- Manage a staff of 11 employees

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3/01-3/11

Town of Princeton

Princeton, MA

### Town Treasurer/Assistant Collector

- Administration of all municipal funds including analysis of cash flow, investment of funds, issuance of debt, and collection of receivables
- Reconciliation of bank statement and cash balances
- Manage tax title accounts
- Process payroll and administer all employee benefits
- Prepare and manage departmental, debt, interest, and benefit budgets

## Wendy L. Graves

4/99-4/02

Town of Millbury

Millbury, MA

### **Town Treasurer**

- Administration of all municipal funds including cash management, investment of funds, issuance of debt, and collection of receivables
- Reconciliation of bank statement and cash balances
- Manage tax title accounts
- Supervise payroll and all employee benefit programs
- Prepare and manage departmental, debt, interest, and benefit budgets

8/83 – 06/00

Fallon Community Health Plan/Certified Nursing Services

Worcester, MA

### **Senior Accountant**

- Assisted with the close-down of the company
- Prepared and posted journal entries
- Maintained the chart of accounts
- Prepared financial statements and statistical reports
- Produced cash flow analysis
- Maintained G/L report writer and designed new reports as needed
- Prepared annual budget including departmental budgets
- Reconciled G/L accounts monthly
- Monitored A/R, and performed credit & collection where necessary
- Liaison for computer system maintenance both hardware and software
- Developed and wrote Accounting policies & procedures for JCAHO accreditation
- Prepared Medicare Cost Report
- Prepared monthly, quarterly, and year-end audit schedules
- Coordinated the annual Audit
- Maintained the fixed asset system

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1997

Nichols College

Dudley, MA

### **Bachelors of Science in Business Administration with concentration in Accounting/Finance/Information Technology**

- 2020 Certificate in Local Government Leadership & Management – Suffolk University
- 2017 Certificate in Supervisory Leadership Development Program - MMPA
- 2010 Certified Massachusetts Municipal Collector – MCTA
- 2004 Certified Massachusetts Municipal Treasurer - MCTA

Excel, Word, Access, PowerPoint, QuickBooks, Quicken, Harper's Payroll, ADP Payroll, Data National Tax System, SoftRight, MUNIS and VADAR municipal Software.