



**Fairhaven Board of Selectmen
Meeting Minutes
March 22, 2021**

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TOWN CLERK

2021 APR 14 A 9:39

FAIRHAVEN,
MASS.

Present: Vice-Chairman Robert Espindola, Selectman Keith Silvia, Interim Town Administrator Wendy Graves, and Cable Access Director Derek Frates

Present via Zoom: Administrative Assistant Vicki Oliveira and Production Coordinator Erick Sa.

Absent: Chairman Daniel Freitas

The meeting was videotaped on Cable Access and Zoom meeting application.

Vice Chairman Espindola opened the meeting at 6:40 pm in the Town Hall Banquet Room and read the following statement:

"This Open Meeting of the Fairhaven Board of Selectmen is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible physical location. Further, all members of public bodies are allowed and encouraged to participate remotely.

The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting will allow public comment related to the posted agenda items only. For this meeting, Fairhaven Board of Selectmen is convening by telephone conference/video conference via Zoom App as posted on the Town's Website identifying how the public may join.

Town Administrator's Report

Ms. Graves told the Board that she attended a Zoom meeting with the State regarding the Site Rediness Program.

Ms. Graves gave congratulations to Planning Director Paul Foley for receiving a grant for

\$75,000 for a consultant to look at sites that may have environmental barriers for development in commercial and industrial areas.

Ms. Graves said that Planning Director Paul Foley has been approved for a mass historical commission grant in the amount of \$15,000. This grant requires a 50% match and will be on the Town Meeting warrant in June.

Ms. Graves told the Board the Rogers reuse committee will be holding a spruce up day at the Rogers School playground.

Committee Liaison Reports

Mr. Silvia said he recently had a meeting with the Library trustees and they are working on a re-opening plan.

Mr. Espindola said he met with Andre Arzumanyan of Elevation Retail and Town Counsel has created a draft Host Community Agreement.

Mr. Espindola said the Broadband Study Committee held a webinar hosted by Entry Point last week.

Mr. Espindola said the Marine Resources Committee held a public hearing on the proposed waterway rules and regulations last week.

Mr. Espindola said the consultant working with the Bikeway Committee reviewed over 60 projects and will help Planning Director Paul Foley prioritize them. The hope is to start a project in the spring.

Mr. Espindola had a meeting with the Economic Development Committee to review grants for the town.

Approve the Election Warrant for Annual Town Election- April 5, 2021

Ms. Graves told the Board that the election warrant needs to be approved by the Board and the Town Clerk will need to post the document. (Attachment A)

Mr. Silvia made a motion to approve the warrant for the annual town election scheduled for April 5, 2021 and to act on the warrant articles for the annual town meeting scheduled for June 12, 2021. Mr. Espindola seconded. Vote was unanimous. (2-0)

Warrant for The Annual Town Meeting- June 12, 2021

Ms. Graves explained to the Board that upon the advice of Town Counsel, it was advised not close the warrant at this time because the deadlines have been extended due to the annual town meeting being moved to June 12, 2021 and more articles can be added.

Mr. Silvia made a motion to table the closing and signing of the warrant for the June 12, 2021 annual town meeting. Mr. Espindola seconded. Vote was unanimous. (2-0)

Apparatus Study Committee

Ms. Graves said this is a request for the Deputy Chief to join the Fire Apparatus Study Committee. Mr. Silvia made a motion to appoint Joy Nichols to the Fire Apparatus Study Committee. Mr. Espindola seconded. Vote was unanimous. (2-0)

Subordination of Mortgage:

Mr. Espindola read the subordination of mortgage. Ms. Graves said that this has already been reviewed at by an attorney.

Mr. Silvia made a motion to authorize the Vice Chairman to sign the subordination of mortgage on behalf of the board. Mr. Espindola seconded. Vote was unanimous. (2-0)

The Michael A. Sullivan Emergency 911 Communication Center

Police Chief Michael Myers and Officer Frank Sniezek met with the Board to ask the Board to take an official vote to name the dispatch center after Michael "Sully" Sullivan who worked as a dispatcher for 18 years. Chief Myers told the Board that Sully was the heart and soul of the department and was the type of guy who never wanted to leave and refused to take days off even when he became sick. Sully considered the Police Department his second family. Officer Sniezek along with Jaunna Adesso and Dispatcher Marie Spooner have spearheaded the efforts to have a plaque and dedication to honor Sully. Chief Myers read a dedication letter in honor of Michael "Sully" Sullivan to the Board. (Attachment B). A plaque and official dedication ceremony will be done at a later time.

Mr. Silvia made a motion to officially honor the dedication for Michael "Sully" Sullivan. Mr. Espindola seconded. Vote was unanimous. (2-0)

Solar and Storage- Letter of Intent

Ms. Graves told the Board that Solect Energy, School Superintendent Dr. Baldwin and Sustainability Coordinator Whitney McClees have been working together to put solar on the Hastings Middle School and at the Council on Aging. Matt Shortsleeve, Vice President of Development at Solect Energy presented a slide show to explain the Town of Fairhaven solar and storage projects. (Attachment C&D)

Mr. Shortsleeve said Solect would like to begin the solar projects by the summer of 2021 and the letter of intent is intended to formalize both parties willingness and intent to enter into food faith negotiations. The Board had some questions regarding the condition of the roof at the middle school and will have Ms. McClees check into this.

Mr. Silvia made a motion to authorize the interim Town Administrator Wendy Graves to sign the letter of intent with Solect Energy on behalf of the Board of Selectmen. Mr. Espindola seconded. Vote was unanimous. (2-0)

Memorial Day and Fourth of July Parade

Veteran's Agent Brad Fish joined the meeting via Zoom and said he has spoken with the Veterans Services in Boston, other area Veteran's Agents along with the Town's parade committees, and most are suggesting virtual parades for Memorial Day and Fourth of July for the safety of the community. Mr. Silvia made a motion to cancel the Memorial Day and the Fourth of July parades for 2021. Mr. Espindola seconded. Vote was unanimous. (2-0)

Rogers School – Capital Planning

Ms. Graves told the Board the Capital Improvement Planning Committee (CIP) met recently and the Rogers School was never been part of the Facilities Improvement Plan. Because there was no review of Rogers School in the Facilities Study Plan done by HKT Architects, the committee was not able to make an advisement or any decision at this time. Ms. Graves spoke to HKT Architects and Planning Director Paul Foley about possible grants for Rogers School. Mr. Silvia said the Rogers Reuse committee is working on possible uses for the building. Mr. Espindola feels the Board of Selectmen needs to come up with some suggestions and identify a need for the School because when the study by HKT was done the need for Rogers School was not there at that time and perhaps the study needs to be revisited and revised. The Board discussed possible ideas and uses for the space at the school.

Rogers Reuse Committee (RRC) member Doug Brady said the RRC sent an email to the Board and to Ms. Graves with their goals and current projects to work with the CIP. Mr. Brady asked if the proposal for Arch Communities is closed out. The Board explained that the current proposal by Arch has been rejected by the Board but they can present another proposal in the future if they chose to do so. School Committee Chairman Brian Monroe spoke to the Board to reiterate that the School Committee has no plans to move the Administrative building to the Tripp School and there is a current contract with SMEC for the use of Tripp School. Resident Leon Correy said that he has concerns that the terms of the Request for Proposal for Rogers School may have been violated. Mr. Espindola said he was not aware that there have been any other discussions with other companies regarding the Rogers School but at any point in time a company can come forward with their interest in the school, the RFP was handled properly. The Board would like this to be discussed at a later meeting when the full board is available.

Use of Town Attorney

Ms. Graves said she was reminding Boards and Committees that they need to be requesting the use of the Town Attorney due to the rising costs in attorney fees. Mr. Espindola would like some clarity on when to use the Town Attorney and when it is appropriate to ask a question of him. Mr. Espindola would like for the next Board of Selectmen's meeting to have a list of what is driving up the costs and also the claims for the town's insurance carrier. Ms. Graves will draft a memo about the use of the Town Attorney.

Town Administrator Search Process

This item has been tabled for another meeting. Mr. Espindola made a motion to have a Board of Selectmen meeting on Thursday, March 25, 2021 at 6:30 pm, as long as Mr. Freitas is available to discuss this agenda item. Mr. Silvia seconded. (2-0)

Revised FY22 Budget/Town Meeting Calendar

Ms. Graves told the Board that because the annual town meeting has been moved from May 1, 2021 to June 12, 2021, the budget/town meeting calendar needed to be updated to reflect the correct dates and deadlines. The Board discussed the budget process and the changes that have happened this year.

FY22 Cable Enterprise Budget

Ms. Graves handed out the Cable Enterprise Budget and explained the projections for the upcoming fiscal year. (Attachment E)

Social Media Policy

Ms. Graves reminded everyone there is a Social Media policy (Attachment F) and municipal employees should be mindful when using social media. Ms. Graves said the Boards and Committees handbook also contains a copy of the social media policy. Mr. Espindola said the Boards and Committees handbook should be given out by the Town Clerk and there is also a State Ethics training course that needs to be completed as well.

Notes and Announcements

Mr. Espindola said the Board received a letter from Greater New Bedford Voke Tech's newly appointed Superintendent Mike Watson requesting to meet with the Board of Selectmen to discuss his new role that he will begin on July 1, 2021.

At 8:21pm Mr. Silvia made a motion to adjourn. Mr. Espindola seconded. Vote was unanimous. (2-0)

Respectfully submitted,



Vicki L. Oliveira
Administrative Assistant
(Approved 4/12/2021)

- A. Election Warrant
- B. Dedication for Michael "Sully" Sullivan
- C. Select presentation
- D. Solar letter of intent
- E. Cable Enterprise Budget
- F. Social Media policy

WARRANT

Attachment A

For Annual Town Election for Monday, April 5, 2021 and
Annual Town Meeting to act on the Articles in the warrant, Saturday, June 12, 2021
At 9:00 AM in the Walter Silveira Auditorium at the
Elizabeth I. Hastings Middle School

COMMONWEALTH OF MASSACHUSETTS

BRISTOL: SS

To the Constable of the Town of Fairhaven in said County.

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Fairhaven qualified to vote in town elections to meet as follows:

For election, Monday, April 5, 2021

Precinct 1 – Town Hall – 40 Center Street entrance

Precinct 2 – Hastings Middle School – 30 School Street entrance

Precinct 3 – Hastings Middle School – 30 School Street entrance

Precinct 4 – Fire Station Meeting Room – 146 Washington Street

Precinct 5 – Recreation Center – 227 Huttleston Avenue

Precinct 6 – Recreation Center – 227 Huttleston Avenue

In said precincts in said town on Monday, April 5, 2021 at ten o'clock in the forenoon then and there to bring their ballots for question to be voted by ballot, viz:

One Selectman for three years, two school committee members for three years, one Board of Health member for three years, one Commissioner of Trust Funds for three years, two Board of Public Works members for three years, two Planning Board members for four years, one Planning Board member for a three-year unexpired term, one Planning Board member of a two-year unexpired term, one Housing Authority member for five years, one Housing Authority member for a one-year unexpired term, one Moderator for three years, one Tree Warden for three years and Town Meeting Members in accordance with Section 2 of Chapter 285 of the Acts of 1930 and amendments thereto establishing in the Town of Fairhaven Representative Town Government by limited Town Meeting as follows:

Precinct 1: 24 for 3 years – 7 for 1 year

Precinct 2: 24 for 3 years – 15 for 2 years – 7 for 1 year

Precinct 3: 23 for 3 years – 8 for 2 years – 4 for 1 year

Precinct 4: 25 for 3 years – 4 for 2 years – 9 for 1 year

Precinct 5: 23 for 3 years

Precinct 6: 24 for 3 years – 9 for 1 year

The polls shall be open from 10:00 AM to 8:00 PM and the inhabitants qualified as Town Meeting Members shall meet on Saturday, June 12, 2021 at 9:00 AM in the Walter Silveira Auditorium of the Elizabeth I. Hastings Middle School to act upon the following articles:

Attachment B



Commonwealth of Massachusetts
TOWN OF FAIRHAVEN

POLICE DEPARTMENT

1 Bryant Lane

Fairhaven, MA 02719

Phone 508-997-7421

Fax 508-997-3147

www.fairhavenpolice.org

Michael J. Myers
Chief of Police

March 1, 2021

Town of Fairhaven
Board of Selectman
40 Center Street
Fairhaven, MA 02719

Dear Sirs,

On behalf of myself and staff members at the Police Department, I am requesting to dedicate and name the dispatch communications center after a retired employee Michael Sullivan. Michael was employed with the town for 18 years until he was forced by his own medical ailment to announce his retirement. Michael was dedicated to the department and would show up for work after his treatments as not to miss a shift. He worked countless double shifts and was a staple here on the 4-12 shift. He was proud to be here and his work ethic was admirable. Michael passed away from cancer shortly after retirement.

This year my administrative assistant had a framed photo of dispatcher Sullivan made to gift the dispatchers at Christmas. They were allowed to hang it and it has had a positive outpouring of memories and overall been good moral to the department. Officer Sniezek was one touched by the sentiment causing him to stop in to request if it was an option that we consider doing some type of memorial for him. Jaunna my assistant, Officer Frank Sniezek and Dispatcher Marie Spooner have written a little dedication and will pay the cost associated with the plaque. I am in favor of the dedication and would appreciate any consideration into making this an event. Attached, for your review, is the dedication they would like to have written on the plaque.

Respectfully,

Michael J. Myers
Chief of Police



The Fairhaven Police Department proudly announces

The Michael A Sullivan Emergency 911 Communication Center

It is with great honor, The Town of Fairhaven and the Town of Fairhaven Police Department dedicates the "Emergency 911 Communication Center" to Michael A. "Sully" Sullivan.

Dispatcher Sullivan began his career with the Fairhaven Police Department on March 22, 1999 and continued until his retirement on June 1, 2017. During his career, Dispatcher Sullivan was truly one of the most respected members of our department. His dedication, professionalism and the respect he demonstrated was admired by all who worked with him. Dispatcher Sullivan, will be remembered for his extremely hard work ethic and his support for his peers. Dispatcher Sullivan had an infectious smile, a great sense of humor, but most of all he was dedicated and proud to serve and assist the officers of our department. His main objective and goal each shift was making sure the officers he was working with were safe and had as much information as they possibly could at all times! Dispatcher Sullivan was truly proud of his service to our department and the Town of Fairhaven. His willingness to come to work each and every day to help others was never unnoticed by his peers.

Prior to starting his career with the Fairhaven Police Department, Michael A. "Sully" Sullivan honorably served our country for 22 years in the United States Army. Dispatcher Sullivan sadly passed away on March 23, 2019 after a lengthy and courageous battle with cancer. Dedicating our communication center in his honor will allow the legacy he created to be remembered by all who served with him. Rest peacefully our dear friend and thank you for your dedicated service to our department!

Officially dedicated March 22, 2021

Town of Fairhaven Solar + Storage Projects

March 22, 2021



Agenda

- New project opportunities
- Solect Energy PPA, PowerOptions consortium procurement
 - Hastings Middle rooftop - Solar + Storage
 - Council On Aging/Rec. Center - Solar Canopy, Bill Credits
- Review, next steps



- Founded in 2009, Headquarters in Hopkinton, MA
- Develop, Finance, Design, Build, Operate, Service in MA, RI, CT
- 70 MA employees
- Over 120 MW / 550 projects, manage 600 projects in MA, RI, CT
- PowerOptions Consortium RFP Award for Solar + Storage
 - Turnkey PPAs with Public and Not for Profit clients
- Local engineer, build, service
- Enel X Strategic partnership - Storage, Term Investors
- www.Solect.com

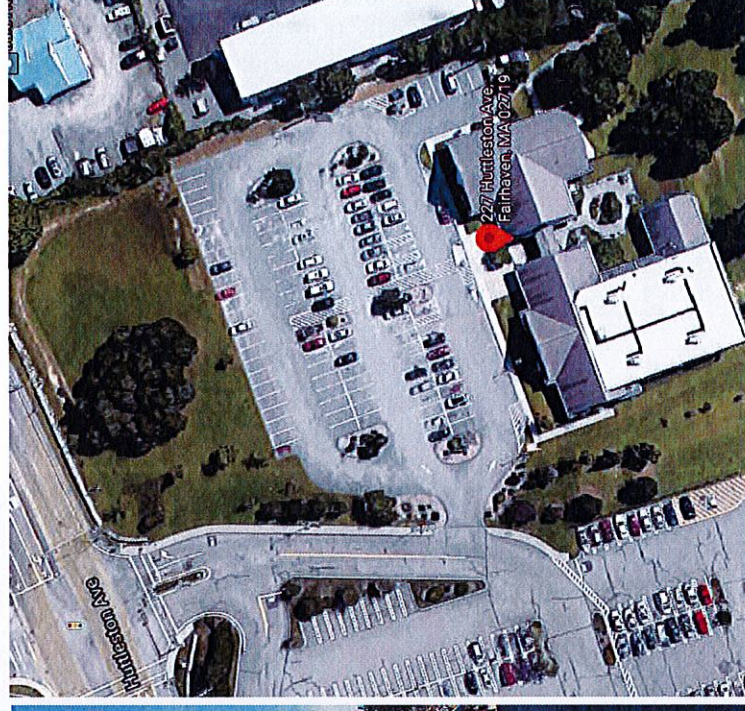
PowerOptions Solect Solar & Storage Program

- No upfront cost
- Solect to install, finance, operate, maintain system
 - No maintenance responsibilities for client
- 20-25 Year Power Purchase Agreements (PPAs) + Storage Shared Savings Agreement
- Fixed per-kWh price for the term
 - Monetizes federal and state incentives
 - Savings plus hedge against volatile electricity and utility costs
 - Pricing pre-negotiated with strength of PowerOptions consortium
- Pre-negotiated standard form contract terms and conditions
- PowerOptions as advisor, advocate, facilitator
- Public entities may participate without conducting individual procurement (MGL Ch. 164, Sec. 137)


Hastings Middle School – 363 kW PV + 250kW BESS



CoA / Rec Center – 488kW PV Canopy, Bill Credits



Savings Estimates – High, Hastings, CoA/Rec Ctr.



Smart Solar. Smart Business.

3/22/2021

Town of Fairhaven

Solar PPA Summary

Block 5				Block 6		
Site	PPA	Y1 Save	20 Yr Save	PPA	Y1 Save	20 Yr Save
Hastings Middle School PV+ESS	0.102	\$ 22,800	\$ 744,000	0.11	\$ 19,500	\$ 702,450
Council on Aging / Rec Ctr		\$ 7,500	\$ 145,000		\$ 4,100	\$ 87,000
Total PPA Savings		\$ 30,300	\$ 889,000	0.110	\$ 23,600	\$ 789,450
PILOT			\$ 276,000			\$ 276,000
Total Savings + Income			\$ 1,165,000			\$ 1,065,450

Does not include costs if any for utility impact studies or system upgrade charges

Assumes PILOT Agreement with Host Community

Savings estimates assume cost of supply and delivery kWh inflation 1.5%

Site	kWh	Offset	CO2 Tons Avoid	kWDC	PILOT
Hastings Middle School	410,000	120%	6,000	363	\$ 130,000
Council on Aging / Rec Ctr	540,000		5,100	511	\$ 146,000
Totals	950,000		11,100	874	\$ 276,000

Next Steps

- Sign Letter of Intent for Hastings and COA projects
- Confirm articles for Projects are on 2021 Town Meeting Warrant
- Solect to engineer, apply for incentives and utility interconnection
- Sign PPA + Storage Agreement, Lease, PILOT
- Canopy project through Planning board, permit, and install
- Installations expected to start summer 2021

Discussion, Questions, Next Steps

Thank you!

Matt Shortsleeve, Solect Energy, mshortsleeve@solect.com



Attachment D
Wendy Graves <wgraves@fairhaven-ma.gov>

Updated Solar LOI

1 message

Matt Shortsleeve <mshortsleeve@solect.com>

Fri, Mar 5, 2021 at 1:17 PM

To: Whitney McClees <wmcclees@fairhaven-ma.gov>, wgraves@fairhaven-ma.gov

Hi Whitney and Wendy,

Attached please find the updated solar Letter of Intent reflecting the Hastings Middle School and the Council on Aging canopy projects, and removing the High School.

If I can be of assistance in presenting to the Selectboard meeting, I'd be happy to do so.

Please let me know your feedback on this and next steps. We'd really like to secure SMART Block 5 for these if possible, so I hope the LOI will be agreeable and we can get it signed.

Thanks and have a great weekend!
Matt

--

Matt Shortsleeve | Vice President, Development

Schedule a Meeting with Matt

**Solect Energy**

89 Hayden Rowe St. | Hopkinton, MA 01748

(o) (508-598-3511 x735 | (c) 617-797-7832

solect.com | mshortsleeve@solect.com

Connect with us on LinkedIn | Twitter | Facebook

****The information contained in this e-mail, and any and all accompanying documents, constitutes confidential information. If you are not the intended recipient of this information, any disclosure, copying, distribution, or the taking of any action in reliance on it is strictly prohibited. If you have received this information in error, please notify the sender immediately and destroy this communication. Messages sent via this medium may be subject to delays and/or unauthorized alteration. Neither Solect Energy Development, LLC. nor any of its affiliates or subsidiaries shall be held liable for the contents of this message. ****

**Solect PO PPA LOI Fairhaven MS COA 20210305.docx**

123K

**Letter of Intent for Solar Power Purchase Agreement
Town of Fairhaven
SED Fairhaven Hastings Middle School**

March 5, 2021

To: Whitney McClees
Conservation Agent and Sustainability Coordinator
Town of Fairhaven
40 Center Street
Fairhaven, MA 02719

Solect Energy Development LLC ("Solect" or "Provider") and Town of Fairhaven ("Host"), desire to enter into Power Purchase Agreements ("PPA") and Lease Agreements or grants of Easement ("Site Control") for electricity to be produced by solar power electric generating projects, potentially including energy storage, to be located at three Town owned locations (the "Projects"), but recognize that the Massachusetts Department of Energy Resources' SMART Incentive Program awards incentives on a first come first served basis, and therefore, Host's power purchase rate is subject to the approved incentive for each Project. The PPA rates for each Incentive Award are presented in Attachment 1.

This Letter of Intent (the "Letter") is intended to formalize both Parties willingness and intent to enter into good faith negotiations to execute a PPA, Electricity Services Agreement ("ESA") (if energy storage is included), and Site Control pursuant to which Solect will develop the Projects under the PowerOptions Solar Program.

1. Project Development Activities

Solect seeks to develop, design, construct, finance and operate the Projects presented in Attachment 2 and sell to Host the electric energy produced by the Projects.

Host owns or is the beneficial leaseholder of the sites listed in Attachment 2 and seeks to make a portion of such sites available to Provider for constructing, operating and maintaining solar powered electric generating and energy storage Projects. Host will allow Provider reasonable access to the sites to perform pre-development and design work as described below, at no cost to Host. Provider shall, during the term of this Letter, maintain the insurance set forth in the Attachment 3 to this Letter. Provider shall enter upon the sites only in the company of a representative of Host.

Solect may, at its expense, assess the suitability of Host's premises for the Projects. To do so, Solect may perform engineering, design, site or structural analysis (excluding intrusive or destructive tests or inspections without Host's prior approval), and may submit applications for SMART incentives, and utility interconnection of the Host's site to determine feasibility, safety, and to ensure the proper installation, maintenance, and operation of the solar and energy storage Projects. If during the performance of such assessment, Solect discovers any conditions that in Solect's reasonable judgment would prevent the successful completion of the Projects, Solect shall promptly advise Host of the same, and if the Parties are unable to reach agreement on how to address such conditions in the PPA to enable successful completion of the Projects, Solect may terminate this Letter, and the Parties will have no further obligations hereunder.

2. Agreements

Subject to the conditions in this letter, Host and Solect agree to undertake good faith negotiations to enter into a PPA, ESA, and Site Control document for each Project. Within two hundred seventy (270) days of the issuance of a Preliminary Statement of Qualification from the SMART Program Administrator, Solect shall confirm the PPA rate that it will offer to the Host for the Project. Initial proposed rates are shown in Attachment 1. The Parties recognize that the pricing for the Projects will be subject to SMART Program incentives, the execution by Solect and the taxing authority of agreements for payment in lieu of taxes ("PILOT"), and that the final PPA rates must be agreed to by both Parties and may differ from those shown in Attachment 1. Subject to the Parties' agreement, Host agrees to execute the PowerOptions program PPA, ESA and Site Control documents as soon as reasonably practicable. The parties may extend this Letter upon mutual written agreement.

This Letter is contingent upon successful receipt of the SMART Program qualification, and subject to Solect achieving the PPA rates for each location as presented in Attachment 1, the Parties' mutual satisfaction with PPA rates and agreement regarding site-specific upgrades (if any).

This Letter expresses the desire of both Parties to enter into negotiations to undertake and complete the Projects as outlined above, and to complete all necessary documents, and processes to meet the associated timeline. If the Parties are unable to reach agreement on any adjustments to the PowerOptions PPA and Site Control document, or other agreement to address site-specific upgrades, then this Letter shall terminate. This Letter shall be governed by Massachusetts law.

This Letter shall expire 360 days after the date of Host's countersignature below, unless the parties agree, in writing, to extend the term.

Sincerely,

Solect Energy Development LLC

By: _____

Name: James Dumas
Title: Manager/COO

ACCEPTED AND AGREED TO AS OF THE DATE SET FORTH BELOW BY AUTHORIZED
REPRESENTATIVE OF HOST

Town of Fairhaven

By: _____

Name:
Title:

Date: _____

(signature page – Letter of Intent – Town of Fairhaven)

ATTACHMENT 1

3/5/2021

Town of Fairhaven

Solar PPA Summary

Site	Block 5			Block 6			PILOT
	PPA	Y1 Save	20 Yr Save	PPA	Y1 Save	20 Yr Save	
Hastings Middle School PV+ESS	0.102	\$ 22,800	\$ 744,000	0.11	\$ 19,500	\$ 702,450	\$ 130,000
Council on Aging / Rec Ctr	CUSTOM - STANDALONE FTM, BILL CREDITS / LEASE						\$ 146,000
Total PPA Savings		\$ 22,800	\$ 744,000	0.110	\$ 19,500	\$ 702,450	
PILOT			\$ 276,000			\$ 276,000	
Total Savings + Income			\$ 1,020,000			\$ 978,450	

Does not include costs if any for utility impact studies or system upgrade charges

Assumes PILOT Agreement with Host Community

Savings estimates assume cost of supply and delivery kWh inflation 1.5%

Site	kWh	Offset	CO2 Tons Avoid	kWDC	PILOT
Hastings Middle School	410,000	120%	6,000	363	\$ 130,000
Council on Aging / Rec Ctr	540,000		5,100	511	\$ 146,000
Totals	950,000		11,100	874	\$ 276,000

ATTACHMENT 2

Project Site Information

Hastings Middle School – 30 School Street Fairhaven, Massachusetts 02719

Fairhaven Council on Aging - 227-229 Huttleston Avenue Fairhaven, Massachusetts 02719

ATTACHMENT 3

Insurance Requirements

Provider will have valid commercial general liability, workers compensation, and business auto insurance as follows:

- Commercial general liability insurance will be in the following amounts: \$1,000,000 for each occurrence and \$2,000,000 aggregate.
- Workers compensation insurance or self-insurance indicating compliance with any applicable labor codes, laws or statutes, state or federal, where Installer performs work.
- Auto coverage not less than 1 million dollars (\$1,000,000) each accident for bodily injury and property damage, and 1 million dollars (\$1,000,000) in the aggregate.

Attachment E

ARTICLE : CABLE-Town ENTERPRISE FUND FY22 RECOMMENDED OPERATING BUDGET			
	FY20 Actual	FY21 Budget	FY22 Requested
Revenues			
Comcast Estimated Revenue	\$219,766	\$246,056	\$196,448
Retained Earnings	\$0	\$27,272	\$49,587
Total Revenue	\$219,766	\$273,328	\$246,035
FY 22 Cable-Town Enterprise Fund Operating Budget			
Salaries and Wages	\$137,581	\$152,768	\$183,044
Benefits (transferred to the GF)	\$12,673	\$17,194	\$0
Expenses	\$53,085	\$60,590	\$35,600
<u>Purchase of Services</u>			
Repairs & Maint-equipment	\$525	\$1,000	\$1,000
Communication	\$8,454	\$8,500	\$8,500
Postage	\$6	\$100	\$100
Advertising	\$0	\$1,000	\$500
Professional Salary (transfer to GF)	\$24,500	\$24,990	\$0
Contracted Services	\$11,560	\$10,000	\$11,000
<u>Supplies</u>	\$0		
Office Supplies	\$221	\$1,000	\$700
Other Supplies		\$500	\$500
<u>Other Charges</u>			
Mileage/Car allowance	\$400	\$500	\$300
Seminars/Professional gatherings	\$1,500	\$1,500	\$1,000
Dues	\$300	\$500	\$500
Public Relations	\$1,476	\$1,000	\$500
<u>Minor Equipment</u>	\$4,143	\$10,000	\$11,000
S/T	\$190,666	\$230,552	\$218,644
Indirect Costs from General Fund	\$29,100	\$42,776	\$27,391
Total Town Cable Enterprise Fund Operating Budget	\$219,766	\$273,328	\$246,035

ARTICLE : CABLE-School
ENTERPRISE FUND FY22 RECOMMENDED OPERATING BUDGET

	FY20 Actual	FY21 Budget	FY22 Requested
Revenues			
Comcast Estimated Revenue	\$169,988	\$199,733	\$154,352
Retained Earnings	\$0	\$34,069	\$58,055
Total Revenue	\$169,988	\$233,802	\$212,407
FY 21 Cable Enterprise Fund Operating Budget			
Salaries and Wages	\$101,804	\$107,049	\$140,002
Benefits (transferred to the GF)	\$15,313	\$18,066	\$0
Expenses	\$39,084	\$66,474	\$44,251
<u>Purchase of Services</u>	\$0		
Repairs & Maint-equipment	\$0	\$0	\$0
Communication	\$14,584	\$15,000	\$15,000
Postage	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Professional Salary (transfer to GF)	\$24,500	\$24,990	\$0
Contracted Services	\$0	\$0	\$0
<u>Supplies</u>			
Office Supplies	\$0	\$0	\$0
Other Supplies	\$0	\$0	\$0
<u>Other Charges</u>			
Mileage/Car allowance	\$0	\$350	\$725
Seminars/Professional gatherings	\$0	\$0	\$550
Dues	\$0	\$0	\$300
Public Relations	\$0	\$0	\$0
<u>Minor Equipment</u>	\$0	\$26,134	\$27,676
S/T	\$140,888	\$191,589	\$184,253
Indirect Costs from General Fund	\$29,100	\$42,213	\$28,154
S/T	\$169,988	\$233,802	\$212,407
Total School Cable Enterprise Fund Operating Budget	\$169,988	\$233,802	\$212,407

Cable TV Enterprise Funds

FY 2022 Revenue Allocation %

Comcast Estimated Revenue:

4 quarterly Comcast payments, allocated to Town & School (\$88,000 x 4 = \$352,000.00)

3rd year of Comcast 10yr contract of \$6,000.00 annually, allocated to Town & School

Annual .50 cent subscriber fee allocated to Town = \$2,800.00

Total Estimated Revenue =

	Present Allocation Twn 56% / Sch 44%	Alternate Allocation Twn 67% / Sch 33%
Town Enterprise	\$196,448.00	\$242,660.00
School Enterprise	\$154,352.00	\$118,140.00
Total	\$350,800.00	\$360,800.00

Town - Retained Earnings Beginning Balance 7-1-120 \$721,111.00

School - Retained Earnings Beginning Balance 7-1-120 \$379,289.00

FY22 BUDGET SUMMARY	TOWN	SCHOOLS	Total Budget Allocation
TOTAL SALARY (see detail tabs)	✓ 183,045	140,002 ✓	323,046
PURCHASE OF SERVICES			
Repairs & Maint Equipment	1,000		
Postage	100		
Communications (Internet, Website, Cable, Phone)	8,500	15,000	
Advertising	500		
Contracted Services	11,000		
TOTAL PURCHASE OF SERVICES	21,100	15,000	36,100
SUPPLIES			
Office Supplies	700		
Other Supplies	500	0	
TOTAL SUPPLIES	1,200	0	1,200
OTHER CHARGES			
Mileage/Car Allowance	300	725 ✓	
Seminars/Professional Gathering	1,000	550 ✓	
Dues	500	300 ✓	
Public Relations	500		
TOTAL OTHER CHARGES	2,300	1,575 ✓	3,875
Minor Equipment	11,000	27,677 ✓	38,677
Sub Total	218,645	184,253	402,898
Indirect Costs from General Fund	✓ 27,391	28,154 ✓	55,545
Total Enterprise Fund Operating & Indirect Budget	246,035	212,407	458,443
Estimated FY2022 Revenue	\$196,448	\$154,352	
Transfer from Retained Earnings	49,587	58,055	
	\$246,035	\$212,407	

Town:

Cable Access Director (14-6) on 6/29/21	67,216.00
Production Coordinator (10-3) on 9/23/21	47,570.00
Part-time videographers (5)	40,057.00
Media Comm Specialist (50%)	25,413.50
TOTAL SALARY	183,045

Fringe Benefits (100%) :

	Health Benefits	Dental	Retirement	Medicare	TOTALS
Cable Director	0	0	7,393.76	974.63	8,368.39
Production Coordinator/ Full time	0	0	5232.70	689.77	5,922.47
Videographers Part time	0	0	0	580.83	580.83
Administrative Asst Part Time	0	0	0	0	0.00
Media Comm Specialist (50%)	9,058	297	2795.49	368.50	12,518.98
TOTAL FRINGE					27,391

Note: Fringe Benefits are phased in over a 3 year period, therefore FY20 will include 1/3 fringe benefit expense. FY21 will include 2/3 fringe benefit expense and FY22 will include 100% fringe benefit expense.

Health (60%) & Dental (50%) benefits are based on actual premium

Retirement is estimated @ 11% of Salary amount

Medicare is 1.45% of Salary amount

Minor Equipment:

Audio/Video replacement & upgrades, misc	2,500.00
Editing Suite	2,500.00
Lighting	2,500.00
Misc	3,500.00
Total Minor Equipment	11,000.00

School:

		Total Health	Total Dental
Salary:			
FHS Media Teacher	65,124.00	7,257	240
EHMS Media Teacher	48,597.00		
Media Comm Specialist (50%)	25,413.50	9,058	297
Kayla Owen	867.00		
TOTAL SALARY	140,001.50 ✓		

Fringe Benefits (100%) :

	Health Benefits	Dental	Retirement	Medicare	Life	TOTALS
FHS Media Teacher	7,257	240.00	7,164	944	30.40	15,635.34
EHMS Media Teacher		0				0.00
Media Communications Specialist	9,058	297.00	2,795	368.50	0	12,518.98
TOTAL FRINGE						28,154.3

Note: Fringe Benefits are phased in over a 3 year period, therefore FY21 will include 2/3 fringe benefit expense. FY22 will include 100% fringe benefit expense.

Retirement is estimated @ 11% of Salary amount

Medicare is 1.45% of Salary amount

Minor Equipment (under 20,000k):

FHS Studio Equipment

Quantity	Description	Vendor	Price	Subtotal
5	Sony PXW-Z150 4K XDCAM Camcorder	BH Photo	\$2,598.00	12,990.00
10	128GB Extreme PRO UHS-I SDXC Memory Card	BH Photo	\$39.99	399.90
5	Sony NP-F970 L-Series Info-Lithium Battery Pack (6300mAh)	BH Photo	\$121.99	609.95
5	Manfrotto MVH502A Fluid Head and MVT502AM Tripod with Carrying Bag	BH Photo	\$439.12	2,195.60
3	Sennheiser MKE 600 Shotgun Mic with Boompole, Bag & Shockmount Complete HD5LR Kit	BH Photo	\$619.00	1,857.00
1	Zoom H6 6-Input / 8-Track Portable Handy Recorder with Interchangeable Mic Capsules	BH Photo	\$329.99	329.99
3	Rosco GaffTape - Black (2" x 54yd) - 3 Pack	BH Photo	\$50.94	152.82
3	Kupul Studio Elite 4000 Series XLR M to XLR F Microphone Cable - 25' (7.6 m), Black	BH Photo	\$19.49	155.92
2	Apple 10.2" iPad (Late 2019, 128GB, Wi-Fi Only, Space Gray)	BH Photo	\$429.00	858.00
1	Porta Brace Cargo Camera Case for Sony HXR-NX100 (Black)	BH Photo	\$132.40	132.40
	NewTek TriCaster Mini with UHD 4K Support	BH Photo	\$7,995.00	7,995.00

TOTAL 27,677 ✓

1	MASS Cue	300
1	New England Emmy Award Submissions	250
1	MOVE State Film Festival	300
	TOTAL	850 ✓
	Transportation:	
1	New England Emmy Awards	350
1	MOVE State Film Festival	375
	TOTAL	725 ✓

Acceptable Use Policy – Computer, Technology, Email, Cell Phone, Internet, Social Media

43-1. *Policy.* The Town of Fairhaven may provide email and/or Internet access to employees who are connected to the municipal network server at the Town Offices and, additionally, to various employees in other town buildings. The purpose of providing these services to employees is to improve communication between departments and to provide the means to communicate and obtain information via the Internet. These services shall be used to improve the efficiency and effectiveness of municipal operations. Access and Control of the Town's technology resources, equipment, and information shall be as follows:

The Town has established these policies to set the standards for the proper and allowed uses of the Town's telecommunications systems including telephones, email, facsimile machines (faxes), cell phones, and the Internet, including social media, and to set the standards expected of town personnel in the use of private equipment and media. The use of these capabilities and equipment is subject to the same management oversight as any other employee activity. The Town reserves the right to review and monitor employees' use of Town systems and communication devices. Employees are advised that they have no legitimate expectation of privacy in regard to their use of the Town's system and communication devices.

Violation(s) of this policy may result in disciplinary action being taken against the employee, up to and including termination from employment.

Email: Electronic data in the form of email is considered a public record and as such is subject to the requirements of the Public Records Law (MGL c 66) including the requirement to maintain that data, and as applicable to make that data available to the public upon request. Federal courts have also held that electronic mail is considered a record for purposes of the Federal Freedom of Information Act. Electronic data that is generated or communicate by a town employee in the course of his employment, will be considered a public record regardless of whether the equipment used is town owned or personally owned.

Appropriate Use: Email and related online services are the property of the Town and are to be used for business matters directly related to the operational activities of the Town and as a means to further the Town's objective to provide efficient, complete, accurate, and timely services.

Users shall act professionally, properly identifying themselves, and shall ensure that they do not misrepresent themselves or the Town.

The telecommunications systems (including Town office Wi-Fi access) shall not be used for:

- Personal gain or to conduct personal business, political activity, non-Town-related fundraising activity, or charitable activity;
- The transmission of materials used for commercial promotion, product endorsement, or political lobbying;
- Discriminate, or promote discrimination, on the basis of race, color, national origin, age, marital status, sex, political affiliation, religion, disability, or sexual preference; to promote, cause, or contribute to sexual harassment; or to promote personal, political, or religious business or beliefs;
- To violate any of the Town's personnel policies;

- For any illegal activity, including but not limited to, the transmission of copyrighted or trade secret material, the transmission of obscene, defamatory, or threatening material, or the propagation of any criminal activity.

No user shall violate the computer security systems or procedures implemented by the Town, the IT Director or his/her designee, including proper use of passwords, security systems, and virus detection programs. For security purposes, employees should either log off or revert to a password screensaver when leave their computer for an extended period. When leaving for the day, employees should log off and power down all electronic equipment.

Employees are expected to use careful consideration before opening emails or files from unknown senders. Employees are prohibited from downloading or transferring unauthorized software or files. No user shall pirate, download, or transfer software for which the user does not have the proper licensing. Additional restrictions or regulations on the importing of remote files may from time to time be imposed, and such restrictions or regulations shall be considered part of this policy.

Internet browsing should be limited to Internet sites directly related to the user's job function. Internet browsing for personal use is prohibited. The use of town equipment and access for the purpose of private social networking is prohibited. Users shall not engage in activities that could cause congestion and disruption of networks and systems, including but not limited to consuming excessive system resources.

Open Meeting Law Compliance: All provisions of the Massachusetts Open Meeting Law apply to email communication.

41-2. Social Networking. Whether acting within the scope of employment for the Town, or not, employees are encouraged to use professional judgment at all times concerning personal and professional use of social networking sites. In using social networking sites, employees should at all times be respectful to co-workers, residents, or persons seeking assistance from the Town. Employees should not disclose confidential information, engage in any unlawful activity, or convey information that is disparaging or defamatory while using social networking sites, and must refrain from making comments or statements based upon race, color, gender, national origin, religion, ancestry, age, sexual orientation, disability, maternity leave, genetics, active military status, or another basis prohibited under state or federal anti-discrimination statutes, or which may otherwise interfere with the ability of the Town government to function properly. Such statements or comments occurring online and/or through the use of social networking sites will not be tolerated and may be subject to disciplinary action.

Subject to applicable law, online activity outside of work that violates the Town's Personnel Policies may subject an employee to disciplinary action, up to and including termination.

Use of social media during work hours, except as related to town business or postings, is prohibited and subject to disciplinary action.

43-3. Mobile Devices Provided by the Town. Employees whose work requires the issuance of a mobile device will be provided such device at the recommendation of the Department Head and the approval of the Town Administrator. Employees who do not accept a Town mobile device, and instead opt to use their own device, shall be eligible to receive a stipend, upon furnished proof of cell phone invoice paid. Such proof shall be provided to the Town Accountant's office, along with any reimbursement/payable

cover sheets, and shall be signed by the Town Administrator for reimbursement. Employees who opt to use their own mobile devices for Town business must seek approval from their Department Head and should be advised that their device may be subject to records access laws. The rate of payment for cell phone stipends will be periodically reviewed. Proposed cell phone stipends must be included in the annual departmental budget and are subject to Town Meeting appropriation. Users are responsible for the physical safety of their Town-provided devices and must report lost/stolen/damaged equipment immediately to the technology staff (IT Department).

43-4. Usage Guidelines.

- Detailed records of the use of Town mobile devices are public records and may be requested at any time.
- Mobile devices provided by the Town are to be used predominately for work-related purposes. Personal use that incurs charges must be paid for by the employee.
- In addition to this policy, the use of mobile devices is governed by personnel policies which relate to the use of all Town computing equipment.
- Town employees and elected officials may use social media and social networking services and tools for personal use outside of the workplace. However, these types of tools can sometimes blur the line between professional and personal interactions. Therefore, employees and elected officials are reminded that as representatives of the Town of Fairhaven, the above policies should be taken into consideration when participating in these services at any time, particularly when identifying themselves as employees of the Town or when context might lead to that conclusion, employees and volunteers should use discretion and common sense when employing social media, to help prevent inadvertently compromising professional, legal, or ethical standards, or otherwise violating this policy.

