



**Fairhaven Board of Selectmen
Meeting Minutes
April 12, 2021**

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2021 APR 27 P 3:08

FAIRHAVEN,
MASS.

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

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

Also present: Rogers Reuse committee Chair Sue Loo and Bell Committee Chair Doug Brady

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

Chairman Freitas opened the meeting at 6:31 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.

At 6:35 pm the Board recessed to the Auditorium

Appointment of Fire Chief

Town Clerk Carolyn Hurley swore in the new Fairhaven Fire Chief Todd Correia before a small gathering of family, friends and members of the Fairhaven Fire and Police Departments.

Chief Correia thanked the group and the Selectmen for their support.

At 6:45 pm the Board returned to the Banquet Room

Minutes

Mr. Espindola made a motion to Approve minutes of March 1, 2021– Open Session. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to Approve minutes of March 8, 2021– Open Session. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to Approve minutes of March 11, 2021– Open Session. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to Approve minutes of March 22, 2021– Open Session. Mr. Silvia seconded. Vote was unanimous. (3-0)

Town administrator's report

Ms. Graves told the Board that she recently had a meeting with Cook and Company regarding the new rates for FY22, and she hopes to have the new rates by the next meeting.

Ms. Graves told board that she met with members of the Rogers Reuse Committee regarding a possible tenant for the newer section at Rogers school.

Ms. Graves told the Board Mind Set Go will be holding 2 training seminars tomorrow with Town staff.

Ms. Graves told the board that there will be clean up day at Rogers school on Saturday, April 17, 2021, they are looking for volunteers to help clean the school grounds.

Committee liaison reports

Mr. Espindola said he had a Zoom meeting with Ms. Graves and Town Accountant Anne Carreiro with Elevation Retail regarding the host agreement which is currently out for review with department heads.

Mr. Espindola send Broadband Study committee will be hosting another webinar to work with Entry point to be presented at town meeting. The Committee will also be presenting a short video at Town Meeting.

Mr. Espindola said there are Federal Stimulus funds that are available for infrastructure projects for Broadband development, Mr. Espindola would like to see the Town benefit from this.

Mr. Espindola said the Marine Resources Committee met to discuss the waterway rules and regulations, but also had questions regarding the Union wharf land swap.

Planning Director Paul Foley will update the Board regarding the one stop growth program. This is a program that helps towns with grants and will hold training sessions for the Planning Boards and the Zoning Board of Appeals.

Mr. Silvia said the ADA ramp project at the Academy Building is progressing.

Mr. Silvia said he liked an idea that Board of Selectman's candidate Lisa Plante had regarding office hours for each precinct. The Board discussed ideas for possibly doing something on this idea.

Mr. Freitas met with the Bristol County Commissioners.

Reorganization of Board of Selectmen

Chairman Freitas handed the gavel over to Ms. Graves. Ms. Graves asked for nominations for the position of Chairman of the Board of Selectmen.

Mr. Silvia made a motion to nominate Mr. Freitas for the position of Chairman. Mr. Freitas seconded. Vote passed (2-1)

Mr. Silvia made a motion to nominate Mr. Espindola for the position of vice chairman. Mr. Freitas seconded. Vote was unanimous. (3-0)

Mr. Freitas made a motion to nominate Mr. Silvia for the position of Clerk. Mr. Espindola seconded. (3-0)

Ms. Graves handed the gavel back to Mr. Freitas.

Board Liaison Appointments

Mr. Freitas read the listing of the Board liaisons. Board members were happy with their current positions.

Mr. Espindola made a motion to accept the liaison positions as read by Mr. Freitas. Mr. Silvia seconded. (3-0)

Revere Bell location

Doug Brady chairman of the Bell committee met with the Board to present them the designs for the housing of the restored Oxford school Revere Bell that will sit on the front lawn of town hall. Mr. Brady said all the designs were done by students (Attachment A). The first design, by Chase Crowley a Fairhaven High school student had the same base but 3 different roof options. The second design was created by Vocational students Benjamin Farland, Cody Raposa and Christopher Pereira and represents the cupola that the bell was originally housed in atop the roof at Oxford school. Mr. Brady said the Historical Commission chose the cupola as their choice but loved all the designs. The Board liked the idea of the cupola because they felt it best represented where the bell came from.

Mr. Espindola made a motion for the cupola design as their choice. Mr. Silvia seconded. Vote was unanimous. (3-0)

Setting 2nd Half of 2021 Board of Selectmen meeting calendar

The Board meeting reviewed dates for the second half of calendar 2021. Mr. Espindola suggested changing the date of the already scheduled May 24, 2021 meeting to another date due to a conflict. The dates reviewed were as follows:

- Monday, July 12, 2021
- Monday, July 26, 2021
- Monday, August 9, 2021
- Monday, August 23, 2021
- Monday, September 13, 2021
- Monday, September 27, 2021
- Tuesday, October 12, 2021
- Monday, October 25, 2021
- Monday, November 8, 2021
- Monday, November 22, 2021
- Monday, December 6, 2021
- Monday, December 20, 2021

Mr. Espindola made a motion to change the date of the May 24, 2021 meeting to June 1, 2021. Mr. Silvia seconded. Vote was unanimous (3-0)

Mr. Espindola made a motion to approve the second half of calendar 2021 schedule. Mr. Silvia seconded. Vote was unanimous. (3-0)

Millicent Library Trustees Resignation and Appointment

Mr. Freitas read a letter from Library Director Kyle DeCicco-Carey requesting to add Kathryn Powers to the Library Board of Trustees and to accept the resignation of Lisa Wright.

Mr. Espindola made a motion to accept the resignation of Lisa Wright. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to appoint Kathryn Powers to the Library Board of Trustees. Mr. Silvia seconded. Vote was unanimous. (3-0)

Rogers Reuse Committee - Disclosure by Non- Elected Municipal Employee of Financial Interest: - Sue Loo

Mr. Freitas said that Rogers Reuse Committee Chairperson Sue Loo has submitted a disclosure by Non-elected municipal employee of financial interest. Mr. Espindola made a motion to approve disclosure by Non- elected municipal employee of financial interest for Sue Loo. Mr. Silvia seconded. Vote was unanimous. (3-0)

Rogers Reuse Committee- mission statement

Mr. Freitas read the mission statement that was submitted by the Rogers Reuse Committee (Attachment B). Mr. Espindola made a motion to accept the mission statement and to place on file and on the Town webpage. Mr. Silvia seconded. Vote was unanimous. (3-0)

Rogers Reuse Committee-discuss possible lease of new section

Rogers Reuse Committee Chairperson Sue Loo updated the Board regarding a potential tenant for Rogers School. Ms. Loo told the Board that Southeastern Massachusetts Educational Collaborative (SMEC) has been searching for extra space to expand their program and recently approached the Rogers Reuse Committee about the addition part of the Rogers School. This portion is handicap accessible and there is ample parking for their vehicles. SMEC would like to be in the building by September 2021 and will help pay for parts of the improvements to the building. Ms. Graves told the Board she and Selectman Silvia will begin negotiations with SMEC. Mr. Espindola suggested that a timeline be created.

The Board discussed the process and the possible future of Rogers School.

Mr. Espindola made a motion to allow for Ms. Graves and Mr. Silvia to participate in negotiations with SMEC to use the 1950's addition Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to have Sue Loo represent the Rogers Reuse Committee and to participate in the negotiations. Mr. Silvia seconded. Vote was unanimous. (3-0)

Acceptance of land donation

Mr. Freitas read a memo from Conservation Agent Whitney McClees (Attachment C) regarding 2 parcels of land that have been accepted by the Conservation Commission for donation to the Town.

Mr. Espindola made a motion to accept the land donation for Nonquitt Avenue. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to accept the land donation for Tanner Lane. Mr. Silvia seconded. Vote was unanimous. (3-0)

Tax Possession Auction- RFP award: Zekos Group

Ms. Graves told the Board that she has awarded a recent Request for Proposal (RFP) for tax title to the Zekos Group. (Attachment D).

Tax Title properties

Mr. Freitas read the list of foreclosed Tax title properties that will be auctioned off by the Town in the near future (Attachment E). Mr. Espindola made a motion to accept the auction list for the properties as presented. Mr. Silvia seconded. Vote was unanimous. (3-0)

Appoint Tax Title Custodian- Wendy Graves

Ms. Graves told the Board that she will need to be appointed the tax title custodian in order to auction off the foreclosed properties that have been taken for tax title.

Mr. Espindola made a motion that as provided under MGL Chapter 60, Section 77B, Robert Espindola, hereby move to appoint Wendy Graves, Town Treasurer, as Tax Possession Custodian who shall have the care, custody, management and control of all property acquired by foreclosure, deed in-lieu of foreclosure or by treasurer's deed for unpaid taxes. Mr. Silvia seconded. Vote was unanimous. (3-0)

Extension of loan agreement for "The Adventurer"

Ms. Graves told the Board this is an extension of the agreement that was signed in 2020 for the "Adventurer" model ship that is on loan to the Rosenbach Library of Philadelphia. Mr. Espindola made a motion to approve the revised loan date for the Manjiro exhibit from January 20, 2020 to September 30, 2021. Mr. Silvia seconded. Vote was unanimous. (3-0)

Elevation Retail- Host Agreement

Ms. Graves updated to the Board that the Host Community Agreement for Elevation Retail is now out for various Department Heads to review.

Deterra farmland: Notice of removal from 61A status

Ms. Graves told the Board the Town has received notice that the Deterra farm has filed for 61A to remove the land from farmland and the Town has the right of first refusal. Mr. Espindola asked if all the Town Departments have had a chance to review this. Ms. Graves will send notice out to Town Departments.

Public Meeting Recommendation from Health Agent

Mr. Freitas read a memo from Health Agent Dave Flaherty regarding his recommendations for public meetings during COVID (Attachment F). Mr. Espindola had concerns that the town Should be following the State guidelines. Discussion followed regarding having members of the public in the meeting room and the amount of people that can safely be in attendance. Mr. Espindola made a motion to accept the recommendations from the Town health Agent. Mr. Silvia seconded. Vote was unanimous. (3-0)

Review/Vote Budgets

Ms. Graves reviewed the budgets with the Board.

Mr. Espindola made a motion to approve the FY22 Water Enterprise and Capital Budget. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to approve the FY22 Water Capital Budget for the Akin Street water meter replacement for \$150,000. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to approve the FY22 Sewer Enterprise Fund. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to approve the FY22 Sewer Capital Budget in the amount of \$670,000 from retained earnings for:

- Inflow and Infiltration Reduction project- \$250,000
- Pump Station Improvements- \$270,000
- Blower Building Roof- \$75,000
- Truck w/plow- \$75,000

Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to FY22 Town Cable Enterprise Budget of \$246,035 using \$49,587 from retained earnings. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to approve the FY22 School Cable Enterprise Budget of \$212,407 using \$58,055 from retained earnings. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to approve the FY22 General Fund Capital Plan for:

- SCBA Replacement -\$491,800
- ACO Replacement Truck-\$51,479
- Police Cruiser Replacements-\$120,500
- Harbormaster/Shellfish Warden Truck Replacement- \$50,300
- Computer Hardware Equipment Replacement -\$30,000
- Fire Engine (Replaces Engine 2)- \$625,000
- Plotter Scanner- \$20,000
- Dashboard Cameras-\$69,000

Mr. Silvia seconded. Vote was unanimous. (3-0)

Review of Articles for the June 12, 2021 Annual Town Meeting

Ms. Graves handed a list of the articles that are on the Annual Town Meeting Warrant. The Board reviewed the list.

Termination letter from Town Administrator Screening Committee

Mr. Freitas read a letter from the Town Administrator Screening Committee stating that they have fulfilled their task.

Resignation from Bikeway Committee- Mat Coes

Mr. Freitas read the resignation letter from Mat Coes on the Bikeway Committee.

Mr. Espindola made a motion to accept the resignation of Mat Coes on the bikeway committee. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Silvia had to recuse himself for this item and left the room at 8:15 pm

Discuss the Town Administrator Screening Process

Mr. Espindola expressed his concerns over the Town Administrator search process and stated that the Board has been addressing this issue for over a month and members of the community are concerned with

the process that took place. Mr. Freitas would like to have the resident letters placed on the webpage. Mr. Freitas expressed that Ms. Graves is doing a good job as the interim Town Administrator.

Discussion ensued regarding the process that has taken place and the concerns of the town residents. Mr. Espindola stated he would like to work together to hire a new Town Administrator.

Mr. Espindola made a motion to start the Town Administrator search process over and to agree to the following process:

1. Obtain quotes from Community Paradigm Services and The Collins Center to conduct the Job Search process again, utilizing the same Position Statement Drafted in the original process. The Board of Selectmen meet to select the firm to coordinate the search process.

2. Recruit seven (7) volunteers to participate in the process using the following procedure:

- a. Three (3) Committee members will be advanced to the Screening Committee from the same three committees / boards who did so the first time, the School Committee, Finance Committee and the Planning Board. Each committee will meet, nominate and vote for their representative. This would be the same process used last time.

- b. Two (2) Committee members will be advanced by the two Selectman qualified to vote on the TA appointment, with each Selectman nominating their choice with the qualification that Selectmen shall be prohibited from serving on the Committee.

- c. One (1) Committee member shall be the Town Moderator and the Town Moderator shall also serve as the Chair of the Town Administrator Search Committee.

- d. One (1) Committee member shall be an At-Large Member from the community determined using the following procedure:

Public notice will be made as soon as the process is agreed to, that the Town is looking for volunteers for the At-Large Position, allowing 3 working days for community members to submit their letters of interest. Each Selectman qualified to participate will be presented all letters of interest for At-Large Committee member and shall rank order the candidates from top preference to the lowest preference and bring that list to the next Board of Selectmen meeting. The candidate with the highest combined rank, using both Selectmen lists, will serve on the committee.

The Screening Committee will advance no less than two candidates but no more than four candidates to the Board of Selectmen for interviews.

If, after conducting interviews of the candidates brought forward by the Screening Committee, the two Selectmen agree on a candidate to appoint, the process will be considered complete and final background checks and contract negotiation will commence.

If, after conducting interviews of the candidates brought forward by the Screening Committee, the two Selectmen each move to appoint a different candidate and those respective motions die without a second, then the names of the two nominated candidates shall be returned to the Screening Committee and the Screening Committee shall meet, in Open Session, to recommend one of the two candidates for appointment to the Board of Selectmen.

Before step one of the process outlined above, both Selectmen shall sign agreement to allow the vote of the Screening Committee to serve as the tie-breaker such that the candidate recommended by the Screening Committee will be the one that both Selectmen agree to motion, second and vote in favor of at the next Board of Selectmen meeting.

There was no second.

Mr. Freitas agreed that the Town should get a quote from other consultants but said that he would not like to use the Community Paradigm again.

The Town Administrator Screening Committee (TAC) Chairman Bernard Roderick told the Board the TAC met with the consultant to approve the minutes of their meetings. He said a vote took place and the minutes were accepted and to also have the consultant send a letter to the Board stating that the Town Administrator committee has fulfilled their role. Mr. Roderick stated that he is unsure if the executive session minutes can be released for public disclosure at this time.

Mr. Espindola made a motion to have Ms. Graves solicit bids from consultants to start the search for a town administrator. Mr. Freitas seconded. Vote passed. (2-0-1)

At 8:36 pm Mr. Silvia returned to the banquet room.

Notes and Announcements

Mr. Espindola read an email from resident Karen Vilandry regarding the Atlas Tack property and he explained that the Town has done what it can for now with the property.

At 8:37 pm Mr. Espindola made a motion to adjourn. Mr. Silvia seconded. Vote was unanimous. (3-0)

Respectfully submitted,

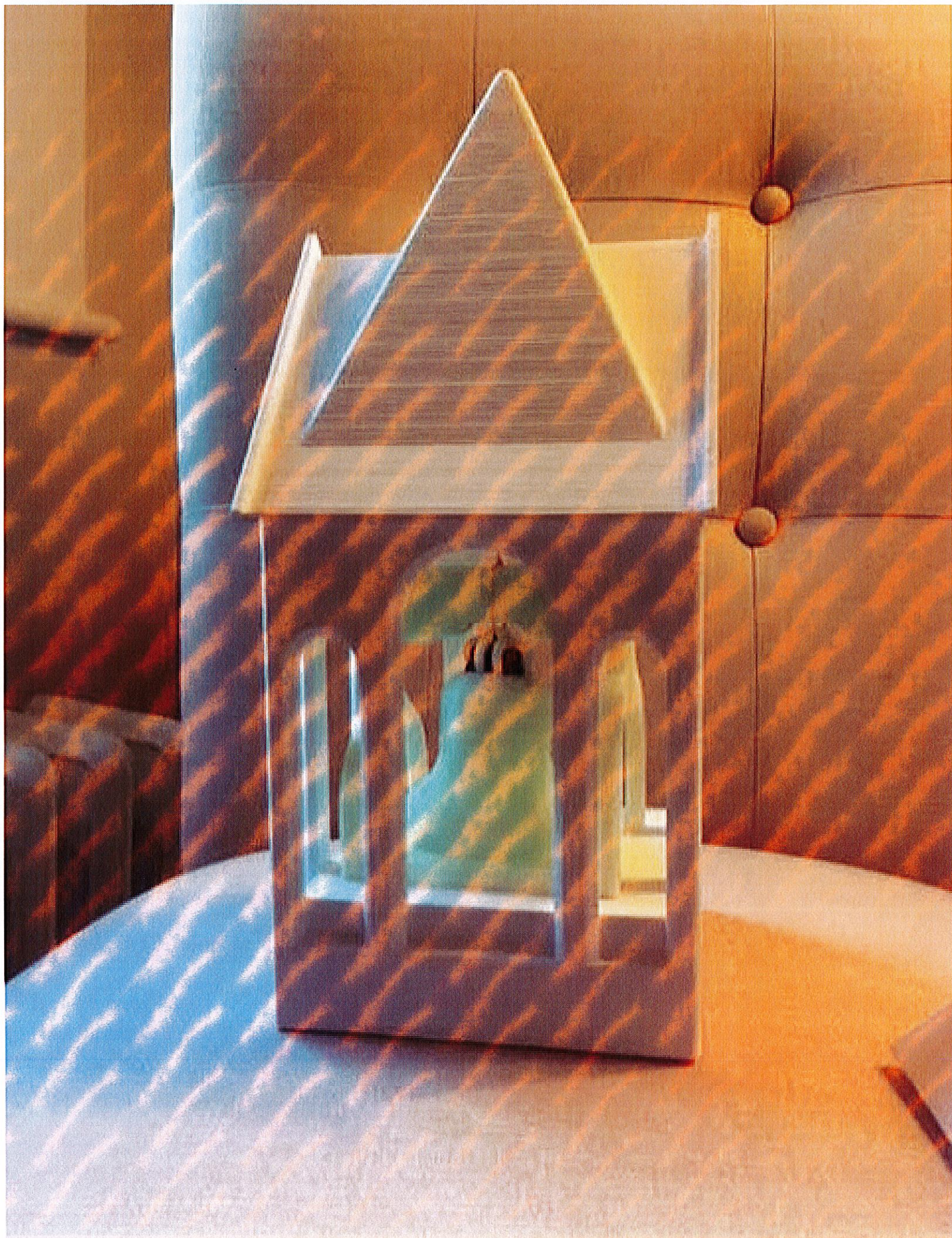


Vicki L. Oliveira
Administrative Assistant
(Approved 4/26/2021)

- A. Revere Bell housing designs
- B. Rogers Reuse mission statement
- C. Memo regarding offer of land donation
- D. Letter from Zekos Group
- E. List of properties for auction
- F. Health Agent Recommendations for Public Meetings during COVID pandemic

Attachment A









ROGERS SCHOOL RE USE COMMITTEE MISSION STATEMENT

The Rogers Study / Re Use Committee is an appointed five-member advisory board. The Committee is appointed by the Board of Selectmen and reports to the Board of Selectmen involving matters relating to the former Rogers School property.

In that capacity the Committees work will include, but not limited to reviewing and proposals received for the re use of the former school property and providing advice to the Board of Selectmen on the proposals received. The committee will provide advice to the board of selectmen on all possibilities for reuse of the former school property. The committee at the request of the Board of Selectmen will assist the town staff in all processes or help in needed matters regarding the former school. The Rogers Study / Re Use Committee is an Ad hoc committee and will serve until the work of the committee is completed as determined by the Board of Selectmen after which time the committee will be disbanded.



Attachment C

TOWN OF FAIRHAVEN, MASSACHUSETTS

CONSERVATION COMMISSION

Town Hall • 40 Center Street • Fairhaven, MA 02719

Memorandum

Date: March 19, 2021

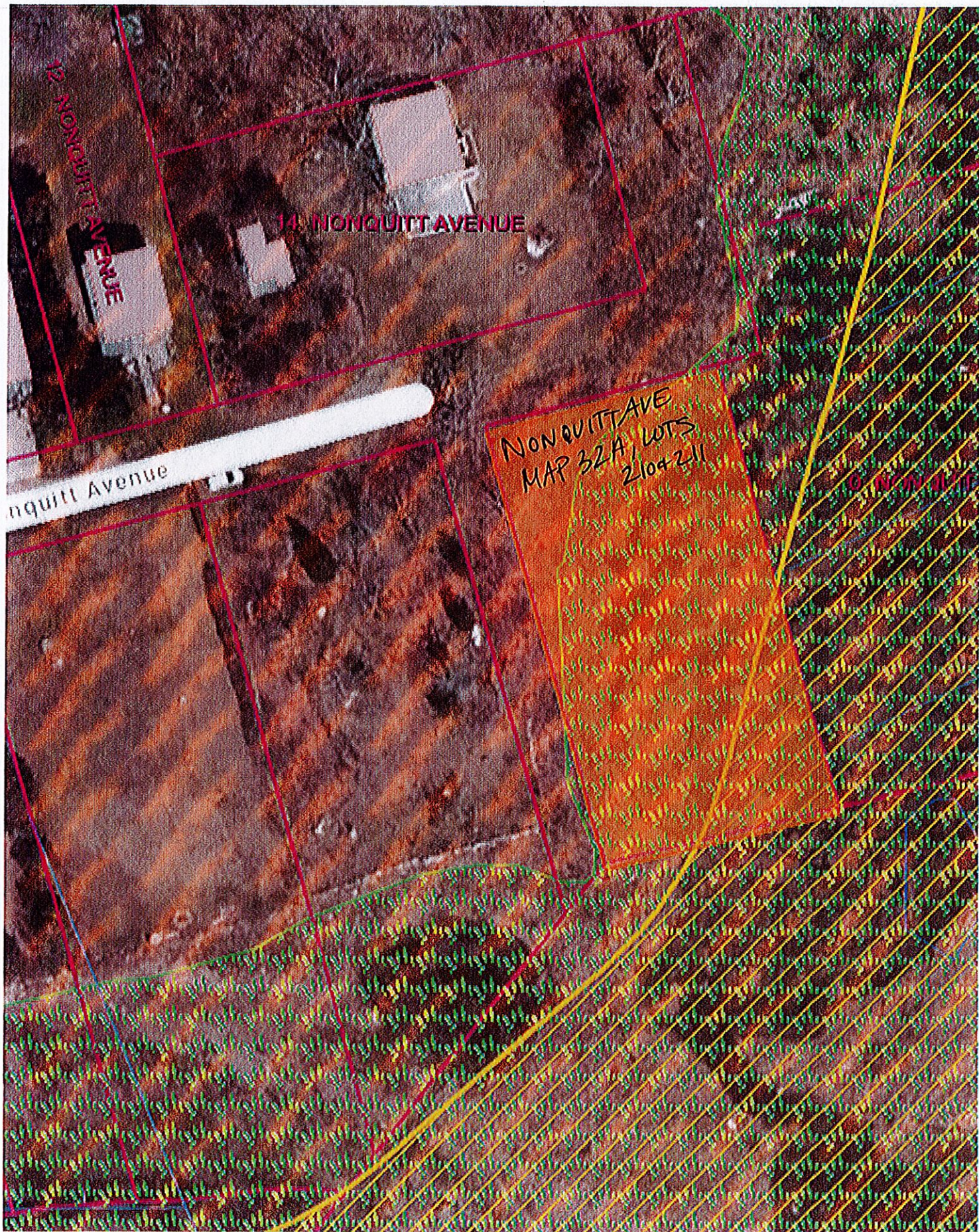
To: Board of Selectmen
Wendy Graves, Acting Town Administrator

From: Whitney McClees, Conservation Agent

RE: Offer of Land Donation

At their March 8, 2021 meeting, the Conservation Commission voted to accept the donation of two parcels of land for conservation purposes. The two parcels are Nonquitt Avenue, Assessors Map 32A, Lots 210 & 211 and Tanner Lane, Assessors Map 30, Lot 48C. The Commission voted to accept the Tanner Lane parcel conditional upon the taxes being brought up to date.

If the Board of Selectmen are in agreement with the Conservation Commission accepting these parcels for conservation purposes and vote to approve the Commission's decision, the Conservation Office can begin the process of transferring the deeds from the current property owners to the Conservation Commission. No Town Meeting vote is required for conveying land to the Conservation Commission under the Conservation Commission Act (MGL Ch. 40 §8C).



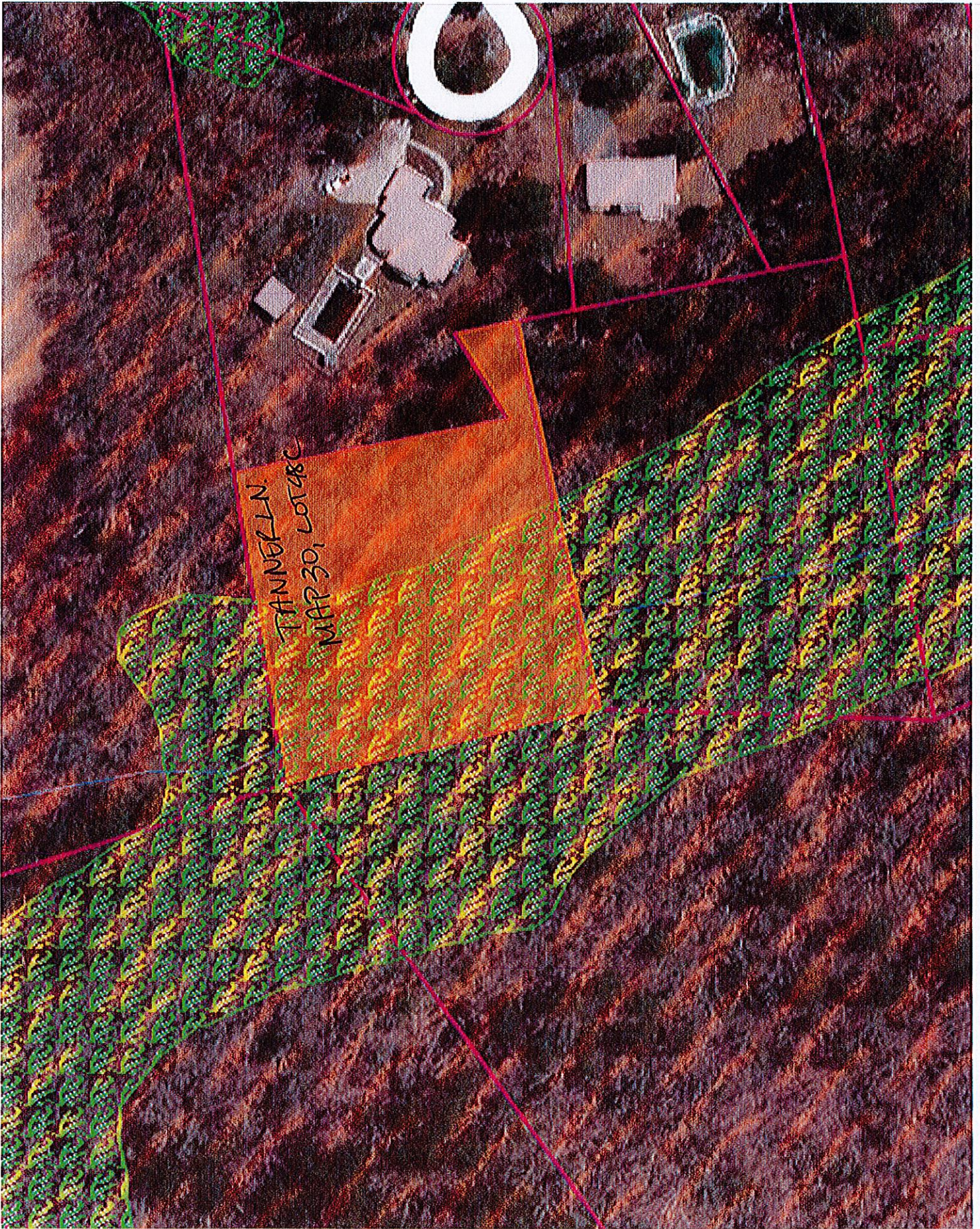
12 NONQUITT AVENUE

14 NONQUITT AVENUE

Nonquitt Avenue

NONQUITT AVE
MAP 32A, LOTS
2104-2111

6 NONQUITT



The Zekos Group

MUNICIPAL AUCTION STRATEGIES



March 24, 2021

Town of Fairhaven
Treasurer/Collector Wendy Graves
40 Center Street
Fairhaven, MA 02719

Dear Ms. Graves,

The Zekos Group is excited about the prospect of working with the Town of Fairhaven and enthusiastically embraces this opportunity. Enclosed, kindly find our response to your Quote Solicitation for Auctioneer Services.

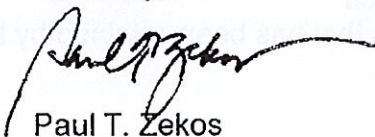
Our team will ensure that you fulfill your fiduciary responsibility to the taxpayers and conduct a transparent and professional auction that generates spirited competition and returns properties to the tax rolls.

As you know, these auctions can present a host of complexities. We will to be a responsive team player and protect the best interests of your community.

We are prepared to expeditiously begin an analysis of your properties and plan a successful auction. Our services are provided at no cost to the Town and our firm incurs all marketing and promotional costs.

Please contact us with any questions. Thank you very much.

Sincerely,



Paul T. Zekos
President

The Zekos Group

MUNICIPAL AUCTION STRATEGIES

WHY WE ARE THE BEST CHOICE FOR FAIRHAVEN



MUNICIPAL AUCTION EXPERTS WITH SUPERIOR STAFF

The Zekos Group has worked with more municipalities, sold more properties and generated more revenue for Massachusetts cities and towns than all other auction firms combined. Our team is professionally and personally committed to providing exemplary service, rapid response, innovative concepts and impressive outcomes.



PROVEN RESULTS FOR COASTLINE COMMUNITIES LIKE YOURS

Our firm has conducted auctions for 15 waterfront cities and towns on Massachusetts' coast. They have produced millions of dollars and exceeded expectations. We understand the uniqueness, challenges and goals of our coastline communities.



RELATIONSHIP WITH MUNICIPAL OFFICIALS

We work collaboratively with Town Officials to ensure a successful outcome. We often meet with board of selectmen in executive session, communicate regularly with town counsel and interact with town managers, treasurers and other officials. Our clients are appreciative of our advice, counsel and expertise.



LEGAL COUNSEL INTERACTION

We have always responded rapidly and communicated effectively with the law firm of Coppola and Coppola. The Zekos Group and Coppola and Coppola have worked jointly on many complex issues impacting our mutual clients. We work proactively to address complicated matters and make sound, strategic decisions.



FACULTY MEMBER OF MCTA The Massachusetts Collectors and Treasurers Association has entrusted our President with educating its members about tax possession auctions.



COMMONWEALTH OF MASSACHUSETTS CONTRACT

We are the only auction company over the last six years that has been retained by the Commonwealth to auction surplus real estate.



AWARD WINNING AUCTIONEERS

Paul Zekos has been credited with being one of the most effective auctioneers in the country and was previously the Massachusetts Auction Champion. You can count on us to make sound, strategic decisions and maximize revenue. Paul has also been inducted into the Massachusetts Auctioneers Hall of Fame.

TOWN OF FAIRHAVEN-list for auction			
PROPERTY ADDRESS	ID PARCEL	LOT SIZE	VALUE FY2021
9 LITTLE BAY ROAD	28-014A	0.551	\$133,900
REAR JAMES STREET	02-102D	0.158	\$13,900
WORTH STREET	02-072	0.239	\$19,500
SILVER SHELL BEACH	41-043	0.162	\$34,500
EBONY STREET	43A-261	0.138	\$12,200
CAMEL STREET	29-047	0.140	\$11,600
CAMEL STREET	29-049	0.140	\$11,600
CAMEL STREET	29-054 & 071	0.277	\$25,900
44 CAMEL STREET	29-059	0.139	\$125,400
46 CAMEL STREET	29-060	0.139	\$9,000
CAMEL STREET	29-061	0.138	\$25,100
CAMEL STREET	29-075 & 076	0.891	\$30,500
FORESTVIEW DRIVE	31A-600Y	0.538	\$37,700
SMITH STREET	29B-063 thru 065	0.310	\$89,500
RESERVATION ROAD	29B-066 thru 069	0.334	\$117,700
FRANKLIN STREET	29B-070 thru 072	0.310	\$89,500
BUIST AVENUE	29A-024	0.344	\$15,300
54 MAIN STREET	09-078	0.135	\$697,500
GULL ISLAND ROAD	43C-340	0.138	\$12,200
TRIPP STREET 57	27-057	0.092	\$24,800
PINE GROVE STREET	34A-277 & 278	0.096	\$8,000
AUSTRIA AVENUE	29A-037	0.413	\$15,500
26 MONONDACH AVENUE	42A-224	0.062	\$35,600
NEW BOSTON ROAD	31-003	1.410	\$172,200
WASHINGTON STREET	27-025	3.383	\$39,800
FIR STREET	43C-424	0.138	\$13,600
HAMMOND STREET	31A-695 - 710	1.172	\$108,200
BALSAM STREET	43C-123	0.138	\$22,400
HICKS STREET	24-090	0.368	\$66,100
RESERVATION ROAD	29B-011	0.353	\$47,300
RIVARD STREET	37-029	2.112	\$13,500
EBONY STREET	43C-324	0.413	\$31,000
OLD RD TO ACUSHNET	39-005	6.978	\$34,900
30 ASH STREET	24-214	0.092	\$223,400
CHAMBERS STREET	41-059	0.275	\$25,900
CHARLES STREET	37A-195	0.147	\$12,200
NEW BOSTON ROAD	40-020	4.454	\$44,500
FIR STREET	43B-357	0.213	\$37,200
BASS CREEK ROAD	43C-312	1.102	\$33,800
COVE RD/EBONY/FIR	43C-363	3.581	\$44,800
SCALLOP ROAD	43B-270	0.341	\$23,600
BASS CREEK ROAD	43C-043	0.551	\$24,700
GULL ISLAND	43C-337	0.413	\$36,700
COTTONWOOD STREET	43C-124	0.275	\$35,500
COTTONWOOD STREET	43C-139	0.275	\$35,500
COTTONWOOD STREET	43C-159	0.275	\$35,500
DOGWOOD & EBONY STREET	43C-327	0.275	\$30,000
COTTONWD/DOGWD/EBONY	43C-329	1.253	\$17,600
WASHBURN AVENUE	04-159A	0.027	\$8,700
NEW BOSTON ROAD	34-038B	1.530	\$41,400
MONONDACH AVENUE	42A-328	0.073	\$13,400
MONONDACH AVENUE	42A-327	0.073	\$13,400
AUSTRIA/MORAVIA AVEN	29A-057	0.216	\$29,600
BONNEY STREET	28B-488 & 489	0.141	\$9,000
			\$2,921,800



Town of Fairhaven

Board of Health

Attachment F

Town Hall • 40 Center Street • Fairhaven, MA 02719
Telephone: (508) 979-4023 ext. 125 • Fax: (508) 979-4079

MEMO

To: Wendy Graves
Interim Town Administrator

From: David D. Flaherty, Jr.
Health Agent

RE: **Recommendations for Public Meetings During the COVID Pandemic**

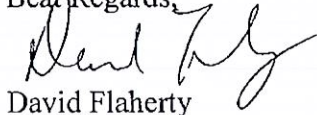
Ms. Graves,

I have put together a few guidelines that the Boards and Committees in Town may use for Public Attendance at their meetings. These are recommendations only based on policies put forth by the Commonwealth of Massachusetts and the Massachusetts Department of Public Health.

- 1) All meeting members and attendees must wear face coverings.
- 2) All meeting members and attendees should maintain 6' of social distancing. Where the distancing is compromised in any way, there should be less than 15 minutes of less than 6' proximity.
- 3) Hand sanitizer should be available to all meeting members and attendees.
- 4) Attendees should have a designated seat and not be standing. Any attendee that requests to make a statement at the respective meeting should do so only in the pre-arranged area or podium provided. If pictures are requested for the press or other reasons, prior accommodations should be approved in writing and done before the meeting begins. This is to avoid the distraction of a photographer compromising the social distancing of the members and attendees during the meeting. Screen shots of the meeting via Zoom are encouraged.
- 5) Attendees are required to sign their name and telephone number on a list provided at the meeting's entrance. This is to facilitate contact tracing in the event it is required.

Again, these are just recommendations and any adjudicatory board or commission may enact temporary rules regarding COVID 19 compliance (see attached). Thank you and feel free to call me with any questions you may have.

Best Regards,



David Flaherty



GUIDANCE FOR TOWN MEETINGS TO ADDRESS COVID-19

As of November 23, 2020

Purpose

These sector specific COVID-19 safety recommendations for Town Meetings are issued to provide municipalities with instructions to help protect against the spread of COVID-19 as in-person meetings resume.

These standards are advisory only and are not exclusive or exhaustive. The public health data for disease prevention upon which these guidelines are based can and does change frequently.

General Standards

These standards apply to all town meetings.

Town officials should communicate to residents that if they are feeling sick, are exhibiting any of the following symptoms (fever, cough, shortness of breath, chills, muscle pain, headache, sore throat, or new loss of taste or smell), or have potentially been exposed to someone with confirmed or suspected COVID-19, then they should not attend town meeting in person. A potential exposure means having household contact or having close contact (within 6 feet) with an individual with confirmed or suspected COVID-19 for prolonged periods of time (over 15 minutes) while the person is symptomatic or 48 hours before symptoms developed.

Persons who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home.

Town officials are encouraged, to the extent feasible, to hold meetings virtually or outdoors and to ensure that attendees are spaced at least 6 feet apart. If outdoor meetings are not feasible, towns are advised to abide by the following policies in conducting town meeting.

1. Attendance

- Hosting town meeting by remote participation and reduction of quorum as allowed by Chapter 92 of the Acts of 2020, is strongly encouraged including:
- Voting to set the number of voters necessary to constitute a quorum at any town meeting held during the Governor's March 10, 2020 declaration of a state of emergency at a number that is less than the number that would otherwise be required by law, town by-law or town charter; provided, however, that the number of voters necessary to constitute a quorum shall not be less than 10 per cent of the number that would otherwise be required;
- Remote participation, including, but not limited to, by means of a video or telephone conferencing platform, if the moderator in a town having a representative town meeting determines that it is not possible to safely assemble the town meeting members and interested members of the public in a common location while complying with any applicable state or local orders; and,

- Voting to hold town meeting outside the geographic limits of the town if the select board or board of selectmen determines that it is not possible to adequately conduct town meeting in a location within the town in a manner that ensures health and safety.
- Attendees of town meeting should sign in as they would normally do. Town staff should ensure that they have the correct contact information for attendees, to permit contact tracing if required.

II. Social Distancing

Seating

- Seating should be arranged to permit attendees to sit at least 6 feet apart. Members of the same immediate household may be allowed to sit together and less than 6 feet apart
- If there is fixed seating, rows should be blocked off and kept empty to allow for sufficient distancing between rows
- Town officials are encouraged to place tape or other visual distancing markings on seating to delineate 6 ft separations and to post signage indicating the maximum number of persons permitted per row
- Promote ventilation for enclosed spaces where possible. For example, open windows and doors to allow airflow
- Lines at microphones for questions or comments should be taped to keep people six feet apart. Microphones should be disinfected after each speaker

Entering and Exiting

- Town meetings are advised to take steps to encourage orderly entering and exiting of meetings in a manner that encourages social distancing. For example:
 - Signage or floor markings should be posted to have one-way aisles or otherwise direct attendees to follow certain pathways for entering and exiting the meetings
 - If a line forms outside of the meeting, those waiting should be directed to maintain social distancing. Tape or other markings on the ground outside of the meeting should be placed to encourage attendees to maintain social distancing of at least 6 feet
 - Staff should direct people in high traffic areas to help maintain social distancing
 - Town officials or other staff should direct successive, row-by-row exiting

III. Face Coverings

- All residents over the age of 5 and staff must wear face coverings or masks in accordance with COVID-19 Order No. 31 and the Department of Public Health's Guidance while inside and while entering and exiting locations of town meeting or otherwise participating in in-person meetings, except where a person is unable to wear a face covering or mask because of a medical or disabling condition
- A person who declines to wear a face covering or mask because of a medical or disabling condition shall not be required to produce documentation verifying the condition
- Individuals addressing town meeting may remove his or her face covering while doing so, provided that he or she is able to maintain a distance of at least 6 feet from other persons present.
- Installation of protective, plexi-glass or other transparent barriers are recommended for podiums and other points of address
- Towns are strongly advised not to arrange for or permit communal gathering pre or post

meeting (e.g., coffee or other food services)

IV. Cleaning and Disinfecting and Hygiene Protocols

- Locations of meetings shall be cleaned and disinfected before and after each meeting, including disinfection of heavy transit areas and high-touch surfaces (e.g., doorknobs, bathrooms, microphones, shared instruments)
- Markings should be placed outside of bathrooms to adhere to the 6 ft distance between each attendee
- If town meeting officials learn that an individual with COVID-19 attended a meeting or otherwise entered the building, the town should conduct a deep cleaning and disinfecting of any areas visited by the infected individual consistent with the Centers for Disease Control guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Town meeting officials should ensure that officials and residents have access to handwashing facilities, including soap and running water, and allow workers sufficient break time to wash hands, as necessary. They are also encouraged to make alcohol-based hand sanitizers with at least 60% alcohol available, if possible
- Town Warrants and other paper that is distributed at a meeting should be done so in a manner to ensure social distancing and not be shared between attendees Towns that use electronic voting machines should disinfect the machine between each use

V. Notification of Positive Case

- Town meeting officials should work with the board of health in the event that anyone is exposed to COVID-19 at the meeting. Meeting attendees may need to be identified and contacted by the board of health or Contact Tracing Collaborative.

