



Fairhaven Board of Selectmen

Meeting Minutes

October 16, 2019

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FAIRHAVEN,
MASS.

Present: Chairman Charles Murphy, Vice Chairman Robert Espindola, Selectman Daniel Freitas, Town Administrator Mark Rees and Administrative Assistant Vicki Paquette.

Also Present: Veterans Agent Brad Fish, Principal Assessor Del Garcia, Harbormaster Tim Cox, Public Schools Superintendent Robert Baldwin and Public Works Superintendent Vinnie Furtado

Chairman Murphy called the meeting to order in the Town Hall Banquet Room at 6:34 p.m.

The meeting was recorded by Cable Access.

TOWN ADMINISTRATORS REPORT

Mr. Rees updated the Board:

- The Steamship Authority Council Advisory Committee will be building a fender system at their facility in Fairhaven to allow more ships to come in at hurricane season
- Mr. Rees will conduct for the second year a Department Head training for the Selectmen's Goals and Objectives. This year he has introduced a new software called GANTT to help track the objectives. The Board will be holding their annual Goal setting session on Saturday, October 26, 2019
- Mr. Rees told the Board that the Health Department has received a \$14,300 grant from the DEP to support the Town's recycling efforts
- Mr. Rees told the Board he received an invitation from the Veteran's day parade committee for the Board to march in this year's parade
- Mr. Rees said the Municipal Vulnerability Preparedness (MVP) Planning Group held their first meeting on October 15, 2019 to discuss long term climate changes

COMMITTEE LIASON REPORTS

- Mr. Espindola said the Broadband Study Committee has sent out a Request for Proposal (RFP) recently for a broadband feasibility study
- Mr. Espindola said the Dog Park Committee will meet on October 30, 2019 to discuss the recommendations of a possible site for the dog park.
- Mr. Espindola said he will meet next week with SRPEDD
- Mr. Espindola said there was a motion to stay the FCC's ruling which will impact the Towns' funds that are received for cable t.v.

SUPREME PERFECTIONIST INC

Mr. Murphy said there was a request to use Town Hall for “A Christmas Spectacular Show/Performance” on Saturday, December 7, 2019 from 2:00 p.m. – 4:00 p.m.

Mr. Espindola made a motion to approve the event for Supreme Perfectionist on December 7, 2019 from 2:00 p.m. – 4:00 p.m. Mr. Freitas seconded. Vote was unanimous (3-0)

CABLE ACCESS GIFT ACCOUNT

Mr. Rees explained that Cable Access needs a gift account set up to accept donations. The Fairhaven Improvement Association has made a donation to the Cable Access Halloween party.

Mr. Espindola made a motion to open a gift account for Cable Access. Mr. Freitas seconded. Vote was unanimous (3-0)

SEWER UNION COLLECTIVE BARGAINING AGREEMENT

Mr. Rees reminded the Board they had previously voted to approve the sewer union contract in Executive Session and now have to approve the contract in open session.

Mr. Espindola made a motion to approve the Sewer Union contract. Mr. Freitas seconded. Vote was unanimous. (3-0)

HEDGE STREET IMPROVEMENTS PHASE I (CDBG)

Mr. Rees explained that there needs to be change in the work order for the Hedge Street project to extend the period of performance to complete final paving and punch list items to December 31, 2019.

Mr. Espindola made a motion to approve Change Order #1 to the Town’s contract with P.L. Landers, which extends the time for completion of construction to December 31, 2019. Mr. Freitas seconded. Vote was unanimous. (3-0)

PREPARATION FOR SPECIAL TOWN MEETING

Mr. Rees explained warrant must be closed in order to meet posting deadlines.

The Board voted on the articles as follows:

Mr. Espindola made a motion to recommend approval of Article 1: Funding of Fire Union Contract. Mr. Freitas seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend approval of Article 1: Funding of Sewer Union Contracts. Mr. Freitas seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend at Town Meeting Article 1: Funding of Police Union Contract. Mr. Freitas seconded. Vote was unanimous. (3-0)

Public Schools Superintendent Dr. Baldwin met with the Board to discuss why he will need to seek additional funding for the FY 20 budget. Dr. Baldwin explained the school department is short \$220,000 as of October 15, 2019 due to out of district student tuition.

Mr. Espindola made a motion to recommend approval of Article 3: Amend Article 14, May 4, 2019 ATM General Fund Operating Budget – FY 20: Fairhaven Public Schools. Mr. Freitas seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend approval of Article 3: Amend Article 14, May 4, 2019 ATM General Fund Operating Budget – FY 20: Public Works Administration, Salaries and wages. Mr. Freitas seconded. Vote was unanimous. (3-0)

Public Works Superintendent Vinnie Furtado met with the Board to explain that the requirements have changed for the storm water management. The Town is required to remedy when there are bad samples. In the past Chapter 90 money could be used but now there needs to be a new line item to cover these costs but currently there is a \$50,000 shortage this year.

Mr. Espindola made a motion to recommend approval of Article 7: MS4 Stormwater Management Compliance – FY20. Mr. Freitas seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend approval of Article 8: Appropriation: Funding for Repairs to Pilgrim Ave. Force Main. Mr. Freitas seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend at Town Meeting Article 9: Appropriation: Municipal Broadband Network Consultant (Cable T.V. Retained Earnings). Mr. Freitas seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend at Town Meeting Article 10: Appropriation: Funding for Land Acquisition and Preliminary Design Engineering for Public Safety Facility. Mr. Freitas seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend at Town Meeting Article 11: Amend Article 52, May 6, 2017 A: Conveyance of a portion of Park Land and Corresponding Dedication of other Park Land to Park Use. Mr. Freitas seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend approval of Article 12: Municipal Liens for Storm Water Costs. Mr. Freitas seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend approval of Article 13: Special Surety Accounts. Mr. Freitas seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend approval of Article 14: Office Hours on Weekdays and Saturdays. Mr. Freitas seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend approval of Article 15: Amend Town By-law Chapter 87. Change dog licensing period from 4/1- 3/31 to 1/1- 12/31. Mr. Freitas seconded. Vote was unanimous. (3-0)

Mr. Freitas made a motion to recommend approval of Article 16: Layout acceptance of Robert Street. Mr. Murphy seconded. Vote was unanimous. (2-0-0). Mr. Espindola recused himself because he has a family member who resides on that street.

Mr. Espindola made a motion to recommend at Town Meeting Article 17: PILOT Authorizations: East Fairhaven Elementary School Solar Panels, Wood School Solar Panels, 287 Mill Road, DeTerra Property, Clean Energy, 20 Yankee Lane, Lopes Property, Clean Energy. Mr. Freitas seconded. Vote was unanimous. (3-0)

Planning Director Paul Foley and Historical Commission Chairman Wayne Oliveira told the Board the Planning Board and the Historical Commission met and unanimously voted to adopt the Demo Delay bylaw. (Attachment A)

Mr. Espindola made a motion to recommend at Town Meeting of Article 18: General By-Law: Demo Delay. Mr. Freitas seconded. Vote was unanimous. (3-0)

Planning Director Paul Foley told the Board this zoning change is intended to help increase the economic development of the Benoit Square community.

Mr. Espindola made a motion to recommend approval of Article 19: Zoning By-Law: Benoit Square Mixed Use- Zoning Bylaw. Mr. Freitas seconded. Vote was unanimous. (3-0)

TOWN HALL HANDICAP ACCESS

Mr. Rees said this issue was introduced at the last meeting because of handicap accessibility and client privacy at Town Hall. The Board requested that the report be distributed to the Town Hall employees for their input. The Board would like more time to review the suggestions from the employees and do a walk through in the building. Mr. Rees will send the reviews to the architect for his recommendation. (Attachment B)

Mr. Espindola made a motion to recommend at Town Meeting Article 4: Amend Article 17, May 4, 2019 ATM General Fund Capital Budget – FY20: Town Hall handicap access. Mr. Freitas seconded. Vote was unanimous. (3-0)

CLOSING OF THE WARRANT

Mr. Espindola made a motion to close the warrant for the Special Town Meeting on November 12, 2019. Mr. Freitas seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to sign the warrant as amended at tonight's meeting for the Special Town Meeting on November 12, 2019. Mr. Freitas seconded. Vote was unanimous. (3-0)

DOVER AMENDMENT/BUILDING DEPARTMENT

Mr. Espindola made a motion to table the Dover Amendment/Building Department. Mr. Freitas seconded. Vote was unanimous. (3-0)

UNION WHARF FEES

Mr. Espindola made a motion to table the Union Wharf Fees. Mr. Freitas seconded. Vote was unanimous. (3-0)

BEAUTIFICATION COMMITTEE

Mr. Rees told the Board that one of the Goals and Objectives for this year is to revitalize the Beautification Committee. He would like to see the Board of Public Works sign off on this as well as the Selectmen. The Board is in support of bringing back the Beautification Committee and will have Mr. Rees update the charge.

NOTES AND ANNOUNCEMENTS

Mr. Murphy reminded residents about the Cable Access 2nd annual Haunted Open House on Thursday, October 24, 2019 at Town Hall.

Mr. Espindola said he received a message from bell organizer Mary O'Keefe asking if Town Hall could ring its bell on Veterans Day at 11am.

Mr. Espindola thanked Veterans Agent Brad Fish for taking an active role in town events.

Mr. Freitas offered his condolences for the family of Julieanne Lawton who recently passed away.

Mr. Freitas said he has been receiving many phone calls regarding the proposed ban on menthol cigarettes and has advised residents to attend the Board of Health meeting on October 23, 2019.

Mr. Freitas thanked Firefighter Wayne Oliveira on his upcoming retirement from the Fairhaven Fire Department after 40 years of service.

Mr. Murphy said he has received many phone calls regarding the menthol cigarettes and said that residents have submitted a petition to stop the ban.

At 8:05 p.m. Mr. Espindola made a motion to adjourn to executive session to discuss:

1. Police Collective Bargaining MGL Chapter 30A, Section 21(a) 3
2. Negotiations with Non-Union Employees (Retiree Health Insurance) MGL Chapter 30A, Section 21 (a) 2
3. Real Estate Matter, Public Safety Facility Site, MGL Chapter 30A, Section 21 (a) 6

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

Roll Call Vote: Mr. Murphy in favor, Mr. Espindola in favor, Mr. Freitas in favor

Respectfully submitted,

Vicki L. Paquette

Vicki Paquette
Administrative Assistant
(Approved 11/12/2019)

Documents appended:

A: Memo from Planning Director

B: Employee suggestions

DRAFT – Fairhaven Demolition Delay General Bylaw

Note: New information is printed in bold type.

Any building proposed for demolition or significant alteration, in whole or in part, built before 1921 or those built after this date which have otherwise been determined by the Historic Commission to be potentially historically or architecturally significant based on established criteria, shall be referred to the Historic Commission for a public hearing to determine if they are “preferably preserved”. Any building which the Historic Commission determines to be preferably preserved shall not be demolished within twelve (12) months of such determination in order for the Historic Commission and the Town to seek alternatives to demolition in order to protect the historic character of the community.

Intent and Purpose of the Demolition Delay By-Law

This By-Law is enacted for the purpose of preserving and protecting historic and architecturally significant buildings within the Town of Fairhaven that constitute or reflect distinctive features of the architectural, cultural, economic, political or social history of the town and to limit the detrimental effect of demolition on the character of the town.

This By-Law provides:

- a) An opportunity to develop preservation solutions for significant buildings threatened with demolition;
- b) An opportunity to inform residents of the town of impending demolitions of significant buildings;
- c) A reasonable time for public notice and discussion by interested parties to preserve such buildings;
- d) An opportunity to create an historical record, including photographs, of significant buildings prior to demolition.

Owners of significant buildings will be encouraged to:

- a) Seek out alternative options that will preserve, rehabilitate or restore such buildings; or
- b) Seek out persons who might be willing to purchase such buildings in order to preserve, rehabilitate, or restore such buildings rather than demolish them.

To achieve these purposes, the Fairhaven Historical Commission is authorized to advise the Town of Fairhaven Building Inspector with respect to demolition permit applications. The issuance of demolition permits is regulated as provided by this By-Law. The Historical Commission shall review all buildings that are proposed for demolition or significant alteration that are potentially historically or architecturally significant. If, after a public hearing, the Historical Commission determines that the building(s) is/are “preferably preserved” then a twelve (12) month Demolition Delay shall begin in order to seek alternative options. The Historical Commission, in conjunction with the Planning Board, may develop incentives in order to encourage preservation **of Fairhaven’s historic structures and small town charm.**

Procedure for Obtaining a Demolition Permit

No demolition permits for a building which, in whole or in part, was built before 1921 or has otherwise been determined by the Historical Commission to be potentially historically or architecturally significant, shall be issued without following the provisions of this By-Law. An applicant proposing to

demolish a building subject to this By-Law shall file with the Building Commissioner an application containing the following information:

- a) The address of the building to be demolished.
- b) The owner's name, address and telephone number.
- c) A description of the building with photograph(s).
- d) The reason for requesting a demolition permit.
- e) A brief description of the proposed reuse, reconstruction or replacement.

The Building Commissioner shall within ten (10) business days forward a copy of the application to the Historical Commission **and the Planning Director**. The Historical Commission shall, within fifteen (15) business days after receipt of the application, make a written determination of whether the building is potentially historically or architecturally significant or not.

Upon a determination by the Historical Commission that the building is not potentially historically or architecturally significant, the Historical Commission shall so notify the Building Department and the Applicant of the decision in writing within fifteen (15) business days after receipt of the application. The Building Commissioner may then issue the Demolition Permit.

Upon determination by the Historical Commission that the building is potentially historically or architecturally significant, the Commission shall so notify the Building Commissioner and the applicant in writing within fifteen (15) business days after receipt of the application. No demolition permit may be issued at this time. If the Historical Commission does not notify the Building Department in writing on the close of business on the 15th business day after receipt of the application, the Building Inspector may proceed to issue the Demolition Permit.

If the Historical Commission finds that the building is potentially historically or architecturally significant, it shall hold a public hearing within twenty (20) business days of the written notification to the Building Department in order to determine if the structure is "preferably preserved". Public Notice of the time, place and purpose of the hearing shall be posted in a conspicuous place in town hall for a period of not less than seven (7) days prior to the date of said hearing and the Building Commissioner and the applicant shall be notified in writing of the meeting time and place.

The Commission shall decide at the public hearing or within ten (10) business days after the public hearing whether the building should be "preferably preserved". If agreed to in writing by the applicant, the determination of the Commission may be postponed.

If the Commission determines that the building is not preferably preserved, the Commission shall so notify the Building Commissioner and applicant of the decision in writing within ten (10) business days after the public hearing. The Building Commissioner may then issue the demolition permit.

If the Commission determines that the building is preferably preserved, the Commission shall notify the Building Commissioner and applicant in writing within ten (10) business days after the public hearing. No demolition permit may then be issued for a period of up to twelve (12) months from the date of that determination unless a shorter period is agreed to by a majority vote of the Commission.

If the Historical Commission does not so notify the Building Commission in writing on the close of business on the 10th business day following the public hearing, the Building Commissioner may issue the Demolition Permit.

No permit for demolition of a building determined to be a preferably preserved building shall be granted until all plans for future use and development of the site have been filed with the Building Commissioner and have **been** found to comply with all laws pertaining to the issuance of a building permit or **if applicable**, a Certificate of Occupancy for that site. All approvals necessary for the issuance of such building permit or Certificate of Occupancy including without limitation any necessary zoning variances or special permits, must be granted and all appeals from the granting of such approvals must be concluded, prior to the issuance of a demolition permit under this section.

The Building Commissioner may issue a demolition permit or a building permit for a preferably preserved building within the twelve (12) month review period if the **Historical** Commission notifies the Building Commissioner in writing that the **Historical** Commission finds **during the twelve (12) months and after a further public hearing**, that the intent and purpose of this By-Law is served even with the issuance of the demolition permit or the building permit. Following the twelve (12) month review period, the Building Commissioner may issue the demolition permit.

Definitions

DEMOLITION OR SIGNIFICANT ALTERATION, IN WHOLE OR IN PART -- Any act of pulling down, destroying, removing, dismantling or razing a building or any substantial portion thereof or commencing the work of total or substantial destruction with the intent of completing the same, or removal of the building from its site with the intent to relocate it to another site. A substantial portion or substantial destruction of a building is defined as either half the volume of the building or half its value, as determined by the Building Commissioner. A building shall be considered to be demolished if more than twenty-five percent (25%) of the front, back or side elevations are removed or covered so as to substantially obliterate the original design. Each elevation shall be calculated separately.

PREFERABLY PRESERVED -- Any historically or architecturally significant building that the Commission determines, following a public hearing, is in the public interest to be preserved or rehabilitated rather than demolished. A preferably preserved building is subject to a demolition review period as stated in this By-Law of up to twelve (12) months.

POTENTIALLY SIGNIFICANT BUILDING -- Any building within the Town of Fairhaven, in whole or in part, that was built before 1921, or has otherwise been determined by the Historical Commission to be potentially historically significant based on any of the following criteria:

- a) The Building or area is listed on the National or State Register of Historic Places; or
- b) The Building or area is eligible to be listed on the National or State Register of Historic Places; or
- c) The Building is importantly associated with one or more historic persons or events, or with the broad architectural, cultural, political, economic or social history of the Town of Fairhaven or the Commonwealth of Massachusetts; or

- d) The Building is historically or architecturally important (in terms of period, style, method of building construction or association with a recognized architect or builder) either by itself or in the context of a group of buildings.

Emergency Demolition

If after an inspection, the Building Commissioner or the Board of Health finds that a building subject to this By-Law is found to pose an immediate threat to public health and safety or the health and safety of the occupants due to its deteriorated condition and that there is no reasonable alternative to the immediate demolition of the building, then the Building Commissioner may issue an emergency demolition permit to the owner of the building after making every reasonable effort to notify the **Historical Commission and the Planning Department** (preferably within forty-eight hours) of making this determination. The Building Commissioner or the Board of Health shall first prepare a report explaining the condition of the building and the basis for the decision that shall be forwarded to the **Historical Commission and the Planning Department**.

The Building Commissioner shall require the property owner of the building to be demolished to provide photograph(s) and other documentation about the property as outlined in this By-Law. The Building Commissioner shall make every reasonable effort to provide the **Historical Commission** reasonable time to document such property or building prior to demolition provided such activity poses no threat to public health or safety or appropriate precautions are taken to protect public health and safety.

Enforcement and Remedies

The Historical Commission and/or the Building Commissioner are each specifically authorized to institute any and all actions and proceedings, in law or equity, as they may deem necessary and appropriate to obtain compliance with the requirements of this By-Law or to prevent a threatened violation thereof.

A building is considered to be demolished if it is destroyed due to the owner's failure to maintain a weather tight and secure structure or if it is destroyed willfully or by neglect during the demolition review period. Any owner of a building subject to this By-Law who demolishes a building willfully or by neglect and without first obtaining a demolition permit in accordance with the provisions of this By-Law shall be subject to a fine of not more than Three Hundred Dollars (\$300). Each day the violation exists shall constitute a separate offense until the demolished building is recreated as directed by the Historical Commission, or unless otherwise agreed to by the Historical Commission.

If a building subject to this By-Law is demolished without first obtaining a demolition permit, no building permit shall be issued for a period of five years from the date of the demolition on the subject parcel of land or any adjoining parcels of land under common ownership and control unless otherwise agreed to by the Commission.

Nothing in this By-Law shall be deemed to exempt applicants from any requirements of the state Building Code or other local by-laws and other rules and regulations. In case any section, paragraph or

part of this By-Law be for any reason declared invalid or unconstitutional by any court, every other section, paragraph, and part shall continue in full force and effect.



Vicki Paquette <vpaquette@fairhaven-ma.gov>

Veterans move

Wendy Graves <wgraves@fairhaven-ma.gov>
To: Vicki Paquette <vpaquette@fairhaven-ma.gov>

Wed, Oct 16, 2019 at 9:10 AM

I think that the only place that the Veterans should move is to the Board of Health Office. The Veterans can then come up the ramp, into the hallway, and then right into the Veterans Office. Moving the Veterans to the Board of Health is also the cost effective thing to do. The Board of Health can then be moved to another location possibly the East Room or the office available in the Treasurer's Office. I also don't think that Del needs his own private office. Many of the department heads are in with the other people that work for them and his work is not confidential.

Thank you,

Wendy Graves, CMMT CMMC
Finance Director/Treasurer/Collector

October 15th, 2019

To: Mark Rees
Town Administrator

From: Del Garcia
Principal Assessor

Re: Fairhaven Town Hall ADA Assessment Report

In response to your memo dated October 8, 2019 whereas you asked all town employees to make comments to address ongoing concerns regarding handicap accessibility and client privacy issues which is based on the commissioned report from J.M. Booth and Associates, Inc. on how to address those concerns.

As for client privacy issues, it is an issue between the VSO department and Principal Assessor in the same office. The conversations between both departments in the same room is privy information from the taxpayers based on the taxpayers' personal information such as medical and finances.

Option A - is an option which is a yes to keep the Principal Assessor's office to stay in place and the Principal Clerical's Office stay in place as before. A conference room will not be viable as outlined in the drawing, it will restrict the access of a handicap or walker and will not be in ADA Compliant.

Option B - is not an option since we need to have access to all of the property record files in our office. If the Assessors/Staff department space is minimized then we will need to move at least 80% of our working filing cabinets and maps into the conference room. We will also be restricting the airflow of the windows, air conditioning and heating system in the Assessors/Staff department. Same comments as in Option A.

Option C - is not an option and the same comments as Option B.

Option D - is definitely not an option the Assessors department who works along side-by-side with the Finance/Collectors department. In this option the Collectors' office personnel will need to go through the Veterans office, then go into the hallway come back into the Assessor's department and then come back into a space to gain access to the Principal Assessor's Office.

Option E - is a good option for the Principal Assessor and the Assessors/Staff department.

The recommendation is to move the VSO department to the 2nd floor East Conference Room or move the VSO into the Health department. Move the Health department downstairs where the Finance Director was originally located. My comments are only a suggestion.

To: Board of Selectmen

From: Anne Carreiro

Date: October 14, 2019

Subject: Town Hall ADA Assessment Report

In blueprint sketch A, B & E, the Veteran's office is in the East Room. After speaking with the Veteran's Office regarding Veteran's health issues, it appears that some Veteran's health issues are respiratory. With that being said, I walked the route to the East Room. To arrive at the East Room, a Veteran would arrive through the handicap access entrance, walk 105 steps through 5 sets of handicap doors (not all in place yet) and operate the elevator. This route would be quite a navigation for someone with respiratory issues and would not be most beneficial for Veterans with health issues.

Alternate option:

Move the Veteran's office to the Board of Health office. This will be easily accessible for the Veterans and also provide client privacy. Move the Board of Health office to the Building Department office. The new Board of Health office will still be handicap assessable. Move the Building Department office to the East Room. Contractors and individuals requiring the Building Department are more likely to be in a better health position to make the trip to the East Room.

My opinion regarding the changes proposed for the ADA compliance is the following:

In order to save the Town money I find there must be better options to utilize the existing space we have.

Move the current Veteran's office to where the Board of Health is now because they work with the elderly and disabled the most from what I have observed. The handicap ramp and handicap bathroom are already right there and there is a door with direct access to that office.

By keeping the Veteran's agents on the main floor that would make more sense and make it easier than having them on the second floor.

Since the current Veteran's office is already set up to allow for handicap access it will provide the access to the main floor and is already is equipped with handicap doors.

The Assessor can have a high partition put in if necessary to provide privacy either in the existing office he shares in the Veteran's office or move him to the Assessor main office if another conference room is absolutely needed.

The Board of Health can be moved to either the East room or the empty office downstairs that is not being used for anything at this time.

By putting in the phone and directory if any assistance is needed from the other offices they can call and someone would come and assist them in the conference or banquet room.

I feel from a public perspective they would think this would be a better set up and better use of funds.

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BOARD OF SELECTMAN
TOWN OF FAIRHAVEN MASS



Vicki Paquette <vpaquette@fairhaven-ma.gov>

Town Hall Assessment Report

Lisa Rose <lrose@fairhaven-ma.gov>
To: Vicki Paquette <vpaquette@fairhaven-ma.gov>

Thu, Oct 10, 2019 at 2:47 PM

Good Afternoon,

I think first of all, all options seems to work but at a cost to the Town. Why don't we just move Del into the Assessors Office with a removable wall for some privacy. and move the Board of Health where Del is and put the Veterans Office in the Board of Health that way not spending money. and where the Veterans are now we can put a table and a phone for Tax payers to call a department and we can go up there. The Veterans that have to come here can go right up the handicap ramp and they don't have to go far to get to the office. or you can move the Board of Health up to the East Room and put Veterans still in the Board of Health. This seems to be the most logical move for out Veterans.

Lisa M. Rose
Financial Assistant
Town of Fairhaven
40 Center Street
Fairhaven, MA 02719
508-979-4023 Ext. 119



Vicki Paquette <vpaquette@fairhaven-ma.gov>

Fairhaven Town Hall ADA Assessment Report

Patricia Pacella <ppacella@fairhaven-ma.gov>
To: Vicki Paquette <vpaquette@fairhaven-ma.gov>

Thu, Oct 10, 2019 at 9:38 AM

Good morning, please see the attached letter & visual paperwork I am forwarding to Mr. Rees and the Selectboard for consideration on my opinion of the Town Hall potential moves and renovations.

Thank you!
pattie

On Tue, Oct 8, 2019 at 4:02 PM Vicki Paquette <vpaquette@fairhaven-ma.gov> wrote:
[Quoted text hidden]

--
Pattie Pacella
Administrative Assistant - Building Department
508.979.4019 x 7

 **TH assessment-to MR.pdf**
592K

October 9, 2019

Dear Mr. Rees & fellow Selectboard members:

First, thank you for giving Town Hall employees and Department Staff the opportunity to voice our opinion on the ADA Compliant Plans as suggested by JM Booth.

I am of the opinion that no interior walls should be built, if not needed – as I feel that it will deter from the beautiful and historic Town Hall (referring to the Principal Assessor's office within the Assessor's Department.) Certainly over the years, every Department in Town Hall has outgrown their space (with the many file cabinets and files that are required by law to not be destroyed), as well as we are all a growing staff and of course confidential matters are prudent in all offices, TH wide. I would like to see the Town Hall remain intact without adding more 'modern' walls, or spending the funds to do that.

Being in the Building Department, I have spoken to other Towns/Cities that work together with other departments (listed here), all sharing one space. The other departments we work with on a daily basis, includes, Board of Health, Planning and Conservation.

It would be great to see these four departments in a shared space together (or close by), where we can work cohesively and where there would be more than one 'administrative assistant', we each have our specialty areas but also can be 'cross trained' to assist customers with applications, or common questions a little more than we do currently.

Whereas the Town Hall needs to be ADA Compliant to help with the Town Clerk, Collectors and Veterans Agent primarily, I think those offices should be near the rear of the building where the handicap ramp is easily accessible. I would voice my opinion that a change be made in offices that need to be more conducive to accessibility both handicap & departments that work more closely together. Currently, when the Building Commissioner meets with residents and/or contractors, (often times Planning Director is in that meeting as well and they have to go into the Banquet Room for privacy (which as you can imagine is not always private)

Here are my suggestions:

Veterans Agent office where the current Board of Health office is.

Town Clerk where the Building Department is.

Treasurer/Collectors office where the Town Administrator/Selectboard office is. (dept head in Mr. Rees current office)

Selectboard Office where the current Town Clerk's office is, with Mr. Rees' office upstairs (where Planning Board is currently)

Planning, & Building and Board of Health in the current Collector's Office and leaving Assessor's in their space, with the Principal Assessor's in the basement (where Wendy's office used to be). Conservation/Sustainability in the current Veterans space.

Other than the possible additional cost of moving the desks around and file cabinets, I don't see any major renovations taking place and that would save the Town financially, and obviously keep the building aesthetically looking as it is. Most importantly, the handicap ramp would be accessible directly to the Veterans Office (BOH space) and then, if needed a chair ramp be put on the 3 small steps between the Banquet Room and Mezzanine, or those 3 steps be taken out all together (which the Town could apply for CPC funds) – and be a straight corridor. I've included a visual as well.

Thank you!

A handwritten signature in dark ink, appearing to be 'J. Rees', is located at the bottom left of the page. It is written in a cursive, stylized font.

Selectman

Front
door

Kris/Blog
Planning/Rec

60H
Planning
Building

UP
stairs
Mr.
Rear
Office

Collector's
Treasury

T. Clerk

Assessor's

Veterans

Sustainability
Conservation

Ramp



Vicki Paquette <vpaquette@fairhaven-ma.gov>

space race

Melody Perry <mperry@fairhaven-ma.gov>
To: Vicki Paquette <vpaquette@fairhaven-ma.gov>

Wed, Oct 9, 2019 at 3:09 PM

Good day my friend.

So from the onset of this whole Veterans Office, Assessors' Office fiasco I have said Veterans go in the Health Office and Health Office moves into the old Treasurers Office downstairs.

That way they keep the conference room upstairs and we get to keep our office the way it should be. The Veterans Office should never have been allowed to take half of the Assessors' Office when Mrs. Reedy retired. This also will take the 20,000 to 30,000 thousand price tag off of the table.

Melody A. Perry
Principal Office Assistant
Fairhaven Assessors' Office



Vicki Paquette <vpaquette@fairhaven-ma.gov>

Fairhaven Town Hall ADA Assessment Report

2 messages

Pamela Bettencourt <pbettencourt@fairhaven-ma.gov>
To: Vicki Paquette <vpaquette@fairhaven-ma.gov>

Wed, Oct 9, 2019 at 8:55 AM

Good Morning!

Although my input probably doesn't mean that much I do have a simple suggestion!

Since we already have a ramp in the back with the handicap doors, why wouldn't we put the Veteran's Agent in where the Board of Health is, move the Board of Health into where the Veteran's Agent and Del are and then purchase some nice dividers, that are movable, and put the Principal Assessor, Del, in with his girls with the dividers which would give him the privacy he would need but still accessible to his girls.

The elevator would still give the Board of Health the pathway into the office that the Veteran's Agent and Del are currently using.

It seems to me, that the Veteran's Agent would definitely need to be moved for two important reasons. One would be for accessibility to our Veterans and the second would be for the privacy that they should be getting and deserve.

I have attached my "rough draft" drawings that are just so beautiful!

Pam

[Quoted text hidden]

 **Untitled_20191009_064350.pdf**
357K

Vicki Paquette <vpaquette@fairhaven-ma.gov>

Tue, Oct 8, 2019 at 4:02 PM

To: Vicki Paquette <vpaquette@fairhaven-ma.gov>

Bcc: Alyssa Botelho <abotelho@fairhaven-ma.gov>, Amanda Blais <ablais@fairhaven-ma.gov>, Anne Carreiro <amc@fairhaven-ma.gov>, Anne O'Brien <aobrien@fairhaven-ma.gov>, Bob Espindola <selectmanbobespindola@gmail.com>, Brad Fish <BFish@fairhaven-ma.gov>, Carolyn Hurley <carolyn@fairhaven-ma.gov>, CDBG <cdbg@fairhaven-ma.gov>, "Charles K. Murphy" <cmurphy@fairhaven-ma.gov>, Daniel Freitas <dfreitas@fairhaven-ma.gov>, Daniel Shea <dshea@fairhaven-ma.gov>, Del Garcia <dgarcia@fairhaven-ma.gov>, Derek Frates <dfrates@fairhaven-ma.gov>, Eileen Lowney <eileen@fairhaven-ma.gov>, Erik Sa <esa@fairhaven-ma.gov>, Helen DaCunha <hdacunha@fairhaven-ma.gov>, Jane Bettencourt <jane@fairhaven-ma.gov>, Joanne Correia <jcorreia@fairhaven-ma.gov>, Joyce Shepard <jas@fairhaven-ma.gov>, Kelly Leavitt <kelly@fairhaven-ma.gov>, Kevin Fournier <kfournier@fairhaven-ma.gov>, Kristian White <kwhite@fairhaven-ma.gov>, Linda Fredette <lfredette@fairhaven-ma.gov>, Lisa Rose <lisa@fairhaven-ma.gov>, Loreen Pina <loreen@fairhaven-ma.gov>, Marie Ripley <marie@fairhaven-ma.gov>, Mark Rees <mrees@fairhaven-ma.gov>, Mary Kellogg <mkellogg@fairhaven-ma.gov>, Mary Sturgeon <mary@fairhaven-ma.gov>, Marylou Baumgartner <mbaumgartner@fairhaven-ma.gov>, Melody Perry <melody@fairhaven-ma.gov>, Pamela Bettencourt <pbettencourt@fairhaven-ma.gov>, Patricia Pacella <ppacella@fairhaven-ma.gov>, Paul Foley <pfoley@fairhaven-ma.gov>, Paula Medeiros <pmedeiros@fairhaven-ma.gov>, Shallyn Carreiro <scarreiro@fairhaven-ma.gov>, Sheri Souza <ssouza@fairhaven-ma.gov>, Suzanne Blais <suzanne@fairhaven-ma.gov>, Timothy Cox <tim@fairhaven-ma.gov>, Vicki Paquette <vicki@fairhaven-ma.gov>, Wendy Graves <wgraves@fairhaven-ma.gov>, Whitney McClees <wmcclees@fairhaven-ma.gov>, Wayne Oliveira <Wayne.Oliveira@comcast.net>

MEMO

TO: Town Hall Employees
FROM: Mark Rees, Town Administrator
DATE: October 8, 2019
RE: Fairhaven Town Hall ADA Assessment Report

Elevator

5000

DEL

V.A.

Melody

Jeanne

Handwritten

1000

Public

Board of the N.C.

1000

Members only

2000

Board of Directors

2000
Veteran's Agent

DEL
Melody
Jenne

DEL



Fairhaven Historical Commission

Town Hall - 40 Center Street

Fairhaven, MA 02719

Email: Woliveira@Fairhaven-MA.Gov

Wayne Oliveira
Chairman

October 11, 2019

Please accept the following comments regarding the changes to offices at town hall.

1. First and foremost, moving the Veterans Office to the East Room should be out of the question. The path that veterans would have to follow to get to that room is difficult if not impossible to say the least. It is both a lengthy travel as well as confusing for individuals to try and find that room. We have both elderly and disabled veterans and families who would find it extremely difficult to navigate that route.
2. This project seems to be an extremely large price tags attached. One of the easiest ways to solve the problem would be to put the Chief Assessor in the main assessors office with the other 2 staff members. Putting free standing wall partitions and file cabinets could make a suitable barrier to give the Chief Assessor privacy. The veterans Agent could then take the west side of the office he is currently in. Free standing partitions could still make a barrier to allow disabled citizens to use the self opening doors for access to the main floor.
3. The Historical Commission strongly *objects* to the proposal of installing permanent wall structures in *any* of the offices hence changing the design and historic character of the building. Any modification made under this plan should be with the use of movable and temporary wall partitions.
4. The idea of putting a phone in the banquet hall is a valid and useful idea. Patrons could call an office and request services be brought to them without having to make any additional handicapped access alterations to reach the clerk and treasurer's office.

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2019 OCT 11 P 4:00
BOARD OF SELECTMAN
FAIRHAVEN, MA

There is no reason to spend a lot of money AND ruin the floors or the antique look of our building.

VETERANS should be where the Board of Health is. (It's near the handicap door/ramp, and near the handicap bathroom and not a mile away like the east room) Our Town Veterans should be TOP Priority and not have to walk far. Some of them get confused now even though the office has been in the same place for a long time. Imagine what you will do to them once they have to walk from the North end (back) of the building all the way across the auditorium to the South end (front), or try to navigate the stairs. ***I challenge all of you to start from outside at the ramp and go to the east room. Or try walking in the front door and go all the way to the east room up the stairs with a cane. It is a long way.***

DEL can have a partition (or a row of cabinets like he has now) to give him his own space in the Assessor's office (in the back of the room) and not ruin the hardwood floor. Then the space can be used a conference room and pass through for handicap access. Or just keep him where he is and have the veterans space be a handicap path.

BOARD OF HEALTH could go in the space where Del is, still keeping the pass through for the elevator. ***OPTION ONE:** BOH they can go in the Old Planning office/ Cable Access (shared space) near the door, near the elevator. (Derek could just move some of his desks to the other side of the room like it was when it was shared by Harbormaster and Planning Dept.). By putting BOH with Derek the office will always have a body in there to greet people when they are out of the office. ** **OPTION TWO:** put BOH in the former Finance Director's office. There is an outside door and a door in the hallway, so the Treasurer's office will not have to be disturbed. *** **OPTION THREE:** BOH could move to the BOH to the BPW building, since they share some programs (mattress, recycle) and then there is always someone to greet customers.

Once the new PSF is completed and offices get moved again there will be plenty of space and if there is a permanent wall placed in the Assessor's we have permanently ruined the floor for a temporary move.

Thank you,

Vicki Paquette