



Fairhaven Board of Selectmen

September 18, 2017 Meeting Minutes

Present: Chairman Robert Espindola, Vice Chairman Daniel Freitas, Clerk Charles Murphy, Town Administrator Mark Rees, and Administrative Assistant Anne O'Brien.

Mr. Espindola called the meeting to order in the Town Hall Banquet Room at 6:32 p.m. The meeting was recorded by Cable Access.

TOWN ADMINISTRATOR REPORT

Mr. Rees updated the Board on several matters:

- The emergency response team met to discuss the potential track of Hurricane Jose, earlier that afternoon
- The Town was awarded a grant from the Mass Department of Transportation (DOT) for \$54,000 to purchase a new van for the Council on Aging. This grant will be matched by \$13,600 from the Council on Aging gift account
- The certified free cash figure has been issued from the Department of Revenue. See Attachment A
- Mr. Rees is working with BPW Superintendent Vincent Furtado and a group of interested parties, including engineers and attorneys, to address sewer costs and the updated EPA requirements for nitrogen and water discharge into the harbor
- Mr. Rees spoke with Fire Chief Timothy Francis about a letter to the editor penned from Curt Devlin regarding the safety of the wind turbines. Chief Francis is satisfied with the safety provisions put in place from Fairhaven Wind LLC in regards to turbine safety

COMMITTEE LIAISON REPORTS

Under committee liaison reports:

- Mr. Freitas said that the next meeting of the Marine Resources Committee is September 21
- Mr. Murphy said that the next meeting of the Commission on Disability is September 20, 2017 and the Whitfield-Manjiro Friendship dinner is on October 8
- Mr. Espindola said that there were upcoming meetings of the Economic Development Committee and the Cable Advisory Committee that he would later update the Board on

HEALTH INSURANCE UPDATE

The Board reviewed correspondence from Blue Cross Blue Shield regarding its recommendations to keep the Medex plan rates the same for another year, in exchange for

changing the formulary list to reclassify some drugs, used by retirees, into higher tiered categories. See Attachment B. The recommendation from BC/BS was to accept the Medex rate for the year and the formulary change. The Board had some concerns about the impact of the changes on retirees and the notification process for users of the listed medications. The vote to accept the Medex formulary change was tabled, until a future meeting.

WELLNESS COMMITTEE APPOINTMENT

The Board reviewed a memo from Human Resources Director Anne O'Brien, requesting appointment to the Wellness Committee. See Attachment C. Ms. O'Brien would like to take a leading role in bringing wellness initiatives to Town employees. Mr. Freitas motioned to approve Ms. O'Brien's appointment to the Wellness Committee. Mr. Murphy seconded. Vote was unanimous. (3-0).

ANIMAL CONTROL OFFICER

At 7:00 p.m., the Board met with newly re-appointed Terence Cripps, who now works as the full-time Animal Control Officer, under the jurisdiction of the Police Department. The Board welcomed Mr. Cripps back to his old position. Mr. Cripps said he was glad to be back and thanked the Board for their welcome.

ROGERS SCHOOL MURAL

At 7:10 p.m., the Board met with Jaime Lynch, co-advisor of the High School art club, Planning and Economic Director William Roth, and art club students: Emily Desmarais, Alexandria Pereira, Kathryn Borden, Aline Sarkis, Kayci Cournoyer, and Caroline DeCosta. The Board invited the group in, to thank them for their beautification efforts with the installation of a "Starry Night" VanGogh themed mural at the Rogers School. See Attachment D.

The Board thanked the students, their advisors, and Mr. Roth, for their hard work. The mural covers a large expense of broken windows and has greatly improved the appearance of the decommissioned and vacant school.

ROGERS SCHOOL – NEXT STEPS

Mr. Rees presented the Board with correspondence from Kirk and Company regarding their recommendations for the Rogers School. See Attachment E.

The recommendations, as outlined in options "A" through "D" in Attachment E, are:

- A. Moth ball the structure to prevent further deterioration
- B. Apply for historical tax credits
- C. Apply to be included on the National Register of Historic Places
- D. Make appropriate zoning changes that would encourage re-use

Mr. Rees said that the options would be explored by the relevant boards, including the Planning Board, for recommendation of Town Meeting action. Mr. Freitas said that the Rogers Re-use

Committee, on which he sits, has reviewed the Kirk and Company recommendations but has not yet taken a vote. The Board agreed that, at the least, they needed to mothball the Rogers School to prevent additional deterioration. This agenda item will be further discussed at a later meeting.

MEETING AND BUDGET CALENDAR

The Board reviewed the suggested first-half of 2018 meeting schedule, and Mr. Rees' budget calendar. There will be a goal setting workshop on October 14, 2017. Mr. Rees asked to move the scheduled November 6 meeting to November 7. Mr. Murphy said that he could not make a February 26, 2018 meeting, and asked to move it to March 1. See Attachment F for the finalized, agreed-upon schedule. Mr. Freitas motioned to approve the schedule as set in Attachment F, including moving the November 6, 2017 meeting to November 7, 2017. Mr. Murphy seconded. Vote was unanimous. (3-0).

STAFFING CHANGES – BUILDING/CABLE, HEALTH

The Board reviewed two proposed job descriptions for the clerical union; one for an administrative assistant to the Building and Cable departments, and one for an administrative assistant to the Health department. Mr. Freitas motioned to support the job descriptions as written. Mr. Murphy seconded. Vote was unanimous. (3-0). The job descriptions will be forwarded to the clerical union for their approval and inclusion in the contract recognition clause.

OTHER BUSINESS

In Other Business:

- Mr. Murphy said that there will be a "Raise the Woof" fundraiser for the Animal Shelter on October 7 to raise funds for a new roof for the Animal Shelter. The Board said that if the roof needs repairs, the Animal Control department has a gift account that they could also utilize for funding.
- Mr. Murphy thanked Vincent Furtado for responsiveness in a problem with litter at Livesey Park.
- Mr. Murphy said that the BPW auction on September 16 was a success and that the auction raised \$5,800 for the Town.

At 8:02 p.m. Mr. Freitas motioned to adjourn. Mr. Murphy seconded. Vote was unanimous. (3-0).

Respectfully,

Anne O'Brien
Administrative Assistant
Minutes approved 10/02/2017

Documents appended:

- A. Email from the DOR – re: certified free cash for the Town of Fairhaven
- B. Correspondence from Blue Cross Blue Shield regarding proposed formulary changes – Medex
- C. Memo from Anne O'Brien requesting appointment to the Wellness Committee
- D. Proclamation to Art Club students, et. al., re: Rogers School mural
- E. Kirk and Company recommendations for Rogers School
- F. Budget/Meeting Calendar for FY19/First half of 2018
- G. Job Descriptions – Building/Cable Administrative Assistant and Board of Health Administrative Assistant

SUBMITTED BY Anne Carreiro
FIELD REP Jared Curtis

COMMUNITY Fairhaven
FUND Water

RETAINED EARNINGS CALCULATION - ENTERPRISE FUND

PART I

CASH 1,972,678

SUBTRACT:

CURRENT LIABILITIES, DESIGNATIONS OF FUND BALANCE

Warrants Payable	<u>23,132</u>
Encumbrances	<u>65,726</u>
Expenditures	<u>700,000</u>

OTHER

TOTAL 1,183,820

PART II

RETAINED EARNINGS - UNDESIGNATED 1,183,926

SUBTRACT:

ACCOUNTS RECEIVABLE (NET)

Paid Adv Vacation	<u>106</u>

OTHER

TOTAL 1,183,820

PART III

FIXED ASSETS:

DEBITS

CREDITS

Total	-		-
FIXED ASSET VARIANCE	<u>-</u>		<u>-</u>

Jared Curtis

REVIEWED BY: _____

PLEASE SEE CERTIFICATION LETTER

DATE: 09/12/17

FOR DIRECTOR OF ACCOUNTS APPROVAL

SUBMITTED BY Anne Carreiro
 FIELD REP Jared Curtis

COMMUNITY Fairhaven
 FUND Sewer

RETAINED EARNINGS CALCULATION - ENTERPRISE FUND

PART I

CASH 2,666,400

SUBTRACT:

CURRENT LIABILITIES, DESIGNATIONS OF FUND BALANCE

Warrants Payable	93,143
Encumbrances	290,356
Expenditures	123,000
Sewer Engineering Deposit	12,242
FB Reserved for Betterments	216,830

OTHER

TOTAL 1,930,829

PART II

RETAINED EARNINGS - UNDESIGNATED 1,931,276

SUBTRACT:

ACCOUNTS RECEIVABLE (NET)

Pre-paid Exp Vacation	447
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OTHER

TOTAL 1,930,829

PART III

FIXED ASSETS:

DEBITS

CREDITS

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Total	-		-
FIXED ASSET VARIANCE	<u>-</u>		<u>-</u>

Jared Curtis

REVIEWED BY: _____

PLEASE SEE CERTIFICATION LETTER

DATE: 09/07/17

FOR DIRECTOR OF ACCOUNTS APPROVAL

SUBMITTED BY Anne Carreiro
FIELD REP Jared Curtis

COMMUNITY Fairhaven
FUND Recreation Center

RETAINED EARNINGS CALCULATION - ENTERPRISE FUND

PART I

CASH 297,265

SUBTRACT:

CURRENT LIABILITIES, DESIGNATIONS OF FUND BALANCE

Warrants Payable	<u>11,591</u>
Encumbrances	<u>3,777</u>
Expenditures	

OTHER

TOTAL 281,897

PART II

RETAINED EARNINGS - UNDESIGNATED 281,984

SUBTRACT:

ACCOUNTS RECEIVABLE (NET)	
Paid in Advance	<u>87</u>

OTHER

TOTAL 281,897

PART III

FIXED ASSETS:

DEBITS

CREDITS

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total	-		-
FIXED ASSET VARIANCE	<u>-</u>		<u>-</u>

Jared Curtis

REVIEWED BY: _____

PLEASE SEE CERTIFICATION LETTER

DATE: 09/07/17

FOR DIRECTOR OF ACCOUNTS APPROVAL

Attachment B



September 6, 2017

Mr. Mark Rees
Town of Fairhaven
40 Center St
Fairhaven, MA 02719

Dear Mark,

On behalf of Blue Cross Blue Shield of Massachusetts, I would like to thank you and the Town Fairhaven for your continued support of the BCBSMA health insurance plans for your active and retired members.

Below you will find the Town's senior plan renewal information. I am always available to help you with any questions you may have.

January 1, 2018 Renewal

Medex 2

	Current	Renewal
Claims	\$163.65	\$147.45
Cost per Contract	\$24.47	\$24.71
Suggested Working Rates	\$188.12	\$172.16

Blue Medicare RX

\$10/\$20/\$35 double mail \$20/\$40/\$70

Premium	\$154.64	\$152.23
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The Town's Blue Medicare Rx formulary will be changing for January 2018. There are 71 prescription drugs that will be moving from tier 1 (generic) to a higher tier (mostly tier 2 but some are tier 3). There are also 8 prescription drugs that are being removed from the formulary but there are alternatives available. If a member needs to continue with one of these 8 medications, their physician can provide medical documentation for review and coverage determination.

I am including a draft of the flyer that can be included in your open enrollment materials to help your members identify if one of their current prescription drugs are impacted by these changes. Once the final formulary is approved by CMS, this flyer will have the "draft" watermark removed

Once again, thank you for your support of BCBSMA. It is my pleasure to be working with the Town

Sincerely,

Garbrielle Pitcher
Account Executive



HEALTH PLAN RENEWAL WORKSHEET

FAIRHAVEN FY 2018

MEDEX FOR THE PERIOD OF 7/1/17-6/30/18
As of 8/30/17/17

	<u>ORIGINAL PROJECTION</u>	<u>REVISED</u>	<u>\$</u>	<u>%</u>	<u>COMMENT</u>	<u>*RENEWAL PROJECTION</u>
PAID CLAIMS	419,140	426,475		2.1%		435,005
ADMIN FEE	77,227	79,479	24.71	1.0%		80,852
REINSURANCE						
ACA						
Blue Medicare RX	446,369	465,336	154.64 / 152.23			504,494
Cook and Company	1,000	1,000				1,000
TOTAL	943,736	972,290				1,021,351
TRUST CONTRIBUTION	970,470	963,560				1,068,600
SUB. TOTAL	26,734	-8,730				47,249
IBNR\$	99,273	101,191				103,171
UNCOMMITTED RESERVE						
<hr/>						
	<u>ORIGINAL PROJECTION</u>	<u>REVISED PROJECTION</u>			<u>RENEWAL PROJECTION</u>	
HEAD COUNTS	IND 263	IND 274			IND 274	
FUNDING RATES	290.00	290.00				325.00
1/1/2017	325.00	325.00		1/1/18	0.0%	325.00



CHANGES TO YOUR FORMULARY (DRUG LIST)

Beginning January 1, 2018, your prescription drug coverage will change. Please review the following list to see if any of the medications you take will change tiers (cost more) or will no longer be covered.

Tier Change (Higher cost)					
Medication	2017	2018	Medication	2017	2018
AZELASTINE HCL	Tier 1	Tier 2	IPRATROPIUM BROMIDE	Tier 1	Tier 2
BETAMETHASONE DIPROPIONATE	Tier 1	Tier 2	KETOCONAZOLE	Tier 1	Tier 2
BUMETANIDE	Tier 1	Tier 2	KETOROLAC TROMETHAMINE	Tier 1	Tier 2
BUPROPION HCL XL	Tier 1	Tier 2	LABETALOL HCL	Tier 1	Tier 2
CALCITRIOL	Tier 1	Tier 2	LEVETIRACETAM	Tier 1	Tier 2
CARTIA XT	Tier 1	Tier 3	LIDOCAINE	Tier 1	Tier 3
CEFPODOXIME PROXETIL	Tier 1	Tier 3	MEMANTINE HCL	Tier 1	Tier 2
CEFUROXIME AXETIL	Tier 1	Tier 2	METHOTREXATE	Tier 1	Tier 2
CELECOXIB	Tier 1	Tier 3	METRONIDAZOLE	Tier 1	Tier 3
CHLORTHALIDONE	Tier 1	Tier 2	MORPHINE SULFATE ER	Tier 1	Tier 2
CLOTRIMAZOLE	Tier 1	Tier 2	NIFEDIPINE ER	Tier 1	Tier 2
DEXILANT	Tier 2	Tier 3	NITROGLYCERIN	Tier 1	Tier 2
DICLOFENAC SODIUM	Tier 1	Tier 2	NYSTATIN	Tier 1	Tier 2
DIGOXIN	Tier 1	Tier 2	NYSTOP	Tier 1	Tier 2
DILTIAZEM HCL ER	Tier 1	Tier 2	OLANZAPINE	Tier 1	Tier 2
DIPHENOXYLATE/ATROPINE	Tier 1	Tier 2	OLMESARTAN MEDOXOMIL	Tier 1	Tier 2
DORZOLAMIDE HCL	Tier 1	Tier 2	ONDANSETRON HCL	Tier 1	Tier 2
DORZOLAMIDE HCL/ TIMOLOL M	Tier 1	Tier 2	OSELTAMIVIR PHOSPHATE	Tier 1	Tier 2
DOXAZOSIN	Tier 1	Tier 2	OXYBUTYNIN CHLORIDE	Tier 1	Tier 2
DOXAZOSIN MESYLATE	Tier 1	Tier 2	OXYBUTYNIN CHLORIDE ER	Tier 1	Tier 2
DOXYCYCLINE HYCLATE	Tier 1	Tier 2	OXYCODONE HCL	Tier 1	Tier 2
DULOXETINE HCL	Tier 1	Tier 2	OXYCODONE/ ACETAMINOPHEN	Tier 1	Tier 2

Tier Change (Higher cost)					
Medication	2017	2018	Medication	2017	2018
DUTASTERIDE	Tier 1	Tier 2	POTASSIUM CHLORIDE ER	Tier 1	Tier 2
ENOXAPARIN SODIUM	Tier 1	Tier 3	PRADAXA	Tier 2	Tier 3
ESOMEPRAZOLE MAGNESIUM	Tier 1	Tier 3	PROPRANOLOL HCL	Tier 1	Tier 2
EZETIMIBE	Tier 1	Tier 3	PROPRANOLOL HCL ER	Tier 1	Tier 2
FENOFIBRATE	Tier 1	Tier 2	RALOXIFENE HYDROCHLORIDE	Tier 1	Tier 2
FENOFIBRATE MICRONIZED	Tier 1	Tier 2	SUCRALFATE	Tier 1	Tier 2
FLECAINIDE ACETATE	Tier 1	Tier 3	TEMAZEPAM	Tier 1	Tier 2
FLUOCINONIDE	Tier 1	Tier 3	TIMOLOL MALEATE OPHTHALMIC	Tier 1	Tier 3
FLUOROURACIL	Tier 1	Tier 3	TOBRAMYCIN/ DEXAMETHASONE	Tier 1	Tier 3
GABAPENTIN	Tier 1	Tier 2	TOLTERODINE TARTRATE ER	Tier 1	Tier 3
HYDROCORTISONE	Tier 1	Tier 2	VALACYCLOVIR HCL	Tier 1	Tier 2
HYDROMORPHONE HCL (liquid)	Tier 1	Tier 3	VERAPAMIL HCL SR	Tier 1	Tier 3
HYDROMORPHONE HCL (tablets)	Tier 1	Tier 2	YUVAFEM	Tier 1	Tier 3
HYDROXYCHLOROQUINE SULFATE	Tier 1	Tier 3			

Medications Not Covered (Ask your provider for a covered alternative)

EPIPEN 2-PAK	GLIPIZIDE XL	NADOLOL
FELODIPINE ER	LANTUS	XARELTO
FLUOXETINE HCL (tablets)	LANTUS SOLOSTAR	

This list is not all-inclusive, and formulary changes can occur throughout the year.

For questions about your Blue MedicareRx plan or changes to the formulary, please call Customer Care at 1-888-543-4917, 24 hours a day, 7 days a week. TTY/TDD users call 711.

Blue Cross Blue Shield of Massachusetts complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation or gender identity.

ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-800-200-4255 (TTY: 711).
ATENÇÃO: Se fala português, encontram-se disponíveis serviços linguísticos, grátis. Ligue para 1-800-200-4255 (TTY: 711).

Anthem Insurance Companies, Inc., Blue Cross and Blue Shield of Massachusetts, Inc., Blue Cross & Blue Shield of Rhode Island, and Blue Cross and Blue Shield of Vermont are the legal entities that have contracted as a joint enterprise with the Centers for Medicare & Medicaid Services (CMS) and are the risk-bearing entities for Blue MedicareRx (PDP) plans. The joint enterprise is a Medicare-approved Part D Sponsor. Enrollment in Blue MedicareRx (PDP) depends on contract renewal.



MEMORANDUM

TO: MARK REES, TOWN ADMINISTRATOR

FROM: PETER SAVAGE

DATE: SEPTEMBER 6, 2017

RE: HEALTH TRUST BALANCES

At your request, I have again looked at your trust balances and the year to date performance of your health plans with an eye toward reducing some uncommitted reserve.

Our belief is that at year end your trust should have approximately 25% of the annual expected claims and administration costs. This year's claims and administration looks to be about \$5,400,000 and the 25% prudent reserve (including incurred but not reported IBNR) would be \$1,350,000 as a minimum year ending balance.

Since your 6/30/17 trust balance including pending reinsurance recoveries was \$2,186,159 and you are running about even for the first month, you do have a little more than \$800,000 of uncommitted trust reserve.

Since your revenues and expenses are running even, it does appear that your funding rates are currently appropriated, so I would not recommend that you reduce rates to reduce the trust. The problem with using rates below costs is that someday you will need to "catch up" which could be a financial shock at the time. Instead, I would suggest that you have "premium holidays" where neither the Town nor employees/retirees would contribute to the trust and let the expenses reduce the trust balance.

Looking at your current expected funding for FY2018 of \$6,246,168, a weekly holiday should reduce the trust by approximately \$120,000. Since you suggested a two week holiday in December, that should reduce balances by \$240,000. Giving that you still have eleven months left in this year's plan, I would recommend waiting for six or seven months before considering further trust reduction.

Please call with any questions.



COOK & COMPANY - HEALTH PLAN MANAGEMENT GROUP
 1025 Plain Street, P.O. Box 1068
 Marshfield, MA 02050 (781) 837-7300

FAIRHAVEN

**CASH FLOW SUMMARY REVIEW
 FOR THE PERIOD OF JULY 2016 THROUGH JUNE 2017**

Month	Ind.	Fam.	Paid Claims	Admin. Fee	*Reinsurance Premiums	Other Costs	PDP	Total Costs	*Contribution To Trust	Variance	Type of Reinsurance	Coverage: COMBINED
JUL	159	153	373,485	31,274	33,226	354	34,603	472,942	493,758	20,816	Sirius	12/24
AUG	160	155	316,054	31,488	33,598	(52,431)	34,603	363,322	498,361	135,039	Sirius	90,000
SEP	159	160	439,246	31,863	34,324	18,394	34,998	558,825	506,783	(52,042)	COOK	
OCT	159	161	507,053	32,016	34,481	879	35,392	609,831	509,458	(100,373)	COOK	Fam
NOV	155	163	389,994	31,881	34,563	(43,895)	35,392	447,945	510,407	62,462	Ind	57.99
DEC	155	162	345,532	31,856	34,406	(1,428)	35,655	446,022	273,415	(172,607)	Funding Rate	156.90
JAN	156	160	349,760	31,869	34,150	15,811	42,371	473,962	516,365	42,403	Funding -Employer%	
FEB	156	160	459,812	31,875	34,150	2,596	42,371	570,905	516,231	(54,673)	Employee %	
MAR	156	158	702,435	31,795	33,837	944	42,681	811,681	513,397	(298,294)	Employee \$:	
APR	155	158	394,925	31,697	33,779	846	42,526	503,774	512,147	8,373	Working Deposit	904,600
MAY	155	159	486,934	31,734	33,936	(15,546)	42,371	579,426	513,394	(66,032)	Administrative Fee:	
JUN	157	162	535,180	32,102	34,522	(1,713)	42,371	642,462	519,964	(122,498)	21-23	YES
TOTALS			5,300,529	381,450	408,973	(75,181)	465,336	6,481,108	5,883,680	(597,428)		
PROJECTIONS:												
ORIGINAL	162	153	4,691,995	376,171	400,801	19,720	447,369	5,936,056	6,004,602	68,546		
REVISED	157	159	5,300,529	381,450	408,973	(75,181)	465,336	6,481,108	5,883,680	(597,428)		

OTHER COSTS

ACA	C&C	Blue Medicare RX
9,420	11,300	446,396

CASH FLOW REMARKS

Two week holiday in December

Contacts	Telephone	Ext
Executive: Mark Rees	508-979-4023	
Coordinator: Ashlee Lentini	508-979-4026	
Other:	508-979-4023	
BCBS Garb Pitcher	617-246-7312	

Additional Plans	Hdc	Rate	Rate
BLUE CARE ELECT	78	871.00	2,074.00
HMO BLUE	78	828.00	1,970.00
	91	689.00	1,696.00
	91	655.00	1,611.00

ACS: 16,769.40

TOWN OF FAIRHAVEN
 HEALTH CLAIMS TRUST (MEDICAL & DENTAL)
 FUND 84

	7/1/2016 BALANCE	7/1/2016 THROUGH 6/30/2017 (12 mths)	7/1/2016 THROUGH 6/30/2017 (12 mths July-June) (12 mths June-May)	7/1/2016 THROUGH 6/30/2017 (12 MTHS BC/BS) (12 MTHS STOPLOSS)	6/30/2017 BALANCE
		INT EARNED	REVENUE	EXPENSE	
FB-CLAIMS TRUST MEDICAL/DENTAL RES.	2,466,547.80	1,460.70	6,046,398.63	6,509,749.47	2,004,657.66 *
JE 13 Adj by auditor	290,300.00	-	(290,300.00)	-	-
	✓ 2,756,847.80	✓ 1,460.70	5,756,098.63	6,509,749.47	2,004,657.66
JE adj for increase to working deposit w/BCBS	(8,300.00)	-	-	-	(8,300.00)
	2,748,547.80	1,460.70	5,756,098.63	6,509,749.47	1,996,357.66

* Note:
 IBNR (Incurred But Not Reported) Expenditure Accrual @ 6-30-17 is \$318,032.00.

	7/1/2016 BALANCE	6/30/2017 BALANCE
FB-CLAIMS TRUST-WORKING DEPOSIT RESERVE	896,300.00	896,300.00
JE adj for increase to working deposit w/BCBS	8,300.00	8,300.00
	904,600.00	904,600.00



Town of Fairhaven
Massachusetts
Office of the Town Administrator
40 Center Street
Fairhaven, MA 02719

Attachment C

Tel: (508) 979-4023
Fax: (508) 979-4079
selectmen@Fairhaven-MA.gov

MEMO

Date: September 15, 2017

From: Anne O'Brien, Human Resources Director

To: Board of Selectmen

Re: Wellness Committee Appointment

Gentlemen, I would like to be reappointed to the Wellness Committee, this time as a part of my new role as the Human Resources Director. I believe Wellness to be one of the most important resources we can promote for our employees, and I want to be proactive and integral in creating a robust wellness program.

Thank you for your consideration.



Town of Fairhaven **Attachment D**
Massachusetts
Office of the Selectmen

Whereas: The vacant Rogers School has suffered some vandalism and deterioration; and

Whereas: The Fairhaven High School Art Club, along with their teachers, and Director of Planning and Economic Development William Roth, saw an opportunity to beautify our Town by installing a large mural over the broken windows of the Rogers School southside; and

Whereas: The Art Club selected a design by Eve Hartig, which depicts a Rogers School variation on the “Starry Night” painting by Vincent Van Gogh; and

Whereas: The mural is eight feet tall, 60 feet wide, and was completed over nine months from concept to installation under the direction of Ms. Hartig and others; and

Whereas: The following students were involved in this visionary beautification project: Jacob Carbral, Eve Hartig, Linda Nguyen, Caroline DeCosta, Klarisa DaSilva, Emily Desmarais, Christian Schmidt, Alexandria Pereira, Hannah Berger, Kayci Cournoyer, Ben Manning, Kathryn Borden, Cynthia Robert, Daniel Sarkes, Aline Sarkis, Quinn Medeiros, and Madyson Pires; and

Whereas: The following teachers/administrators oversaw this noteworthy interdepartmental effort: Brenda Roveda, Jamie Lynch, Christine Neville, and William Roth.

Now, therefore, We, Robert J. Espindola, Daniel Freitas, and Charles K. Murphy, Sr., the Board of Selectmen of the Town of Fairhaven, proclaim and declare our sincere appreciation to these individuals who made such a positive impact on their community with their talents and hard work.

Given under our hands and seal on this day,
the 18th day of September in the year two thousand and seventeen.

Robert J. Espindola

Daniel Freitas

Charles K. Murphy, Sr.



MacRostie Historic Advisors LLC

Bringing equity, strategy, and experience
to historic building development

August 10, 2017

(By email aobrien@fairhaven-ma.gov, mrees@fairhaven-ma.gov)

Town of Fairhaven, MA
Mark H. Rees
Office of the Town Administrator
40 Center Street
Fairhaven, MA 02719

Washington
Boston
Chicago
Charleston
San Jose

Dear Mark,

In response to your letter dated July 31, 2017, we have reiterated our recommendations and provided more detail on implementation of the four recommended next steps; referred in your letter as items 'A' through 'D'.

A. Moth Ball the building structure to prevent further deterioration

The U.S. Department of the Interior, through the National Park Service, has provided specific direction on the care and preservation of historic structures, including the temporary stabilization, maintenance, and protection of properties. Specifically, Preservation Brief 31, is a good resource for assessing property condition and needs and establishing a formal checklist and maintenance schedule for near- and long-term mothballing strategies. The subject has been vacant for approximately four years and has deteriorated from inactive use, however, remains in substantially good condition with no noticeable areas of major damage. As discussed in the Brief, mothballing can protect buildings for periods of up to ten years.

The main components to formal mothballing include stabilization of the exterior façade, roof, and structural components, properly designed security protection to prevent unwanted access and potential damage, an interior ventilation system (air exchange system) and continued general maintenance and surveillance monitoring to address repairs and damage immediately, before it becomes a major problem. It is helpful to survey and monitor the building in all types of weather and time of day to provide opportunities to witness penetrations, water seepage, or areas of need. Walking through the building only on sunny and warm days disguises the

macrostiehistoric.com

203 Summer Street
Sixth Floor
Boston, MA 02210

617.499.4009
617.499.4019

true needs of the building. Keeping the building water tight and positively ventilated will prevent unwanted moisture and mold from further damaging the interior surfaces of the property. Mold containment is a major concern for historic properties and the costs associated with the necessary remediation efforts can be substantial.

Regardless of the location and condition of the property or the funding available, the NPS recommends the following 9 steps for properly mothballing a building:

Documentation

1. Document the architectural and historical significance of the building. (This work should be done as part of the Registry listings and Tax Credit Application preparation)
2. Prepare a condition assessment of the building. (Can be prepared as part of the Registry/Tax Credit Application scope, but should ultimately be conducted by a professional)

Stabilization

3. Structurally stabilize the building, based on a professional condition assessment.
4. Exterminate or control pests, including termites and rodents.
5. Protect the exterior from moisture penetration.

Mothballing

6. Secure the building and its component features to reduce vandalism or break-ins.
7. Provide adequate ventilation to the interior.
8. Secure or modify utilities and mechanical systems.
9. Develop and implement a maintenance and monitoring plan for protection.

Further, in depth sequencing of this work is outlined in Preservation Brief 31 and attached to the appendix of our final report to the town. The town should consult Brief 31 for direction. The majority of the work involved in formally mothballing the building will help the town survey and assess the property, perform required property diligence and prepare the necessary documentation for the Registration and Tax Credit Application process.

The longer a historic property sits vacant and unused, the faster the building will deteriorate. With limited climate control, ventilation, and observation, the property can quickly deteriorate and there will be a point at which major structural, systems, and building envelope repairs will be required. The roof was observed to be water tight during our inspections, however, the age and condition of the slate roof is unknown.

Preservation Brief 31, prepared by the National Park Service (<https://www.nps.gov/tps/how-to-preserve/preservedocs/preservation->

[briefs/31Preserve-Brief-Mothballing.pdf](#) and <https://www.nps.gov/tps/how-to-preserve/briefs/31-mothballing.htm>) provides a 'roadmap' or outline for mothballing and should be consulted when developing a formal strategy for the Rogers School. There are various helpful resources from the preservation community in Massachusetts, nationally and internationally and we will provide links to those resources in our follow up email to the town.

B. Apply for Historic Tax Credits

A review of the state (MA) and federal historic tax credit programs, as were included in the earlier reports, follow below. There are two main items of note relative to pursuing tax credits:

1. The Town must have a proxy to apply for the credits initially and ultimately must sell the property or lease (for a term longer than 40 years) the building to an unrelated third-party in order for the historic tax credit programs to be utilized.
2. National Register listing is ultimately a requirement for utilizing the federal tax credits, but both the state and federal programs allow for the listing to take place after the tax credit application has been filed. The Part 1 of both applications is a preliminary determination that the building is eligible for listing on the National Register. Once that determination is made, the building is considered historic for tax credit purposes. The actual listing can follow at a later date. The listing typically takes 18 months, which can usually align with a project timeline.

From a timing perspective, it would seem reasonable to target the January 15, 2018 state historic tax credit application deadline. The period between now and then can be used to identify the non-profit applicant, create a budget for the application process, further develop the plans needed for the application, hire a consultant to assemble the application and identify a funding source for the consultant fees (we have discussed CPA funds as a potential in the past).

Typically, a project pursuing state historic tax credits must apply in two to three rounds prior to receiving an allocation. If the project were to apply in January 2018 then it would most likely receive the first allocation in 2019. During that period, further work could be completed to determine whether the non-profit proxy is the right entity to move the project forward or the Town could look for another partner. If the ultimate end-user was identified, then the project plans could be further refined and a federal historic tax credit application could be submitted.

Federal Historic Rehabilitation Tax Credits

The federal historic rehabilitation tax credits are available for income-producing buildings which are listed in the National Register of Historic Places and which are substantially rehabilitated according to the Secretary of the Interior's *Standards for Rehabilitation*. Under this program, 20 percent of the total costs of rehabilitation are returned to the owner in the form of a dollar-per-dollar credit on federal income taxes.

A three-part Historic Preservation Certification Application (HPCA), together with project plans and photographs, is submitted to the MHC and the NPS. The MHC has a review and comment role in the process, but the NPS has the final decision making authority regarding certification of the completed rehabilitation. Successful certification of the completed project, and obtaining the subsequent tax benefits, is dependent upon rehabilitation work that meets the Secretary of the Interior's *Standards for Rehabilitation*.

C. Apply to be included on the National Register of Historic Places

Federal Historic Preservation Certification Application Procedure

Preparation of Part 1 - Evaluation of Significance

Prior to the National Register nomination moving forward, Part 1 of the HPCA, "Evaluation of Significance," will need to be completed for the building, establishing on a preliminary basis that the building is eligible for the NR. A summary of the historic and architectural significance of the building will be prepared, including a description of the condition, physical appearance, architectural style, materials, and any changes made since original construction. The Part 1 also requires a written discussion of the building in terms of its siting, scale, materials, construction, and construction date.

Preparation of Part 2 – Description of Rehabilitation

The project is photographed to document the pre-rehabilitation appearance and condition of the exterior and interior. As required by NPS, photographs are keyed to site plans, floor plans, and elevation drawings.

Working from the project plans and project description a detailed description of proposed rehabilitation work, including site work, exterior work, and interior work is prepared.

The Part 2 application requires that plans and drawings, labeled photographs, and specifications clearly depict the proposed rehabilitation work and impact on the existing building.

Preparation of Part 3 - Request for Certification of Completed Work

Exterior and interior photographs of the completed rehabilitation, preferably showing the same views as shown in the "before" photographs, are required. The photos are labeled and organized plus data on the completed rehabilitation project, including the dates on which the project started, the rehabilitation work was completed, and when the building was placed into service.

Massachusetts Historic Rehabilitation Tax Credit Program

The Massachusetts Historic Rehabilitation Tax Credit ("MAHRTC") is available on a competitive basis for income-producing buildings which are determined a "qualified historic structure" by the MHC and which are substantially rehabilitated and determined a certified rehabilitation by the MHC. Under the Massachusetts tax credit program, up to 20 percent of the total qualified rehabilitation expenditures is returned to the owner in the form of a dollar-per-dollar credit on state income taxes. The three-part MAHRTC application, together with the additional supporting information required for the competitive process and photographic documentation, is submitted to the MHC to qualify for consideration in application rounds. Successful certification of the completed project by the MHC and securing the subsequent tax benefits is dependent upon rehabilitation work that meets the Secretary of the Interior's *Standards for Rehabilitation*.

Massachusetts Historic Rehabilitation Application Procedure

Preparation of Part 1

Part 1 of the state application will need to be completed for the building, establishing on a preliminary basis that the building is eligible for the NR. A summary of the historic and architectural significance of the building will be prepared, including a description of the condition, physical appearance, architectural style, materials, and any changes made since original construction. The Part 1 also requires a written discussion of the building in terms of its siting, scale, materials, construction, and construction date.

Preparation of Part 2

A detailed description of the proposed rehabilitation/preservation work based upon must be submitted and is similar to the federal application described above. The Part 2 also requires detailed descriptions of preservation-related issues such as materials conservation, specialized treatments, and innovative solutions to preservation issues.

The Part 2 of the MAHRTC Application requires the following additional information, which is different than the federal tax credit program:

- Description of financial hardship;
- Description of the importance of state assistance for successful project completion;
- List of funding sources;
- Comparative per capita income average for the city;
- Percentage of low income residential units;
- List of Executive Orders and planning initiatives with which the project complies (for example, Ex. Order 215 and 277) and description of how the project complies with these orders and initiatives;
- Letters of Support from local and state preservation organizations and government agencies;
- Evaluation of the overall condition of the property, including any known structural failures, water infiltration or deferred maintenance;
- Description of extent the project will transform the site that currently lacks beneficial or practical use; and
- Description of the economic impact the project will have on the surrounding community and the Commonwealth.

Preparation of Part 3 – Request for Certification of Completed Work

The MAHRTC Part 3 is similar to the federal Part 3. The federal Part 3 consists of a single one-page form and requires thorough photographic documentation of the completed rehabilitation work.

D. Make appropriate zoning changes that would encourage re-use

The property is currently zoned for single-family residential use, greatly limiting the reuse potential of the site and property, as-of-right. A preliminary review of the existing zoning RA – Single Residence District and the conclusions set forth in our final report to the town indicate the need for the town to begin to re-zone the property. The current zoning of the parcel is inconsistent with the desires of the town and the most likely redevelopment scenario(s) of the existing improvements.

The town should consult with the Director of Planning and Economic Development and land-use legal counsel, along with published policies and procedures for petitioning the Planning Board for a change in zoning. The process should be designed to engage the public as much as possible and create a zoning solution that would allow the most flexibility of use and the most certainty for a developer or end user and can provide the town with certainty and predictability. Potential reuses should be considered when offering a zoning change and consideration should be taken to the potential for an expedited permitting and approvals process for the site.

We are delighted to continue to be of service to you. If you have any questions regarding the content of this letter please feel free to contact us.

Sincerely,

Brett N. Pelletier, Kirk&Company

Albert Rex, MHA Northeast

Mark Rees

From: Brett Pelletier <bpelletier@kirkco.com>
Sent: Tuesday, August 15, 2017 3:03 PM
To: Anne O'Brien; Mark Rees
Cc: Bill Roth; Robert J. Espindola; Daniel Freitas; Charles K. Murphy; Albert Rex
Subject: RE: Rogers School action items
Attachments: Response to Questions 08-10-2017.pdf

Importance: High

Mark,

Please see the attached letter in response to your letter dated July 31, 2017 outlining next steps for the Rogers School. I have also included links below to additional technical resources on mothballing of historic buildings for future reference. They are broad-based but very helpful with regard to formulating a specific strategy for Rogers.

Please confirm receipt and let me know should you have any further questions or comments.

Brett Pelletier | **Kirk&Company**
Chief Operating Officer

31 Milk Street, Suite 820, Boston, MA 02109
Office: [617.261.7100](tel:617.261.7100) | Mobile: [857.409.1079](tel:857.409.1079)
bpelletier@kirkco.com

Mothball Links

mothballing-historic-bldgs.pdf

<http://www.mass.gov/eea/docs/dcr/stewardship/rmp/bmps/mothballing-historic-bldgs.pdf>

Vacant+historic+buildings+-

+An+owner's+guide+to+temporary+uses,+maintenance+and+mothballing+(English+Heritage).pdf

<https://static1.squarespace.com/static/56d75cb727d4bd01438618e7/t/572c9f754c2f85218308175b/1462542198769/Vacant+historic+buildings+-+An+owner's+guide+to+temporary+uses%2C+maintenance+and+mothballing+%28English+Heritage%29.pdf>

Preservation Brief 31: Mothballing Historic Buildings

<https://www.nps.gov/tps/how-to-preserve/briefs/31-mothballing.htm>

31Preserve-Brief-Mothballing.pdf

<https://www.nps.gov/tps/how-to-preserve/preservedocs/preservation-briefs/31Preserve-Brief-Mothballing.pdf>

MHC: MHC Forms

<https://www.sec.state.ma.us/mhc/mhcform/formidx.htm>

dpr_historic_structure_assessment_form.pdf

http://www.parks.ca.gov/pages/22491/files/dpr_historic_structure_assessment_form.pdf

ncptt_building_and_site_condition_assessment_form.pdf

http://www.parks.ca.gov/pages/22491/files/ncptt_building_and_site_condition_assessment_form.pdf

NPS_Structure_Assessment_Form.pdf

http://www.parks.ca.gov/pages/22491/files/NPS_Structure_Assessment_Form.pdf

HISTORIC STRUCTURE CONDITION ASSESSMENT REPORT

<https://www.nps.gov/bicy/learn/historyculture/upload/20070801-Monroe-Station-Hist-Str-Assess-Rprt-HPTC.pdf>

From: Anne O'Brien [<mailto:aobrien@fairhaven-ma.gov>]

Sent: Monday, July 31, 2017 4:00 PM

To: 'Brett Pelletier'; Albert Rex

Cc: Bill Roth; Mark Rees; Robert J. Espindola; Daniel Freitas; Charles K. Murphy

Subject: Rogers School action items

Good afternoon,

Attached to this email, please find a letter from Town Administrator Mark Rees, regarding the next steps for the Rogers School. Thank you and have a good day.

Sincerely,

Anne

Anne O'Brien

Assistant to the Town Administrator

Web Administrator

Town of Fairhaven

40 Center Street,

Fairhaven, MA 02719

508-979-4023 ext. 101

www.Fairhaven-MA.gov



Town of Fairhaven
Massachusetts
Office of the Town Administrator
40 Center Street
Fairhaven, MA 02719

Tel: (508) 979-4023
Fax: (508) 979-4079
selectmen@Fairhaven-MA.gov

August 8, 2017

Mr. Michael Ristuccia
192 Balsam Street
Fairhaven, MA 02719

Dear Mike,

Thank you for your family's interest in helping the Town of Fairhaven redevelop the Rogers School. Prior to the Town entering into an agreement with you that would allow you to use the Rogers School, we need to determine the viability and feasibility of your proposal. To that end, please provide us with answers to the following questions and requests for information to the extent you can:

- 1) Describe the purpose you will be using the building.
- 2) Explain how you will make the building compliant with Building and ADA codes.
- 3) What is your time line for making repairs to the building and occupying the building?
- 4) Please provide a financial pro-forma that provides the sources of funding for this project and the anticipated outlays.
- 5) What days and hours will you be in operation?
- 6) Please attach a copy of your latest financial balance sheet and revenue and expense report.
- 7) What assistance, if any, would you need from the Town?
- 8) Any other information you deem appropriate to demonstrate you have the resources and capabilities necessary to make this project successful.

In requesting this information that town is making no commitment to enter into an agreement with you to use the Rogers School. Such an agreement, should one be entered into in the future, would require compliance with state laws and local by-laws.

Sincerely,

Mark H. Rees
Town Administrator

Cc: Board of Selectmen
Rogers Re-use Committee



Town of Fairhaven
Massachusetts
Office of the Town Administrator
40 Center Street
Fairhaven, MA 02719

Tel: (508) 979-4023
Fax: (508) 979-4079
selectmen@Fairhaven-MA.gov

July 31, 2017

Mr. Robert-John Constantine
President, South Coast Innovator Labs, Ltd.
349 Cottage Street
New Bedford, MA 02740

Dear Mr. Constantine,

Thank you for your interest in helping the Town of Fairhaven redevelop the Rogers School. Prior to the Town entering into an agreement with you that would allow you to use the Rogers School, we need to determine the viability and feasibility of your proposal. To that end, please provide us with answers to the following questions and requests for information:

- 1) Describe the purpose you will be using the building.
- 2) Explain how you will make the building compliant with Building and ADA codes.
- 3) What is your time line for making repairs to the building and occupying the building?
- 4) Please provide a financial pro-forma that provides the sources of funding for this project and the anticipated outlays.
- 5) What days and hours will you be in operation?
- 6) Please attach a copy of your latest financial balance sheet and revenue and expense report.
- 7) What assistance, if any, would you need from the Town?
- 8) Any other information you deem appropriate to demonstrate you have the resources and capabilities necessary to make this project successful.

In requesting this information that town is making no commitment to enter into an agreement with you to use the Rogers School. Such an agreement should one be entered into in the future, would require compliance with state laws and local by-laws.

Sincerely,

Mark H. Rees
Town Administrator

Cc: Board of Selectmen
Rogers Re-use Committee

Attachment F

MEMORANDUM

TO: Board of Selectmen
FROM: Mark H. Rees, Town Administrator
DATE: September 14, 2017
RE: Budget Calendar and Selectmen Meeting Schedule

Attached please find the Budget Calendar for FY19. It was distributed last week to the Chair of the Board of Selectmen, the School Superintendent, the Finance Director, the Town Clerk, the Town Moderator, the Chair of the Finance Committee and the Chair of the Capital Improvement Committee with a request that they send us their comments by Monday, September 11th. No comments were received.

Some of the budget milestones require Board of Selectmen action. The proposed Board of Selectmen meeting calendar for the first half of 2018 incorporates those milestones. The recommended meetings dates are as follows:

Monday, January 8, 2018
Monday, January 22, 2018
Monday, February 5, 2018
Monday, February 26, 2018
Monday, March 12, 2018
Monday, March 26, 2018
Monday, April 9, 2018
Monday, April 23, 2018
Monday, April 30, 2018
Saturday, May 5, 2018 (Town Meeting)
Monday, May 14, 2018
Monday, June 4, 2018
Monday, June 18, 2018

Please review your calendars to see if those dates are available for you.

Similarly also review your Saturday morning availability in October in order to schedule the Goal setting workshop.

Also, I am requesting your consideration to move your Monday, November 6th meeting to Tuesday, November 7th if possible. My daughter is getting married on November 5th and I anticipate having relatives stay through November 6th. Thank you.

FY 19 Budget Calendar

Milestone

Date

Capital Budget Instructions Distributed	Wednesday, September 13, 2017
Town Administrator presents Budget Calendar for FY19	Monday, September 18, 2017
Board of Selectmen Goal Setting Workshop	In October, 2017
Capital Budget Project Requests due	Monday, October 16, 2017
Board of Selectmen Budget Policy Statement Adopted	Monday, October 30, 2017
Operating Budget Instructions Distributed	Friday, November 10, 2017
Town Manager/Finance Director present 5 year forecast	Monday, November 20, 2017
Capital Planning Committee submits prioritized Capital Budget Requests to Town Administrator	Friday, December 15, 2017
Operating Budget Requests due	Friday, December 22, 2017
Town Administrator Recommended Capital Improvement Plan issued to Board of Selectmen and Finance Committee	Friday, December 29, 2017
School Superintendent submits his recommended School Budget to School Committee	Monday, January 08, 2018
Board of Selectmen hold public hearing on Capital Budget	Monday, January 08, 2018
Citizen Petition Articles requesting Town Meeting appropriation (funding) due	Tuesday, January 16, 2018
Board of Selectmen vote on Capital Improvement Plan	Monday, January 22, 2018
Town Administrator Recommended Operating Budget issued to Board of Selectmen and Finance Committee	Monday, January 29, 2018
Board of Selectmen hold public hearing on Operating Budget	Monday, February 05, 2018
Board of Selectmen vote on Operating Budget	Monday, February 26, 2018
Warrant for Annual Town Meeting Closes	Monday, March 05, 2018
School Committee hold public hearing on School Budget	Early March, 2018
School Committee votes on School Budget	Late March, 2018
Finance Committee conducts hearings on operating and capital budgets	February and March 2018
Finance Committee issues its recommendations on operating and capital budgets	Thursday, March 29, 2018
Warrant and Finance Committee Report sent to the printer	Friday, April 06, 2018
Warrant posted and Warrant & Finance Committee report distributed to Town meeting members	Friday, April 20, 2018
Pre-Town Meeting	To be determined
Annual Town Meeting	Saturday, May 05, 2018

2017

JANUARY							MAY							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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APRIL							AUGUST							DECEMBER								
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30														31								

□ - sel's meetings
 ○ - BUDGET milestones

EMERGENCY PHONE NUMBERS

POLICE _____

FIRE _____

DOCTOR _____

2018

JANUARY							MAY							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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14	15	16	17	18	19	20	13	14	15	16	17	18	19	9	10	11	12	13	14	15
21	22	23	24	25	26	27	20	21	22	23	24	25	26	16	17	18	19	20	21	22
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FEBRUARY							JUNE							OCTOBER						
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11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
25	26	27	28				24	25	26	27	28	29	30	28	29	30	31			
MARCH							JULY							NOVEMBER						
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4	5	6	7	8	9	10	8	9	10	11	12	13	14	4	5	6	7	8	9	10
11	12	13	14	15	16	17	15	16	17	18	19	20	21	11	12	13	14	15	16	17
18	19	20	21	22	23	24	22	23	24	25	26	27	28	18	19	20	21	22	23	24
25	26	27	28	29	30	31	29	30	31					25	26	27	28	29	30	
APRIL							AUGUST							DECEMBER						
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8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30						26	27	28	29	30	31		23	24	25	26	27	28	29
														30	31					

□ selectmen's meetings (proposed)

○ - BUDGET MILESTONE

- School vac.

X - Holiday

PRINCIPAL US HOLIDAYS, HOLY DAYS, and COMMEMORATIVE DAYS

- ✓ NEW YEAR'S JAN. 1st
- ✓ MARTIN LUTHER KING, JR.'S BIRTHDAY JAN. 15th
- ✓ MARTIN LUTHER KING, JR. DAY 3rd MON. in JAN.
- VALENTINE'S DAY FEB. 14th
- ✓ PRESIDENTS' DAY 3rd MON. in FEB.
- ST. PATRICK'S DAY MAR. 17th
- ✓ EASTER - April 1st See Easter Table.
- ✓ PASSOVER - March 31 - April 7 See Jewish Table.
- MOTHER'S DAY 2nd SUN. in MAY
- ARMED FORCES DAY 3rd SAT. in MAY
- ✓ MEMORIAL DAY (OBSERVED) LAST MON. in MAY
- MEMORIAL DAY MAY 30th
- FLAG DAY JUN. 14th
- FATHER'S DAY 3rd SUN. in JUN.
- INDEPENDENCE DAY JUL. 4th
- LABOR DAY 1st MON. in SEP.
- PATRIOT DAY SEP. 11th
- ROSH HASHANAH See Jewish Table.
- YOM KIPPUR See Jewish Table.
- COLUMBUS DAY (OBSERVED) 2nd MON. in OCT.
- COLUMBUS DAY OCT. 12th
- HALLOWEEN OCT. 31st
- ELECTION DAY 1st TUE. after 1st MON. in NOV.
- VETERANS DAY NOV. 11th
- THANKSGIVING 4th THU. in NOV.
- HANUKKAH See Jewish Table.
- CHRISTMAS DEC. 25th

Patriots Day
April 16



Town of Fairhaven

Job Description

Job Title: Administrative Assistant to the Board of Health

Level: Schedule A, Grade C

Hours: 35 hours per week

Supervisor: Health Agent/Board of Health

Status: Non-Exempt, Clerical Bargaining Unit

Summary

Responsible for all office duties, including but not limited to: correspondence, cash handling, bill payment, departmental payroll submission, issuance of trade permits, and scheduling inspections. Responsible for assisting in setting up Board of Health meetings, and taking minutes of the meeting. Responsible for Health Office reports, file maintenance, acceptance of completed permit applications, and required fees for the Health Office. Confidentiality required for personal and medical information received in the office.

Essential Functions

- Performs customer service duties in relation to the operation of the office
- Provides answers to inquiries within the scope of expertise and authority
- Maintains all Board of Health records and files in accordance with State, Federal, and local bylaws
- Processes departmental payroll, billing, cash receipts, and bookkeeping for the office with the supervision of the Health Agent
- Oversees the reproduction of departmental publications, including reports, contracts, minutes, etc.
- Orders materials for the office
- Assists the Health Agent with budget preparation
- Receives and documents complaints and violations, communicating issues to the Health Agent with tact and discretion in a timely manner
- Forwards reportable disease information from the Department of Public Health to contracted public health nurses
- Issues burial permits
- Assists with health initiatives, such as flu clinics, and may provide support in emergency health situations
- Assists in the issuance of all permits and licenses pertaining to the Board of Health, and schedules hearings based upon review of the Health Agent
- Performs any other tasks logically assigned to the position

Knowledge, Skills and Abilities

- Knowledge of modern office procedures and methods, including telephone communications, office systems, and record keeping
- Knowledge of modern business communication, including style and format of letters, memoranda, minutes and reports
- Knowledge of Microsoft Office Suite
- Ability to establish priorities, work independently, and proceed with objectives without supervision
- Ability to handle and resolve a wide range of situations and complaints, with a high-level of independence and task management

Required Experience

- High School Diploma; and
- Three years experience in a clerical setting; or
- Associates' degree in business-related field; or
- Equivalent combination of education and experience

Physical Requirements

- Requires occasional lifting of boxes weighing between 10-20 lbs

Special Requirements

- This position is classified as “essential personnel” and may require reporting to work in an emergency situation

Working Conditions

- Standard office environment with occasional interruptions from visitors and staff, and shifts in workload prioritization

Attachment G



Town of Fairhaven

Job Description

Job Title: Administrative Assistant to the Building Department and Cable Access
Level: Schedule A, Grade C
Hours: 35 hours per week
Supervisor: Building Commissioner/Cable Director
Status: Non-Exempt, Clerical Bargaining Unit

Summary

For the Building Department: responsible for all office duties, including but not limited to: correspondence, cash handling, bill payment, departmental payroll submission, issuance of trade permits, and scheduling inspections. Responsible for Building Department reports, file maintenance, acceptance of completed permit applications, and required fees for the Building Department, Board of Appeals, and Conservation Commission hearings.

For the Cable Department: responsible for all office duties, including but not limited to: scheduling of the studio, bill payment, departmental payroll submission, reports, and file maintenance.

Essential Functions (Building)

- Performs customer service duties in relation to the operation of the office
- Interacts with the public and professionals via email, telephone, and in person
- Works with trade inspectors
- Communicates with the Building Commissioner and uses discretion in matters needing immediate assistance
- Responds to gas and electric company inquiries
- Issues permits for gas, electrical, and plumbing
- Within scope of expertise and authority, respond to inquiries and provide the respective applications for the Building Department, Board of Appeals, and Conservation Commission
- Process payroll, billing, cash receipts, and maintain spreadsheets for the department
- Order supplies for the office
- Maintain accurate bookkeeping
- Arrange all annual inspections for the Building Department, managing the application process, collection of fees, and all paperwork associated
- Complete monthly reports for the Building Department
- Maintain all files in a neat and orderly manner
- Performs any other tasks logically assigned to the position

Essential Functions (Cable)

- Performs customer service duties in relation to the operation of the office

- Interacts with the public and professionals via email, telephone, and in person
- Process payroll, billing, cash receipts, and maintain spreadsheets for the department
- Order supplies for the office
- Maintain accurate bookkeeping
- Maintain schedule for the use of the studio, and calendar of events, scheduling videographers as needed

Knowledge, Skills and Abilities

- Knowledge of modern office procedures and methods, including telephone communications, office systems, and record keeping
- Knowledge of modern business communication, including style and format of letters, memoranda, minutes and reports
- Knowledge of Microsoft Office Suite
- Ability to establish priorities, work independently, and proceed with objectives without supervision
- Ability to handle and resolve a wide range of situations and complaints, with a high-level of independence and task management

Required Experience

- High School Diploma; and
- Five years experience in a clerical setting; or
- Associates' degree in business-related field; or
- Equivalent combination of education and experience

Physical Requirements

- Requires occasional lifting of boxes weighing between 10-20 lbs
- Requires frequent standing from seated position

Working Conditions

- Busy office environment with frequent interruptions from visitors and staff, and shifts in workload prioritization