

# Town of Fairhaven

## Finance Committee

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Minutes of the meeting for <February 18, 2016> at the BPW Administration Building,  
5 Arsene St., Fairhaven, MA

Members in attendance:

Chairman-Scott Fernandes, Robert A. Furtado, Kathi Carter, Lisa Plante, Tracey Diggins,  
John Mota

Members absent:

Ann Ponichtera DesNardis  
Thomas Alden  
Padraic Elliott

Town of Fairhaven:

Mark Rees- Town Administrator  
Wendy Graves- Collector/Treasurer/Finance Director  
William Roth, Jr.- Planning Director  
Jeffery Lucas- CPC committee Chairman/ Planning Board member  
Ann Richard- CPC committee member/ Planning Board member  
Wayne Hayward- Planning Board Chairman  
Rene Fleurent, Jr.- Planning Board Vice Chairman  
Vincent D. Furtado- BPW Superintendent

Meeting was covered by government access television.

Chairman called the meeting to order at 7:00 PM. Announced that the meeting was being recorded by government access TV. Chairman has to be notified if anyone else present is recording the meeting by video or audio.

Motion made by Lisa to accept the minutes from February 11, 2016. Seconded by Kathi. Vote:  
Unanimous

- Chairman distributes copies of deficit spending request from Mr. Furtado. Mr. Roth distributes paperwork related to the Community Preservation Committee Article.
- Mr. Roth presents the CPC Article to the Fin Com.
  - Mr. Roth states the CPC will also have 2 Articles on the Special Town Meeting within the ATM. Those will be presented at a later date.
  - Mr. Roth states that appropriation "A" is for acquisition of land with the Buzzards Bay Coalition and will only take place if Mattapoisett provides their share of the money.
  - Mr. Roth states that appropriation "B" is to partially fund boiler replacements for the Housing Authority, with the Housing Authority providing the balance.
  - Mr. Roth states that appropriation "C" is for the Housing Element of the town Master Plan.
 

Mr. Lucas states if TM does not fund the Master Plan this money would be held for up to 2 years for this purpose.
  - Mr. Roth states that appropriation "D" is for Phase 2 of the High School window restoration project. This money would be combined with money from the 2014 Article to do the project all at once, thus saving on the mobilization expenses.
  - Mr. Roth states that appropriation "E" is for Phase 3 of the Library Exterior Restoration. There will still be 1 phase remaining after this.
  - Mr. Roth states that appropriation "F" is for replacement of the Academy Building siding. Mr. Roth states that shingles would require less maintenance and would still be historically acceptable. Shutters would also be added.
  - Mr. Roth states that appropriation "G" is for the typical administrative costs associated with the CPC, including the required legal advertising.
  - Mr. Roth states that the next phase of the library sidewalk project was not recommended this year, as it was felt it was more important to focus on the building exterior improvements.
  - Mr. Roth states that the Articles in the STM include, from the library- digitizing the Star Newspapers to put them on the Web, and at Town Hall- installing historically correct bike racks.
  - Discussion from Mr. Roth and the Chairman as to how the funding amount is established.
  - Kathi asks about appropriation "C".
    - Mr. Roth states this is for the Housing Element that is part of the Master Plan. It would look into the existing housing, future housing needs, affordable housing, senior housing, demographics of the Town, etc. The money would be spent on researching these items.

- Bob states concern for maintenance issues with installation shutters on the Academy Building.
      - Mr. Roth states they may install composite shutters.
- Committee moves on to discussion of the Master Plan.
  - Chairman states the existing 1996 Master Plan is available on the Town website under the Planning Board.
  - Planning Board Chairman Hayward states that Master Plans generally have a 20 year usable life span.
  - Mr. Hayward states a \$125,000 Article for an update appeared at the 2007 TM, but was not approved. A \$6,000 resident survey was conducted instead.
  - Mr. Hayward states that he has had the Master Plan on the Planning Board agenda for some time, as a long range planning item, to get the process started.
  - Mr. Hayward started working with Mr. Roth in 2014 to compile all available documents throughout the Town.
  - In 2015 the full PB became involved. Then a 3 member Master Plan subcommittee was created.
 

They did a 6 month study and concluded that \$110,000 would be needed for the Master Plan.

Mr. Hayward feels that is on the low end of cost.
  - Mr. Hayward states that many of the goals set forth in the original Master Plan have been accomplished.
 

The Town Planner position and the Tourism Dept. are a result of the original plan.
  - Mr. Hayward states that business models over the years have changed and we need to anticipate what will happen in the next 20 years.
 

We need to engage the community in goals that once voted on, would be binding.

Various departments throughout the Town have documents on hand, from their own studies, that can be used for the Master Plan.

The CPC paid for the Open Space Plan 1 1/2 years ago.
  - Mr. Roth states there is also a sea level rise component to the Master Plan today.
  - Along with the CPC money, the Planning Board is seeking \$85,000 for the Master Plan.
  - Mr. Roth states that the future plan would be to look at doing an update to the plan in 10 years.
  - Mr. Roth states that the Master Plan touches depts. throughout the town- Schools, Public Works, etc.
  - Mr. Roth states the issues with have 1 industrial code and 1 business code regardless of the location in town.
 

These changes would be binding once they are voted on.

- Chairman states the Fin Com would likely defer to the TA.
  - Mr. Fleurent states this is important because it is bringing in a fresh set of eyes from outside the community.
  - Mr. Hayward states this is not concerning just one issue. It would also include public input.
  - Mr. Roth states there would be a RFP for 1 consultant, who in turn would likely use his own consultants for some aspects of the study.
  - Kathi asks about the previously mentioned historic district protection.
    - Mr. Hayward states there are different levels of protection that could be put in place to keep our historic areas as they are now.
  - Mr. Hayward also states that the build out possibilities for East Fairhaven should also be looked at.
  - Chairman asks if there is a cost breakdown for the plan?
    - Mr. Roth states that the \$110,000 figure would be enough.
    - Mr. Fleurent states the subcommittee looked at approximately 2 dozen communities to see how much their studies cost.
  - Chairman suggests that the Fin Com look at the 1996 Master Plan on the website.
- 8:01 PM. the Planning Board leaves the meeting.

8:05 PM. Mr. Furtado joins the meeting.

- Mr. Furtado- BPW Superintendent seeks authorization to deficit spend for Snow & Ice.
  - Mr. Furtado states that the average of the last 5 years, for Snow & Ice, has been \$50,000.
  - Lisa asks if Mr. Furtado would request \$50,000 in the budget next year.
    - Mr. Furtado states he is copying Mr. Rees on all snow related emails, so he will see what the true expenses are.
  - Mr. Furtado states that the cost of sand and salt increases each year.
    - Lisa motions to approve deficit spending for Snow & Ice, not to exceed \$15,000.  
Seconded by John. Vote: Unanimous
  - Chairman states the intent is for the deficit to be paid from the Reserve Fund.
- Chairman hopes to have the Capital Planning Committee at our next meeting.
- Our next meeting will be February 25, 2016. If the Capital Planning Committee is not available, the meeting may be canceled.
- Lisa brings up, and is not in favor of, Mr. Rees's suggestion from last week concerning earmarking moneys from the Reserve Fund for specific department needs.

- Chairman states this was just Mr. Rees's suggestion and the committee isn't required to follow it.

8:12 PM. Lisa motions to adjourn. Seconded by John. Vote: Unanimous

Respectfully submitted by:

Robert A. Furtado  
Finance Committee Secretary  
(accepted 2-25-2016)