

**Fairhaven Planning Board  
October 25, 2016  
Minutes  
Town Hall Banquet Room**

**A. ADMINISTRATIVE BUSINESS:**

Mr. Hayward opened the meeting at 6:30 p.m. and noted they are being recorded on the Government Access Channel.

Quorum/Attendance:

Present: Chairman, Wayne Hayward; John Farrell Jr., Jeffrey Lucas, Cathy Melanson and Ann Richard.

Absent: Vice Chair-Gary Staffon, Rene Fleurent and Clerk, Peter Nopper

William Roth, Planning Director, was also in attendance.

**Acceptance of Minutes: None**

Wayne Hayward made mention that they were waiting on minutes from the current secretary for meetings 9/13, 9/20 and 9/27.

**Bills:**

1. Office Supplies – Staples - \$24.96 – Jeffrey Lucas made a motion to pay the Staples bill and was seconded by John Farrell, Jr. The motion passed unanimously.

**B. Current Planning: None**

Receipt of Plans

1. Repetitive Petition – **VCORP, LLC (2B)** – Charity Stevens Lane, Map 40, Lot 14 (PH 11/22/16)  
Wayne Hayward explained a repetitive petition is an appeal of a Board of Appeals decision. He stated it requires 7 out of 8 to approve, with their board of 8 people, if only 7 came that night, all 7 would have to approve. William Roth advised that the Public Hearing date of November 22, 2016, has already been set.

Approval of Plans:

1. Form A – Estate of Olivia Piela, Gallant, Trustee – 349 Bridge Street

William Roth explained that it was a very simple Form A and meets all the requirements for a Form A. Jeffrey Lucas made a motion to sign the Mylar Form A and was seconded by John Farrell Jr., the motion passed unanimously.

Revised plans: None.

**C. PUBLIC MEETINGS: - Master Plan Consultant Interviews**

6:45 p.m.	VHB
7:30 p.m.	Horsley Witten Group

The Planning Board first interviewed VHB. Wayne Hayward introduced the Board and then made a brief statement. VHB introduced themselves, including Ken Schwartz, Senior Vice President with over 17 years experience and over 85% of their clients are municipalities. Mr. Schwartz said they work on 1-2 comprehensive plans a year; and have worked with Chelsea, Billerica, Adams, S. Hadley, Marshfield, and New Bedford to name a few. He said their team is all within VHB and one consultant from Landwise (who rents space in the same building that VHB is in). He said they are nationally recognized.

Mr. Schwartz expressed he has learned 4 lessons to their key to success:

1. Drive process. Keep Momentum going.
2. Listen. Engagement of public with innovative tools.
3. Focus on implementation. Visionary.
4. Speak to what makes Fairhaven, Fairhaven.

William Roth expressed that the Board has come up with questions for the process. Below is the questions asked along with their answers.

1. How much time would be needed of the planning department?
  - data resources, bi-weekly coordination calls (1 time every 2 weeks)
  - securing venues & advertising
  - In reach to departments (implementation of Town)
  - shareprint site tool
  - should be a fun process – overall maybe 1-2 times a week, maybe at some points a little more
2. What experience do you have with Resilience planning & sustainability?
  - Holistic approach to resilience and sustainability*
  - Deep bench of integrated services required for R&S planning*
  - Sustainability effects: improving mobility, enhancing communities, contributing to economic vitality. They approach holistically.*

Wayne Hayward asked a question if you were a child born today, and lived for 84 years, what would the sea level rise be on your 84<sup>th</sup> birthday in Fairhaven.

William Roth noted that VHB was one of four consultants interviewed for the Hazard Mitigation Plan.

VHB did not give a definitive answer to Mr. Hayward's question, but did say that the sea level rise is something that should be considered and through the process they typically look at three scenarios.

3. What's your approximate timeline for the project? William Roth stated his research showed master plans at 15-18 months and VHB came in on the shorter side at 12 months.
  - VHB answered that flexibility foremost and they like to continue in a shorter time (not to be rushed) but to keep the momentum building.*
  - Driving process – macro understanding to micro with the public*
  - Roles and expectations are clearer.*
  - They've been most successful with an efficient schedule.*
4. Public participation?
  - Low tech – High Tech*
  - Outreach plan with you – workshops-pointing out issues in real time*
  - Should be educational and fun.*
5. Will there be an on-line survey done?
  - Yes. Also drop boxes in the community, a definite outreach to the people.*
6. Vision & Philosophy of a Master Plan?
  - Helping you to facilitate a process*
  - Internal outreach*
  - Technical & strategic*
  - Focus on implementation*

Further, VHB expressed they *have a case study on economic development issues in Fairhaven:*

- Preserving the waterfront
- Collaborating with New Bedford
- Rt. 6 Corridor
- Enhancing design quality of RT-6 corridor

- Enhanced programming to activate historic town core
- Strategy around future office and industrial development opportunities

#### 7. Billing- Travel?

4 week period for billing with progress reports

Jeffrey Lucas asked about community development (ie: New Bedford Airport – off shore wind turbines).

Answer was that the broader region would be looked at and a regional approach provided.

John Farrell, Jr. asked about the biggest barrier in this process?

Answer from Ken Schwartz was the turnover on Boards or Advisory Committees. For some it's a 'moment in time'; they stick to their schedule and meet their milestones. It's up to them to get everyone "all in". Prioritizing is key.

At 7:30p.m. Horsley Witten Group were interviewed.

Introduced were Nate Kelly – Principal Planner, a representative from SRPEDD, Sandy Conaty & a representative from RKG – Craig Seymour.

Mr. Kelly began that they are positioned for growth & prosperity. That they have done comprehensive plans in CT, RI, MA and farthest in Hawaii. They are experienced in community development and technical combined.

RKG's role would be to build a strong foundation, and what drives economic development other than real estate.

Sandy Conaty, SRPEDD introduced herself with a vast knowledge of the area; and SRPEDD is a public agency that will be here for the Town into the future.

"We really listen" Mr. Kelly stated.

William Roth then asked the same questions to Horsley as he did with VHB.

#### 1. Time & Commit expected from Planning Dept?

Prepared for any scenario – can run independently; but will set up protocols and expectations on who's going to review? Who's going to make critical decisions?

#### 2. Background on Resiliency planning?

Mr. Kelly spoke of Smith Islands in Chesapeake Bay that houses approximately 300 people accessed only by boat. They are 7' above sea level, talk about resiliency. He also stated they have worked on Hazard Mitigation plans with FEMA. Also have an economic side to resiliency.

#### 3. Timeline question? They were on the longer end at 17 months.

Worked with Shrewsbury and they didn't take more than 15 months. What drives the timeline is the public planning process, the assembly information and getting the public on board and understanding it.

#### 4. Public participation? How are you going to engage?

In their experience people are less interest in public forums. Mr. Kelly stated they use small group engagements; they'll go to the groups/working groups and also have multiple topic discussion groups – targeted discussions. Using social media, as well as going to Town wide events.

#### 5. Vision & Philosophy of Master Plan?

Fosters community. Using metrics to have realistic implementations

Wayne Hayward asked his baby being born today and if they could give him a concrete answer to the sea level rising when the baby turns 84.

Mr. Kelly replied, up to 6'; but I think we should look into it.

John Farrell Jr. asked about who would work on the sea rise level. The planner on the team said that modestly he felt 3' in 84 years. SPREDD representative stated that the Town of Marion presented at 1', 3', and 5' scenarios; and over the last 55 years the sea level in Marion has risen 7".

Mr. Farrell Jr., asked if this was a joint venture with the different companies represented.

The answer was that it was the first time they had a SRPEDD team member, but they have worked with RKG in the past.

Mr. Farrell Jr., asked if they had any concerns utilizing different companies vs. all in-house?

Mr. Kelly stated they typically do weekly check-ins and use Google drive and drop box.

John Farrell Jr., asked about the largest barrier they've come across with such projects.

Mr. Kelly said management document review and getting people's feedback. He also stated a barrier could be an unexpected controversy such as citizen's opposition.

Jeffrey Lucas asked about their experience with water shortages.

Answer was they are a water resources firm and well rehearsed in this avenue.

6. Billing question? Travel time & distance?

They like to bill monthly and can list a % complete or hourly, however the Town wants. And they are open to progress reports.

The interview ended approximately 8:30pm

Wayne Hayward expressed that it sad that three members were absent and lost out on this opportunity. The Board decided to weigh the pros and cons of the two companies.

Cathy Melanson expressed that she liked that VHB had all the team players in one location; one building. It may make communication better.

John Farrell, Jr. stated that was a con for him with Horsley Witten Group, because there were three different companies involved.

Jeffrey Lucas stated that it appeared VHB had more resource and their presentation was better.

Mr. Farrell said they were more streamlined and very well put together. He liked it that the project manager was here last week for the King tide and did his homework before the meeting.

Wayne Hayward said that the first group wouldn't commit to a sea level.

Mr. Farrell stated that he trusted the opinion from VHB on shorter time vs. longer. He thought the second group was a little less organized with no definite answers. VHB had a well defined process.

Ann Richard said that she was unsure Horsley Witten Group was a 'complete team'.

Wayne Hayward agreed saying that the Horsley Witten Group was familiar with the town but not with each other.

Wayne Hayward asked how many of the Board members were ready to vote on a recommendation

John Farrell made a motion to recommend VHB as the Planning Board's first choice to take on the task of a Master Plan and was seconded by Jeffrey Lucas. The motion passed unanimously.

**D. LONG RANGE PLANNING** – None

**E. CORRESPONDENCE** – None

**F. OTHER BUSINESS**

1. Remote Participation – Discussion

Wayne Hayward advised that he put this on the agenda for a brief discussion. He stated that he attended the Board of Selectman meeting recently when they were discussing the matter. He gave a quick background that BPW was denied 2-1 by the Board of Selectmen last year to do remote participation, but they did it anyways; now it was up for discussion again.

Mr. Hayward stated that Mark Rees said it was not going to be a rash decision made by the Board of Selectman.

2. Mr. Hayward agreed that at the November 22, 2016, meeting there would be a discussion about Benoit Square.

Cathy Melanson made a motion to adjourn and was seconded by Ann Richard. The motion passed unanimously.

Meeting ended at 8:52p.m.

Next Meeting: Tuesday, November 22, 2016.

Respectively submitted,

Patricia A. Pacella  
Recording Secretary