FAIRHAVEN SELECT BOARD
Agenda
Wednesday, July 28, 2021
6:30 p.m.
Town Hall – 40 Center Street – Fairhaven

RECEIVED
TOWN CLERK
2021 JUL 26 P 3: 08
FAIRHAVEN, MASS.

Pursuant to Chapter 20 of the Acts of 2021, this meeting will be conducted in person and via remote means, in accordance with applicable law. This means that members of the public body as well as members of the public may access this meeting in person, or via virtual means. In person attendance will be at the meeting location listed above, and it is possible that any or all members of the public body may attend remotely, with in-person attendance consisting of members of the public.

Log on to: https://zoom.us/j/93221023554?pwd=Q1VjZDEwOXpYOCtZTmFYQ0g3QjZCUT09

or call: 1-929-205-6099
Meeting ID: 932 2102 3554
Passcode: 756371

The meeting can also be viewed live on Channel 18 or on FairhavenTV.com

A. MINUTES
1. Approve minutes of July 12, 2021—Open Session

B. TOWN ADMINISTRATOR'S REPORT

C. COMMITTEE LIAISON REPORTS

D. ACTION
1. Possible reorganization of the Board
2. Possible reorganization of the Selectmen Liaison appointments
3. Event Permit: Team Fuff Jimmy Fund walk- Bikepath, October 3, 2021, 10:00 am
4. Event Permit: South Coast Bikeway Alliance Pedal for the Path, Sunday, September 12, 2021, 9:00 am
5. Event Permit:2021 Turkey Trot 5K fun run: Thursday, November 25, 2021, 8:00 am
6. Loan extension request: The Adventurer
7. Request to join Zoning Board of Appeals- associate position
    a. Patrick Carr
    b. Nicholas Sylvia

E. APPOINTMENTS
1. 6:30 pm Swearing in of new Police Officer
2. 7:00 pm Public Hearing Application for Class I Dealer/Repair License Change of location: Alden Imports, Inc. d/b/a Alden Mazda, 250 Bridge Street
3. 7:05 pm Planning and Economic Development Director Paul Foley: discuss support for Mass Development RLTA Grant Opportunity
4. 7:10 pm Meet and Greet: Precinct 4

F. POSSIBLE ACTION/DISCUSSION
1. Changes to Rogers Reuse Committee Mission Statement
2. Town Administrator Screening Process
3. Tree Warden issues

G. CORRESPONDENCE
1. Building Commissioner reminder regarding signs

H. NOTES AND ANNOUNCEMENTS

1. The next regularly scheduled meeting of the Select Board is Monday, August 9, 2021 at 6:30 p.m. in the Town Hall Banquet Room.

ADJOURNMENT

Subject matter listed in the agenda consists of those items that are reasonable anticipated (by the Chair) to be discussed. Not all items listed may be discussed and other items not listed (such as urgent business not available at the time of posting) may also be brought up for discussion in accordance with applicable law.
MGL, Ch. 30a, § 20(f) requires anyone that intends to record any portions of a public meeting, either by audio or video, or both, to notify the Chair at the beginning of the meeting.

6:30 Appointment E1

Acting Town Clerk Linda Fredette

will be swearing in

the newest member of our

Police Department at **6:30 pm**

in the Banquet Room

Congratulations to Zachary Viera

Officer Viera started at the Plymouth Police Academy on March 1, 2021 and graduated on July 23, 2021.

Fairhaven Board of Selectmen
Meeting Minutes
July 12, 2021

Present: Chairman Daniel Freitas Selectman Keith Silvia, Interim Town Administrator Wendy Graves and Administrative Assistant Vicki Oliveira

Present via Zoom: Vice-Chairman Robert Espindola

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

Chairman Freitas opened the meeting at 6:30 pm in the Town Hall Banquet Room

Minutes

Mr. Espindola made a motion to approve the Open Session minutes of June 21, 2021. Mr. Silvia seconded. Vote was unanimous. (3-0)

Roll Call vote: Mr. Espindola in favor, Mr. Silvia in favor, Mr. Freitas in favor

Town Administrator's Report

Ms. Graves reported:

The Town received $841,000 from ARPA the week of June 25th, and will receive the other half 12 months from receiving the first half.

The ARPA committee met last week again and continued work on securing grant money.

The Bristol County Commissioner's Meeting will be held at Bristol Agricultural High School on July 15, 2021 to talk about the $3.1 million of ARPA money that was sent to the County for the municipal allocation.

The Department of Transportation has sent notification that Fairhaven has been awarded $332,000 for the complete streets project that was submitted in May.

The Clerk's Office will be welcoming a new Assistant Town Clerk, Elizabeth Horan, who will be starting work on July 26, 2021.

Benefits Coordinator Susan Roderiques has been taking classes and training sessions in Human Resources, and she will be starting the Society for Human Resource Management (SHRM) certification in August.

The Town's stake in the opioid litigation is small and the Board took the position that it would go along with the advice of the consortium attorneys while trying to minimize the Town's cost of participation. One of the main defendants, Purdue Pharmaceuticals, has declared bankruptcy and

DRAFT

submitted a plan to the bankruptcy court. The consortium attorneys have recommended that the Town agree to the proposed plan. Based on that advice Attorney Crotty has given the town's approval of the plan.

Committee Liaison Reports

Mr. Silvia said he did not have any meetings since the last Board meeting.

Mr. Silvia thanked the Information Technology Department for their helping the seniors during town meeting with computer help.

Mr. Espindola said the Broadband Study Committee will discuss the route for fiber optics and will get an estimate to inter connect other streets and look for potential funds to make the project more affordable and accessible to other communities. (Attachment A.) The Committee will be setting up a meeting with Ms. Graves and Town Counsel.

Mr. Espindola said the Marine Resources Committee met last week to discuss the aquaculture license transfer for Taylor Seafood.

Mr. Espindola said the South Coast Bikeway Alliance will be planning a ride in September that will pass through Fairhaven.

Mr. Espindola said Southeastern Regional Planning & Economic Development District (SRPEDD) met last week where he was elected to represent Fairhaven on the Southeastern Massachusetts Metropolitan Planning Organization (SMMPO).

Mr. Espindola welcomed new business American Freight where he attended the Grand Opening last week.

Our Lady of Angels Feast

Mr. Freitas said it was nice to see the Our Lady of Angels Feast back this year.

Mr. Espindola made a motion to approve the Our Lady of Angels, Once Day All Alcoholic Beverages License for the Annual Three-Day Feast to be held on September 4, 2021, September 5, 2021 and September 6, 2021. Mr. Silvia seconded. Vote was unanimous (3-0)

Roll Call vote: Mr. Espindola in favor, Mr. Silvia in favor, Mr. Freitas in favor

Year-End Transfers

Mr. Espindola made a motion to approve the year end transfer of $200 for the Conservation Department. Mr. Silvia seconded. Vote was unanimous. (3-0)

Roll Call vote: Mr. Espindola in favor, Mr. Silvia in favor, Mr. Freitas in favor

Mr. Espindola made a motion to approve the year end transfer of $60 for the Zoning Board of Appeals. Mr. Silvia seconded. Vote was unanimous. (3-0)

Roll Call vote: Mr. Espindola in favor, Mr. Silvia in favor, Mr. Freitas in favor

Mr. Espindola made a motion to approve the year end transfer of $4175 for the Town Clerk Department. Mr. Silvia seconded. Vote was unanimous. (3-0)

DRAFT

Roll Call vote: Mr. Espindola in favor, Mr. Silvia in favor, Mr. Freitas in favor

Altered Premise - JEJM, Corp d/b/a Traveler's Ale House, 111 Huttleston Ave

Mr. Freitas read the public hearing notice for the alteration of premise for Traveler's Ale House. The Board discussed the issues that may arise and the other Department's concerns. (Attachment B)

Mr. Espindola made a motion to approve the plan contingent on the Building Commissioner signing off on the permit. Mr. Silvia seconded. Vote was unanimous. (3-0)

Roll Call vote: Mr. Espindola in favor, Mr. Silvia in favor, Mr. Freitas in favor

At 7:01 pm the Board took a four-minute recess

Transfer of Aquaculture lease from Taylor Cultured Seafood to Blue Stream Shellfish

Harbormaster Tim Cox met with the Board regarding the transfer of the aquaculture lease from Taylor Seafood to Blue Stream Shellfish. Mr. Cox said Taylor Seafood was one of the first aquaculture licenses in Fairhaven dating back to the 1970's. Mr. Cox has already contacted the State regarding the transfer and the Marine Resources Committee has approved the transfer of the license at their most recent meeting. Current owner Zack Zhang told the Board he is looking to transfer his aquaculture license to Blue Stream Shellfishing. The proposed owner, Dale Leavitt, a retired Professor of Marine Biology at Roger Williams, gave the Board a brief history of himself and his company, Blue Stream Shellfishing, LLC.

Mr. Espindola made a motion to approve the aquaculture lease from Taylor Seafood to Blue Stream Shellfishing LLC. Mr. Silvia seconded. Vote was unanimous. (3-0)

Roll Call vote: Mr. Espindola in favor, Mr. Silvia in favor, Mr. Freitas in favor

Meet and Greet: Precinct 3

There were no representatives from Precinct 3 present at the meeting.

Rogers Reuse Committee

Ms. Graves told the Board Cathy Melanson would like to join the Rogers Reuse Committee (RRC) as a representative of the Economic Development Committee (EDC). Mr. Espindola expressed that he would like to see a representative from the Planning Board and the Finance Committee in addition to a representative from the EDC and would like to look at the structure of the RRC. Mr. Espindola told the Board the EDC has not voted to appoint a member at this time. The Board agreed to table the discussion for a future meeting.

New England Preservation Lawsuit

Mr. Freitas read a letter from Town Counsel regarding the status of the lawsuit between New England Preservation and Development and the Town of Fairhaven. (Attachment C). The court has ordered that the plaintiffs pay the town's attorney's fees, and require the town to submit affidavits of those fees with in thirty days.

DRAFT

Town Meeting Article 56: Amendment to Town By-law Chapter 50-13, part 2

Mr. Freitas read a memo from Cable Access Director Derek Frates (Attachment D). Mr. Frates reminded the Board the Annual Town Meeting voted to continue the Zoom portion of the meetings. The Zoom participation will be for residents and not Board members. Currently, the State has extended the emergency remote access for Board members until April 2022.

Mr. Frates explained there are a few options for equipment and he will know more once all the current equipment is tested. Mr. Frates also explained this new bylaw will require more staffing, as each meeting will need a camera operator and an operator to run the Zoom, therefore there will have to be an increase in the Cable Access budget. The Board discussed ideas to make the Zoom bylaw addition more efficient and cost effective.

Update of Opioid Litigation

As explained in the Town Administrator's report:

The Town's stake in the opioid litigation is small and the Board took the position that it would go along with the advice of the consortium attorneys while trying to minimize the Town's cost of participation. One of the main defendants is Purdue Pharmaceuticals has declared bankruptcy and submitted a plan to the bankruptcy court. The consortium attorneys have recommended that the Town agree to the proposed plan. Based on that advice Attorney Crotty has given the town's approval of the plan.

Mr. Espindola made the motion to approve the opioid litigation plan that was sent to the Town. Mr. Silvia seconded. Vote was unanimous. (3-0)

Roll Call vote: Mr. Espindola in favor, Mr. Silvia in favor, Mr. Freitas in favor

Notes and Announcements

Mr. Espindola asked a few questions relating to the Town Administrator report.

Mr. Espindola asked Ms. Graves if the ARPA committee has any minutes from the meetings based on a question in the chat (Attachment E). Ms. Graves told Mr. Espindola there are no formal minutes as this is a working group, but the group is in the process of trying to look for grants that the town may qualify for. Mr. Espindola said he would like to see the ARPA meetings televised.

Mr. Espindola told the Board he was contacted by the Tree Warden who had questions regarding clarity from Town Counsel on the role of the Tree Warden and emergency services. Ms. Graves will reach out to Town Counsel to seek answers.

Mr. Espindola expressed concerns over the procurement for the high school turf and the additional costs of this project. Mr. Espindola would like to see more communication between the Board and the Town Administrator when large scale procurements are brought to the Town Administrator for approval.

Mr. Silvia asked Mr. Espindola to save his comments for a future meeting as these subjects were not on the agenda to be discussed.

At 7:21 pm Mr. Espindola made a motion to adjourn. Mr. Silvia seconded. Vote was unanimous. (3-0)

DRAFT

Roll Call vote: Mr. Espindola in favor, Mr. Silvia in favor, Mr. Freitas in favor

Respectfully submitted,

Vicki L. Oliveira

Vicki L. Oliveira
Administrative Assistant

A. Fiber Optics Route
B. Traveler's Ale House- public hearing notice, application, email concerns
C. New England Preservation and Development lawsuit decision/email
D. Memo from Cable Access Director regarding Zoom
E. Transcript of Zoom chat

DRAFT

Possible Re-Organization of the Board

- Chairperson
- Vice- Chairperson
- Clerk

D2

Board	Name	Title
Affirmative Action Officer	Wendy Graves	Ex-Officio
Bristol County Advisory Board	Dan Freitas	Ex-Officio
Broadband Study Committee	Bob Espindola	Ex-Officio
Cable Advisory Committee	Keith Silvia	Ex-Officio
Contract Compliance Officer	Dan Freitas	Ex-Officio
Dog Park Study Committee	Keith Silvia	Ex-Officio
Economic Development Committee	Bob Espindola	Ex-Officio
Fair Housing Coordinator	Keith Silvia	Ex-Officio
Historical Commission	Keith Silvia	Ex-Officio
Lagoa Friendship Pact Committee	Dan Freitas	Ex-Officio
Local Emergency Planning Committee	Dan Freitas	Ex-Officio
Marine Resources Committee	Bob Espindola	Ex-Officio
Millicent Library Board of Trustees	Keith Silvia	Ex-Officio
Rogers Reuse Committee	Keith Silvia	Ex-Officio
Sister City Committee	Dan Freitas	Ex-Officio
Southeastern Regional Planning and Economic Development I	Bob Espindola	Ex-Officio
Southeastern Regional Transit Authority Board	Paul Foley	Ex-Officio

list updated and approved on 04/12/2021

Gmail

Vicki Oliveira <vloliveira@fairhaven-ma.gov>

Agenda request for Monday, July 12th Select Board Meeting

1 message

Bob Espindola <selectmanbobespindola@gmail.com> Sun, Jun 27, 2021 at 10:07 PM
To: Daniel Freitas <dfreitas@fairhaven-ma.gov>, Wendy Graves <wgraves@fairhaven-ma.gov>, Vicki Paquette <vloliveira@fairhaven-ma.gov>

Dan and Wendy,

I would like to request the following item be placed on our agenda for our next Select Board meeting on July 12th under "Possible Action"

1) Discuss possible realignment of Selectmen Committee Liaison positions.

Thank you.

Bob

D3

Carol Landreville
1 Satucket Trail
Lakeville MA 02347
June 24, 2021
Date

Board Members
Town of Fairhaven
40 Center St
Fairhaven, MA 02719

I am requesting to use the Phoenix Bike Path on October 3.2021 at 10:00am to host a 5K Memorial Walk in honor of my husband Christopher Landreville Sr. to benefit the Jimmy Fund. We would start at the corners of Main St & South St. The event is sponsored by Dana Farber/ Jimmy Fund and due to the recent pandemic, they are having virtual walks that people are able to host in their communities. We will be approximately 30+ walkers, there maybe some children on bikes. We will have matching shirts and have some balloons and a banner. We would like to have two people at the beginning of the path with signage collecting donations if possible. I do not believe we will need police at any crossings. If you have any questions or concerns, please reach out to me at [redacted] Thank you

Sincerely,

Carol Landreville

Carol Landreville

Town of Fairhaven
40 Center Street
Fairhaven MA 02719

WAIVER OF LIABILITY
RELEASE AND INDEMNIFICATION

Event Information

Name of Event: Team Fuff Jimmy Fund Walk
Event Location: Phoenix Bike Path
Event Date(s): 10/3/2021
Event Host/Coordinator: Carol Landreville

Release and Indemnity

In consideration of the services of the Town of Fairhaven and my being permitted to use its park(s) and/or facilities to participate in the Event and activity referenced above and any related activities (collectively, the "**Event**"), I hereby attest that, after reading this Waiver of Liability, Release, and Indemnification completely and carefully, I acknowledge that my participation in the Event is entirely voluntary, and I further understand and agree as follows:

ASSUMPTION OF RISK/LIABILITY RELEASE AND INDEMNITY: I acknowledge that the Town of Fairhaven does not guarantee safety. I understand that incidental to my participation in the Event, I may be engaging in activities that involve the risk to me, any individual accompanying me, and to other people of property loss and damage, serious personal injury, illness, permanent disability, dismemberment, and death.

I understand these risks may result from the actions, negligence and failure to act of myself and others (including, but not limited to, other individuals in attendance at the Event) and from the condition of any property, facilities or equipment used. I also understand that there may be risks involved that are not known to me or to the Town of Fairhaven, and may not be foreseen or reasonably foreseeable by any of us at this time or at the time of the Event. I agree to assume all of the foregoing risks.

I hereby **RELEASE** the Town of Fairhaven, its officers, agents, employees, and assigns from all suits, claims, and demands of any nature whatsoever, which I, my heirs or assigns, or any third party including invitees and others, may ever have including, but not limited to, personal or bodily injury, death, or property damage arising out of, related to, or resulting from, in whole or in part, my participation in the Event.

I agree to **INDEMNIFY AND HOLD HARMLESS** the Town of Fairhaven, its officers, agents, employees, and assigns from all suits, claims, and demands of any nature whatsoever, by any third party including invitees and others, including, but not limited to, suits, claims and demands arising from personal or bodily injury, death, or property damage arising out of, related to, or resulting from, in whole or in part, my participation in the Event.

I HAVE CAREFULLY READ THE ABOVE RELEASE AND INDEMNIFICATION AND UNDERSTAND THE CONTENTS THEREOF AND SIGN THIS RELEASE AND INDEMNIFICATION AS MY OWN FREE ACT.

Participant's Name: Carol Landreville
Signature: Carol Landreville Date: 6/24/2021
Complete Address: 1 Satucket Trail Lakeville MA 02347

TOWN OF FAIRHAVEN - BOARD OF PUBLIC WORKS
REQUEST TO USE TOWN PROPERTY

Date of Event: 10/3/2021 **Time:** 10:00AM

Name: Carol Landreville

Address: 1 Satucket Trail

City/Town/Zip: Lakeville MA 02347

Phone #: [redacted]

Email: Landreville99@comcast.net

Location Request: Phoenix Bike Bath

Type of Event: Fundraiser Walk in Memory of Christopher Landreville Sr. to benefit The Jimmy Fund

Estimated Number of People Attending : 30+ People

Special Requests - Additional Fee may apply: Could we have people collecting donations

Fee: $25.00 non refundable - Check made payable to "Town of Fairhaven"
Waive FEE IF POSSIBLE

Date Paid: Fee Waived - RV **Receipt #** **Check #**

Rules & Regulations: No food or alcoholic beverages are permitted on the premise.

No tents are allowed on premise.

All decorations must be removed when function is completed.

Limited amount of chairs for elderly.

Area must be cleaned when function is completed.

*unless otherwise noted.

*

Approved: [signature] **Date:** 6/29/21

Not Approved: **Date:**

South Coast Bikeway Alliance

Swansea – Somerset – Fall River – Westport – Dartmouth - New Bedford – Fairhaven – Mattapoisett – Marion – Wareham

www.southcoastbikeway.com

c/o SRPEDD – 88 Broadway Taunton MA 02780

D4

Town of Fairhaven Select Board,

On Sunday, September 12, 2021 the South Coast Bikeway Alliance (SCBA) will hold its fourth annual "Pedal for the Path" bike ride. Two years ago we hosted 65 registrants for the **Pedal for the Path** ride and are poised to recruit roughly 100 riders for this year's ride. We ask that you grant us a permit to hold this event.

We have designed three route options with a proposed start time of 9 am. The 47/60 (attached), 20 and 13 mile routes all start and stop at the New Bedford Y on Union ST in New Bedford. We will have volunteers stationed at critical intersections as well as numerous temporary signs to guide the riders. Volunteers will not stop or direct motor vehicle traffic. The SCBA has insurance coverage for the event. Parking for this event will be at the New Bedford Y. The 47/60 mile route includes optional routing to Fairhaven via the bridge to Route 6 at Middle St and continuing along the Phoenix Bicycle path. Riders will return to New Bedford by reversing the route back over the bridge. See the cue sheets for more details. Cues 44-58 align with the Fairhaven portion.

Funds raised by this event will assist in advancing the results of a feasibility study designed to help Dartmouth, New Bedford, and Westport move closer to completing their portions of the 50-mile multi-use path reaching from Swansea to Wareham known as the South Coast Bikeway. Parts of this Bikeway have already been completed in Fall River, Fairhaven, New Bedford and Mattapoisett.

SCBA's mission is to promote active transportation and recreation, encouraging economic development, sustaining the environment, and promoting the health of our communities and residents. As a non-profit, SCBA is made up of dedicated community representatives, advocates and volunteers. We have supported the creation of multi-purpose paths, offered trail building workshops, and taught map orientation and compass-reading. In 2019 we organized our 9th annual Bike Summit and continue to promote bike safety and biking as transportation.

Please advise if I should contact the Selectboard for further approval. If I can provide you with any additional information please let me know.

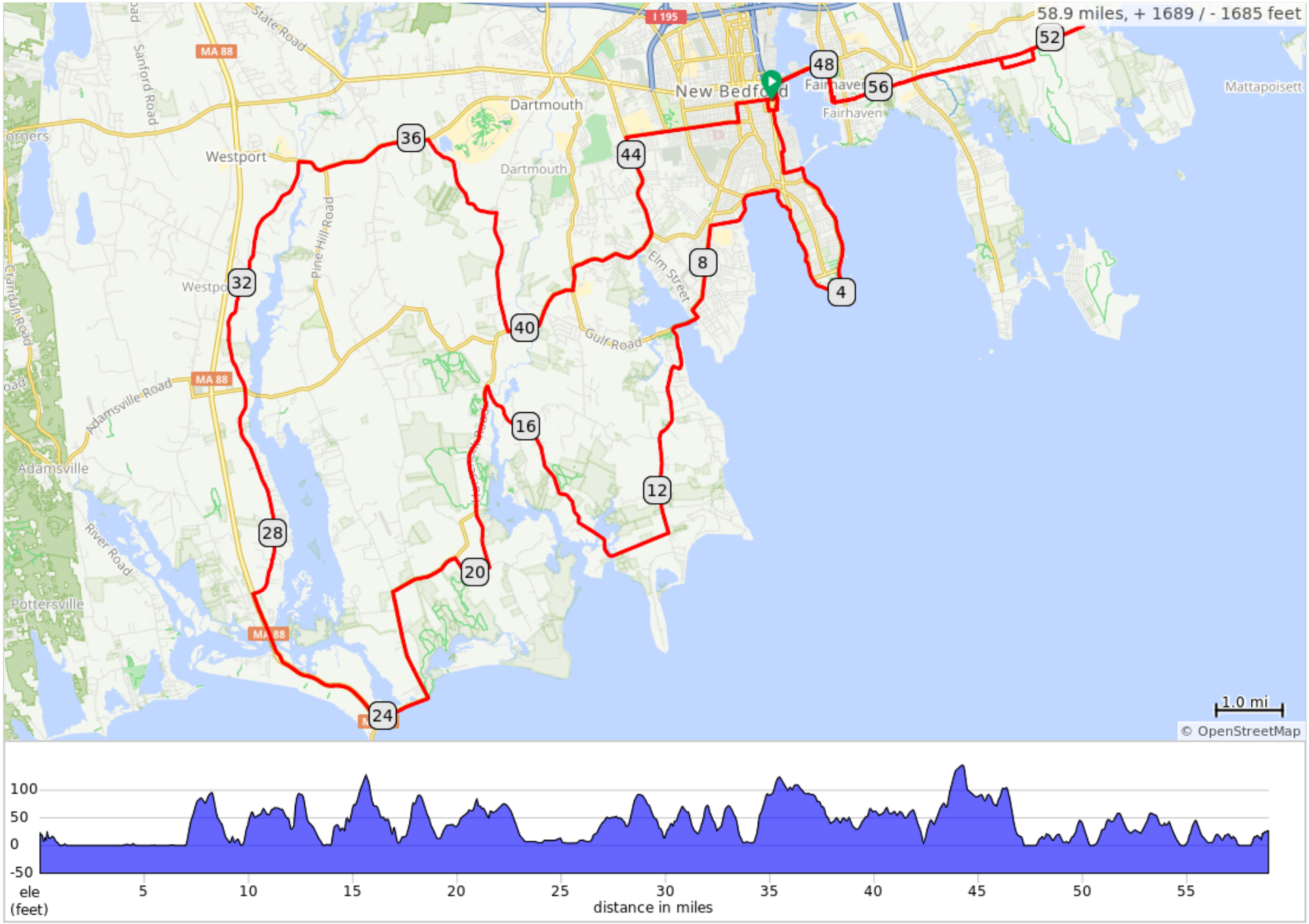
Thank you for your consideration.

Sandy Medeiros

South Coast Bikeway Alliance - Fairhaven Representative

Phone

47 mile PFTP 2021 with option for 60 miles.



47 mile PFTP 2021 with option for 60 miles.

Num	Dist	Type	Note	Next
1.	0.0		Start of route	0.1
2.	0.1	→	R onto MacArthur Dr	0.2
3.	0.3	←	L to stay on MacArthur Dr	0.6
4.	1.0	↑	Continue onto Potomska St	0.0
5.	1.0	←	L onto S Front St	0.3
6.	1.3	←	L onto Gifford St	0.3
7.	1.6	→	R onto New Bedford Harbor Walk	0.7
8.	2.3	←	Slight L onto E Rodney French Blvd	0.2
9.	2.5	←	L	0.0
10.	2.5	→	R onto East Beach Path	0.8

2.5 miles. +25/-46 feet

Num	Dist	Type	Note	Next
11.	3.4	←	L onto Saulnier Memorial Bike Trail	0.3
12.	3.6	→	R onto Saulnier Memorial Bike Trail	0.0
13.	3.6	→	R onto Saulnier Memorial Bike Trail	2.1
14.	5.7	←	L onto CoveWalk	0.0
15.	5.7	→	R onto CoveWalk	0.3
16.	6.1	←	L onto CoveWalk	0.5
17.	6.5	→	R onto CoveWalk	0.1
18.	6.7		Sharp R onto Padanaram Avenue	0.3

4.2 miles. +7/-7 feet

Num	Dist	Type	Note	Next
19.	7.0		Slight R onto Rogers Street	0.4
20.	7.4	←	L onto Dartmouth Street	1.3
21.	8.7	←	L onto Elm Street	0.1
22.	8.9	→	R onto Bridge Street	0.4
23.	9.3	←	L onto Smith Neck Road	3.3
24.	12.6	→	R onto Little River Road	3.4
25.	16.0		Keep R onto Rock Odundee Road	1.0
26.	17.0		Sharp L onto Russells Mills Road	2.0

10.3 miles. +386/-363 feet

Num	Dist	Type	Note	Next
27.	18.9	↑	Continue onto Barneys Joy Road	0.9
28.	19.8	→	R onto Allens Neck Road	0.7
29.	20.5	←	L onto Horseneck Road	1.1
30.	21.6	←	L onto Horseneck Road	2.5
31.	24.1		Keep R onto East Beach RD.	2.9
32.	27.0	→	R onto Drift Road	7.1
33.	34.1	→	R onto Old County Road	2.1
34.	36.2	→	R onto Lucy Little Road	1.7

19.3 miles. +481/-392 feet

Num	Dist	Type	Note	Next
35.	37.9	→	R onto Chase Road	1.8
36.	39.7	←	L onto Russells Mills Road	3.0
37.	42.8	↑	Continue onto Slocum Road	1.6
38.	44.3	→	R onto Hawthorn Street	1.7
39.	46.0	←	L onto Cottage Street	0.3
40.	46.3	→	R onto Union Street	0.6
41.	46.9	←	L onto MA-18	0.1
42.	47.0	↑	Ramp to Fish Island	0.2
43.	47.1	↑	Merge onto Fish Island	0.8
44.	47.9	→	R onto Middle Street	0.0

11.7 miles. +274/-314 feet

Num	Dist	Type	Note	Next
45.	48.0	↑	Continue onto Middle Street	0.6
46.	48.5	←	L onto Ferry Street	0.0
47.	48.6	→	R onto Main Street	0.0
48.	48.6	↰	Sharp L onto Phoenix Bike Trail	1.6
49.	50.1	↰	Keep L onto Railroad Way	0.1
50.	50.2	↰	Slight L onto Phoenix Rail Trail	3.2
51.	53.4	↰	Sharp L onto Shaw Road	0.8
52.	54.2	↰	Sharp L onto Phoenix Rail Trail	0.9

6.2 miles. +170/-143 feet

Num	Dist	Type	Note	Next
53.	55.1	↑	Continue onto Phoenix Rail Trail	1.6
54.	56.7	↘	Sharp R onto Main Street	0.1
55.	56.8	←	L onto Union Street	0.0
56.	56.9	→	R onto Middle Street	0.5
57.	57.4	←	L onto the sidewalk along the south side of RT 6. Stay on sidewalk, watch for cars entering and exiting playground/park and continue over the bridge.	1.0
58.	58.4	←	L at bottom of ramp.	0.0

4.2 miles. +67/-69 feet

Num	Dist	Type	Note	Next
59.	58.4	→	R onto Macarthur Drive and ride in road.	0.2
60.	58.6	↑	Continue onto Walnut Street, use traffic signal to cross RT 18.	0.1
61.	58.7	→	R onto Second Street	0.2
62.	58.9	→	R onto Union Street and return to the Y.	0.1
63.	58.9	📍	End of route	0.0

0.5 miles. +17/-9 feet

D5

Eric Tavares GNBTC President

Cell: 5087628461

Email: et02720@gmail.com

2021 Fairhaven Turkey Trot

5K fun run benefiting The Shepherd's Pantry

Dear Fairhaven Select Board,

The Fairhaven Turkey Trot Race Committee is seeking permission to hold a 5k run in the town of Fairhaven on Thanksgiving morning 2021. The 5k run collects canned goods and funds for the Shepherd's Pantry of Acushnet. The race course starts on Greene Street near Cushman park. The course travels south down Green to the Fort and then north on Fort Street eventually continuing on Main St, Bridge and then ending on the track at Cushman Park. In recent years for safety precautions we included a police detail of four police officers and cruisers. Along the course we have volunteers and intersections to ensure runners stay on course and aware of any dangers with traffic. The event begins at 8:00 A.M so that there is limited traffic on the road. The event concludes, with clean up before 9:30 A.M. The race benefits Shepherd's Pantry and in years past funds from the race ramged from 15,000 to almost 20,000. As well as large donations from canned goods. In years past we received feedback from residents within the neighborhood and have made adjustments to the race. For example, after noise complaints we discontinued the DJ near the SEMC building, and moved the anthem to the cushman park area away from housing. Our volunteers clean up post races, and in years past we have partnered with SEMC to utilize the parking lot. The race committee will seek out all necessary permits from parks and the DPW. We hope to continue the tradition of the Fairhaven Turkey Trot once again this year, after a virtual race last year.

Sincerely,

The Fairhaven Turkey Trot Committee

The Committee includes the Greater New Bedford Track Club, and the Union Running Club

D6

Gmail

Vicki Oliveira <vloliveira@fairhaven-ma.gov>

Loan Extension

Jobi Zink <jzink@rosenbach.org> Fri, Jul 9, 2021 at 12:40 PM
To: Vicki Oliveira <vloliveira@fairhaven-ma.gov>

Dear Vicki,

I hope you are doing well and surviving the summer heat. I am currently using it as an excuse to eat ice cream and water ice twice a day.

While it is indeed warm in Philadelphia, we at the Rosenbach are thriving. We will be expanding our open hours shortly, and look forward to returning to on-site programs as well as continuing with our virtual offerings.

It is in conjunction with these on-site programs that I am writing to you. There is interest from our board to extend the *Manjiro: Drifting* exhibition through November so it can remain of view for our *In Conversation with Fred Dickinson* program slated for November 16. As Dr. Dickinson's field modern Japan, the idea is to discuss the impact of Manjiro on modern Japan. He was recommended to us by a museum neighbor and our board thought this would be a great connection. Here is his website if you would like to read more:
https://www.history.upenn.edu/people/faculty/frederick-r-dickinson

We are hoping that you will agree to extend the loan by another two months and that this dynamic program will serve as our closing event since we never had a formal exhibition opening. With your permission, the exhibition would close after Thanksgiving and the loans would be returned in early December.

Please let me know if you have any questions or concerns. I will be happy to send a loan extension for your signature.

Best,
Jobi

Jobi O. Zink
Registrar
Pronouns: She/Her/Hers
The Rosenbach
215-732-1600 ext. 125

D7

Fairhaven Zoning Board of Appeals

July 7, 2021

Board of Selectmen
Town of Fairhaven
40 Center Street
Fairhaven, Massachusetts 02719

Gentlemen:

Please be advised that due to the resignation of our esteemed full-time member, Joe Borelli, a full-time member, a vacancy was therefore created on the Zoning Board of Appeals.

At the July 6, 2021 monthly meeting, this Board formerly proceeded to confirm Jaime DeSousa as full-time member of this Board, therefore, creating a part-time vacancy.

Please consider this letter as the formal notice/request to advertise the position now left open on our Board.

Respectively submitted,

Peter DeTerra
Chairman

PD:mjc

Town of Fairhaven
Commonwealth of Massachusetts
Building Department
Town Hall
40 Centre Street
Fairhaven, MA 02719
Phone 508 979 4019

Memorandum

Date: July 27, 2021

To: Selectboard

RE: Zoning Board of Appeals Appointment

One of the individuals expressing interest in joining the Zoning Board of Appeals, Patrick Carr is currently appealing a Cease and Desist notice from the Building Commissioner concerning zoning, conservation and Fire Department violations. Appointing him could constitute a conflict of interest.

Chris Carmichael
Building Commissioner/Zoning Enforcement Officer/ Flood Plain Manager
Town of Fairhaven

To the Town of Fairhaven Selectboard,

It has come to my attention that there is a vacant seat on the Zoning Board of Appeals. I am corresponding today to apply for the position on the Zoning Board of Appeals. My family and I have been residents in Fairhaven since 1981 - 40 years - and have a family owned and operated a business, (A1 Crane Company, Inc.), for 24 years. Prior to that, I was a commercial fishing boat owner and captain for 18 years in Fairhaven and New Bedford. I have applied in the past to join the Economic Development Commission and unfortunately was turned down. I am hoping to answer the call for civic duty in joining the ZBA and feel I can contribute in many ways due to my background, knowledge, and experience in business. Please consider me as a viable volunteer and if accepted, I would be honored to give back to the Town of Fairhaven.

Best Regards,
Patrick Carr

RECEIVED
2021 JUL 12 A 11: 35
BOARD OF SELECTMAN,
FAIRHAVEN MASS

Gmail

Vicki Oliveira <vloliveira@fairhaven-ma.gov>

Board of Appeals-Statement of Interest

Nick Sylvia <[redacted]mail.com> Thu, Jul 15, 2021 at 10:09 AM
To: Vicki Oliveira <vloliveira@fairhaven-ma.gov>, "selectmanbobespindola@gmail.com" <selectmanbobespindola@gmail.com>

Selectman Espindola,

Please consider this email my official letter of interest regarding a potential opening on the Town's Board of Appeals. With my experience in town government and in practicing law I believe that I could be of value to this board.

Thank you for your consideration.

Sincerely,

Nick Sylvia
--

Nicholas R. Sylvia, Esq.
Sylvia Law, PC
(508) 717-7869
628 Pleasant Street 4th Fl.
New Bedford, MA 02740

-NOTICE-

The information transmitted in this message constitutes an electronic communication within the meaning of the Electronic Communications Act, 18 U.S.C. 2510, and its disclosure is strictly limited to the recipient intended by the sender of this message. This communication may contain confidential and privileged materials for the sole use of the intended recipient and receipt by anyone other than the intended recipient does not constitute a waiver or loss of the confidential nature of the communication.

If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, copying or use of this message and any attachment is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and permanently delete it from your computer and destroy any printout thereof.

Gmail

Vicki Oliveira <vloliveira@fairhaven-ma.gov>

Board of Appeals email

5 messages

Nick Sylvia <[redacted]ail.com> Wed, May 5, 2021 at 2:42 PM
To: Vicki Oliveira <vloliveira@fairhaven-ma.gov>

Thanks a lot!
[Quoted text hidden]

Vicki Oliveira <vloliveira@fairhaven-ma.gov> Wed, May 5, 2021 at 1:33 PM
To: Nick Sylvia <[redacted]mail.com>
Cc: Carolyn Hurley <churley@fairhaven-ma.gov>, Peter Deterra <peterdeterra@outlook.com>
Bcc: Linda Fredette <lfredette@fairhaven-ma.gov>

Hi Nick,

You can check with the Town Clerk's Office to be sure (cc'd here), but if you are interested in joining the Board of Appeals, you can submit a letter to the Board of Selectmen. If there isn't a vacancy right now, the letter will be held for one year for consideration.

Peter Deterra (cc'd) is the chair of that committee and he can let you know if there will be any openings coming up when the Board of Selectmen do the renewals for this year.

Vicki

[Quoted text hidden]

Nick Sylvia <[redacted]mail.com> Wed, May 5, 2021 at 12:35 PM
To: Vicki Oliveira <vloliveira@fairhaven-ma.gov>

Vicki,

Are there any openings on the Board of Appeals?

Nick Sylvia
[Quoted text hidden]
[Quoted text hidden]
628 Pleasant Street 4th Fl.
[Quoted text hidden]

Nick Sylvia <[redacted]gmail.com> Mon, Jun 29, 2020 at 2:35 PM
To: Vicki Oliveira <vloliveira@fairhaven-ma.gov>

Thank you for the confirmation. I did mean board of Appeals. My apologies for the confusion.
[Quoted text hidden]
--

Nicholas R. Sylvia, Esq.
Sylvia Law, PC
(508) 717-7869
345 Union Street

E2

SELECT BOARD'S MEETING

Hearing-Class I Car Dealer/Repair License
Wednesday, July 28, 2021
@ 7:00 PM

Application submitted for:

A CHANGE OF LOCATION ONLY

From:

Alden Imports, Inc.
d/b/a ALDEN MAZDA
250 Bridge Street
Fairhaven, MA 02719
Edward Craig Lutz, President

Taxes: ok
WC: ok
Bldg.: ok with change of location
Planning: ok
Abutters notified 7/6/21: ok

TOWN OF FAIRHVEN

The Fairhaven Board of Selectmen will hold a Public Hearing on Wednesday, July 28, 2021 at 7:00 PM at the Town Hall, Banquet Room, 40 Center Street, Fairhaven, MA. Purpose for this hearing is to consider approval of applications submitted for a Change in Location of a Class I, Car Dealer License and a Repair License to be re-located to 250 Bridge Street, Fairhaven, MA 02719. Applicant; Alden Imports, Inc., d/b/a ALDEN MAZDA, Edward Craig Lutz, President.

BOARD OF SELECTMEN

Daniel Freitas, Chairman
Robert Espindola
Keith Silvia

ALDEN MAZDA

June 23, 2021

Town of Fairhaven
Board of Selectman
Attn: Lori Pina

40 Center St
Fairhaven, MA 02719

To Whom it may Concern,

Please find the attached Applications requested by Ms. Pina at the Selectman's office. Alden Mazda will be relocating our operations to our new building located at 250 Bridge St. during roughly the 1st week of August. As a result I request that we transfer our license from its current location of 37 Alden Road to the new location at 250 Bridge St.

The business will operate the same as it has since 2011 when Alden began operating the location. It is and will be a New Mazda Franchise auto dealership that sells new and pre-owned vehicles and services Mazda's inside our new modern service department.

Please see the attached copy of our current license for Alden Mazda at 37 Alden Road. A transfer of this license (or new license if required) at the new address under the same guidelines will work fine. The old location at 37 Alden Road is not owned by Alden Mazda. The building signs will be removed and disposed of, all automotive repair equipment will be removed and it will be returned to its owner. No active Dealer License will be left for that Address and any future Tenant of that location would need to apply with the Town of Fairhaven for a license to sell and service automobiles.

If you have any questions or need additional information please feel free to reach out to me on my cell phone at (508)954-0918.

Regards,

Edward Craig Lutz
Dealer Principal

Enclosed: Site plan completed by Prime Engineering; Repair license application; Sales license application; Copy of current valid license

37 ALDEN ROAD
FAIRHAVEN, MA 02719
TEL: 508-999-0100 • Fax: 508-999-0309

Dealer application

THE COMMONWEALTH OF MASSACHUSETTS

----------OF----------

APPLICATION FOR A LICENSE TO BUY, SELL, EXCHANGE OR ASSEMBLE SECOND HAND MOTOR VEHILES OR PARTS THEREOF

I, the undersigned, duly authorized by the concern herein mentioned, hereby apply for a .....I..... class license, to Buy, Sell, Exchange or Assemble second hand motor vehicles or parts thereof, in accordance with the provisions of Chapter 140 of the General Laws.

1. What is the name of the concern? ALDEN IMPORTS INC DBA ALDEN MAZDA

.....Business address of concern. No. 250 BRIDGE ST .....St.,

FAIRHAVEN ..... City – Town.

2. Is the above concern an individual, co-partnership, an association or a corporation? CORPORATION

.....

3. If an individual, state full name and residential address.

.....

.....4. If a co-partnership, state full names and residential addresses of the persons composing it.

.....

.....

.....

.....

.....

5. If an association or a corporation, state full names and residential addresses of the principal officers.

President.....EDWARD CRAIG LUTZ.....

Secretary.....SALLY M LUTZ.....

Treasurer.....EDWARD CRAIG LUTZ.....

6. Are you engaged principally in the business of buying, selling or exchanging motor vehicles?

If so, is your principal business the sale of new motor vehicles? .....YES.....

Is your principal business the buying and selling of second hand motor vehicles.....YES.....

Is your principal business that of a motor vehicle junk dealer.....NO.....

7. Give a complete description of all the premises to be used for the purpose of carrying on the business.

- New Mazda Franchise automotive sales and service facility.
- Building 15,500 Square Feet Showroom, Service, office facility.
- Property 4.37 Acres.
- Inventory Storage Spaces (Park) 160.

8. Are you a recognized agent of a motor vehicle manufacturer? YES (Yes or No)

If so, state name of manufacturer MAZDA

9. Have you a signed contract as required by Section 58, Class 1? YES (Yes or No)

10. Have you ever applied for a license to deal in second hand motor vehicles or parts thereof? YES (Yes or No)

If so, in what city – town FAIRHAVEN

Did you receive a license? YES For what year? 2011 – current

11. Has any license issued to you in Massachusetts or any other state to deal in motor vehicles or parts thereof ever been suspended or revoked? NO (Yes or No)

Sign your name in full (Duly authorized to represent the concern herein mentioned)

Residence 14 FENMORE RD, BRISTOL, RI 027809

IMPORTANT

EVERY QUESTION MUST BE ANSWERED WITH FULL INFORMATION, AND FALSE STATEMENTS HEREIN MAY RESULT IN THE REJECTION OF YOUR APPLICATION OR THE SUBSEQUENT REVOCATION OF YOUR LICENSE IF ISSUED.

NOTE: If the applicant has not held a license in the year prior to this application, he must file a duplicate of the application with the registrar. (See Sec. 59)

APPLICANT WILL NOT FILL THE FOLLOWING BLANKS

Application after investigation.....
(Approved or Disapproved)

License No. .....granted.....20..... Fee $.....

Signed.....
.....
.....
.....
.....
.....

CHAPTER 140 OF THE GENERAL LAWS, TER. ED., WITH AMENDMENTS THERETO (EXTRACT)

Section 57. No person, except one whose principal business is the manufacture and sale of new motor vehicles but who incidentally acquires and sells second hand vehicles, or a person whose principal business is financing the purchase of or insuring motor vehicles but who incidentally acquires and sells second hand vehicles, shall engage in the business of buying, selling, exchanging or assembling second hand motor vehicles or parts thereof without securing a license as providing in section fifty-nine. This section shall apply to any person engaged in the business of conducting auctions for the sale of motor vehicles,

Section 58. Licenses granted under the following sections shall be classified as follows:

Class 1. Any person who is a recognized agent of a motor vehicle manufacturer or a seller of motor vehicles made by such manufacturer whose authority to sell the same is created by a written contract with such manufacturer or with some person authorized in writing by such manufacturer to enter into such contract, and whose principal business is the sale of new motor vehicles, the purchase and sale of second hand motor vehicles being incidental or secondary thereto, may be granted an agent's or a seller's license; provided, that with respect to second hand motor vehicles purchased for the purpose of sale or exchange and not taken in trade for new motor vehicles, such dealer shall be subject to all provisions of this chapter and of rules and regulations made in accordance therewith applicable to holders of licenses of Class 2

Class 2. A person whose principal business is the buying or selling of second hand motor vehicles may be granted a used dealer's license.

Class 3. A person whose principal business is the buying of second hand motor vehicles for the purpose of remodeling, taking apart or rebuilding and selling the same, or the buying or selling of parts of second hand motor vehicles or tires, or the assembling of second hand motor vehicle parts may be granted a motor vehicle junk license.

Section 59. The police commissioner in Boston and the licensing authorities in other cities and towns may grant licenses under this section which shall expire on January first following the date of issue unless sooner revoked. The fees for the licenses shall be fixed by the licensing board or officer, but in no event shall any such fee be greater than $200. Application for license shall be made in such form as shall be approved by the registrar of motor vehicles, in sections fifty-nine to sixty-six, inclusive, called the registrar, and if the applicant has not held a license in the year prior to such application, such application shall be made in duplicate, which duplicate shall be filed with the registrar. No such license shall be granted unless the licensing board or officer is satisfied from an investigation of the facts stated in the application and any other information which they may require of the applicant, that he is a proper person to engage in the business specified in section fifty-eight in the classifications for which he has applied, that said business is or will be his principal business, and that he has available a place of business suitable for the purpose. The license shall specify all the premises to be occupied by the licensee for the purpose of carrying on the licensed business. Permits for a change of situation of the licensed premises or for additions thereto may be granted at any time by the licensing board or officer in writing, a copy of which shall be attached to the license. Cities and towns by ordinance or by-law may regulate the situation of the premises of licensees within class 3 as defined in section fifty-eight, and all licenses and permits issued hereunder to persons within said class 3 shall be subject to the provisions of ordinances and by-laws which are hereby authorized to be made. No original license or permit shall be issued hereunder to a person within said class 3 until after a hearing, of which seven days' notice shall have been given to the owners of the property abutting on the premises where such license or permit is proposed to be exercised. All licenses granted under this section shall be revoked by the licensing board or officer if it appears, after hearing, that the licensee is not complying with sections fifty-seven to sixty-nine, inclusive, or the rules and regulations made thereunder; and no new license shall be granted to such person thereafter, nor to any person for use on the same premises, without the approval of the registrar. The hearing may be dispensed with if the registrar notifies the licensing board or officer that a licensee is not so complying. Any person aggrieved by any action of the licensing board or officer refusing to grant, or revoking a license for any cause may, within ten days after such action, appeal therefrom to any justice of the superior court in the county in which the premises sought to be occupied under the license or permit applied for are located. The justice shall, after such notice to the parties as he deems reasonable, give a summary hearing on such appeal, and shall have jurisdiction in equity to review all questions of fact or law and may affirm or reverse the decision of the board or officer and may make any appropriate decree. The decision of the justice shall be final.

THE COMMONWEALTH OF MASSACHUSETTS Repair Application

TOWN OF FAIRHAVEN

APPLICATION FOR A LICENSE TO REPAIR MOTOR VEHICLES.

I, the udersigned, duly authorized by the concern herein mentioned, hereby apply for a license to repair motor vehicles or parts therof in accordance with the Town of Fairhaven By-Laws - Article 10, 1988 effective May 7, 1988.

1. WHAT IS THE NAME OF THE CONCERN: ALDEN IMPORTS INC DBA ALDEN MA DA

BUSINESS ADDRESS: 250 BRIDGE ST FAIRHAVEN MA 02719

2. IS THE ABOVE CONCERN AN INDIVIDUAL, CO-PARTNERSHIP, ASSOCIATION OR A CORPORATION: corporation

3. IF AN INDIVIDUAL, STATE FULL NAME AND RESIDENTIAL ADDRESS. INCLUDE LEGAL OR MAILING ADDRESS IF EITHER IS DIFFERENT:

NAME ADDRESS

4. IF A CO-PARTNERSHIP, STATE FULL NAMES AND RESIDENTIAL ADDRESS (also legal and/or mailing addresses if appropriate) OF THE PERSONS COMPOSING IT:

NAME ADDRESS

5. IF AN ASSOCIATION OR A CORPORATION, STATE FULL NAMES AND RESIDENTIAL (also legal and/or mailing) ADDRESSES OF THE PRINCIPAL OFFICERS:

PRESIDENT EDWARD CRAIG LUTZ

SECRETARY SALLY M LUTZ

TREASURER EDWARD CRAIG LUTZ

6. ARE YOU OR WILL YOU BE ENGAGED PRINCIPALLY IN THE BUSINESS OF REPAIRING MOTOR VEHICLES? NO IF NOT, WHAT IS YOUR PRINCIPAL BUSINESS? FRANCHISED AUTO DEALER

SALE OF NEW AND USED VEHICLES

FAIRHAVEN? (i.e. Class 1, 2, or 3 license?) If so what? _____

8. ATTACH A COMPLETE PLAN OF YOUR PREMISES, INCLUDING (where appropriate) SPACE AND DISTANCE MEASUREMENTS. IN CONNECTION WITH SUCH PLAN:

(a) How many vehicles can be worked upon within existing buildings at any given moment? 20

(b) How much of outside footage is available for storing vehicles to be worked upon? 10 parking Spaces

(c) What provision have you made for enclosing your outside area (type of fence, hedge, etc.)? Be specific. None - commercial site bordered by Roadway and Alden Buick GMC.

9. APPLICABLE TO 1990 ONLY

IF YOU ARE AN EXISTING BUSINESS, GIVE THE DATE YOU FIRST ENGAGED IN MOTOR VEHICLE REPAIRS ON THESE PREMISES. _____

10. HAVE YOU COMPLIED WITH ALL EXISTING STATE BUILDING, FIRE, SAFETY, HEALTH AND ELECTRICAL CODES? ATTACH COPIES OF APPROPRIATE CERTIFICATES.

11. AFTER 1990

HAVE YOU EVER HAD A MOTOR VEHICLE REPAIR LICENSE SUSPENDED OR REVOKED BY THIS BOARD? NO IF SO, WHEN? _____ FOR WHAT REASON? _____

12. DO YOU PLAN TO DO ANY PAINTING ON THE PREMISES? NO IF SO, DESCRIBE THE AREA SET ASIDE FOR SUCH ACTIVITIES AND INCLUDE PROVISIONS MADE FOR CATCHING ANY FUMES RESULTING FROM SUCH ACTIVITY AND SPECIAL FIREPROOFING PRECAUTIONS.

13. ARE YOU INTENDING TO SERVICE ANY UNREGISTERED VEHICLES? no IF SO, HOW MANY? _____.

(THE FOLLOWING SECTIONS OF THE BY-LAW, ARTICLE 10 1988

Section 1. No person, who is not licensed under this by-law for the operation of a garage, repair shop, or service station or under G.L. C.140 for the sale of motor vehicles, shall keep more than one unregistered motor vehicle ungaraged on premises owned by him or under his control, except farm vehicles used on the premises for farming. No such unlicensed person shall keep any unregistered motor vehicle or any vehicle in need of substantial repair in a yard fronting on a way.

Section 2. No person or employee of a person who is not licensed under this by-law shall operate a garage, repair shop or service station.

Section 3. The Board of Selectmen, after public hearing, may issue an original or renewed license for the operation of a garage, repair shop, or service station.

Section 4. A license issued under this by-law shall expire on the last day of December next following its effective date of issueance, except that a license issued after the first day of October shall expire on the last day of December of the following calendar year.

Section 5. Application for a license or renewal under this by-law shall be made in writing to the Board of Selectmen on a form provided by the Board with an application fee of $100.00 The Board may reject any application which it deems inadequately completed. Upon receipt of a completed application the Board shall schedule a public hearing. Renewal applications should be filed no later than the last business day of November.

Section 6. Notice of the public hearing shall be given by the applicant to the owners and occupants of land abutting the subject premises, including land directly across any way from the subject premises, by mail return receipt requested at least ten days before the public hearing. In addition the applicant shall cause the same notice to be printed in a newspaper of general circulation in the Town at least one week before the public hearing. The notice shall be in a form provided by the Board of Selectmen. Proof of such notice shall be made by the applicant to the Board at the public hearing. The Board may vary the notice requirements of this section if it determines by majority vote that equivalent or actual notice was given, or that the public interest would be served by waiving such requirements.

Section 7. The Board of Selectmen may issue a license under this by-law if it determines that the operation of the licensed activity is not detrimental to the neighborhood and is consistent with the protection and promotion of the convenience, health, morals, safety and welfare of the community. The Board may impose conditions in writing upon any license issued hereunder. Such conditions may include, but are not limited to, limitations on the hours and days of operation, the noise and odor eminating from the premises, the location, number and type of vehicles or parts stored externally on the premises, and any other conditions that the Board determines to protect or promote the interest of this by-law.

ection 8. A license issued under this by-law may not be transferred to another erson or premises.

ection 9. Any person who violates any of the provisions of this by-law or any ondition imposed on a license pursuant to Section 7, shall be subject to a fine of 50.00 per violation for each day that such violation continues.

ection 10. In addition to any other penalties provided by this by-law, the Board f Selectmen may suspend or revoke any license issued hereunder if it determines fter hearing that the license holder has violated the provisions of this by-law r any condition imposed on a license pursuant to Section 7, or that the licensed peration is in violation of any other law.

ection 11. The prohibition of Section 2 of this by-law shall not apply to any erson operating a garage, repair shop or service station as of the effective ate of this by-law until the first day of January next following such effective date.

ection 12. The following definitions shall apply to this by-law:

Current License Reads —

NUMBER 2

THE COMMONWEALTH OF MASSACHUSETTS

FEE $75.00 pd.

Town of Fairhaven

AGENT'S OR SELLER'S LICENSE—CLASS I.
FOR THE SALE OF SECOND-HAND MOTOR VEHICLES

In accordance with the provisions of Chapter 140 of the General Laws with amendments thereto Alden Imports, Inc. d/b/a Alden Mazda whose principal business is the sale of new motor vehicles as a recognized agent of the Town of Fairhaven or who has a signed contract as required by Section 58, Class 1, is hereby licensed to purchase and sell as incidental or secondary thereto, second-hand motor vehicles at No. 37 Alden Road St. Fairhaven on premises described as follows: 3.1 Acres Showroom Office Service Dept Bldg. 17,300 Sq. Ft. Total cars on site: 160 Unpaved Area must be paved to total number of vehicles as to increase. Must have approval from the Planning Bd. and Conservation Commission

December 31 19 2020

Signed [illegible]

2021

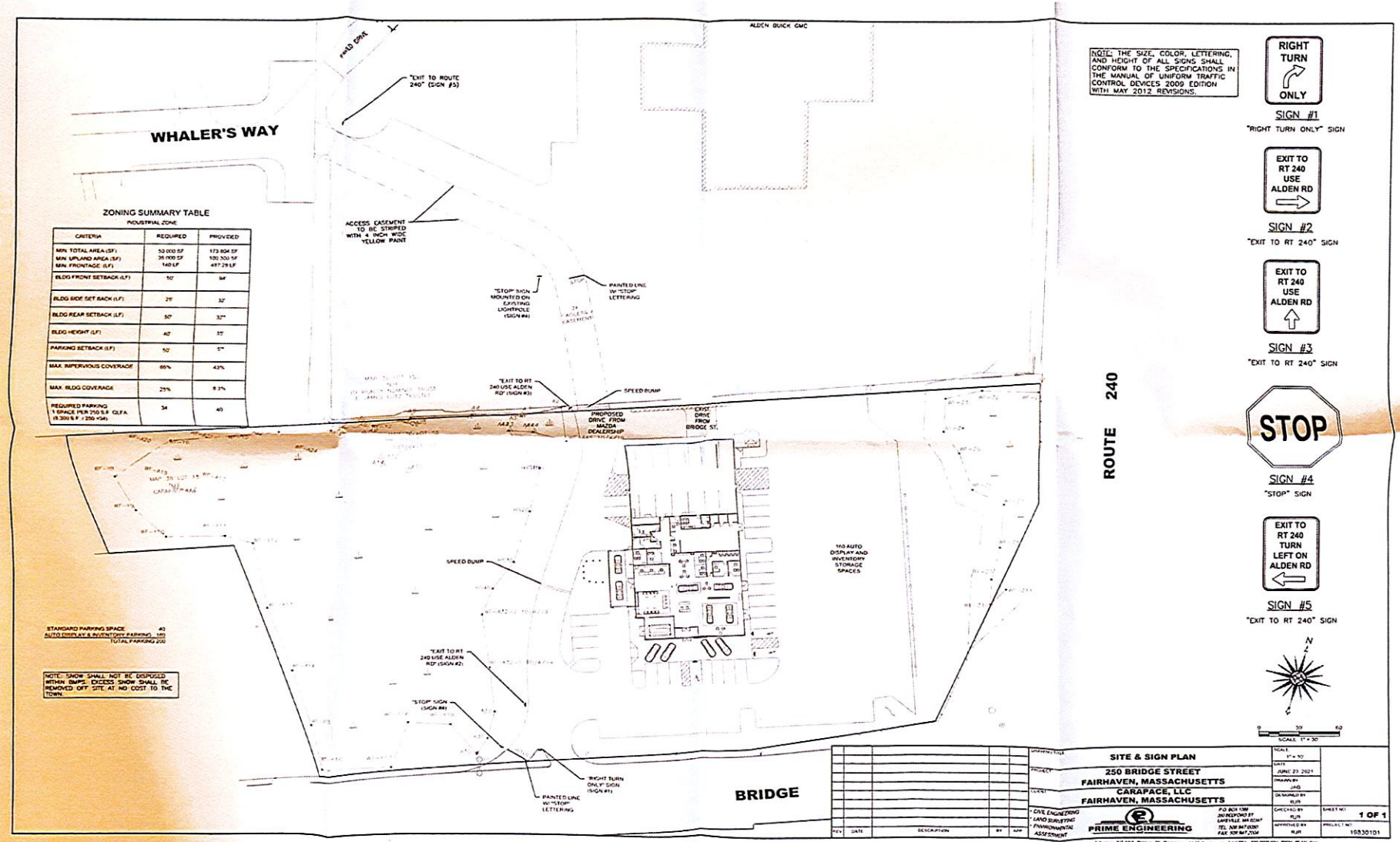
THIS LICENSE EXPIRES JAN. 1, 19 2022.

THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE UPON THE PREMISES.

(OVER)

FORM 54 HOBBS & WARREN, INC. REVISED

*Large version available in the Select Board office



E3

Town of Fairhaven

Department of Planning and Economic Development

Town Hall 40 Center Street Fairhaven, MA 02719

Telephone (508)-979-4082 FAX (508) 979-4087, Ext. 9

Paul H. Foley, AICP
Director

Memorandum

Date: July 27, 2021

To: Wendy Graves, Town Administrator
Board of Selectmen

From: Paul H. Foley, Director of Planning & Economic Development

RE: Real Estate Technical Assistance Grant for Rogers School

There is a grant for up to $50,000 through the MassDevelopment Real Estate Technical Assistance (RETA) program that may help us address our situation at the Rogers School. The grant is to prepare either a feasibility study or assist with developing an RFP. I was thinking we should apply for a combination of updating the previous feasibility study and preparing a new RFP. The Kirk & Co. Feasibility Study was done almost five years ago and prices and markets have changed so we need updated numbers with regards to costs, market conditions and development scenarios. Since the study does not have to be done from scratch we should also be able to produce a new RFP that incorporates some of the information we have gained over the past few years.

If we receive the grant, MassDevelopment would then assign a professional independent consultant. I would be the contact person for the Town and report regularly at Planning Board meetings and consult with the Rogers School Reuse Committee at their meetings. There is one caveat with the grant. If the Town eventually disposes of the property the Town would then have to reimburse MassDevelopment the amount of the grant. For example, if the RFP is successful and we find a developer with a proposal that we like and we sell the building to them we have to incorporate the amount of the grant into the price in order to repay the grant amount. I have reached out to the Planning Board and Rogers School Committee and they have indicated their support to apply for this grant.

E4

Meet Precinct Four

F1

ROGERS SCHOOL RE USE COMMITTEE MISSION STATEMENT

The Rogers Study / Re Use Committee is an appointed Seven (7) member advisory board. Committee is appointed by the Select Board and reports to the Select Board involving matters relating to the former Rogers School property.
In that capacity the Committees work will include, but not limited to reviewing any proposals received for the re use of the former school property and providing advice to the Select Board on the proposals received. The committee will provide advice to the board of selectmen on all possibilities for reuse of the former school property. The committee at the request of the Board of Selectmen will assist the town staff in all processes or help in needed matters regarding the former school. The Rogers Study / Re Use Committee is an Ad hoc committee and will serve until the work of the committee is completed as determined by the Board of Selectmen after which time the committee will be disbanded.

The Rogers Reuse Committee shall consist of Seven (7) voting members who shall be appointed annually as follows:

1. Four (4) members will be at large and up to three (3) non-voting alternate members, as appointed by the of Select Board
2. One (1) Voting Member of the Economic Development Committee (appointed by the committee)
3. One (1) Voting Member of the Planning Board (appointed by the committee)
4. One (1) Voting Member of the Finance Committee (appointed by the committee)
5. One (1) Non-Voting Select Board liaison
6. In the event that there is no quorum of the 7 full voting members, alternate members may act as voting members for the purposes of quorum for that meeting. The alternate member(s) will be chosen by seniority in service as alternate members on the committee

DRAFT

Memorandum

4-12-2021

To: Selectman Freitas

From: Selectman Espindola

CC: Vicki Oliveira (record)

Subject: Agenda Item F.3 Discuss Town Administrator Screening Process.

Selectman Freitas,

I would like to make a motion to start the Town Administrator search process over and to agree to the following process;

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

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

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

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

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

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

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

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

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

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

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

Gmail

Wendy Graves <wgraves@fairhaven-ma.gov>

Town Administrator search

RICHARD WHITE <rickwhite58@verizon.net> Wed, Apr 21, 2021 at 12:42 PM
To: Wendy Graves <wgraves@fairhaven-ma.gov>

Wendy
Thanks for considering us. I can make myself available immediately I just completed a very successful search in Provincetown. I can forward you a clients list as well as references when I return to the office later this afternoon. I appreciate that the profile is complete. It will be factored in the price quote below. The search would be enhanced greatly if I am allowed access to interview the department heads as well as a select group of community leaders identified by the Board of Selectmen. I generally write up a synthesis of feedback from each group and meet with each Selectman to review as preparation for the search.

I will be unavailable from May 12th thru the 17th. I will be attending my daughter's graduation from law school at Emory University. I can offer Fairhaven a price of $9,250 all inclusive (except for advertisement) to conduct a search. Our search comes with a guarantee that any candidate recommended by us will have a tenure of over 18 months. We will do a follow-up search at no cost absent advertisement costs if for some reason this is not accomplished. All of our recruits have served substantial tenures and we have yet been required to do a free search. We have done more than a hundred searches. We also attend all search committee meetings if the Selectmen choose to utilize a committee.

As mentioned, I will forward a list of clients with references later this afternoon. Hope this helps. Let me know if you need anything else or would like a formal proposal.
Many thanks,
Rick White
Groux-White Consulting, LLC
781-572-6332

Sent from my iPhone

> On Apr 21, 2021, at 11:56 AM, Wendy Graves <wgraves@fairhaven-ma.gov> wrote:
>
>
[Quoted text hidden]

Gmail

Wendy Graves <wgraves@fairhaven-ma.gov>

Town Administrator search

RICHARD WHITE <rickwhite58@verizon.net>
To: Wendy Graves <wgraves@fairhaven-ma.gov>

Wed, Apr 21, 2021 at 1:03 PM

Wendy:
Was able to have someone forward references, clients.
Thanks again,
Rick

On Apr 21**RECRUITMENT REFERENCES (Partial List)**

Provincetown, Massachusetts. Provincetown, located on the tip of Cape Cod, is a tourist destination and experiences a dramatic increase in population during the summer. This search was undertaken in late 2006 and a new Town Manager was appointed in April 2021.

Chair of the Select Board: Dave Abramson 508-487-7000 ext 519
Chair of the Search Committee: Rick Murray 508 776-9421
Interim Town Manager: Charlie Sumner 774-353-7033

Princeton Light, MA. The Princeton Municipal Light Department valued at over 12 million dollars serving approximately 2,000 customers. Groux-White Consulting was engaged in finding a new General Manager in July of 2020.

Chairman, Light Board: Richard Rys 508-369-5186

Charlton, MA. The Town of Charlton has a population of approximately 13,000. It is located 15 miles outside of Worcester. It has both a rural and suburban residential tradition. Charlton is over 48 square miles, has several working farms and is an attractive residential destination in the greater Worcester area. Groux-White Consulting was engaged in finding a new Town Administrator in September of 2019.

Search Committee Chair: Frank Morrell 774-230-5464
Chairman, Selectmen: David Singer 508-963-5865

Belmont, MA. The Town of Belmont has a population over 26,000. It is located less than 11 miles from Boston. Primarily a residential community, Belmont has a diverse population and housing stock as well as a reputation for providing superior municipal services. Groux-White Consulting was engaged in finding a new Police Chief in August of 2019.

Search Committee Chair: Mark Paolillo
Human Resources Director: Jessica Porter 781-541-0518

Littleton, MA. The Town of Littleton has a population of approximately 11,000 residents. It is located some 35 plus or minus miles from Boston. Primarily a residential community, Groux-White was hired by Ryan Strategies, LLC with the permission of the Littleton Board of Selectmen to conduct the recruitment on their behalf.

Human Resources Director: Ann Essman 978-5402450

Belmont, MA. The Town of Belmont has a population over 26,000. It is located less than 11 miles from Boston. Primarily a residential community, Belmont has a diverse population and housing stock as well as a reputation for providing superior municipal services. Groux-White Consulting was engaged in finding a new Town Administrator in July of 2017.

Search Committee Chair: Kate Bowen 671-852-9839

Chairman, Selectmen: Jim Williams 917-406-0393

Belmont Light, Belmont, MA An independent electric municipal utility valued at 45 million dollars serving electricity to 11,500 customers. Groux-White Consulting was engaged in finding a new General Manager in January of 2018.

Chairman, Light Board: Adam Dash 617-308-5057

Shirley, MA. The Town of Shirley has a population of 7,300 residents. It is located 50 miles north of Boston, close to the New Hampshire border. Primary a residential community. Groux-White Consulting was engaged in finding a new Town Administrator in February of 2018.

Chairman, Selectmen: Enrico Cappucci 978-270-3458
Chairman, Search Committee: Bryan Sawyer 978-855-8223

Sandisfield, MA. The Town of Sandisfield has a population of 915 residents. It is located in the Berkshires with a total land area of 53 square miles, one of the largest land area municipalities in Massachusetts. It is a rural and resort community. Groux-White Consulting was engaged in finding a new Town Administrator in August of 2018.

Chairman, Selectmen: Alice Boyd 508-237-5834

Easton, MA. The Town of Easton has a population of over 23,000. It is located 30 minutes from Boston, 45 minutes from Cape Cod and 45 minutes from Providence, Rhodes Island. Primarily a residential community, it has a reputation for providing its citizens excellent schools, public safety, recreation and quality of life. Groux-White Consulting was engaged in finding a new Town Administrator in April of 2017.

Search Committee Chair: Donna Abelli 508-259-9303
Chairman, Selectmen: Dan Murphy 617-293-4758

Yarmouth, MA. The Town of Yarmouth has a year-round population of 24,000 that increases substantially in the warmer weather months. It is located in Mid-Cape Cod between Nantucket Sound on its southern side and Cape Cod Bay to the north. Groux and Associates was engaged in September 2010 to assist the Town in finding a new Town Administrator following the retirement of it first and only Administrator who retired after 32 years in office. At the present time (January 2011) the Board of Selectmen is in the process of interviewing finalists for the position.

Search Committee Chairman: Peter Carnes 508 565 1717
Chairman, Selectmen: Erik Tolley 508 362 8883

Foxborough, Massachusetts. Foxborough is a community of 16,000 population located near I-95 and US Route 1 and is well known as the home the New England Patriots. The recruitment was a particular challenge because the Town's initial efforts to recruit resulted in few well qualified candidates. Groux and Associates was engaged after the initial recruitment failed. The position was re-advertised, and this consultant was asked to conduct an extensive outreach program to attract additional as well as more qualified applicants. The recruitment was completed in mid-2010 and a new Town Manager took Office in the fall of 2010.

Search Committee Chairman: Anthony LaChapelle 508 272 2212 cell

Hamilton, Massachusetts. Groux and Associates completed recruitment services for the Hamilton Board of Selectmen and its Selection Committee in early 2010. Hamilton is a small community of 8,500 population on the North Shore. This is a new position. Hamilton petitioned for a Special Act to create this position in 2009. A total of 58 resumes were received and the committee interviewed 8 candidates and recommended three to the Board of Selectmen. The new Manager is took office in April.

Search Committee Chairman: Laurie Wilson 978 468 2621 cell
Selectman Chairman: David Carey 978 468-9932 cell

Westford, Massachusetts. This Town Manager recruitment was completed in 2008. Westford had adopted a Home Rule Charter in 1989 establishing a Town Manager position. It is a suburban community 25 miles west of Boston located along Interstate 495 with a population of 21,300.

Robert Jefferies, Chairman of Board of Selectmen and member of Search

Southbridge, Massachusetts. This Town Manager recruitment was completed in 2008. Southbridge has a Council/Manager form of government. It has a population of 17,500 located just north of the Connecticut border along Interstate 84 and south of the Massachusetts Turnpike.

Reference: Pamela Regis, Councilor-at-Large and former member of Screening Committee. 508 728-4413

Framingham, Massachusetts. Framingham is the largest "town" in Massachusetts with a population of 67,000. A total of 51 applications were received for the position of Town Manager. Framingham has had two managers since adopting its present form of government in 1996. The new Manager took office June, 2006.

Chairman of the Board of Selectmen, Dennis Giombetti 508 532 5400

Lexington, Massachusetts. A residential/commercial, suburban community with a population of 30,000. A total of 60 applications were received for the position. There have been 3 managers since 1968. The new manager was appointed in April 2005.

Chairman of the Search Committee, Janet Perry 617 320 0239 cell
Chairman of the Board of Selectmen, Norman Cohen 781 862 0500 X 208

Harwich, Massachusetts. Harwich is a residential community with a population of 12,000 located on Cape Cod. It is a vacation destination with a high seasonal population increase. The first Town Administrator moved on to another community after 17 years. This search was conducted during 2006 and a new Town Administrator was appointed in September 2006.

Chairman of the Board of Selectmen, Robin Wilkens 508 432 6821

Provincetown, Massachusetts. Provincetown, located on the tip of Cape Cod, is a tourist destination and experiences a dramatic increase in population during the summer. This search was undertaken in late 2006 and a new Town Manager was appointed in February 2007.

Chairman of the Board of Selectmen was Cheryl Andrews 508 487 9936
Chairman of the Search Committee was Austin Knight 508 487 6992

Winthrop, Massachusetts. A north shore community, adjacent to East Boston, with a population of 17,000. The Town changed its form of government in 2006 from a Board

of Selectmen Town Meeting form to a Council/Manager form. The Council President and Town Council appointed the town's first town manager in April 2006.

Chairman of the Search Committee, Jim Letterie 781 983 6879 cell
Council President, Tom Reilly 617 846 1852

Committee at same time. 978 692 4471

, 2021, at 11:56 AM, Wendy Graves <wgraves@fairhaven-ma.gov> wrote:

[Quoted text hidden]

Gmail

Wendy Graves <wgraves@fairhaven-ma.gov>

Town Administrator search

Warren Rutherford <wjr@theexecutivesuite.com>
To: Wendy Graves <wgraves@fairhaven-ma.gov>

Wed, Apr 21, 2021 at 12:44 PM

Hi Wendy,

Thank you for reaching out, my answers to your questions are below. Please advise on our status for the search. Thanks.

1. How much will the search cost? $ 11,000. Includes recruitment advertising, receive and screen applications, interview participation with screening committee and Board of Selectmen, reference and background checks, and administering benchmark profile assessment.

2. What is your availability? Immediate

3. Recent work experience? See below on references for most recent executive searches.

4. References?
   a. Town of Mansfield, CT Antonia Moran, Mayor, (860) 933-1844 (mobile), morant@mansfieldct.org. Town Manager recruitment 2020.
   b. Town of Nantucket, MA Ms. Amanda Perry, Human Resources Director (508) 228-7200 ext.7308, aperry@nantucket-ma.gov or Ms. C. Elizabeth Gibson, Town Manager (508) 228-7255, LGibson@nantucket-ma.gov. Finance Director, Wastewater Director, DPW Director, Deputy DPW Director (2).
   c. Latham Centers, Brewster, MA, Anne McManus, President and CEO, 508-221-0124, amcmanus@lathamcenters.org. Vice President of Finance recruitment, 12/2020.

Reserve time with Calendy

Kindest regards,

Warren J. Rutherford

President

The Executive Suite

100 Independence Drive, 7-116

Hyannis, MA 02601

508-778-7700 O

508-367-4825 M

wjr@theexecutivesuite.com

www.theexecutivesuite.com

Subscribe to our Newsletter

[Quoted text hidden]

Gmail

Wendy Graves <wgraves@fairhaven-ma.gov>

Town Administrator search

MRI Corporate <corporate@mrigov.com> Wed, Apr 21, 2021 at 4:57 PM
To: Wendy Graves <wgraves@fairhaven-ma.gov>

Wendy,

Thank you for reaching out to MRI. I spoke with Alan Gould, MRI's president who handles all of our recruitments. He said that given our current workload and pending proposals we are not able to take on any new recruitment work at this time.

Best of luck with the search.

Christian

Christian Pearsall

Municipal Resources, Inc.

66 Main Street, Suite B

Plymouth, NH 03264

Office (603) 279-0352 x304

Cell (603) 496-7043

www.mrigov.com

[Quoted text hidden]

Town of Fairhaven, Massachusetts

Town Administrator

Recruitment Proposal

April 21, 2021

GovHR USA
GovTEMPS USA

630 Dundee Road
Suite 130
Northbrook, IL 60062
847-380-3240
info@GovHRusa.com

Table of Contents

About Us 3
Our Team 4
References 5
Scope of Services 6
Project Timeline 10
Full Scope Project Cost 11
Summary of Guarantee 12
Contract Signature Page 13
Optional Services 14
Consultant Full Biography 15

GovHR USA
GovTemps USA

About Us

A note about COVID-19 -- We are carefully monitoring recommendations from the federal, state and local governments and working with clients as they begin to reopen. Before COVID we made extensive use of technology for video interviews with candidates and meetings with clients. We have utilized these during COVID and can combine technology with appropriate in person meetings to assist clients in cost effective recruiting processes.

GovHR is a public management consulting firm serving local government clients and other public-sector entities across the country. Our headquarters are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public and non-profit sectors. GovHR offers customized executive recruitment services, management studies and consulting projects for local government and organizations who work with local government. Please note the following key qualifications of our firm:

- Since our establishment in 2009, our consultants have conducted more than 700 recruitments in 41 states, with an increase in business of at least 30% each year. Twenty-eight (28%) of our clients are repeat clients, the best indicator of satisfaction with our services.
- Surveys of our clients show that 94% rate their overall experience with our firm as Outstanding and indicate they plan to use our services or highly recommend us in the future.
- Our state of the art processes, including extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensure a successful recruitment for your organization.
- Our high quality, thorough recruitment brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates.
- We are committed to providing you with a pool of candidates that reflects the diversity of your community. We support the following organizations with our time as well as provide financial resources: National Forum for Black Public Administrators, Local Government Hispanic Network, League of Women in Government and Engaging Local Government Leaders.

GovHR is led by Heidi Voorhees, President, and Joellen Cademartori, Chief Executive Officer.

Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 17 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as the Village Manager for the Village of Wilmette, Illinois.

Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services. She has worked in Massachusetts, North Carolina, and Illinois.

GovHR USA
GovTEMPS USA

Our Team

Recruitment Consultant & Main Point of Contact:

Mike Jaillet
Vice President
781-760-3658
MJaillet@GovHRusa.com

Proposal Inquiry:

Laurie Pederson
Administrative Services Director
847-380-3198
LPederson@GovHRusa.com

GovHR Owners:

Heidi J. Voorhees
President
847-380-3243
HVoorhees@GovHRusa.com

Joellen J. Cademartori
Chief Executive Officer
847-380-3239
JCademartori@GovHRusa.com

GovHR USA
GovTemps USA

References

The following references can speak to the quality of service provided by GovHR.

Worcester Public Library, MA
(Director of Libraries, 2020)
Stephanie Pasha, Board President
3 Salem Street
Worcester, MA 01608
spasha@wpi.ed
Sulma Rubert-Silva, Associate Director
508-799-1690
srubert-silva@mywpl.org

Sykesville, MD
(Town Manager, 2019)
Ian Shaw, Mayor
7547 Main Street.
Sykesville, MD 21784
410-795-8959
IShaw@sykesville.net

Portsmouth, NH
(City Manager, 2019)
Nancy Colbert Puff, Deputy City Manager
1 Junkins Avenue
Portsmouth, NH 03801
603-610-7297
NColbertPuff@cityofportsmouth.com

Scope of Services – Full Scope Recruitment

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search. GovHR clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

Phase I: Position Assessment, Position Announcement & Brochure

One-on-one or group interviews will be conducted with stakeholders identified by the client to develop the Recruitment Brochure. We have a variety of other options for gathering input:

- Dedicated email and surveys to obtain feedback from stakeholder groups
- Public Forums conducted by our consultants

A combination of the above items can be used to fully understand community and organizational needs and expectations for the position.

Development of a **Position Announcement** to be placed on websites and social media

Development of a thorough **Recruitment Brochure** for client review and approval

Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to appointment of the finalist candidate.

Phase II: Advertising, Candidate Recruitment & Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 6,000 visits to our website each month. Finally, we develop a database customized to your recruitment and can send an email blast to thousands of potential candidates.

Phase II will include the following:

- GovHR consultants will personally identify and contact potential candidates in person, via email, and also via telephone.
- Develop a database of potential candidates from across the country unique to the position and to the client, focusing on:
  - Leadership and management skills
  - Size of organization
  - Experience in addressing challenges and opportunities also outlined in Phase I

- The database will range from several hundred to thousands of names and an email blast will be sent to each potential candidate.

Scope of Services - Continued

- Placement of the Position Announcement in appropriate professional online publications:
  - Public sector publications & websites
  - Social media
    - LinkedIn (over 15,000 connections)
    - Facebook
    - Twitter
    - Instagram

- GovHR will provide you with a list of advertising options for approval

PHASE III: Candidate Evaluation & Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure
- Candidates will be narrowed down to those candidates that meet the qualification criteria
- Candidate evaluation process:
  - Completion of a questionnaire explaining prior work experience
  - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate
  - References (at least 2 references per candidate will be contacted at this time)
  - Internet/Social Media search conducted on each finalist candidate

All résumés will be acknowledged and inquiries from candidates will be personally handled by GovHR, ensuring that the client's process is professional and well regarded by all who participate.

Phase IV: Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- GovHR will provide an electronic file which contains the candidates' materials with a "mini" résumé for each candidate so that each candidate's credentials are presented in a uniform way.
- Client will receive a log of all applicants and may review résumés if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

GovHR will spend approximately 2 hours with the client reviewing the recruitment report and providing additional information on the candidates.

Scope of Services - Continued

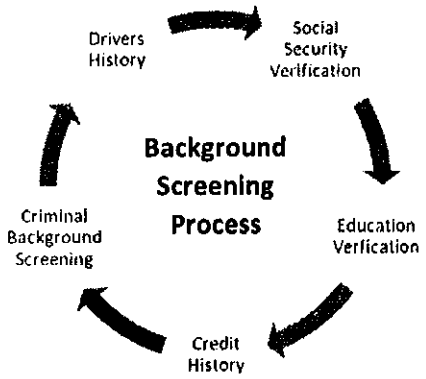
Phase V: Interviewing Process & Background Screening

Phase V will include the following steps:

GovHR will:

- Develop the first and second round interview questions for your review and comment
- Coordinate candidate travel and accommodations
- Provide you with interview books that include:
  - Candidates Credentials
  - Set of questions with room for interviewers to make notes
  - Evaluation sheets to assist interviewers in assessing the candidate's skills and abilities

Background screening* will be conducted along with additional references contacted:



*Per state and federal regulations

GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. GovHR consultants, if requested, will be present for all the interviews, serving as a resource and facilitator.

GovHR will coordinate a 2-Step Interview process. The first round interviews will include five or six candidates. The second round interviews will include two or three candidates. GovHR will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of client facilities
- Interviews with senior staff

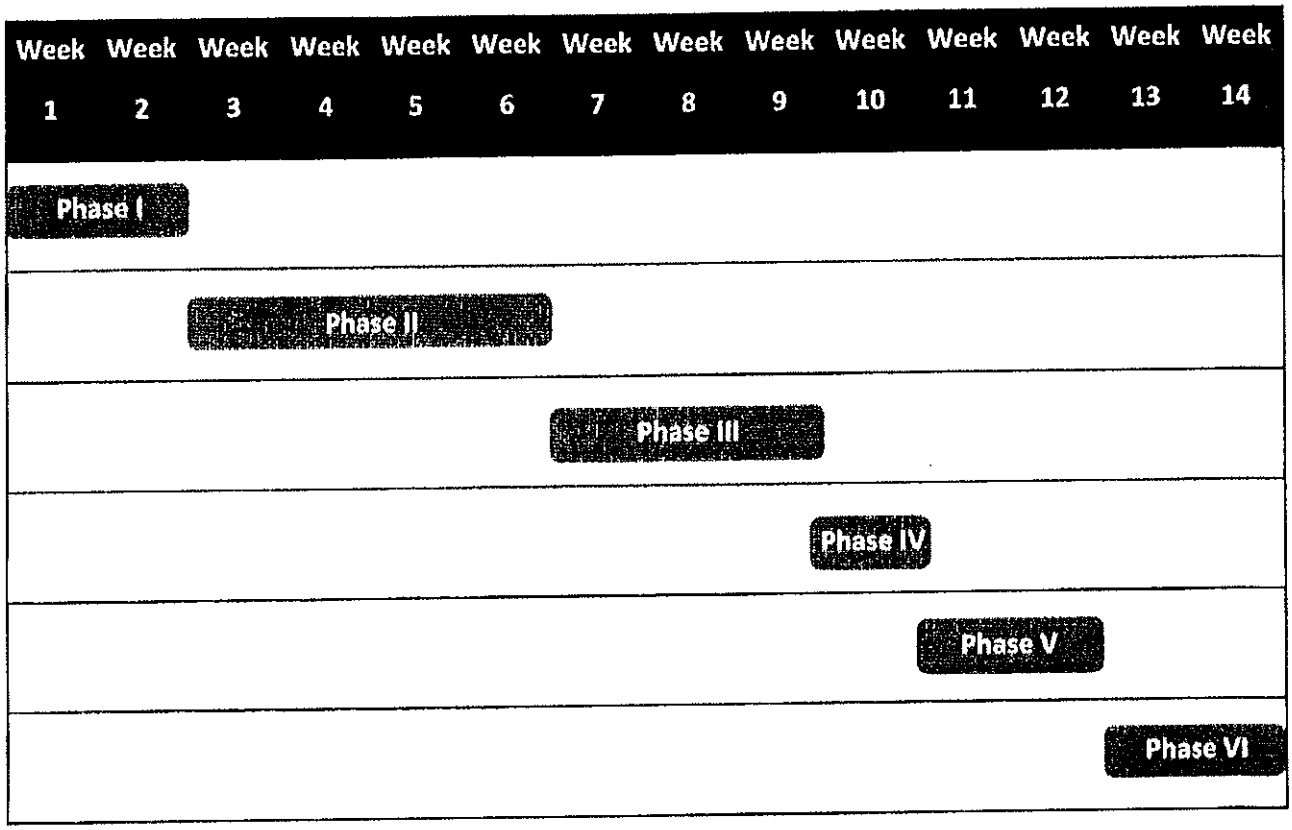
Scope of Services - Continued

Phase VI: Appointment of Candidate

- GovHR will assist you as much as you request with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- GovHR will notify all applicants of the final appointment, providing professional background information on the successful candidate.

GovHR USA
GovTEMPS USA

Project Timeline – Full Scope Recruitment



Weeks 1 & 2	Phase 1: On Site Interviews & Brochure Development
Weeks 3 thru 6	Phase 2: Advertising, Candidate Recruitment & Outreach
Weeks 7 thru 9	Phase 3: Candidate Evaluation & Background Screening
Week 10	Phase 4: Presentation of Recommended Candidates
Week 11 & 12	Phase 5: Interview Process & Additional Background Screening
Weeks 13 & 14	Phase 6: Appointment of Candidate

*In certain recruitments, the above schedule can be condensed to 12-weeks. Please inquire for details.

Full Scope Recruitment – Price Proposal

Summary of Costs:

We are carefully monitoring recommendations from the federal, state and local governments and working with clients on alternatives to in person meetings. We are fully operational and can work with you via video and by utilizing electronic files. If at the time of recruitment, COVID-19 restrictions are lifted and travel is possible, we are happy to attend meetings in person. For this reason, we have priced travel as a separate expense.

**Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, we estimate $ 1000 per trip (up to 3 trips) for travel. Only actual expenses will be billed to the client for reimbursement to GovHR.

Possible in-person meetings could include:

1. Recruitment brochure interview process
2. Presentation of recommended candidates
3. Interview Process

Any additional consultant visits requested by the Client (beyond the three visits listed above) will be billed at $125/hour; $500 for a half day and $950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

Recruitment Fee:

$18,000

Recruitment Expenses:
Expenses include candidate due diligence efforts

$1,500

Advertising:
*Advertising costs over $2,500 will be placed only with client approval. Client is billed only for actual cost.

$2,500*

Total:

$22,000**

**This fee does not include travel and accommodations for candidates interviewed.

Payments for Fees & Services:

Professional fees and expenses will be invoiced as follows:

1st Payment: 1/3 of the Recruitment Fee (invoice sent upon acceptance of our proposal).

2nd Payment: 1/3 of the Recruitment Fee and expenses incurred to date (invoice sent following the recommendation of candidates).

Final Payment: 1/3 of the Recruitment Fee and all remaining expenses (invoice sent after recruitment is completed).

Recruitment expenses will be itemized in detail. Payment of invoices is due within thirty (30) days of receipt.

GovHR Guarantee

GovHR is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not make a selection from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond the Phase I advertising is requested, client will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the Client.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the client or the employee's own determination, leave the employ of the client within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and advertisements only. This request must be made within six months of the employee's departure.

Why Choose GovHR?

- We are a leader in the field of local government recruitment and selection with experience in more than 38 states, in communities ranging in population from 1,000 to 1,000,000. More than 28% of our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients.
- We are committed to bringing a diverse pool of candidates to your recruitment process. We network extensively with state, city and county management associations, attending more than 20 state and national conferences each year. In addition, we support and attend the meetings of League of Women in Government, the Local Government Hispanic Network, National Forum for Black Public Administrators and Engaging Local Government Leaders.
- We conduct comprehensive due diligence on candidates. Before we recommend a candidate to you, we will have interviewed them via video, conducted reference calls, and news media and social media searches. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.
- We are your partners in this important process. You are welcome to review all the resumes we receive and we will share our honest assessment of the candidates.
- Our goal is your complete satisfaction. We are committed to working with you until you find the candidate that is the best fit for your position.

GovHR USA
GovTemps USA

Signature Page

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

Town of Fairhaven, Massachusetts agrees to retain GovHR USA, LLC ("GovHR") to conduct a Town Administrator Recruitment in accordance with its proposal dated April 21, 2021. The terms of the proposal are incorporated herein and shall become a part of this contract.

ACCEPTED:

Town of Fairhaven, Massachusetts

By: _____

Title: _____

Date: _____

Billing Contact: _____

Billing Contact Email: _____

GovHR USA, LLC

By: _____

Title: _____

Date: _____

Optional Services

GovTemps USA

Need an Interim? GovTempsUSA, a subsidiary of GovHR USA, specializes in the temporary placement of positions in local government. The firm offers short-term assignments, in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their career.

Recorded One-Way Video Interview of Candidates

Candidates we recommend for your consideration can complete a one way video interview with 3 to 5 questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview. Cost $100 per candidate.

Leadership/Personality Testing

GovHR has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the client is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC and others. Depending on the evaluation type selected fees can range between $100 to $500 per candidate.

360° Evaluation

As a service to the Client, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed position at six months into his or her employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Client feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR will prepare a proposal for this service.

MICHAEL A. JAILLET

GovHR USA
GovTEMPS USA

Michael A Jaillet is a Vice President for GovHR USA. Mr. Jaillet has extensive experience in local governance, operations, staffing and management domestically and internationally.

Mr. Jaillet has over 36 years of local government management experience working in four municipalities in the Boston metropolitan area. He spent most of his career in Westwood Massachusetts, an affluent suburban community where he served as the Town Administrator for 32 years. Over his tenure he had a range of accomplishments including continuing expansion and updating of services, hiring key executive staff, facility management and maintenance, expanding affordable housing opportunities, fostering economic development, enhancing fiscal stability and promoting transparent and ethical governance. Mr. Jaillet also served as Bellingham Massachusetts' first Administrator for two years, a manager and consultant to the City of Boston Assessing Department over five years, and Planning Analyst for Clinton Massachusetts for one year.

Mr. Jaillet has extensive international experience and interest. After graduating from college, Mr. Jaillet started his career as a Peace Corps Volunteer in Tougan Sous-Prefecture In Burkina Faso, West Africa where he was a Rural Development Planner and Grantsman for two years. Mr. Jaillet has continued his interest in international development as a member, chair and vice chair of the International City/County Management Association's (ICMA) International Committee for 20 years. Examples of Mr. Jaillet's International work includes leader of the Advance Team Montenegro Resource City Program, Economic Development Expert volunteer for the Engine ICMA Program in Kyela Tanzania, CLAIR Fellowship Exchange Delegate representing the ICMA in Japan, Massachusetts Municipal Association Exchange Delegate in Pakistan, Rotary International District 7910 Delegate in KwaZulu Natal South Africa, presenter on Citizen Participation in Sweden and Slovakia, on Economic Development in Jamaica, and on Ethics in Mexico.

Mr. Jaillet earned a Master of Arts Degree in Economics and a Master of Science in Urban Affairs and Policy Analysis from Southern Illinois University in Edwardsville, Illinois where he served as a Research Assistant (2) and Marketing Analyst and was awarded the Leo Cohen Award in Urban Management. He earned a Bachelor of Arts Degree in Political Science from Southeastern Massachusetts University in Dartmouth, Massachusetts. Mr. Jaillet taught a graduate course in Administrative Strategies for Local Government at the Sawyer School of Management at Suffolk University in Boston and courses in Economics at Framingham State College, Blackburn College in Carlinville, and Southern Illinois University in Edwardsville, where he was nominated for the Teaching Excellence Award.

PROFESSIONAL EDUCATION

- Master of Arts in Economics from Southern Illinois University
- Master of Science in Urban Affairs and Policy Analysis from Southern Illinois University
- Bachelor of Arts in Political Science from Southeastern Massachusetts University

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Administrative Strategies for Local Government, Suffolk University, Boston, MA (Instructor)
- Economics, Framingham State College, (Instructor)
- Economics, Blackburn College, Carlinville (Instructor)
- Economics, Southern Illinois University, Edwardsville, IL (Instructor/Analyst)

MEMBERSHIPS AND AFFILIATIONS

- International City/County Management Association
- Massachusetts Municipal Management Association
- Massachusetts Municipal Association

PROFESSIONAL BACKGROUND

- Town Administrator, Westwood, MA 1987 - 2019
- Town Administrator, Bellingham, MA 1985 - 1987
- Manager and Consultant, City of Boston Assessing Department, Boston, MA 1983 - 1988

P: 847.380.3240 www.govhrusa.com

GovHR USA
GovTEMPS USA

City Management Client List

Position Type	STATE	CLIENT	POSITION	)PULATION	YEAR
City Management	Alaska	Bethel	City Manager	6,500	2019
		Homer	City Manager (Professional Outreach)	5,300	2019
		Seward	City Manager	2,693	2019
		Unalaska	City Manager	4,768	2017
	Colorado	Eagle	Town Manager	6,739	2017
		Englewood	City Manager	34,957	2019
	Connecticut	Cheshire	Town Manager	29,261	2017
		East Hampton	Town Manager	13,000	2019
		Enfield	Town Manager	45,246	2015
					2018
					2020
		Meriden	City Manager	60,838	2018
	Delaware	Newark	City Manager	33,398	2018
	Florida	Gainesville	Assistant City Manager	133,997	2021
		Lakeland	City Manager	110,000	2020
		Largo	Assistant City Manager	82,244	2018
		Palm Beach	Assistant City Manager	85,933	2021
	Georgia	Decatur	Assistant City Manager	25,000	2018
			City Manager	25,000	2018
	Illinois	Algonquin	Village Manager	30,947	2012
		Anna	Outsourced - City Administrator	11,940	2018
		Arlington Heights	Village Manager	75,525	2014
		Barrington	Village Manager	10,455	2018
		Bensenville	Village Manager	20,703	2015
		Berkeley	Interim Village Administrator	5,148	2016
				5,221	2014
			Village Administrator (Annual Contract)	5,221	2014
		Bloomington	City Manager	78,005	2018
			Temp-to-Hire Assistant City Manager	22,267	2014
		Buffalo Grove	Interim Deputy Village Manager	42,909	2012
			Village Manager	42,909	2010
		Campton Hills	Interim Village Manager	11,310	2016
		Carbondale	City Manager	25,092	2011
		Cary	Municipal Consultant	17,840	2016
			Village Administrator	18,713	2011
		Centralia	City Manager	13,000	2020
		Clarendon Hills	Interim Village Manager	8,652	2014
			Village Administrator	8,572	2014
			Village Manager	8,572	2010
		Crest Hill	City Administrator	20,837	2015

GovHR USA
GovTEMPS USA

City Management Client List

Position Type	STATE	CLIENT	POSITION	POPULATION	YEAR
City Management	Illinois	Darien	Outsourced - City Administrator	22,086	2018
		Decatur	City Manager	76,178	2014
					2018
			Deputy City Manager	76,178	2019
		DeKalb	City Manager	44,862	2013
				43,849	2018
			Interim Assistant City Manager	43,423	2014
		Dixon	City Manager	18,601	2015
		East Moline	City Administrator	21,300	2011
					2016
		East Peoria	City Administrator	23,503	2016
		Effingham	City Administrator	12,384	2010
				12,577	2018
		Elmhurst	City Manager	43,300	2010
		Fox Lake	Village Administrator	10,550	2013
		Fox Lake	Interim Village Administrator	10,563	2013
		Freeport	City Manager	25,000	2017
		Galesburg	City Manager	33,706	2010
		Geneseo	City Administrator (Virtual)	6,500	2019
		Gilberts	Interim Village Administrator	7,724	2018
		Glen Ellyn	Assistant Village Manager	27,000	2013
			Interim Assistant Village Manager	28,042	2017
			Village Manager	27,000	2010
		Glencoe	Assistant Village Manager	8,723	2015
			Village Manager	8,723	2013
		Hainsville	Management Consultant	3,665	2017
		Hanover Park	Village Manager	38,510	2012
		Highland Park	City Manager	31,365	2011
		Highwood	Temp-to-Hire City Manager	5,407	2011
		Hinsdale	Village Manager	16,816	2013
		Homer Glen	Interim Village Manager	24,365	2018
			Village Manager	24,220	2011
		Homewood	Assistant Village Manager (Virtual)	19,464	2017
			Interim Assistant Village Manager	51,738	2017
		Inverness	Village Administrator	7,400	2013
		Joliet	City Manager	147,500	2013
					2017
			Interim City Manager	147,500	2020
		Kenilworth	Village Manager	2,562	2012
		La Grange	Assistant Village Manager (Virtual)	15,732	2017
		La Grange	Village Manager	15,732	2017
		La Grange Park	Assistant Village Manager	13,579	2020
			Interim Assistant Village Manager	13,483	2016
		Lake Bluff	Assistant to the Village Manager	5,700	2016

GovHR USA
GovTEMPS USA

City Management Client List

Position Type	STATE	CLIENT	POSITION	)PULATION	YEAR
City Management	Illinois	Lake Forest	City Manager	19,375	2018
		Lake Villa	Village Administrator	8,774	2013
		Lake Zurich	Village Manager	19,631	2015
		Libertyville	Village Manager	20,431	2016
			Interim Deputy Village Administrator	20,405	2018
		Lincoln	City Administrator	14,500	2014
			Interim City Administrator	13,969	2017
			Temp-to-Hire City Administrator	14,186	2013
		Lincolnshire	Assistant Village Manager/Community Development Director	7,500	2016
			Village Manager	7,500	2012
		Lindenhurst	Village Administrator	14,468	2017
		Lockport	Interim City Administrator	25,077	2013
		Lombard	Village Manager	43,165	2013
		Maple Park	Interim Village Manager	1,325	2019
		Marengo	City Administrator	7,614	2011
		Mettawa	Part-time Village Administrator	500	2010
		Mokena	Village Administrator	19,042	2015
		Moline	City Administrator	43,100	2017
			Interim City Administrator	43,483	2020
		Monmouth	City Administrator	9,444	2014
		Morton Grove	Village Administrator	23,500	2011
		Mt. Prospect	Village Manager	54,771	2015
		Mundelein	Village Administrator	31,385	2020
		New Lenox	Village Administrator	25,000	2011
		Niles	Interim Assistant Village Manager	30,001	2013
		Normal	City Manager	54,264	2017
		Northbrook	Village Manager	35,000	2021
		Oak Brook	Interim Assistant Village Manager	8,058	2014
			Village Manager	7,883	2014
		Oak Park	Interim Assistant Village Manager	52,000	2015
			Assistant Village Manager/Human Resources Director	52,000	2019
			Interim AVM/HR Director	52,000	2019
		Orland Park	Village Manager	60,000	2016
					2019
		Palos Heights	City Administrator (Virtual)	12,480	2021
		Pekin	City Manager	33,223	2016
		Pingree Grove	Village Manager	10,000	2020
		Prairie Grove	Village Manager - Direct Hire	1,857	2018
		Princeton	City Manager	7,700	2011
		Princeton	City Manager	7,700	2019

GovHR USA
GovTEMPS USA

City Management Client List

Position Type	STATE	CLIENT	POSITION	OPULATION	YEAR
City Management	Illinois	River Forest	Village Administrator	11,635	2010
		Rock Island	City Manager	39,684	2011
		Savoy	Village Administrator (Virtual)	8,607	2020
		Schiller Park	Interim Village Manager	11,692	2019
				11,775	2015
			Village Manager	11,870	2015
		Shorewood	Village Administrator	17,495	2018
		Skokie	Village Manager	65,000	2013
		South Barrington	Interim Village Administrator	4,808	2014
		Tinley Park	Village Manager	58,000	2013
		Vernon Hills	Village Manager	25,911	2021
		Volo	Village Administrator	3,300	2013
		Washington	City Administrator	15,700	2015
		Wauconda	Village Administrator	13,758	2013
					2017
		Willowbrook	Interim Village Administrator	8,967	2019
			Village Administrator	8,967	2019
		Wilmington	Interim City Administrator	5,724	2016
		Winnetka	Interim Assistant Village Manager	12,417	2019
			Assistant Village Manager	12,422	2019
		Woodridge	Village Administrator	32,971	2017
	Indiana	Munster	Town Manager	23,603	2014
		St. John	Town Manager (Professional Outreach)	18,047	2020
	Iowa	Bondurant	City Administrator	5,493	2017
		Burlington	City Manager	25,663	2011
		Muscatine	City Administrator	23,819	2020
		Newton	City Administrator	15,000	2016
		Washington	City Administrator	7,266	2011
		Webster City	City Manager	8,000	2016
		West Liberty	City Manager	3,736	2013
		Windsor Heights	City Administrator	4,860	2019
	Maryland	Greenbelt	City Manager	23,753	2016
		Hagerstown	City Administrator	40,612	2015
		Sykesville	Town Manager	3,941	2019
		Westminster	City Administrator	18,522	2021
	Massachusetts	Cambridge	City Manager	110,000	2016
		Eastham	Town Administrator	4,956	2016
		Provincetown	Town Manager	2,990	2015
		Williamstown	Town Manager	8,400	2015
	Michigan	Adrian	City Administrator	20,676	2018
			Interim City Administrator	20,676	2018
		Albion	City Manager	8,337	2018
		Alpena	City Manager	10,410	2012

GovHR USA
GovTEMPS USA

City Management Client List

Position Type	STATE	CLIENT	POSITION	)PULATION	YEAR
City Management	Michigan	Caro	City Manager	4,208	2012
		Charlotte	City Manager	9,100	2020
			Interim City Manager	9,100	2020
		Clawson	Interim City Manager	11,946	2018
		Delta Charter Township	Township Manager	32,400	2014
		Eastpointe	City Manager	32,673	2019
			Interim City Manager	32,673	2018
					2019
		Ferndale	City Manager	20,428	2019
		Hamtramck	City Manager	21,752	2017
		Kalamazoo	City Manager	75,000	2013
		Lincoln Park	City Manager	36,665	2019
		Oakland Township	Township Manager	16,779	2013
				19,132	2018
		Oxford	Interim Village Manager	3,532	2017
		Rochester	City Manager	13,000	2015
		Royal Oak	City Manager	59,112	2019
		Troy	Assistant City Manager	83,813	2019
			City Manager	83,813	2018
	Minnesota	St. Louis Park	City Manager	48,662	2021
		Waconia	City Administrator	13,500	2021
		Woodbury	Assistant City Administrator	68,820	2017
	Missouri	Ballwin	City Administrator	30,181	2020
		Cape Girardeau	City Manager	38,000	2020
		Ferguson	City Manager	21,111	2015
		Maryland Heights	City Administrator	27,436	2015
		Republic	City Administrator	15,590	2016
		South Lyon	City Manager	11,327	2018
		University City	Assistant City Manager	35,172	2020
			City Manager	35,172	2017
			Assistant to the City Manager/Communications Director	35,172	2018
			Assistant to the City Manager/Director of Human Resources	35,172	2020
		Webster Groves	City Manager	22,800	2020
		Wildwood	City Administrator	35,517	2014
			City Manager	35,524	2019
	Nevada	Boulder City	City Manager	16,207	2021
	New Hampshire	Portsmouth	City Manager	21,796	2019
	New Jersey	Waldwick	Borough Administrator	9,800	2015
	New York	Long Beach	Deputy City Manager (Virtual)	33,275	2021
		Mamaroneck	Town Administrator	29,156	2021
			Village Manager	19,426	2018

GovHR USA
GovTEMPS USA

City Management Client List

Position Type	STATE	CLIENT	POSITION	)PULATION	YEAR
City Management	North Carolina	Fayetteville	Assistant City Manager	210,000	2012
					2017
					2018
			Interim Project Manager	210,000	2017
			Project Manager	208,000	2020
	North Dakota	Minot	City Manager	45,700	2020
	Ohio	Oberlin	City Manager	8,390	2016
	Oregon	Coquille	Interim City Manager	3,900	2019
	Pennsylvania	Ferguson Township	Township Manager	18,300	2017
		Mt. Lebanon	Municipal Manager	33,137	2015
		South Fayette Township	Township Manager	14,416	2018
	Rhode Island	North Kingston	Town Manager	26,326	2015
	Texas	Burleson	City Manager	36,990	2011
				43,960	2018
		Garland	Assistant City Manager	233,206	2016
		McKinney	Assistant City Manager	191,645	2019
		Missouri City	Assistant City Manager	74,139	2019
	Virginia	Chesapeake	City Manager	245,000	2019
		Portsmouth	City Manager	96,000	2020
		Salem	City Manager	25,643	2019
		Virginia Beach	City Manager	442,707	2019
	West Virginia	Bridgeport	City Manager	8,582	2019
		Morgantown	City Manager	31,000	2016
	Wisconsin	Baraboo	City Administrator	12,048	2019
		Bayside	Assistant Village Manager	4,400	2019
		Bellevue	Village Administrator	15,524	2018
		Beloit	City Manager	36,966	2015
		Beloit (Town)	Town Administrator	7,083	2016
		Brown Deer	Village Manager	12,061	2012
		Burlington	City Administrator	10,511	2014
		Cedarburg	Town Administrator	11,475	2015
		Fon du Lac	City Manager	43,021	2012
		Fort Atkinson	City Manager	12,300	2012
		Franklin	Director of Administation	36,155	2019
		Glendale	City Administrator	12,920	2016
		Harrison	Village Manager	13,185	2021
		Hartford	City Administrator	14,251	2015
		Hobart	Village Administrator	8,500	2016
		Janesville	City Manager	63,480	2013
		Lake Geneva	City Administrator	7,710	2015
		Lisbon	Town Adminstrator/Clerk	2,521	2014
		Monroe	City Administrator	10,827	2020
		Oak Creek	City Administrator	35,243	2016
		Plymouth	Director of City Services	8,540	2010

630 Dundee Road, Suite 130 Northbrook, IL 60062
847.380.3240 Fax: 866.401-3100 GovHRusa.com

GovHR USA
GovTEMPS USA

City Management Client List

Position Type	STATE	CLIENT	POSITION	PULATION	YEAR
City Management	Wisconsin	Plymouth	City Administrator/Utilities Manager	8,540	2020
		Prairie du Chien	City Administrator	5,900	2017
		Princeton	City Administrator	1,504	2010
		Racine	City Administrator	78,200	2016
		Rhinelander	City Administrator	7,800	2018
		Richfield	Village Administrator	11,500	2009
		Rome	Town Administrator	2,720	2016
		Shorewood	Interim Village Manager	16,948	2017
			Village Manager	13,331	2017
		Waukesha	City Administrator	71,000	2012
					2014
		West Bend	City Administrator	31,000	2016
		Whitewater	City Manager	14,300	2012

630 Dundee Road, Suite 130 Northbrook, IL 60062
847.380.3240 Fax: 866.401-3100 GovHRusa.com

COMMUNITY PARADIGM ASSOCIATES, LLC

July 27, 2021

Ms. Wendy Graves, Acting Town Administrator
Town of Fairhaven
40 Center Street
Fairhaven, MA 02719

Dear Ms. Graves:

I am in receipt of your email of July 26th regarding Community Paradigm's interest in submitting a quote to conduct a Town Administrator Search for the Town of Fairhaven. Accordingly, we are transmitting this letter in response by providing the requested quote and related materials evidencing the firm's experience and qualifications.

As your email notes, there is already a Position Profile in place that was prepared by Community Paradigm during the search that began in the autumn of 2020 before being aborted in the spring of 2021. However, the Profile will need to be updated with current information as needed, and the input of the Town's new Select Board member. Accordingly, we would propose to provide the following steps in executing the scope of services of the Town Administrator search process:

- Update 2020/2021Position Profile
- Solicit Applicants for the Position
    a. Advertise through appropriate locations
    b. Post position on professional and academic job boards
    c. Circulate to Community Paradigm database of qualified potential candidates
    d. Active recruitment of candidates through direct contact and outreach
- Manage Intake of Resumes and Application Materials
- Conduct Preliminary Screening Assessment of Applicants
- Review all applicants with appointed Town Administrator Screening Committee to identify semi-finalist candidates
- Manage Interview process with Screening Committee to identify 3-4 finalists for possible presentation to Select Board
- Conduct background and reference reviews of identified finalists
- Present Screening Committee Finalists to the Select Board
- Manage Interview process with Select Board for selection as Town Administrator
- Provide technical assistance to the Select Board in their negotiation of an employment agreement with the selected Town Administrator
- Manage communications with all applicants for the position advising them of their status

It is expected that the scope of services as described above will be executed over 10-12 weeks. The fee for Community Paradigm to provide all of the services as outlined is **$7,000** plus any costs associated with advertising the position, which is estimated to be $800.00

As you know, Community Paradigm Associates, LLC is a Plymouth-based consultancy that was established in 2014 as a multi-dimensional organization focusing on governmental, nonprofit, community, and business concerns. However, our primary service is focused upon executive recruiting of municipal managers for towns here in Massachusetts.

I believe that we bring four specific qualifications to the task of helping Fairhaven find its next Town Administrator:

- First, we know the skills and characteristics of a municipal manager in carrying out his/her responsibilities. Members of the Community Paradigm team have performed in the role of municipal manager or municipal administrator for decades.
- Second, through years of activity in the municipal sector and through our recent experience in conducting municipal recruitments, we have built a proprietary database hundreds of potential candidates based upon our extensive and current network of municipal managers, particularly here in Massachusetts and throughout New England. We utilize an approach of active recruitment, not simply advertising a position and waiting for responses. Active recruitment and current knowledge of candidates is crucial in this very competitive market for municipal managers.
- Third, we are familiar with Fairhaven having worked on the previous effort to hire a Town Administrator. As such, we can interact with candidates and respond to their questions and concerns about the position and the community.
- And fourth, now in our eighth year of business, we are the most active municipal manager recruitment firm in the Commonwealth having completed 64 searches over the past 6 years. We believe that distinction is the result of the customized, dedicated service that we provide to our municipal clients

In accordance with your email request for a quote, we are attaching with this letter our current Firm Profile that includes a listing of all of our clients. We have also provided a sampling of references and can provide contact information for additional clients as requested.

The references that we have provided focus upon our most recent searches (Dighton, Grafton, Holliston, Hudson, Kingston and South Hadley) and communities in the general Fairhaven area (Bourne, East Bridgewater, Marion, Mattapoisett, Plympton and Swansea). Additionally, we are nearing completion of the Town Administrator search in the neighbor Town of Westport.

We certainly encourage the Town to review the recruitments that we have performed for all of our communities as we are confident that they will respond positively and enthusiastically to the results of our work and the hands-on process that we have managed and provided.

We look forward to the opportunity to work with Fairhaven to selecting a new Town Administrator, to discuss the benefits of continuing to utilize Community Paradigm as you proceed with your search, and to review ideas about the approach that could be utilized to best achieve the Town's goal of a successful appointment and hire.Please feel free to contact us with any questions or need for additional information. Thank you in advance for your interest.

Sincerely,

Bernard Lynch
Principal

COMMUNITY PARADIGM ASSOCIATES, LLC

FIRM PROFILE

Community Paradigm Associates, LLC, is a multi-dimensional organization focusing on governmental, nonprofit, and community concerns. It develops transformational initiatives and innovative solutions designed to enhance the dynamics of communities. Its Principal and Associates draw upon their extensive government, academic, and private sector experience to provide the answers clients need to effectively and efficiently manage their organizations.

Principal Bernard F. Lynch has devoted more than 35 years to guiding cities and towns toward brighter futures by focusing on the efficiency and responsiveness of organizational day-to-day operations as well as highly transformational initiatives that bring communities to a new level. His experience as an innovator, strategist, educator, researcher, and leader allow him to consider challenges from various viewpoints. Known for his collaborative problem-solving and innovative solutions, Mr. Lynch steered a Massachusetts city away from potential receivership to solid fiscal stability. He has managed the successful conception and completion of public libraries, police stations, community centers, school buildings, bicycle and walking trails, and recreation facilities.

Mr. Lynch served as City Manager of Lowell, Massachusetts, for eight years and as Town Manager of Chelmsford, Massachusetts, for 20 years. He served on Lieutenant Governor Karyn Polito's Task Force on Local Government Workforce Skills Gap, is a Senior Fellow at Suffolk University, and serves as an adjunct professor at both Suffolk University and University of Massachusetts Lowell. He earned a Master of Public Administration degree from University of Massachusetts Amherst and a Bachelor of Science degree in Political Science from the University of Lowell.

Senior Associate Sharon Flaherty has assisted in the management of more than 100 executive recruitments in addition to working on such projects as business development marketing, compensation and classification, community engagement, and communications. Ms. Flaherty has more than 30 years of experience in communications, project management, public relations, and marketing. In previous positions, Ms. Flaherty has managed marketing and communications in the financial industry and held positions as a reporter, editor, and editorial page editor at daily and weekly newspapers. She has served as an adjunct professor in business at Middlesex Community College. She earned a Master of Business Administration degree from Rivier University, a Master of Arts degree in English and Writing from Southern New Hampshire University, and a Bachelor of Arts degree in Communications from Rivier University.

Senior Associate Peter Hechenbleikner has 45 years of government experience, including over 30 years in Massachusetts. Prior to his retirement in 2013, he served as Reading's first Town Manager and he has continued his commitment to local government service by serving in a number of interim assignments and providing consultative assistance to municipalities. He has extensive experience in operational reviews, government studies, budget development, and organizational development. He holds a Master of Science in City and Regional Planning from Pratt Institute in Brooklyn, New York, a Bachelor of Arts degree in Political Science and Public Administration from the University of Cincinnati, and a Certificate in International Studies from the University of Manchester, England.

Senior Associate John Petrin has dedicated more than 30 years to municipal service, including seven years as the Town Administrator of Burlington, seven years as the Town Manager of Ashland, and 13 years as the Town Administrator of Harvard. He has extensive experience in developing operating and capital budgets, hiring and managing department heads and other personnel, and managing the day-to-day operations of a municipality. Additionally, Mr. Petrin served as Assistant Superintendent of Schools in Marlborough, as Tax Assessor in Bellingham, and as an elected Park Commissioner in Bellingham. He has served on numerous professional boards, including the Massachusetts Police Accreditation Commission and Joint Labor Management Committee, and is the former President of the Massachusetts Municipal Association and of the Massachusetts Municipal Managers Association. Mr. Petrin earned a Bachelor of Arts in Political Science from Stonehill College and Master of Public Administration from Northeastern University.

Senior Associate Ray Santilli has nearly 40 years of experience working in the municipal sector, including 17 years as the Assistant Town Manager in North Andover, Mass. Mr. Santilli also served as a purchasing director, director of community services, and human resources director in North Andover, and as Planning/Budget/Personnel Director for the Cambridge Police Department. He earned his Master of Business Administration from Boston College and a Bachelor of Science degree in Criminal Justice from Northeastern University.

Senior Associate Carl Valente has 40 years of State and local government experience, including 35 years in Massachusetts. He was the first Town Administrator for the Town of Needham, the first Town Manager for the Town of Weston, and served for 13 years as Lexington's Town Manager until his retirement. He also served as Section Chief for Technical Assistance for the Massachusetts Department of Revenue-Division of Local Services and as Director for Financial Management for the International City/County Management Association. He specialized in municipal finance issues. He earned a Master of Public Administration from the University of Hartford and a Bachelor of Arts in Political Science from the University of Connecticut. He currently is a member of the Solid Waste Commission for the City of Newton.

Community Paradigm Associates has affiliations with numerous highly experienced municipal management professionals and industry professionals who assist with various projects. It has a network that includes professionals in such areas as finance, public works, telecommunications, land use and development, public safety, emergency management, municipal law and process, personnel management, and sustainability. Each is an experienced and proven leader in his or her field.

Services provided by Community Paradigm Associates include: executive recruiting, economic and community development, strategic analysis and counsel, public finance, public policy, community engagement, strategic management and planning, social innovation, building high performing organizations, marketing and communications, professional development, process improvement, community sustainability, and tactical research and solutions.

CLIENT LIST

Executive Recruitment

Town Manager/Town Administrator Positions

Adams	Fairhaven	Marion	Plympton	Truro
Amherst	Grafton	Mattapoisett	Provincetown	Uxbridge
Avon	Great Barrington	Millbury	Rockland	Wayland
Becket	Hamilton	Monson	Rutland	Wellesley
Bourne	Holliston	Natick	Salem, NH	Wellfleet
Boxborough	Hopedale	Norfolk	Shrewsbury	Wenham
Brewster	Hudson	Norfolk County	Southbridge	Westminster
Buckland	Ipswich	North Attleborough	South Hadley	Weston
Coventry, RI	Kingston	Northfield	Stoughton	Westport
Dedham	Lakeville	Norwood	Sturbridge	Westwood
Dighton	Leicester	Oxford	Sudbury	Whitman
East Bridgewater	Longmeadow	Palmer	Swansea	Winchendon
East Longmeadow	Lynnfield	Pembroke	Topsfield	

Various Municipal Positions

Andover - Director of Elder Services
Ashland - Town Planner
Bourne - Director of Finance
Great Barrington - Police Chief
Hamilton - Director of Finance/Town Accountant
Marlborough - City Comptroller
Mattapoisett - Library Director
Methuen - Chief Administrative and Finance Officer
Natick - Library Director
Norfolk - Town Planner
Northborough - Assessor
Northborough - Assistant Town Administrator
Northborough - Health Agent
Northborough - Library Director
Northborough - Senior Center Director
Norwood - Library Director
Pittsfield - Director of Public Services
Rockland - Town Accountant
Scituate - Sewer Superintendent
Swampscott - Town Accountant
Swansea - Police Chief
Walpole - Community Planning Director
Worcester - Assistant Commissioner of Operations DPW
Worcester - Chief Diversity Officer
Worcester - Chief Financial Officer
Worcester - Commissioner of Inspectional Services
Worcester - DPW Commissioner
Wrentham – Finance Director/Treasurer-Collector

Ongoing Recruitments

Concord - Library Director
East Bridgewater - Town Administrator
New Bedford - Chief Financial Officer
New Bedford - City Auditor
Spencer - Town Administrator
Sterling - Superintendent of Public Works
Wayland - Chief of Police

Non-Profit/Quasi-Governmental

Massachusetts Police Accreditation Commission - Program Manager
Massachusetts Police Accreditation Commission - Director of Field Operations
Massport Community Advisory Committee - Executive Director
Merrimack Valley Planning Commission - Executive Director
Merrimack Valley Regional Transit Authority - Administrator
Metro South/West WIOA / Partnerships for a Skilled Workforce - Executive Director

Public Management Projects

- Franklin Regional Council of Governments - Organizational Assessment
- Massachusetts Bay Transportation Authority Advisory Board - Organizational Review
- Massachusetts Bay Transportation Authority Advisory Board - Business Improvement Implementation & Strategic Plan Implementation
- Massachusetts Municipal Management Association - Strategic Planning
- Massport Community Advisory Committee - Executive Director 360 Assessment, Strategic Goals and Objectives
- Metro South/West Workforce Development - Organizational Structure Review
- Town of Adams and Cheshire - Facilitation with Adams/Cheshire Regional School District
- Town of Andover - Department Head Classification and Compensation Review
- Town of Andover - Government Study
- Town of Ashburnham - Business Guide
- Town of Ashburnham - Risk Assessment Project
- Town of Auburn - Council on Aging/Elder Services Operational Evaluation
- Town of Auburn - Position Description Review
- Town of Bridgewater - Strategic Plan
- Town of Dover - Public Works Study
- Town of Framingham - Downtown Re-Development/Urban Center Housing
- Town of Great Barrington - Salary Survey
- Town of Longmeadow - Selectmen/Town Manager Roles and Responsibilities and Setting of Joint Goals & Objectives
- Town of Longmeadow - Strategic Planning
- Town of Millis - Budget Improvement Project
- Town of Millis - DPW Organizational Study
- Town of Millis - Enterprise Fund Review
- Town of Millis - Operational Review of Town Clerk Office
- Town of Millville - Salary Survey
- Town of Needham - DPW Structural Evaluation
- Town of Needham - DPW Mentoring Program
- Town of Norwood - Conservation Commission Operational Evaluation
- Town of Norwood - DPW Mentoring
- Town of Norwood - Fire Department Strategic Plan
- Town of Norwood - Library Strategic Plan
- Town of Pembroke - Capital Plan
- Town of Sharon - Operational Review of Health Department
- Town of Shrewsbury - Organizational Assessment
- Town of Southampton - Government Study and Charter Development
- Town of Sterling - DPW Staffing Review
- Town of Swansea - Capital Projects Technical Assistance
- Town of Westminster - Government Study/Town Charter Project
- Town of Winchendon - Personnel System

COMMUNITY PARADIGM ASSOCIATES, LLC

MUNICIPAL EXECUTIVE RECRUITMENT REFERENCES

Client/Search	Reference	Address	Phone #	Email Address
Bourne, MA Town Administrator	Judith Froman Board of Selectmen	24 Perry Avenue Buzzards Bay, MA 02532	774-454-3951	jfroman@townofbourne.com
Dighton, MA Town Administrator	Dr. Brett Zografos Board of Selectmen Chair	979 Somerset Ave. Dighton, MA 02715	508-386-7328	bzografos@dighton-ma.gov
East Bridgewater, MA Town Administrator	David Sheedy Board of Selectmen Chair	175 Central St. East Bridgewater, MA 02333	508-269-5231	dsheedy@eastbridgewaterma.gov
Grafton, MA Town Administrator	Mark Haddad Screening Comm. Chair	30 Providence Road Grafton, MA 01519	617-699-0012	Mwh1346@gmail.com
Holliston, MA Town Administrator	John Cronin Select Board	703 Washington St. Holliston, MA 01746	508-429-0608	croninj@holliston.k12.ma.us
Hudson, MA Executive Secretary	John Parent Select Board	78 Main St. Hudson, MA 01749	978-804-9596	John23054@aol.com
Kingston, MA Town Administrator	Jessica Kramer Board of Selectmen	26 Evergreen St. Kingston, MA 02364	781-585-0501	jkramer@kingstonmass.org
Marion, MA Town Administrator	Norman Hills BOS Chair	2 Spring St. Marion, MA 02738	508-317-5988	nhills@verizon.net
Mattapoisett, MA Town Administrator	Jordan Collyer Board of Selectmen	16 Main St. Mattapoisett, MA 02739	508-758-4100	jcollyer@mattapoisett.net
Plympton, MA Town Administrator	Christine Joy BOS Chair	5 Palmer Road, Plympton, MA 02367	781-585-2700	cjoy@town.plympton.ma.us
South Hadley, MA Town Administrator	Chris Geraghty Selectboard & Screening Comm. Chair	116 Main St. South Hadley, MA 01075	413-297-2058	cgeraghty@southhadleyma.gov
Swansea, MA Town Administrator	Christopher Carreiro Board of Selectmen	81 Main St. Swansea, MA 02777	508-678-2981	ccarreiro@town.swansea.ma.us
Winchendon, MA Town Manager	Audrey LaBrie BOS Chair	109 Front St., Winchendon, MA 01475	978-297-0085	alabrie@townofwinchendon.com

Additional references are available upon request.

Letter FROM Tree Warden

F3

Gmail

Wendy Graves <wgraves@fairhaven-ma.gov>

Change of status tree departmrnt

6 messages

Don Collasius <dcollasius@fairhaven-ma.gov> Fri, Jul 16, 2021 at 11:43 AM
To: Wendy Graves <wgraves@fairhaven-ma.gov>, Daniel Freitas <dfreitas@fairhaven-ma.gov>, Keith Silvia <ksilvia@fairhaven-ma.gov>, Robert Espindola <respindola@fairhaven-ma.gov>, Vincent Furtado <vfurtado@fairhaven-ma.gov>, Michael Myers <michael.myers@fairhavenpolice.org>, Mark Sylvia <msylvia@fairhaven-ma.gov>, "Thomas P. Crotty" <tomcrotty@tcrottylaw.com>, Todd Correia <tcorreia@fairhaven-ma.gov>, John Charbonneau <jcharbonneau@fairhaven-ma.gov>

Good Day

After having interviewed numerous town department heads and officials with widely varying success as well as professional safety consultants I have come to the following conclusions.

1. The Tree Department does not have legal responsibility nor authority per MGL to remove any tree related debris from public roadways, or private property.

2. The Tree Department does not have adequate insurance on its Warden and workers to do anything other than routine maintenance and tree related assessments. And that's a stretch.

3. The Town of Fairhaven's BOS and Interim Town Administrator as now staffed are of no help in mitigating the a fore mentioned issues.

4. The Tree Warden has no higher authority to report to other than his constituents of the Town of Fairhaven.

I reached out to the interim TA in regards to a current Job Description for the Tree Warden on 9 July with no response.

I reached out to Bob Espendola and asked he bring up these urgent issues at the July 12 BOS meeting. He was shut down by the Chairman.

I have requested guidance and information from Town, Council in regards to these issues and was stymied by the interim TA on 12 July.

.

Further queries to the interim TA proved as fruitful as the previous.

I want to thank the Fire Chief, Head of the BPW and Police for their help in researching these matters.

Based on the above I am forced to implement actions to protect both the town, myself and my employees. As of today July 16 2021 16:00 EST the Tree Warden and Tree Department will not be responding to any calls for service other than what is called out in the job description I sent out earlier today until such time town agencies and officials can work out a solution that does not expose the town to needless fiscal liabilities.

The lack of ability, experience, professionalism, and cooperation in some branches of our town government and agencies have led me to the a fore mentioned conclusions and subsequent actions. It is my hope as a taxpayer and public official someone can turn this around before it leads to a crisis.

Thank you,

Don Carlos Collasius

Tree warden

15-JUL-21

Town of Fairhaven Tree Warden Job Description

The following is the Town of Fairhaven Tree Warden Job Description based on Massachusetts General Law XIV Chapter 87 Section 2.

Section 2. The tree warden of a town may appoint and remove deputy tree wardens. He and they shall receive such compensation as the town determines or, in default thereof, as the selectmen allow. He shall have the care and control of all public shade trees, shrubs and growths in the town, except those within a state highway, and those in public parks or open places under the jurisdiction of the park commissioners, and shall have care and control of the latter, if so requested in writing by the park commissioners, and shall enforce all the provisions of law for the preservation of such trees, shrubs and growths. He shall expend all money appropriated for the setting out and maintenance of such trees, shrubs and growths, and no tree shall be planted within a public way without the approval of the tree warden, and in towns until a location therefor has been obtained from the selectmen or road commissioners. He may make regulations for the care and preservation of public shade trees and establish fines and forfeitures of not more than twenty dollars in any one case for violation thereof; which, when posted in one or more public places, and, in towns, when approved by the selectmen, shall have the effect of town by-laws.

INSURANCE COMPANY RESPONSE

Gmail

Wendy Graves <wgraves@fairhaven-ma.gov>

Tree workers

6 messages

Wendy Graves <wgraves@fairhaven-ma.gov> Fri, Jul 16, 2021 at 4:10 PM
To: John Beauregard <jbeauregard@sylviagroup.com>

Hi John,

The Tree Warden was asking if the tree workers got hurt on the job if they were covered for insurance. What exactly would they be covered for?

Wendy

John Beauregard <jbeauregard@sylviagroup.com> Fri, Jul 16, 2021 at 4:19 PM
To: Wendy Graves <wgraves@fairhaven-ma.gov>

Hi Wendy,

If they are employees of the Town and being paid by the Town, they would be covered under the Town's Workers Compensation. If they are an independent contractor, the company that they are working for would be responsible for covering it's employees under their Workers Compensation.

I hope that answers the questions. Let me know if there are further questions.

John

John R. Beauregard, CIC, LIA

Senior Partner
Office: (508) 742-9228

Fax: (508) 742-9328
Email: jbeauregard@sylviagroup.com

SYLVIA GROUP
INSURANCE | EMPLOYEE BENEFITS | FINANCIAL PLANNING
AN **ALERA GROUP** COMPANY

500 Faunce Corner Road • Building 100, Suite 120

Dartmouth, MA 02747
Visit us at: www.sylviagroup.com

From: Wendy Graves <wgraves@fairhaven-ma.gov>
Sent: Friday, July 16, 2021 4:11 PM

To: John Beauregard <jbeauregard@sylviagroup.com>
Subject: Tree workers

CAUTION: External Email.

[Quoted text hidden]

Wendy Graves <wgraves@fairhaven-ma.gov> Mon, Jul 19, 2021 at 9:36 AM
To: John Beauregard <jbeauregard@sylviagroup.com>

Hi John,

I think his question was related to, "what if a freak accident happened and a tree worker died". Would he be covered?

Thank you,
Wendy
[Quoted text hidden]

4 attachments

~WRD0443.jpg
1K

SYLVIA GROUP
INSURANCE | EMPLOYEE BENEFITS | FINANCIAL PLANNING
AN ALERA GROUP COMPANY
image001.jpg
6K

~WRD0443.jpg
1K

SYLVIA GROUP
INSURANCE | EMPLOYEE BENEFITS | FINANCIAL PLANNING
AN ALERA GROUP COMPANY
image001.jpg
6K

John Beauregard <jbeauregard@sylviagroup.com> Mon, Jul 19, 2021 at 9:43 AM
To: Wendy Graves <wgraves@fairhaven-ma.gov>

A little confused by "he"...if Bourne is concerned that if the worker is injured and then Bourne got sued because of his negligence (ie sent him up in a tree without proper training or supervision) then as long as he is acting within the scope of his duties as an employee of the Town of Fairhaven, he would be covered under the Town's General Liability policy.

Does that make sense?

John

John R. Beauregard, CIC, LIA

Senior Partner
Office: (508) 742-9228

Fax: (508) 742-9328
Email: jbeauregard@sylviagroup.com

SYLVIA GROUP
INSURANCE | EMPLOYEE BENEFITS | FINANCIAL PLANNING
AN ALERA GROUP COMPANY

500 Faunce Corner Road • Building 100, Suite 120

Dartmouth, MA 02747
Visit us at: www.sylviagroup.com

From: Wendy Graves <wgraves@fairhaven-ma.gov>
Sent: Monday, July 19, 2021 9:37 AM
To: John Beauregard <jbeauregard@sylviagroup.com>
Subject: Re: Tree workers

[Quoted text hidden]

Wendy Graves <wgraves@fairhaven-ma.gov> Mon, Jul 19, 2021 at 10:01 AM
To: John Beauregard <jbeauregard@sylviagroup.com>

He meaning the new tree warden Don Collasious. He is concerned that the tree workers don't have any coverage if there was an accident.
[Quoted text hidden]

5 attachments

~WRD2218.jpg
1K

SYLVIA GROUP
INSURANCE | EMPLOYEE BENEFITS | FINANCIAL PLANNING
AN ALERA GROUP COMPANY

image001.jpg
6K

~WRD2218.jpg
1K

SYLVIA GROUP
INSURANCE | EMPLOYEE BENEFITS | FINANCIAL PLANNING
AN ALERA GROUP COMPANY

image001.jpg
6K

~WRD2218.jpg
1K

John Beauregard <jbeauregard@sylviagroup.com> Mon, Jul 19, 2021 at 10:14 AM
To: Wendy Graves <wgraves@fairhaven-ma.gov>

Oh ok…as long as the tree warden is working for the Town at the time of the accident, he would be covered under the Town's Workers Compensation policy.

John

From: Wendy Graves <wgraves@fairhaven-ma.gov>
Sent: Monday, July 19, 2021 10:01 AM
To: John Beauregard <jbeauregard@sylviagroup.com>
Subject: Re: Tree workers

[Quoted text hidden]
[Quoted text hidden]
[Quoted text hidden]

[Quoted text hidden]
[Quoted text hidden]
[Quoted text hidden]

[Quoted text hidden]

Error! Filename not specified.

[Quoted text hidden]

Tree Warden

What Is a Tree Warden?

A tree warden is a person in charge of shade trees on public town lands. The word "warden" was a common title for natural resource officials in the late 1800s. Being a warden signified a unique legal responsibility: to guard public resources against destructive forces that might include persons, insects, or diseases.

Since 1899, Massachusetts General Law has mandated that all cities and towns in the Commonwealth have a tree warden who is responsible for trees on public property. The tree warden mandate is still in effect today under Massachusetts General Laws, Chapte 41, Section 1 and Section 106. For a recent scholarly analysis, see Julie Steiner, J.D., *Guardians of Municipal Public Trees: Commonwealth of Massachusetts Tree Wardens' Authority and Accountability.*

A tree warden may be either elected by the people or appointed by the city or town. In either case, the responsibility is the same – to oversee the care, maintenance, or removal of all public shade trees. As both manager and advocate, the tree warden must protect the trees and, where necessary, protect the public from the trees.

The scope of the job is broad and includes responsibility for all community trees – on streets and town commons as well as in parks, schoolyards, and town forests. The position of tree warden requires qualified training in arboriculture, the science of tree care. A tree warden should also have good communication skills for dealing with the public, municipal department heads, and local politicians. The job may be physically challenging as well. On a day-to-day basis, a tree warden must plan, organize, control, and be accountable for all authorized activities in the public community forest, including

- Pruning of trees for safety and health
- Removal of trees that are dead or dying (from storms, insects, disease, or old age)
- Identification of appropriate planting sites
- Planting new trees
- Creation or updating of a tree inventory, often on computer
- Assessment of trees for potential hazards to public safety
- Oversight of utility arboricultural operations
- Preparation of budget presentations
- Supervision of town tree workers
- Creation of bid proposals for contract tree work
- Inspection of contracted tree work
- Conduct of public meetings and tree hearings
- Writing grant proposals

© 2002–2021 masstreewardens.org
Site built & maintained by Together Editing & Design

MGL

Part I ADMINISTRATION OF THE GOVERNMENT

Title VII CITIES, TOWNS AND DISTRICTS

Chapter 41 OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS

Section 106 TREE WARDEN; APPOINTMENT; TERM

Section 106. If the town provides by vote or by-law that the tree warden shall be appointed, such appointment shall be made by the board of selectmen. The term of such appointment shall be for three years.

In any city or in a town which exceeds ten thousand inhabitants and which provides by vote, by-law or by ordinance that the tree warden shall be appointed, such appointment shall be made by the mayor, with the approval of the city council or by the board of selectmen. In such city or town, the tree warden shall exercise the duties of tree warden and of insect pest control. Such tree warden shall be qualified by training and experience in the field of arborculture and licensed with the department of food and agriculture in accordance with the provisions of section ten of chapter one hundred and thirty-two B. The term of such appointment shall be for three years.

M.G.L.

Part I ADMINISTRATION OF THE GOVERNMENT

Title XIV PUBLIC WAYS AND WORKS

Chapter 87 SHADE TREES

Section 2 POWERS OF TREE WARDENS

Section 2. The tree warden of a town may appoint and remove deputy tree wardens. He and they shall receive such compensation as the town determines or, in default thereof, as the selectmen allow. He shall have the care and control of all public shade trees, shrubs and growths in the town, except those within a state highway, and those in public parks or open places under the jurisdiction of the park commissioners, and shall have care and control of the latter, if so requested in writing by the park commissioners, and shall enforce all the provisions of law for the preservation of such trees, shrubs and growths. He shall expend all money appropriated for the setting out and maintenance of such trees, shrubs and growths, and no tree shall be planted within a public way without the approval of the tree warden, and in towns until a location therefor has been obtained from the selectmen or road commissioners. He may make regulations for the care and preservation of public shade trees and establish fines and forfeitures of not more than twenty dollars in any

one case for violation thereof; which, when posted in one or more public places, and, in towns, when approved by the selectmen, shall have the effect of town by-laws.

WORK ORDER

Gmail

Vicki Oliveira <vloliveira@fairhaven-ma.gov>

Fairhaven Public Schools - Work Order #1558 - NOTES UPDATED

info@masterlibrary.com <info@masterlibrary.com> Wed, Jul 21, 2021 at 2:12 PM
Reply-To: mlwnotes+261_c6c9e07b-3590-4639-a5ac-8e99c314e009@masterlibrary.com
To: vpaquette@fairhaven-ma.gov

Work Order

No. 1558

Work Order #1558 - **NOTES UPDATED** by Don Collasius. Please review all Information below. You are able to reply directly to this email and a note will be added to the request within the system.

View Work Order

WORK ORDER INFORMATION

Requester	Vicki Paquette
Status	Assigned
Assigned To	Don Collasius
Date Submitted	7/14/2021
Building	Tree Warden
Space	Sidewalk - 40 Adams Street
Problem	TW Fallen Branches
Time Room/Area is available	ASAP - 40 Adams Street
Priority	Medium

DESCRIPTION

Mr. Dismore from **40 Adams Street** called to ask that the branches and the debris that fell from the recent storm in front of his house be picked up. He is disabled and cannot get out to the sidewalk and street to pick it all up. If you have any questions he can be reached at **508-990-0033**

NOTES

07/21/2021 02:12:11 PM - Don Collasius: Hello Vicki As much as I would like to my department does not have the resources for that. Thank you Don

Please click here to view the full details.

WORK ORDER #1558

(WorkOrderAdminList.aspx?&ViewType=ShowOnlyCreatedByMe)

Details | Files | History

Requestor : Vicki Paquette
Status : Assigned - 07/14/2021 03:06:46 PM
Email : vloliveira@fairhaven-ma.gov (mailto:vloliveira@fairhaven-ma.gov)
Phone :
Date Submitted : 7/14/2021 3:06 PM
Time Room/Area is Available : ASAP
Priority : Medium
Building : Tree Warden
Floor :
Purpose : Weather Related
Space : Sidewalk - 40 Adams Street - 40 Adams Street
Problem Type : TW Fallen Branches
Request Type : Maintenance
Pending Approval By : N/A
Assigned To : Don Collasius
Complete By: 7/21/2021
Days Open : 9

Description : Mr. Dismore from **40 Adams Street** called to ask that the branches and the debris that fell from the recent storm in front of his house be picked up. He is disabled and cannot get out to the sidewalk and street to pick it all up. If you have any questions he can be reached at [redacted]

Notes

Note	Is Internal?	Create Date	Created By	
If you need a rake and a dust pan, I am sure the Town Hall Custodian can let you borrow his. And I think he may have a leaf blower if you need it.	No	07/23/2021 08:36:47 AM	Vicki Oliveira	
Hello Vicki As much as I would like to my department does not have the resources for that. Thank you Don	No	07/21/2021 02:12:11 PM	Don Collasius	

Home | Print | Copy | Cancel

WORK ORDER

Gmail

Vicki Oliveira <vloliveira@fairhaven-ma.gov>

Fairhaven Public Schools - Work Order #1559 - NOTES UPDATED

1 message

info@masterlibrary.com <info@masterlibrary.com> Thu, Jul 22, 2021 at 4:10 PM
Reply-To: mlwnotes+261_b7d08444-37c5-4af9-88e8-afcc5724a5aa@masterlibrary.com
To: vloliveira@fairhaven-ma.gov

Work Order

No. 1559

Work Order #1559 - **NOTES UPDATED** by Don Collasius. Please review all Information below. You are able to reply directly to this email and a note will be added to the request within the system.

View Work Order

WORK ORDER INFORMATION

Requester	Vicki Oliveira
Status	Assigned
Assigned To	Don Collasius
Date Submitted	7/22/2021
Building	Tree Warden
Space	Roadway/Sidewalk - Center street in front of Congo Church
Problem	TW Fallen Branches
Time Room/Area is available	any - Center street in front of Congo Church
Priority	Low

DESCRIPTION

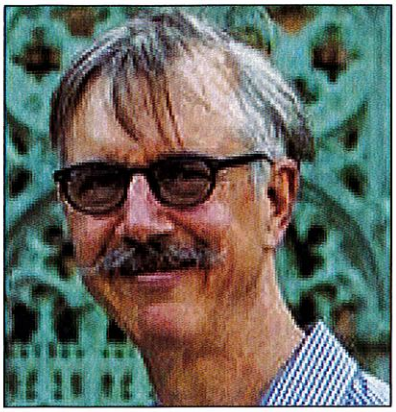
A resident called to say there is a large branch in the street in front of the Congregational church on the Corner of Center Street and William Street

NOTES

07/22/2021 04:10:43 PM - Don Collasius: Please call BPW for anything in the street. Thank you Don

Please click here to view the full details.

Candidate Statements: Tree Warden



Don Collasius

My name is Don Collasius and I am running for Tree Warden.

Trees are so important for our mental and physical health. They cool us, shelter us from the elements, and they clean the air. Trees, in a natural environment, prosper and pretty much take care of themselves. Add people and unnatural landscapes to the mix and chaos can prevail if trees are not properly taken care of and removed at the end of their lives.

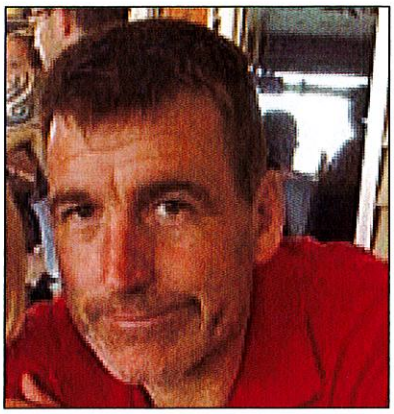
Our town has many trees that have suffered neglect due to ugly and unhealthy pruning practices and many are just beyond their safe lifespans.

This is not something that has happened in the last year. This town-wide issue has been brewing for years if not decades. The current system we have, has not and cannot take care of what should be a very important asset and is turning our trees into substantial liabilities.

If you feel you as taxpayers are getting what you need from the current Tree Department then no change is required.

However, if you want something different, and hopefully

COLLASIUS: cont'd on page 24



G. Bourne Knowles

I've been involved in the tree care industry all of my life and I've been a Fairhaven resident for over 30 years. I am a certified arborist with the International Society of Arbor Culture as well as the Massachusetts Arborist Association. I also hold a Rhode Island Arborists license and a commercial pesticide license. I am required to satisfy continuing education requirements for these certifications every year and I work diligently to keep up to date with safety and industry advancements.

I would like to say that I am aware of the dissatisfaction expressed by some residents with regard to the response to requests for tree work.

I've discussed some of the obstacles faced by the tree department with the Board of Selectmen and we are in the process of addressing them. Primarily the need for full time employees and fair wages for them.

We currently have two part time employees who work 20 hours a week at $14 per hour which makes it difficult not only to retain good workers but also impossible to keep up with demand. It's absolutely necessary to resolve

KNOWLES: cont'd on page 24

Jane Kalife Paul, Realtor
508-971-9824

jpaul@
jackconway.com

JUST LISTED — FOR SALE: $260,000
15 Jameson Street Fairhaven

- Ranch Style Home, 1 Level Living
- 2 Bedrooms, 1 Full Bath
- Hardwood Floors
- Open Concept Sunroom
- Driveway, Large Yard
- Home is in need of TLC

CALL JANE KALIFE PAUL TODAY TO LIST & SELL YOUR HOME PROPERLY.
508-971-9824

Custom Auto
Sales & Service

LIGHT ON?

FULL SERVICE DEPT. OPEN

Diagnostic Service • Check Engine Light
Tune-ups • Brakes • Batteries
Alternators/Starters • Radiators • A/C & Heating

14 So. Main Street • Acushnet, MA 02743

508-984-5667

MASS. INSPECTION

Marc A. **Gadbois**
General Contractor

Licensed General Contractor
for 41 years

Our Services Include All Aspects
of Your Interior/Exterior
Remodeling Needs

Materials Supplied by ABC Supply Company

Marc A. Gadbois • 508-992-0226

MA Const. Sup. Lic. # 003000
MA Home Imp. Lic. #127675

EPA Lead Safe Certified
Fully Insured

Candidate statements: cont'd from page 22

COLLASIUS: cont'd from page 22

better, please vote for me. I promise to respect your time by responding to your calls in a timely manner. I have the time and experience to build a better Tree Department. I promise to tell you how we can help solve your issue.

I will need your help to change the structure of the current Tree Department budget to make sure your tax dollars have the maximum impact. A longer term fix would be to move the Tree Department into the Board of Public Works. Not a trivial task, but one that can streamline resources and provide better service to the community. This is a model that many towns in the state use and it can work very well.

As your Tree Warden I know there will be trees that need to be removed and far more that will need structural pruning to improve their health, longevity, and beauty. I hope to plant many more trees than are removed, but not just any trees. We will plant trees that are selected individually to each site so they can provide the most benefit and require the least maintenance.

I ask for your vote on April 5, trusting me with the very important job of Tree Warden for the town of Fairhaven. I will take this job very seriously and work hard to make Fairhaven a greener, safer, and even more lovely place to live.

Thank you very much,

Don Carlos Collasius candidate for Tree Warden.

these issues in order to make any progress going forward.

Finally, I'd just like to say that the beauty of our streetscapes and maintaining the character and historical significance of our town is extremely important to me.

Despite the unprecedented challenges that we've faced over the past year, due to COVID, it has been my pleasure to be of service to my community and I hope to be able to continue to do so.

G. Bourne Knowles, Tree Warden, candidate for re-election

Don't forget to tell our advertisers you saw their ads in the *Neighb News!*

Fairhaven Neighborhood News

Ad rates • Call 508-979-5593 • Email: NeighbNews@comcast.net

1/16 page
One week run: $26.00
4+ weeks: **$21.00/week**
($84/month) Color: $144/mo.

1/8 page
One week run: $45.00
4+ weeks: **$31.00/week**
($124/month) Color: $184/mo.

1/6 page vertical (only)
One week run: $77.00
4+ weeks: **$55.00/week**
($220/month) Color: $340/mo

1/4 page
One week run: $77.00
4+ weeks: **$52.00/ week**
($208/month) Color: $328/mo.

1/3 page vertical (only)
One week run: $130.00
4+ weeks: **$120.00/week**
($460/month) Color: $640/mo.

1/2 page vert. or hor.
One week run: $125.00
4+ weeks: **$105.00/ week**
($420/month) Color: $620/mo.

Full Page
One week run: $230.00
4+ weeks: **$178.00/week**
($712/month) Color: $952/mo.

Classified: $7/first 3 lines, $1.00 each additional line
3,200 copies every week

MARCHESSAULT
For School Committee

New Voice! Fresh Perspective!

* 20 years public education experience.
* Two children in FPS
* Understanding of multiple perspectives: parent, teacher, and student
* Responsive, data driven decision making
* Collaborative - team player

PAID FOR BY CATHLEEN MARCHESSAULT

Collasius announces run for tree warden

Hello, my name is Don Collasius and I am running for the position of Fairhaven Tree Warden.

"A tree warden is a person in charge of shade trees on public town lands and has the unique legal responsibility: to guard public resources against destructive forces that might include persons, insects, or diseases," as defined by the Massachusetts Tree Warden and Foresters Association.

Since 1899, Massachusetts General Law has mandated that all cities and towns in the Commonwealth have a tree warden.

Some towns have elected Wardens, like Fairhaven, some towns have the Highway Supervisor as the de facto Warden.

As Tree Warden I will make customer service a top priority. I will institute a real town wide pruning and planting program that will make the streets and parks safer and more beautiful. I will make this information easily accessable so you can see progress, or lack thereof.

Accountability, communication, transparency and follow up will be my mantra. I will work towards merging the tree department with the BPW. This is how other towns our size do this and it makes good fiscal sense. I will apply for grants that will expand the budgetary capabilities of the department with no cost to the town. Technology will be part of the solutions we benefit from.

> I know what a good branch collar is and why it's important during tree pruning.

I want this job because I care about this town and trees in general. Trees have so many benefits if planted and maintained properly. They add beauty, increase property values, and help the environment, if done right. If not maintained correctly they can have the opposite effect.

What I bring to the job is an excellent work ethic and communication skills. I have experience in tree work. I started cutting cord wood in my early teens. I harvested 100 storm downed trees and used them to build my house after hurricanes Bob and Gloria. I have owned and managed a tree lot in New Hampshire for 30 years. I have planted hundreds of conifers and dozens of deciduous trees.

I know what a good branch collar is and why it's important during tree pruning. Most importantly, I know when to call in experts for consultation.

I spent my career as a mechanical engineer. As a project manager I had to be a communication link between sales, marketing and engineering and senior management. I had to deal with budgets and project time constraints. I know how to fix and design things. Our tree department is broken. I can be a big part of fixing that.

Please give me a chance to make things better.

Thank you, Don C. Collasius,
Candidate for Tree Warden

Fairhaven Village

330 Main Street | Fairhaven, MA 02719

- 1 & 2 Bedrooms
- Heat Included
- On-site Maintenance
- On-site Professional Mgmt.
- On-site Laundry Facilities
- On-site Parking
- Resident Services Programs

Call today!

508-994-1908

fairhaven@peabodyproperties.com
www.peabodyproperties.com

PEABODY PROPERTIES, INC.

Housing for 62 yrs+ & handicapped & disabled person 18 yrs+. Rent based on 30% of adjusted gross income.

St. Anthony of New Bedford Federal Credit Union

Your Community Credit Union

Did you know you can buy out your lease contract? We can help!

2020–2019: 1.99%** APR 5 YRS
2020–2019: 2.24%** APR 5 YRS

** WITH DIRECT DEPOSIT ONLY

We also offer USED car loans

2019 - 2018	2.74%* APR	5 YRS
2017 - 2015	3.24%* APR	5 YRS
2014 - 2013	3.74%* APR	4 YRS
2012 - 2010	3.99%* APR	4 YRS

WWW.STANTCU.COM (508) 996-5492

1743 Acushnet Ave., New Bedford, MA 02746

*APR = Annual Percentage Rate.
**For qualified borrowers only. Rates subject to change. Some restrictions may apply.

NCUA

10-20-2021
Special
Town Meeting

34:57

Mr. Collasius:

"I make a motion that we not approve the Tree Warden's compensation until such time he can provide metrics and that they can be verified that he is actually earning his pay and doing something, which by my experience, he is not."

Mr. Moderator suggest to him that he reword his motion

I make a motion to fix the Tree Warden's compensation at zero dollars

37:02

Mr. Collasius addresses Town Meeting members:

"I have issue with the Tree Warden's compensation and as I feel that he is not doing his job.

Eh, Pretty much he is waging a campaign of 'no one tells me what to do in my town' and by doing so he is setting the town up for yet more un needed legal liabilities though a town that is swimming in them now.

Now, Compensation is typically based on job performance. Now, the Warden took an oath to faithfully and impartially discharge all the duties his is responsible for.

He's not doing that. I know it's a part time position, but I've been chasing this monkey business for 2 years now.

One is committed to address some trees several times and is not.

The tree across from my house has lifted the sidewalk, yet, another inch in last week's wind storm. Each storm pushes the tree further over towards my house, which will eventually fall on and severely damage, if not destroy entirely. The tree has gas lines beneath it and power lines above it. And, when it comes over both of these will be taken out. Eh, And, it's going to fall directly on a child's bedroom when it does.

It's not whether or not if it will fall, it's when.

Now, the Tree Warden says some really cute things. He says things like ' I haven't said I am not going to take care of this, he's also said , I'll get over there, but he doesn't take care of it; and he doesn't get over there.

This guys actions or lack thereof speak louder than words. He's shown blatant disregard for the oath of office, public safety, the town's best interest and common sense.

As Town Meeting members, we have a responsibility to ensure that the tax payers of this town are not having their money spent, especially in times fiscally challenging as these.

How do we know the Warden is doing anything? He has no accountability, except to us, that is. I know I'm not receiving services that I pay for and thence I make the motion I did."

6-SEP-2019

To Fairhaven Selectmans Office

From Don Carlos Collasius

I am requesting the insurance policy # of the town's liability insurance and town hall building insurance.

Thank you,

Don Carlos Collasius

You can email this to me @

[redacted]ail.com

RECEIVED
2019 SEP -6 A 10: 31
BOARD OF SELECTMAN
FAIRHAVEN, MA

TOWN OF FAIRHAVEN
BUILDING DEPARTMENT

SIGN REGULATIONS PRESS RELEASE

The Town of Fairhaven would like to advise Residents and Businesses of the following sign regulations

Purpose: The sign regulations are designed to provide standards for the installation of signs as to reduce traffic safety hazards, protect property values, promote economic development and encourage the creation of an aesthetic appearance all the street frontages in the Town of Fairhaven.

- Political campaign signs shall be removed within 10 days following an election.
- Garage/Yard Sales signs are prohibited from any natural features and utility poles and must be removed immediately after the event.
- All on-site ***temporary*** signs shall include, but not be limited to, banners, commercial flags, balloons, stringers, movable sandwich boards and similar devices have a maximum size and number with maximum height and minimum setbacks for a time period of a maximum of 15 days per Permit, only one permit shall be issued per business per year.
- Real estate signs. There shall be one sign per street frontage up to a maximum of two signs per lot. Such sign shall be located on the lot for sale or lease. Such sign shall not exceed six square feet
- Home Occupancy business signs are only allowed to be 1'x1'
- Window signs within a retail display can't exceed 25% of the window
- Freestanding signs shall be 14' from the street and 5' from a side or rear property line

Signs prohibited in ALL Districts:

- NO Signs which interfere with official signs and traffic control devices
- NO Signs that prevent a drivers site line while driving, of approaching or merging traffic
- NO Signs that interfere with any street or highway intersections.
- NO Signs on natural features and utility poles.
- NO Flashing Signs
- NO Shimmering Signs
- NO Emitting Sound Signs
- NO Portable billboards except for grand openings not to exceed seven days
- NO Off site identification signs and or advertising signs
- NO Rotating Beams, moving letters, letter signs in which the letters change more often than once per hour.

The full list of Sign Regulations can be found in the Towns Zoning by Laws 198-26
Thank you for helping keep Fairhaven beautiful!