



TOWN OF FAIRHAVEN, MASSACHUSETTS
Community Preservation Committee
Town Hall · 40 Center Street · Fairhaven, MA 02719

MEETING MINUTES

Wednesday, December 6, 2023 at 6:30 PM
Held both at Town Hall & Remotely via Zoom

FAIRHAVEN TOWN CLERK
RCUD 2024 JAN 18 AM 10:45

1. Administrative Business

- a. **Chairman's Welcome Media Notification:** Jeff Lucas, Chair, opened the meeting at 6:30 PM and welcomed all.

b. **Quorum/Attendance:**

Present: Jeff Lucas, Ann Richard, Karen Isherwood, Terrance Meredith, Roger Marcoux, Beth Luey, Natalie Mello, and Anne Morton-Smith were present at Town Hall.

Planning Director Paul DiGiuseppe and Recording Secretary Stephanie Fidalgo were also present for this meeting.

Gary Souza was absent from this meeting.

Before taking a vote on the minutes, Ms. Richard noted that Ms. Smith was the new representative from the BPW.

c. **Minutes: November 15 and 16, 2023, drafts to be reviewed.**

Ms. Richard made a motion to accept the minutes of November 15, 2023, and was seconded by Ms. Luey. The motion passed unanimously (8-0).

Ms. Richard made a motion to accept the minutes of November 16, 2023, and was seconded by Ms. Luey. The motion passed unanimously (8-0).

d. **Correspondence:**

Ms. Fidalgo summarized an email she had received from Stuart Saginor of the Community Preservation Coalition on November 21, 2023, detailing the State CPA Trust Fund Distribution. The final match percentage was 21.0% and Fairhaven was slated to receive \$102,996. This was \$5,883 higher than the original estimated match of \$97,113.

With that information now available, Ms. Fidalgo presented an updated summary of the CPC's available funds for FY25. They are reproduced in the table on the next page.

e. **Bills:** There were no bills for this meeting.

CONFIRMED FUNDS	ESTIMATED FUNDS
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Undesignated Funds (Confirmed)	\$ 468,975.00	FY25 Est. Receipts (Based on Previous Estimated Receipts)	\$ 510,148.00
Open Space Reserve (Confirmed)	\$ 6,594.00	Estimated State Match (Calculated at a 20% Match)	\$ 102,996.00
Historic Reserve (Confirmed)	\$ 6,560.00		
Community Housing Reserve (Confirmed)	\$ 125,480.00		
CONFIRMED TOTAL	\$ 607,609.00	ESTIMATED TOTAL	\$ 613,144.00
<i>Emergency Account (Not included in Calculations)</i>	<i>\$ 150,000.00</i>		
TOTAL WORKING FUNDS: \$1,214,870			

Ms. Fidalgo also presented the updated list of Project Applications Submitted, noting that the Library had officially requested that the total be rounded up to an even hundred dollar amount and that the Rec Center was withdrawing their application as they had been awarded ARPA funding for the Playground Rehabilitation project. This is reflected below by the project line item being struck through.

Historic Preservation:

Fairhaven High School – Boiler Room Roof Replacement	\$ 92,700
Millicent Library – Electrical Upgrades	\$ 385,700
Town Hall – Town Hall Repairs Retaining Wall, Stairs, Doors, Exterior Caulking	\$ 370,000

Open Space:

BBC – Carvalho Woods Conservation Project (Also under Rec)	\$ 110,000
BPW – Walnut Street Sidewalk (Also under Historic)	\$ 175,000
BPW – Phoenix Rail Trail Handicapped Accessible Table (Also under Rec)	\$ 5,000
BPW – Macomber Park BMX Track	\$ 277,000

Recreation:

Cushman Park Pathways	\$ 36,000
Fairhaven Tennis Association – Cushman Park Court Repair and Resurfacing	\$ 65,000
Fairhaven Tennis Association – Livesey Park Court Repair and Resurfacing	\$ 111,300
Fairhaven Rec Center – Recreation Center Playground Rehabilitation	\$ 113,000

Community Housing:

Fairhaven Housing Authority – Window Replacement at Anthony Haven	\$ 100,000
Total Requested Funds:	\$ 1,727,700

The revised total requested funds then came to \$1,727,700.

Before continuing the public hearings, Mr. Lucas presented several different options for funding different sets of projects to the Committee. He noted that in his options, he tried to leave approximately \$200,000 in

the undesignated funds balance, though this was \$100,000 more than Town Accountant Anne Carreiro had advised the Committee to spend. He also recommended \$70,000 for each reserve account, a 3% or \$18,400 contribution to the Emergency Fund, and \$15,000 for administrative costs.

Ms. Richard and Mr. Marcoux inquired if they were allowed to vote to approve projects, with Mr. Lucas replying that votes could be taken if the Committee was sure of a project. Mr. Lucas then covered his calculations and how he had planned out the budget, with his suggestion that the Committee should not spend more than \$991,000.

Ms. Luey inquired about the administrative costs, with Mr. Lucas confirming that the \$15,000 appropriation was never fully spent. While it mainly covered office supplies and recording secretary payroll, it was also used for signs and could be used to pay for a review of applications by a consultant if need be.

Ms. Mello inquired if a project could only be partially funded, and Mr. Lucas replied that it was possible but it would depend on the project. He also brought up the example decision matrices that Ms. Fidalgo had forwarded to the committee and how attributes beyond a project's cost – such as safety and time sensitivity – should also be taken into account.

Ms. Richard asked if it was possible to see the past three years of administrative budgets. Ms. Fidalgo and Mr. DiGiuseppe noted that they had been working on reviewing the 2023 calendar year budget and would be able to present those figures at the next meeting.

Ms. Richard also wanted to see further information from the Capital Planning Committee to know about which projects were before them and their plans for funding.

Mr. Vinnie Furtado, who was attending the meeting via Zoom, offered to speak to the Committee on their questions as he is the chair of the Capital Planning Committee. The Committee had recently graded their received projects, and he noted that the Library Electrical Upgrade project and the High School Boiler Room Roof projects were the only two projects before both committees. Both projects were graded favorably according to the six criteria used by the Capital Planning Committee. However, the Capital Planning Committee would not know how much funding they would be allotted until after all of the other budget requests had been made. Only then would projects be chosen based on their grade.

Mr. Lucas then considered if the Library project could be funded in combination with the Capital Planning Committee or another outside funding source. Ms. Richard added that given how the CPC funds operated, there was an expectation for them to make good funding decisions and that they may receive further information by the next meeting or by the Annual Town Meeting.

Ms. Smith inquired if grants could be approved with a contingency in case the funding situation changed, with Mr. Lucas informing her that by law, all other funds must be spent before CPA grants. Ms. Richard also presented the possibility of amending the warrant articles on the floor if need be.

Ms. Isherwood then asked if the CPC deciding to fund the Library would remove them from consideration by the Capital Planning Committee, with Mr. Lucas confirming that it would. Ms. Isherwood then commented that she would like to see better communication between the two committees with Mr. Lucas remarking that the two different funding decision timelines complicated the process.

There was further discussion about how ranking and changing the projects on the Town Meeting warrant could be worked out, with Ms. Richard offering to contact Mr. Saginor of the Community Preservation Coalition, Town Moderator Mark Sylvia, and Interim Town Clerk Elisabeth Horan with questions. Ms. Mello asked for the exact deadline for finalizing the warrant articles, with Mr. Lucas outlining that it would need to be before the articles were finalized for the printer.

Mr. Lucas then opened the continued public hearings. Please note that the following agenda items were taken out of order, based on how the committee wished to vote on them.

2. Public Hearings

I. Fairhaven Housing Authority - Window Replacement at Anthony Haven (\$100,000 request)

Ms. Richard made a motion to approve the recommendation of Fairhaven Housing Authority Window Replacement at Anthony Haven for \$100,000 and was seconded by Ms. Mello. The motion passed unanimously (8-0).

There was a brief discussion about choosing which projects to fund via category, with Open Space being suggested as the next category to discuss.

d. BBC - Carvalho Woods Conservation Project (\$110,000 request)

The committee discussed the exact split between requested CPC funds (55%) and the State Conservation Partnership Grant program (45%) to fund the conservation restriction purchase for the property at 144 Shaw Road. They also listed out the benefits of the project as it would connect several preserved properties with the bike trail.

Ms. Luey mentioned that she had looked back over the past decade of projects to arrange them by location, and found that East Fairhaven and Sconticut Neck had few projects funded by the CPC. With that in mind, she recommended this project for funding. Ms. Richard had done the same research and concurred.

Ms. Richard recommended funding this project out of the existing undesignated funds given it's time sensitivity. Mr. Lucas outlined to the new members that existing funds could be spent on their allocated projects as early as the Monday after Town Meeting approval, whereas any projects funded via estimated funds would need to wait until the start of FY25 on July 1, 2024.

Ms. Richard made a motion to approve the Buzzards Bay Coalition Carvalho Woods Conservation Project for \$110,000 and to have the funding come out of the unreserved funds and was seconded by Mr. Meredith. The motion passed unanimously (8-0).

a. Fairhaven High School - Boiler Room Roof Replacement (\$92,613 original request, \$92,700 amended request)

The committee noted that this was another project with an even split of two funding sources between the CPC and the Fairhaven High School Rogers Trust Fund. They also discussed exactly how they would arrange the funding once approved.

Mr. Meredith made a motion to approve the recommendation of the Fairhaven High School Boiler Room Roof Replacement for \$92,700 and was seconded by Ms. Mello.

Ms. Richard asked if Mr. Meredith wished to amend his motion to have the funding come out of the unreserved funds.

Mr. Meredith amended his motion to approve the recommendation of the Fairhaven High School Boiler Room Roof Replacement for \$92,700 and to have the funding come out of the unreserved funds. The motion passed unanimously (8-0).

The committee discussed their calculations.

b. Millicent Library - Electrical Upgrades (\$385,672 original request, \$385,700 amended request)

Mr. Lucas supported the project as it would help the Library achieve their goals of overhauling their HVAC system and as well as alleviate the current safety issue with the existing electrical panels. Ms. Richard concurred, noting her concerns with the safety of the building. Ms. Isherwood also voiced her concerns about the safety of the building and did not want to wait to see if the Capital Planning Committee might be able to fund the project. Ms. Luey also commented that in the current state, the Library could be shut down due to safety issues.

Ms. Richard made a motion to recommend the Millicent Library Electrical Upgrades to Town Meeting for \$385,700 and was seconded by Mr. Marcoux.

The committee discussed how they wished to allocate the funding, but then decided that they would not amend the motion to explicitly note the accounts to use.

The motion passed unanimously (8-0).

The committee discussed their calculations before moving forward.

c. Town Hall - Town Hall Repairs (\$370,000 request)

The committee discussed exactly how the proposal was calculated. Mr. Lucas voiced his support of two of the smaller included projects – the exterior caulking for \$5,000 and the front staircase for \$20,000. He calculated the amount to cover those two projects with a 10% contingency to be \$27,500.

Ms. Fidalgo did note to the committee that while \$300,000 had been requested for the retaining wall, the quote to repair it was \$250,000 so there remained a possibility to partially fund the project. However, the committee considered the wall to be less time-sensitive than other projects and they were concerned that the wall would require far more than the \$300,000 requested to repair given its current state.

The committee discussed the staircase given the safety issues as well as the caulking as a preventative measure. The committee then proposed \$30,000 to cover the two projects as a single line item, with the funds coming

Ms. Luey made a motion to recommend a grant of \$30,000 to the Town Hall for items 2 (front staircase)

and 4 (exterior caulking) and to have the funding come out of the unreserved funds and was seconded by Ms. Mello.

The committee confirmed that the motion included the amount of \$30,000 and the correct line items.

The motion passed unanimously (8-0).

The committee discussed their calculations before moving forward. Ms. Fidalgo then offered to bring up a spreadsheet on the presentation computer to assist with the calculations.

f. BPW - Phoenix Rail Trail Handicapped Accessible Tables (\$5,000 request)

Mr. Meredith requested to discuss the Handicapped Accessible Tables. Ms. Fidalgo noted that the increase in the state match from the original estimate to the confirmed match was roughly \$5,000 which would wholly cover the requested tables.

Mr. Meredith made a motion to approve the recommendation of the Phoenix Rail Trail Handicapped Accessible Tables for \$5,000 and was seconded by Mr. Marcoux.

Ms. Richard emphasized that the request would cover two picnic tables and recommended that the second table be placed in East Fairhaven.

The motion passed unanimously (8-0).

The next two agenda items were discussed together.

- i. Fairhaven Tennis Association - Cushman Park Court Repair and (\$80,000 original request, \$65,000 amended request)**
- j. Fairhaven Tennis Association - Livesey Park Court Repair and Resurfacing (\$97,000 original request, \$111,300 amended request)**

Ms. Mello had made site visits to both Cushman and Livesey Park and while she did acknowledge some issues with both tennis courts, she felt that they could wait another year for repairs. Additionally, there were still questions regarding the street hockey rink repair and the current usage levels. Mr. Lucas did note that the Livesey Park Repairs had been broken into phases in the case of partial funding.

Ms. Richard brought up her concerns with the response the Committee received regarding the Fairhaven Tennis Association's budget. She requested that in future funding rounds, she would like for there to be space on the application for non-profit organizations to include budgeting information. The committee also discussed the structure of the Tennis Association's clinics and their usage of Town property.

The committee moved on to the next item without taking a formal vote on these projects.

The next discussion covered the three remaining active project-related agenda items.

- e. BPW - Walnut Street Sidewalk - (\$175,000 request)**
- g. BPW - Macomber Park BMX Track (\$370,207 original request, \$277,000 amended request)**
- h. Cushman Park Pathways - (\$36,000 request)**

The committee discussed the safety issues with the sidewalk. Ms. Richard noted that Mr. Furtado had told the committee at the November 15, 2023, meeting that he would prefer to fund the BMX Track instead of the sidewalks.

The committee noted the work done to revise the BMX Track project from the application made during the FY23 funding round. They also covered how they had previously invested in Livesey Park but had not done the same for Macomber Park.

Regarding the Cushman Park Pathways, Ms. Richard reiterated a point from the November 15, 2023, meeting that much of the \$36,000 was for rentals in case of issues with existing equipment. She would be more comfortable with funding the \$19,000 of the project that did not include the equipment rentals.

Returning to the sidewalks, the committee discussed how the various historic sidewalk projects had been funded and timed, often requiring multiple funding rounds to appropriate all the required funds for the projects and then have the work take place all at once.

Ms. Richard listed all the positive aspects of the BMX Track project, including listening to Committee feedback regarding the size and location of the track relative to the wetlands barrier and the CPC having an opportunity to support the Town's small but passionate BMX community.

The committee discussed how they would fund the BMX Track. Ms. Fidalgo pointed out that the Committee had yet to appropriate any funds from either the Open Space or Historic Reserve accounts. Ms. Richard suggested that the committee could vote on any other projects they wished to recommend and then they could finalize the budgeting process at the next meeting. Mr. Meredith then asked Ms. Richard if she would like to make a motion to approve the BMX Track.

Ms. Richard made a motion to approve the recommendation of the Macomber Park BMX Track for \$277,000 and was seconded by Ms. Isherwood. The motion passed unanimously (8-0).

Ms. Richard suggested tabling the votes on the outstanding projects and finalizing the budgeting at the next meeting.

The following agenda item was not taken up at this meeting due to the project having been withdrawn.

- k. **Fairhaven Rec Center - Recreation Center Playground Rehabilitation (\$159,230 original request, \$113,000 amended request)**

3. General Business

- a. **Discuss Creating a Decision Matrix**

At the recommendation of Mr. DiGuiseppe, Ms. Fidalgo researched decision matrices used by other Community Preservation Committees in the state to find inspiration for creating one for Fairhaven for the FY26 funding round. She offered a few examples to the committee from Malden, Watertown, and Framingham. She noted that while each matrix covered the same broad points and formatting, different towns had differing levels of detail for their matrices. Ms. Luey asked if the matrices and their results would be public, and the committee agreed that they would need to be and this would allow an extra

level of transparency to the process. Ms. Fidalgo also noted that all the matrices she shared were included in the CPC Plans of their respective municipalities.

Ms. Fidalgo also built off a previous suggestion from Ms. Richard regarding workshops for grant recipients to also consider a CPC grant orientation session for possible applicants to help them with the start of the application process. Ms. Richard noted that required orientation meetings were often part of the application process.

The committee decided to table a vote on the matrices to a future meeting.

b. Discuss Recommendations for Town Meeting

Given the prior discussions and votes of recommendation, this agenda item was skipped.

c. Discuss Structure of the Emergency Fund

Mr. Lucas reiterated his suggestion to slowly build up the emergency with small allocations every year and how the money could only be approved for allocation at a Town Meeting. Ms. Richard suggested waiting on the vote for the exact allocation for this funding round until the Committee had more detailed information on the administrative budget.

Mr. Lucas emphasized that any projects that sought CPC funds should also seek additional funding sources ahead of their application.

4. Tentative Future Meeting Schedule

The next meeting was tentatively scheduled for January 17, 2024.

5. Other Business

There was no other business for this meeting.

The motion to adjourn was made by Mr. Meredith and was seconded by Mr. Marcoux. The motion passed unanimously. (8-0) The meeting adjourned at 8:06 PM.

Respectfully submitted,
Stephanie A. Fidalgo
Recording Secretary,
Community Preservation Committee

Minutes Approved on January 17, 2024