

Selectmen's Meeting – January 30, 2006

Mr. Silvia, Mr. Eckenreiter and Mr. Manzone were present.

Also in attendance was Jeffrey Osuch.

Mr. Silvia called the meeting to order at 6:30 p.m.

Mr. Manzone motioned to approve the minutes of January 17, 2006. Mr. Eckenreiter seconded. Vote was unanimous.

#### PAUL'S SPORTS CORNER LIQUOR LICENSE HEARING

Liquor License Hearing was scheduled for 6:55 p.m. to act on the application submitted by Paul's Sports Corner, Inc., 19 Howland Road, Nancy Gordon, Manager, to apply for the transfer of a Restaurant/All Alcoholic License. This is a transfer from a partnership to corporation. Nancy and Paul Gordon were in attendance. Mr. Eckenreiter motioned to approve the application. Mr. Manzone seconded. Vote was unanimous. Application will be forwarded to the Alcoholic Beverage Control Commission for approval.

#### CDBG PUBLIC HEARING

Director of Planning and Economic Development, John Ryan from Breezeway Farm Consulting and numerous residents of the Cushman Park area were in attendance. Mr. Ryan summarized the CDBG project for the Cushman Park Neighborhood. (See attached information.) The project will consist of street reconstruction, including water and sewer lines, streets, sidewalks, drainage, curbs and landscaping. The project may include Bridge Street, Center Street and Middle Street as determined by the outcome of the income survey. Mr. Ryan also explained the Regional Housing Rehabilitation Program which will directly benefit low and moderate income persons. Discussion ensued. Additional public hearings on the project will be scheduled. Anyone with questions should contact Bill Roth or the Consultant.

#### SYLVIA CONSULTING SERVICES

John Beauregard, Vice President of Sylvia Consulting Services, was in attendance and summarized his proposal to change from an Insurance Consultant to Insurance Broker. (See attached.) By law, an insurance broker can not charge a fee to the Town, so the current consultant fee of \$14,000.00 per year, would be eliminated. Discussion ensued. The Board agreed any change in insurance services should go out to bid.

#### COMMUNITY WIND POWER

Representatives from Community Windpower and Town Counsel were in attendance and discussed the "Project Timeline for Town Meeting Approval". It was agreed the project

will call for 3 turbines, two on Town property and the third on the Little Bay Property. Mr. Osuch will contact five companies to determine if they are interested in providing Fairhaven with an independent analysis of any wind power proposal. Mr. Eckenreiter stated he would abstain from making any comments on the project because Town Counsel was present. A brief discussion followed. Another appointment will be scheduled on the February 13<sup>th</sup> agenda with Community Windpower.

#### EXECUTIVE SECRETARY'S REPORT

Retirement Board Hearing is scheduled for January 30<sup>th</sup> at 9:00 a.m. at Town Hall.

East Fairhaven School Building Committee will meet at 6:00 p.m. on February 1<sup>st</sup>.

East Fairhaven School Job Meeting is scheduled for February 1<sup>st</sup> 10:00 a. m.

Finance Committee will meet at 7:00 p.m. on February 2<sup>nd</sup> and 9<sup>th</sup> at the Board of Public Works.

Board of Selectmen will review department budgets on February 6<sup>th</sup> beginning at 6:30 p.m.

Recreation Committee will meet at 3:00 p.m. on February 9<sup>th</sup> at the Recreation Center.

The Assistant Collector requested permission to close the Tax Office to the public on the first two Wednesdays in February. The Board approved the request.

Pursuant to MGL, Chapter 41, section 97A, the Board will review the Revised Policy and Procedure for Governance of the Police Department.

The Building Commissioner submitted a list of repairs and estimated cost for the property at 150 Sconticut Neck Road.

#### EMERGENCY MANAGEMENT AGENCY

Mr. Manzone motioned to authorize the Chairman to sign contract documents in the amount of \$9,478.27 for the Taunton Dam reimbursement. Mr. Eckenreiter seconded. Vote was unanimous.

#### COUNCIL ON AGING

Mr. Manzone motioned to appoint Doris Blanchard an Associate member of the Council. Mr. Eckenreiter seconded. Vote was unanimous. Term to expire May 31, 2006.

## HOUSING AUTHORITY

The Hosing Authority submitted a request to have Comcast offer free internet service and a 30% discount for cable service for seniors living in Housing Authority units. Copy of the letter will be sent to the Cable Advisory Committee.

## COOK & COMPANY HEALTH PLAN MANAGEMENT GROUP

Mr. Eckenreiter motioned to sign the contract with Cook and Company for the Retiree Drug Subsidy Program. Mr. Manzone seconded. Vote was unanimous.

## RETIREMENT SYSTEM

Selectmen will review the Fairhaven Retirement System Actuarial Valuation Report, January 1, 2005.

## SHELLFISH DEPARTMENT

Mr. Silvia read the memo from the Board of Public Works regarding the condition of the Warden's truck. (See attached.) Finance Committee will advise the Shellfish Warden how to proceed with the issue.

## DEPARTMENT OF TRANSITIONAL ASSISTANCE

Letter regarding a Homeless Census Count will be forwarded to the Police Chief with a request to submit a report to the Selectmen.

## TOWN OF KINGSTON

The Town of Kingston submitted a letter requesting all communities petition legislators to remove the current cap on Lottery distribution to cities and towns. The Board agreed to send letters to legislators.

## CHAPTER 61 LAND

The Board received a list of abutters to 237 New Boston Road (Lot 1 Map 35). Mr. Eckenreiter stated he has friends that are abutters to the property and will not participate in any discussion/vote on this matter. In accordance with the provisions of MGL Chapter 61, the Town has an option to purchase said land intended to be sold and/or converted to other use. (Withdrawn from Chapter 61 classification.) Mr. Manzone motioned not to purchase the land. Mr. Silvia seconded. It was so voted. Mr. Eckenreiter abstained.

## WASTE DISPOSAL SERVICES AGREEMENT

Mr. Manzone motioned to sign the Waste Disposal Services Agreement with Howland Disposal Services, Inc. Mr. Eckenreiter seconded. Vote was unanimous.

### COMMON VICTUALER LICENSE

Mr. Manzone motioned to approve the Common Victualer License for Yia Yia Pizza Café, Inc., 381 Sconticut Neck Road. Mr. Eckenreiter seconded. Vote was unanimous.

### FAIRHAVEN MARTIAL ARTS

The letter from Steven Sturgeon of Fairhaven Martial Arts Center, 150 Sconticut Neck Road, stating he wished to continue to rent the building, was taken under advisement.

### ANNUAL TOWN MEETING

Mr. Manzone motioned to use funds from the Engineering Account to prepare a plan and legal description for Akin Street and if there are any funds remaining, to have a plan and legal description prepared for Potter Street. Mr. Eckenreiter seconded. Vote was unanimous.

Placement of articles on the Annual Town Meeting Warrant was done by lottery.

### REQUEST FOR PROPOSAL FOR CABLE TV RENEWAL LICENSE

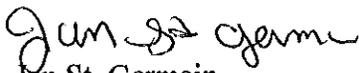
Mr. Manzone motioned to table the "Request for Proposal for Cable Television Renewal License to Comcast of Massachusetts, Inc." till the next meeting. Mr. Eckenreiter seconded. Vote was unanimous.

### OTHER BUSINESS

Mr. Manzone reported that Virginia Moniz showed him a newspaper article regarding the proper disposal of old American Flags. Discussion followed on a drop off location in Town and a proper ceremony for disposal. Mr. Eckenreiter suggested the VFW, the Boy Scouts or the Fire Department be contacted to make arrangements for the old flags.

Mr. Manzone asked Mr. Silvia and Mr. Eckenreiter if they will support his proposal to place the Harbormaster, Shellfish Warden and Animal Control Officer into the 911 System and be dispatched from there. The Board agreed to explore the proposal.

At 8:50 p.m., Mr. Eckenreiter motioned to adjourn. Mr. Manzone seconded. Vote was unanimous.

  
Jan St. Germain  
Secretary

## FAIRHAVEN INFRASTRUCTURE PROJECT

**Project Name:** Fairhaven Infrastructure Project – Phase 1

**Project Scope:** This infrastructure repair project is the first phase of the Cushman Park Neighborhood Infrastructure projects, a community-organized effort to revitalize this neighborhood of Fairhaven, which is vital to this community's development. The project will consist of full street reconstruction – including water line, sewer line, streets, sidewalks, drainage, curbs, verges, and landscaping.

**Construction Period:** The anticipated implementation period for the grant is 18 months. Construction will occur over a six month period; hiring and review of existing engineering designs will be completed in September 2006; design and engineering will be completed in December 2006; and bidding will be completed in February 2007. After the pre-construction meeting, construction will begin no later than May 2007 and the work will be substantially completed by November 2007. 30 days after completion the grant will be closed out.

**National Objective:** The project meets the national objective of infrastructure improvements.

**CDBG dollars required for Project:** \$392,000 of CDBG funds including \$310,000 estimated for construction, \$31,000 for engineering, \$11,000 for program delivery costs associated with the project, and \$40,000 for a part time clerk of the works.

**Total Dollars to be leveraged by this project:**

**Target Area:** The Target Area is the Cushman Park Neighborhood as outlined in the attached map.

**Project Area:** The project for this year's application may include Bridge Street, Center Street, Middle Street, as determined by the outcome of the income survey underway.

**Site Control:** Fairhaven owns all of the necessary easements for implementation of this project.

**Who will be managing/implementing the grant:** A grant consultant will provide CDBG general administrative services. The Fairhaven Director of Planning and Economic Development will oversee the project on behalf of the Town and will supervise the work of the consultants.

## HOUSING REHABILITATION PROJECT DESCRIPTION

**Name of Project:** Regional Housing Rehabilitation Program

**Project Scope:** The Housing Rehabilitation Program will utilize deferred 0% interest payments loans (DPLs) to rehabilitate owner-occupied single family and owner-occupied/investor-owned two-family or multi-family properties town-wide to create safe, decent, sanitary, and affordable housing. The funds necessary to do the work, up to the program per unit limit, will be loaned directly by the program as 0% DPL due upon transfer or sale of the property. The goal of the program is to rehabilitate up to 18 units in Fairhaven and/or other communities – 10 units in Fairhaven and 8 units in another Town. In addition, the Program will provide risk assessment services (lead paint, asbestos, septic) for program participants and include general administration.

**National Objective:** The Housing Rehabilitation Program will meet the national objective of “directly benefiting low and moderate income persons by providing them with safe, decent, and sanitary housing.” Income verification will ensure that at least 51% of a building’s units are LMI qualified (24 CFR 570.483).

**How many units will be Rehabilitated:** 18 units.

**Estimated low and moderate-income beneficiaries:** 54 residents which represent 18 units multiplied by the average household size of 3 in the Target Area.

**CDBG dollars required for Project:** \$694,000 of CDBG funds including \$640,000 for deferred payment loans (DPLs) and \$54,000 of program delivery expenses. 121,000 for general administration.

**Total Dollars to be leveraged by this project:** \$180,000 of Get the Lead Out and weatherization funding.

**Who may participate:** Low-and-Moderate-Income (LMI) persons residing in income eligible properties in the Cushman Park Neighborhood and/or other communities. In the instances of owner-occupied two family properties, either owner or tenant income may determine eligibility; for owner-occupied or investor-owned multi-family property, at least 51% of the tenants must qualify as LMI.

**Maximum dollars, per unit, available to applicants:** \$35,000. \$30,000 is the maximum per unit and up to an additional \$5,000 will be made available for septic system repairs, lead or asbestos remediation, or historic preservation.

**Types of units eligible (Single family, two-family, multi):** Owner-occupied single or two-family, owner or investor owned multi-family structures.

**How will the individual project be awarded (grants, loans):** Funds necessary to do the work in the severest need – in either poor or fair conditions, up to the program per unit limit, will be loaned directly by the program as 0% DPL due upon transfer or sale of the property. A Forgiveness Policy for emergency/hardship cases will be used.

**Who will manage/implement the grant:** Town of Fairhaven's Office of Planning and Economic Development with consultants will manage the program for the participating towns.

**Cost Allocations by Town:** The following tables identify the cost allocations by Town for this program.

**Table 1: Estimated Project Cost Allocation by Town, Including Program Delivery**

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
Town	Units Rehab	CDBG \$ @ \$30,000 each	Units w/Other	CDBG \$ @ \$5,000 each	CDBG Prog. Del. \$	Total CDBG Cost	Other Funds	Total Estimated Cost by Town
		<i>(A x \$30k)</i>		<i>(D x \$5k)</i>	<i>(B x \$3,000)</i>	<i>(C+E+F)</i>	<i>(B x \$10,000)</i>	<i>(G + H)</i>
Fairhaven	10	\$300,000	8	\$ 40,000	\$ 30,000	\$370,000	\$ 100,000	\$470,000
Carver	8	270,000	6	30,000	24,000	324,000	80,000	404,000
<b>Total</b>	<b>18</b>	<b>\$570,000</b>	<b>14</b>	<b>\$ 70,000</b>	<b>\$ 54,000</b>	<b>\$694,000</b>	<b>\$180,000</b>	<b>\$874,000</b>

## NORTH FAIRHAVEN PLANNING PROJECT

### **Project Description**

The Town of Fairhaven through a detailed analysis of census data and consulting with various Town Departments, Boards and Commissions has identified an area of Town, which would benefit from a comprehensive planning project to identify and address the needs of low / moderate income residents of the North Fairhaven area. To accomplish this Town proposes to hire a consultant to prepare the plan in the area designated by Census Tracts with more than 50% LMI residents. The Planning project will consist of five elements, which are:

- 1.) An income survey by street;
- 2.) A property and infrastructure inventory of the neighborhood;
- 3.) Establishment of a procedure/strategy to assist the Selectmen in prioritizing projects;
- 4.) Final Report
- 5.) A staffing and administrative analysis to implement the community development plan.

In addition to the consultant the Town would also hire an intern position for two separate terms to provide local support to the consultant on items such as data collection.

### **Identify the National Objective that will be met by the program.**

Upon completion of the proposed planning project the Town will have an income survey, buildings and infrastructure inventory, housing rehabilitation strategy, process for prioritizing projects and staffing analysis for the project area. This will enable the Town to directly target and assist the Low/Moderate Income population within the project area identified by the Census Block and Tract where more than 51% of the area residents are LMI.

### **The project must be eligible for CDBG assistance.**

Planning is an eligible activity under of Section 105(a) of Title I, Housing and Community Development Act of 1974, as amended. #12 "activities necessary to: (a) develop a comprehensive community development plan....."



TOWN OF FAIRHAVEN  
PLANNING AREA



HIGH  
SCHOOL

HUTTLESON AVENUE

CUSHMAN  
PARK

6553-5

6553-3

WASHINGTON STREET

SOUTH STREET

GREEN STREET

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# SYLVIA CONSULTING SERVICES

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500 Faunce Corner Road ♦ Building 100 ♦ Suite 120 ♦ Dartmouth, MA 02747 ♦ 508-999-6454 ♦ Fax 508-990-7389

January 13, 2006

Town of Fairhaven  
Jeffrey Osuch  
40 Center Street  
Fairhaven, MA 02719

RECEIVED  
JAN 13 2006  
TOWN OF FAIRHAVEN

RE: Commercial Insurance Program

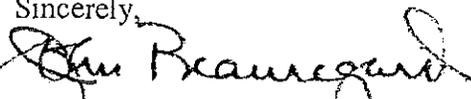
Dear Jeff,

Per our conversation, I would like to propose a change in my role from the Town's Insurance Consultant to its Insurance Broker. The reason for my proposal is simple...service. At the current time, the Town's Insurance Program is placed with the Feitelberg Insurance Agency. Other than an occasional phone call, Feitelberg has really not offered the Town any type of value added services. To this end, I have included a handout which outlines the Value Added Services that Sylvia & Company will bring to the Town of Fairhaven. We will also be hiring a full time commercial lines claims manager in July which will allow us to follow up and have claims settled on a more timely basis.

In addition, as your insurance broker, by law, we cannot charge any type of fee to the Town so our current insurance consultant's fee of \$14,000 per year would be discontinued resulting in a direct savings to the Town.

We look forward to our new role and our continued relationship with the Town of Fairhaven. Please do not hesitate to call me if you or any of the Selectmen have any questions or would like to discuss in more detail prior to our meeting on January 30.

Sincerely,

  
John R. Beauregard, CIC  
Vice President



# Core Services

*At the Sylvia Group, our wide range of insurance, financial planning and consulting services are designed to inform, advise and problem-solve. Our goal is to help lower overall insurance costs, reduce risks and injuries and better anticipate future needs, using various planning tools, methods and strategies. In our position as an industry leader, we build value added relationships with our clients as we help you to understand your insurance needs and provide the best protection for your business.*

	Core Services	Description
<input checked="" type="checkbox"/>	<b>Five Star Customer Service</b>	The Five Star Award of distinction recognizes our agency as being "one of the best at providing superior knowledge, service and value and by doing the right thing all of the time."
<input checked="" type="checkbox"/>	<b>Service Commitment</b>	We provide to you our written commitment to your service needs.
<input checked="" type="checkbox"/>	<b>24 Hour Claims Service</b>	Direct access to carrier loss reporting and to agency principals 24 hours a day in the event of an emergency.
<input checked="" type="checkbox"/>	<b>Comprehensive Annual Review</b>	Comprehensive review of your insurance to ensure all needs are met and reflect the best possible value in the marketplace.
<input checked="" type="checkbox"/>	<b>Insurance to Value Appraisals</b>	Regular evaluations make certain that your property is adequately insured.
<input checked="" type="checkbox"/>	<b>Strategic Planning</b>	Timely meetings with management to discuss and plan emerging business/insurance trends that may affect your business needs.
<input checked="" type="checkbox"/>	<b>Contract Lease Review</b>	Review of all contracts and lease agreements for compliance with insurance requirements.
<input checked="" type="checkbox"/>	<b>Coordination of Trusted Advisors</b>	Work with your trusted advisors to ensure continuity of both personal and corporate planning goals.



## *Property and Casualty Value-Added Services*

*At the Sylvia Group, we work with you to make your organization more attractive to insurance carriers, analyzing the total cost of risk, rather than focusing only on the price of insurance. As an insurance industry leader and through the use of our vast resources, we bring distinct advantages to our clients. Sylvia Group clients benefit from a comprehensive range of Value Added Services designed to inform, advise and problem-solve.*

	Value Added Services	Description	Notes
<input type="checkbox"/>	MyWave Website	Your own customized web based tool designed with, human resources tools, employee benefits information, legislative changes, loss control & workplace safety programs, as well as a wealth of solutions to your daily challenges.	
<input type="checkbox"/>	Fleet Safety Program	Your Fleet Safety Program will include a company vehicle use agreement for your employees, sample Fleet Policies, Safe Driver Checklists and Emergency Accident Kits for company vehicles.	
<input type="checkbox"/>	Workers Compensation Experience Modification Review	By analyzing your Experience Modification worksheet and all underlying data (loss runs and payroll audits) we can identify conditions which may be correctable under the ratings rules and result in lower premiums.	
<input type="checkbox"/>	OSHA Log Analysis	You will have access to a mechanism for efficiently tracking and analyzing OSHA injuries and illnesses as well as a way to help you determine if an injury needs to be reported.	
<input type="checkbox"/>	Access to Workers Comp Nurse	Assist you to create a relationship with a "Registered Nurse on call", who will provide you with creative strategies, techniques, and unique solutions to complex workers compensation issues.	
<input type="checkbox"/>	Loss Control	The Sylvia Group will work with you and your insurance carrier to establish a multi faceted loss control program.	
<input type="checkbox"/>	Strategy Meetings	Meetings are held where any necessary changes are made. These meetings provide continuity on your account.	



**TOWN OF FAIRHAVEN  
MASSACHUSETTS**

**OFFICE OF THE  
HIGHWAY DEPARTMENT**  
5 Arsene Street, Fairhaven, MA 02719  
(508) 979-4031  
**MEMO**

9.

2006 JAN 24 AM 11:11  
COMMUNICATIONS

**TO:** Board of Selectmen  
**FROM:** Highway Department Maintenance Foreman  
**DATE:** January 23, 2006  
**SUBJECT:** Shellfish Department Truck

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The Shellfish Department Truck, 1999 Chevrolet Van 4 x 4 – 2500 with a 5.7 liter motor, needs a rebuilt transmission. The estimated cost for the transmission is \$800 - \$1000.00.

Other work is also required on the motor including a valve job, new brakes, brake drums, brake shoes and wheel cylinder. These items are rusted from being in salt water and not being cleaned properly. The estimated cost for these repairs is \$1,500.00

It would be wise to trade in this vehicle for a new one.

cc: Kevin Jella 1/24/06