



## Fairhaven Board of Selectmen Meeting Minutes October 5, 2020

RECEIVED  
TOWN CLERK  
2020 OCT 20 A 9:49

FAIRHAVEN,  
MASS.

**Present:** Chairman Daniel Freitas, Vice-Chairman Robert Espindola, Selectman Keith Silvia, Town Administrator Mark Rees, Town Counsel Tom Crotty, and Cable Access Director Derek Frates

**Present via Zoom:** Administrative Assistant Vicki Oliveira, Cable Production Coordinator Eric Sa and members of the public.

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

Chairman Freitas opened the meeting at 6:31 pm in the Town Hall Banquet Room and read the following statement:

*"This Open Meeting of the Fairhaven Board of Selectmen is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."*

*In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible physical location. Further, all members of public bodies are allowed and encouraged to participate remotely.*

*The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.*

*Ensuring public access does not ensure public participation unless such participation is required by law. This meeting will allow public comment related to the posted agenda items only. For this meeting, Fairhaven Board of Selectmen is convening by telephone conference/video conference via Zoom App as posted on the Town's Website identifying how the public may join.*

### Minutes

Mr. Espindola made a motion to approve the minutes of September 12, 2020 – Open Session. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to approve the minutes of September 12, 2020 – Executive Session. Mr. Silvia seconded. Vote was unanimous. (3-0)

### Town Administrator's Report

Mr. Rees updated the Board that the Town and the City of New Bedford have been awarded a Coastal Community Grant for \$154,000.

Mr. Rees told the Board that he and Anne O'Brien met with Peter DeTerra, Chairman of the ZBA regarding clerical support for the ZBA.

Mr. Rees said he has been busy working on the Special Town Meeting.

#### **Committee liaisons**

Mr. Espindola said at the recent Bikeway Committee meeting they discussed having safety signs and way finding signs installed along the bike path.

Mr. Espindola told the Board the Economic Development Committee would like to review the waterways rules and regulations.

Mr. Espindola attended the SRPEDD meeting where they discussed the CARES Act and COVID-19.

Mr. Espindola said the Broadband Study Committee will be sending out a survey with the water bills.

Mr. Silvia said at the recent Library meeting they have narrowed the search for a new Library director. Mr. Silvia stated that Anne O'Brien has found a new health insurance for the Library that has saved them money.

Mr. Silvia and Mr. Rees met at Rogers School with the architect to discuss the mothballing of the building.

#### **Approval of Appointment of Building Commissioner**

This item was tabled until a future meeting.

#### **Warrant for 2020 State Election**

Mr. Espindola made a motion to sign the warrant for the 2020 State election. Mr. Silvia seconded. Vote was unanimous. (3-0)

#### **Notice of KENO location: Connolly's Liquor Mart**

Mr. Rees stated that 7-Eleven, 188 Huttleston Ave and Fairhaven Wine and Spirits, 105 Sconticut Neck Road are also applying for KENO. According to MGL Section 27A(b) the town must give objections to this within 21 days of the receipt of the letter dated September 11, 2020. The Board had no objections to the three locations having KENO therefore no action is necessary. (Attachment A)

#### **McKensie Lane- One Proposed Electric Conduit Location**

Mr. Rees explained the public hearing for this conduit was scheduled for the October 19, 2020 meeting but there is an emergency situation so it is necessary for the Board to vote prior to the public hearing. Mr. Espindola made a motion to grant the conduit approval prior to the scheduled public hearing because this is an emergency for McKensie Lane requested by Eversource in the August 29, 2020 memo. Mr. Silvia seconded. Vote was unanimous. (3-0)



**Fairhaven Meadows, LLC d/b/a Nasketucket Bay Vineyard: Farmers Series Pouring License**

Mr. Rees told the Board this is the first time the Town has received an application for a Farmer's Series Pouring License.( Attachment B). Mr. Rees explained that part of the requirement of issuing a license would be to hold a public hearing. Winery owner Nicholas Christy was in attendance via Zoom. Planning Director Paul Foley said, via Zoom, that he was not familiar with this project and would like to know more about their operations. As part as an agricultural farm Fairhaven Meadows is allowed to grow, harvest and produce wine but they cannot hold events on the property before going to the Planning Board. The Board would like more information from town departments regarding this business before issuing any license to them.

At 7:10 pm Selectman Freitas opened the public hearing by reading the public hearing notice. New Boston Road resident Craig Soares, an abutter to the property, spoke via Zoom to the Board and addressed concerns he has. Mr. Soares is upset because he feels Mr. Christy has not been considerate of the neighborhood. Mr. Soares explained he and his wife have been in their home for 31 years and the land which is now the winery was a horse farm when he purchased his home and the backyard was private and lined with trees. The winery has removed the trees and there is no privacy for the Soares' or the winery. Because of this tree loss, Mr. Soares now gets water running through his back yard when it rains. Mr. Christy assured Mr. and Mrs. Soares that he does not used pesticides on his property but instead uses all natural products. Mr. Christy said he may be able to plant more trees in the back for the privacy of both his business and the Soares' Mr. Soares also has concerns over the Quonset hut that was placed close to the property line and wondered why it was so close. Mr. Christy said he was within the correct zoning set backs and he feels the Quonset hut is in keeping with the farm look.

Diane Hahn from Francis Street, said she doesn't want to discourage businesses from coming to Fairhaven.

At 7:31 pm Mr. Espindola made a motion to extend the public hearing to the next Selectmen's meeting. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Rees will reach out to Mr. Christy to coordinate a meeting with appropriate Town Staff and Mr. Christy.

*At 7:34pm the Board took a two minute recess*

*Mr. Freitas reopened the meeting at 7:36 pm*

**Interview Consultants for Town Administrator search**

Mr. Rees updated the Board that the Collins Center has withdrawn their offer. Representatives from Community Paradigm Associates, LLC (Attachment C) met with the Board via Zoom to discuss what their company would have to offer to the Town in the search to find a suitable replacement for the retiring Town Administrator.

Bernard Lynch told the Board, that he, John Petrin and Sharon Flaherty have operated Community Paradigm Associates LLC since 2013. Mr. Lynch and Mr. Petrin have a strong background in municipal government and Ms. Flaherty has a back ground in communications and public relations.

Mr. Lynch suggest beginning the process as soon as possible with the creation of a screening committee of about 5-7 people. Resident Diane Hahn, Francis Street, stated she would like to see the preference for a replacement given to town residents first.

Mr. Espindola made a motion to authorize Mr. Rees to enter into contract with Community Paradigm Associates, LLC for the purpose to begin the process of assisting the board with recruiting a replacement for retiring Town Administrator Mark Rees. Mr. Silvia seconded. Vote was unanimous. (3-0)

#### **Kevin McLaughlin: Fairhaven Shipyard Corporation: Floating Dock**

Casey Boat Realty, LLC owner Kevin McLoughlin met with the Board to discuss his application for a Chapter 91 permit for a floating dock that services the Buzzards Bay Rowing Club (BBRC). The current dock that is used by BBRC is at Fairhaven Shipyard and the members have to walk through the shipyard to get to their boat.

Mr. McLoughlin is upset because he feels the Town will not let him move the dock because it will be on the town owned lobster basin. Mr. Rees stated that he has tried to work out a compromise with Mr. McLoughlin even though there is a question of who owns the land.

Mr. Crotty suggested that the town could give Casey Boat a license to build the floating pier for the BBRC unless they are trying to claim owner ship of the basin. Mr. McLoughlin stated he had no interest in the basin and does not want riparian rights.

Mr. Espindola made a motion to ask Mr. Rees and Attorney Crotty to draft the appropriate licensing document and submit to Casey Boat Realty LLC. Mr. Silvia seconded. Vote was unanimous. (3-0)

#### **Revised FY21 Water, Sewer, Town Cable and School Cable Operating Budget**

Mr. Rees presented the Board with the recommendations for Special Town Meeting.

Mr. Espindola made a motion to approve the Water Enterprise budget for FY21 as presented. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to approve the Sewer Enterprise budget for FY21 as presented. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to approve the Town Cable Enterprise budget for FY21 as presented. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to approve the School Cable Enterprise budget for FY21 as presented. Mr. Silvia seconded. Vote was unanimous. (3-0)

#### **Revised FY21 General Fund, Water and Sewer Capital Budget**

Mr. Espindola made a motion to approve the Council on Aging/Recreation Center- \$250, 000 HVAC replacement from free cash. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to approve the Information Technology Department- \$30,000 Computer Hardware Equipment replacement from free cash. Mr. Silvia seconded. Vote was unanimous. (3-0)



Mr. Espindola made a motion to approve the School Department- \$1.2 Million Fairhaven High School Stadium Athletic Turf Field, \$200,000 from the High school trust fund. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to approve the Police/Harbormaster- \$205,000: Radio Upgrade from free cash. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to approve the BPW/Highway- \$75,000: One Ton Dump truck from free cash. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to approve the Fire Department- \$52,000: Response Staff vehicle from free cash. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to approve the Police Department- \$131,900: Police Cruisers from free cash. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to approve the Water Enterprise Capital Fund- \$125,000: Well Capacity Evaluation from retained earnings. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to approve the Water Enterprise Capital Fund- \$30,000: Replacement Van from retained earnings. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to approve the Water Enterprise Capital Fund- \$90,000: Farmfield/Harborfield Water Main from retained earnings. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to approve the Water Enterprise Capital Fund- \$1,500,000: Water Meter Reading system from retained earnings. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to approve the Sewer Enterprise Capital Fund- \$75,000: Muffin Monster for Taber Street Pumping Station from retained earnings. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to approve the Sewer Enterprise Capital Fund- \$657,179: West Island Sewer Treatment Plant from borrowing. Mr. Silvia seconded. Vote was unanimous. (3-0)

#### **Preparation for October 20, 2020 Special Town Meeting – Recommendations on Warrant Articles**

The Board voted on the articles for the Special Town meeting as follows:

Mr. Espindola made a motion to recommend at Special Town Meeting Article 1: Sewer Capital Fee. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend adoption of Article 2: Bills of Prior Year. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend at Special Town Meeting Article 3: Setting Salaries of Town Officers – FY21. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to amend Article 4: FY21 General Fund Operating Budget to increase \$7000 in the Parks Department and decrease \$2600 in Tourism. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend adoption of Article 5: FY21 Water Enterprise Operating Budget. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend adoption of Article 6: FY21 Sewer Enterprise Operating Budget. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend adoption of Article 7: FY21 Town of Fairhaven Cable Television Enterprise Fund Budget. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend adoption of Article 8: FY21 Fairhaven Public Schools Cable Television Enterprise Fund Budget. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend adoption of Article 9A: General Fund Capital Plan , COA- Recreation: HVAC Replacement; \$250,000 from Free Cash. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend adoption of Article 9B: General Fund Capital Plan Information Technology: Computer Hardware Equipment Replacement; \$30,000 from Free Cash. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend adoption of Article 9C: General Fund Capital Plan: Schools: Fairhaven High School Stadium Athletic Turf Field; \$1,400,000- \$1,200,000 from borrowing, \$200,000 from FHS Trust. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend adoption of Article 9D: General Fund Capital Plan: Police and Marine Resources: Radio Upgrade; \$205,000 from Free Cash Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend adoption of Article 9E: BPW Highway: One Ton Dump Truck; \$75,000 from Free Cash. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend adoption of Article 9F: Fire: Response Staff Vehicle; \$52,000 from Free Cash. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend adoption of Article 9G: Police: Cruisers; \$131,900 from Free Cash. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend adoption of Article 10: West Island Dredging; \$32,900- \$19,682.80 From Grant Funds, \$13,217.20 From Waterways Funds from Free Cash. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend at Special Town Meeting Article 11: Purchase of property on Union Wharf. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend at Special Town Meeting Article 12: Land Acquisition and Engineering Design Services for Public Safety Facility. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend adoption of Article 13A: Roadwork; Bellevue Street (from Adams to Francis Street) \$88,879 from Free Cash. Mr. Silvia seconded. Vote was unanimous. (3-0)



Mr. Espindola made a motion to recommend adoption of Article 13B: Roadwork; Chase Road (Gilbert Street to Raymond Street) \$34,111 from Free Cash. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend adoption of Article 13C: Roadwork; Fisherman Road (Balsam Street to Fir Street) \$173,210 from Free Cash. Mr. Silvia seconded. Vote was unanimous. (3-0)

*Mr. Espindola recused himself.*

Mr. Silvia made a motion to recommend adoption of Article 13D: Roadwork; Massasoit Avenue (Adams Street to Francis Street) \$78,800 from Free Cash. Mr. Freitas seconded. Mr. Espindola abstained. Vote passed. (2-0-1)

Mr. Silvia made a motion to recommend Passover of Article 13E: Roadwork; Robert Street. Mr. Freitas seconded. Mr. Espindola abstained. Vote passed. (2-0-1)

*Mr. Espindola returned to the meeting.*

Mr. Espindola made a motion to recommend Passover of Article 14: Funding Capital Stabilization Fund – Transfer from Free Cash. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend adoption of Article 15: Ambulance Stabilization, \$65,000 from Ambulance Receipts. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend adoption of Article 16A: Water Enterprise Capital Plan (FY21); Well Capacity Evaluation: \$125,000 from Retained Earnings. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend adoption of Article 16B: Water Enterprise Capital Plan (FY21); Van: \$30,000 from Retained Earnings. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend adoption of Article 16C: Water Enterprise Capital Plan (FY21); Farmfeild/Harborfield Water Main: \$90,000 from Retained Earnings. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend adoption of Article 16D: Water Enterprise Capital Plan (FY21); Water Meter Reading System: \$ 1,500,000 from Borrowing. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend adoption of Article 17A: Sewer Enterprise Capital Plan (FY21); Inflow and Infiltration Study; \$250,000 from Retained Earnings. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend adoption of Article 17B: Sewer Enterprise Capital Plan (FY21); Muffin Monster for Tabor Street Pumping Station: \$75,000 from Retained Earnings. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend adoption of Article 17C: Sewer Enterprise Capital Plan (FY21); West Island Treatment Plant Improvements: \$657,179 from borrowing. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend adoption of Article 18: FY21 Community Preservation Program Appropriations. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend Passover of Article 19: New Revolver Fund-Mooring Fees. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend adoption of Article 20: Propagation of Shellfish, \$15,000 from Raise and Appropriate. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend at Special Town Meeting Article 21: Transfer from Surplus Revenue \$490,173. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend Passover of Article 22: Adoption of Waterways Regulation By-Law. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to yield to petitioner Article 23: By-Law: Thin Plastic Bag Ban. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to yield to petitioner Article 24: By-Law: Board of Health Standards. Mr. Silvia seconded. Vote passed. (2-1)

Mr. Espindola made a motion to recommend adoption of Article 25: By-Law: Gold Star Parents Tax abatement. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend at Special Town Meeting Article 26A: Street Light Petition: One Pole light at Emerson Ave, Pole #15/3A: \$800 from Raise and Appropriate. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend at Special Town Meeting Article 26B: Street Light Petition: One Pole light at 4 Saltmarsh Road, Pole #179/12: \$800 from Raise and Appropriate. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend at Special Town Meeting Article 26C: Street Light Petition: One Pole light at Reservation Road, Pole #216/3: \$800 from Raise and Appropriate. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend adoption of Article 26D: Street Light Petition: One Pole light at 90-92 Long Road, Pole #153/16: \$800 from Raise and Appropriate. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend adoption of Article 27: Petition the General Court: Fire Lieutenant Examination. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend adoption of Article 28: Matching Grant Funds for Electric Vehicle Grant: \$16,400 from Free Cash. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend adoption of Article 29: Matching Funds for Seaport Economic Development Grant: \$10,000 from Waterways Funds. Mr. Silvia seconded. Vote was unanimous. (3-0)



Mr. Espindola made a motion to recommend adoption of Article 30: Transfer of Funds to Union Wharf- Phase IV Project: \$89,500 from Article 17C, May 4, 2019 Annual Town Meeting. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to recommend at Special Town Meeting of Article 31: Agreement for Payment of lieu of Taxes Solar Array Project at 46 Charity Stevens Lane. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to yield to petitioner of Article 32: Petition the General Court: Restaurant/All Alcohol License for JEMJ Corp, d/b/a Traveler's Alehouse, 111 Huttleston Ave. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to yield to petitioner Article 33: Granting Easement: Sewer Connection to Arsene Street. Mr. Silvia seconded. Vote was unanimous. (3-0)

Mr. Espindola made a motion to yield to petitioner of Article 34: Rezone Assessor's Map 31B lots 301A and 302C from Apartment/ Multifamily District –RC to Business District-B. Mr. Silvia seconded. Vote was unanimous. (3-0)

#### **Dog Park update**

This item was tabled until a future meeting.

#### **Open Meeting Law Complaint regarding agenda of August 17, 2020: accepting of the meeting minutes**

Mr. Rees told the Board an Open Meeting Law complaint was filed with the Attorney General Office in regards to the meeting of August 17, 2020 for not approving the minutes within 3 meetings or 30 days whichever is longer.

Mr. Espindola made a motion to ask Mr. Rees to draft a memo regarding the Open Meeting Law complaint and to track the minutes in the future. Mr. Silvia seconded. Vote was unanimous. (3-0)

#### **Discuss policy for posting contact information for all Board and Committee members to the Town Web Site**

Mr. Espindola has suggested that all members of Town Boards and Committees have a link on the town webpage so that they can be contacted. The Board will reach out to the chairs of each committee.

Mr. Espindola made a motion to that we send a memo to all board and committee members to encourage them to voluntarily submit an email address that can be linked to their name on the Town web site in an effort to support Board of Selectmen goal #2 that the town committees collaboration and specifically to improve interaction with the public. Mr. Silvia seconded. Vote was unanimous. (3-0)

#### **Discussion of Placement of Town Legal Ads**

Ms. Beth David, owner of the Neighborhood News was in attendance via Zoom. The Board discussed the idea of advertising in another local paper other than the Neighborhood News. Mr. Freitas feels the content of the paper is not the same as when it first began and that fewer people are reading and is also worried that visitors out of town may read some of the articles and not get a nice picture of what Fairhaven really is all about. Ms. David told the Board she has a

distribution of about 3200 papers versus the Advocate, which is not even locally owned any more. Residents Andy Jones and Diane Hahn said they support the Neighborhood news. Selectmen Espindola and Silvia would like more information regarding costs and circulation with other papers before making a decision on switching papers to advertise in. Mr. Rees will put together a spreadsheet with the costs of advertising in other papers.

### **Waterway Rules and Regulations**

Mr. Freitas said he reviewed an email from Mike McNamara the Chairman of the Marine Resources Committee asking the Board to table this item until he attend the meeting.

Mr. Freitas made a motion to table this item at the request of the Chair of the Marine Resources Committee. Mr. Silvia seconded. Vote was unanimous. (3-0)

### **Rogers School Update**

Mr. Rees said he met with Town Counsel, Tom Crotty, Rogers Reuse Committee member Sue Loo and Architect Stephen Kelleher to inspect the condition of Rogers School. Mr. Kelleher is working on a plan to mothball the building. Mr. Rees said he will meet with a potential developer and report back to the Board.

### **Resignation on Community Preservation Committee**

Mr. Espindola made a motion to accept the resignation of Patty Pacella on the Community Preservation Committee and to thank her for her service. Mr. Silvia seconded. Vote was unanimous. (3-0)

At 9:22 pm Mr. Espindola made a motion to go into Executive session not to reconvene to open session to discuss:

1. Real Estate Matters: MGL Chapter 30A, Section 21(a) 6:
  - a. Union Wharf
  - b. Public Safety Facility
2. Discuss strategy with respect to litigation pursuant to M.G.L. Ch. 30A Section 21(a) (3):
  - a) New England Preservation and Development
  - b) Mary Freire- Kellogg
  - c) Amanda Blais
  - d) Anne O'Brien

Mr. Silvia seconded. Vote was unanimous. (3-0)

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

Respectfully submitted,

*Wicki H. Oliveira*



Vicki L. Oliveira  
Administrative Assistant  
(Approved 10/19/2020)

Attachments:

- A. Notices of KENO locations
- B. Fairhaven Meadows d/b/a Nasketucket Bay Winery application
- C. Community Paradigm Associates, LLC



# Massachusetts State Lottery Commission

Attachment A

DEBORAH B. GOLDBERG  
*Treasurer and Receiver General*

MICHAEL R. SWEENEY  
*Executive Director*

September 11, 2020

Fairhaven Board of Selectmen  
40 Center Street  
Fairhaven, MA 02719

Dear Sir/Madam:

In accordance with Massachusetts General Laws, chapter 10, section 27A, (as amended on 5/20/96), you are hereby notified that an application for a KENO license has been received by the Massachusetts State Lottery Commission, (MSLC) from:

Connolly's Liquor Mart  
36 Howland Road  
Fairhaven, MA, 02719

If the city/town objects to the issuance of the KENO license, it must claim its right to a Hearing before the MSLC within twenty-one (21) days of receipt of this notice.

In accordance with section 27A(b), the objection of the city/town must be "as a result of an official action" taken by said city or town regarding the KENO applicant. In order to be fair and apply the same criteria to all cities, towns, and applicants, the MSLC defines an "official action" to be one in which the applicant appeared, or was given the opportunity to appear, before the licensing authority to discuss the issue at the local level in an open hearing or meeting prior to the Hearing at the MSLC.

Please address your written objection to, Gregory Polin, General Counsel, Legal Department, Massachusetts State Lottery Commission, 150 Mt. Vernon St., Dorchester, MA 02125

Very truly yours,

MSLC Licensing Department

USPS Certified Article Number: 7019 0700 0000 7913 6372  
Connolly's Liquor Mart - 378506  
378506



*Supporting the 351 Cities and Towns of Massachusetts*

150 Mount Vernon Street • Dorchester • Massachusetts • 02125 • Tel: 781-849-5555 • Fax: 781-849-5547 • TTY: 781-849-5678 • [www.masslottery.com](http://www.masslottery.com)





# Massachusetts State Lottery Commission

DEBORAH B. GOLDBERG  
*Treasurer and Receiver General*

MICHAEL R. SWEENEY  
*Executive Director*

September 11, 2020

Fairhaven Board of Selectmen  
40 Center Street  
Fairhaven, MA 02719

Dear Sir/Madam:

In accordance with Massachusetts General Laws, chapter 10, section 27A, (as amended on 5/20/96), you are hereby notified that an application for a KENO license has been received by the Massachusetts State Lottery Commission, (MSLC) from:

7-ELEVEN 33057-A  
188 Huttleston Ave.  
Fairhaven, MA, 02719

If the city/town objects to the issuance of the KENO license, it must claim its right to a Hearing before the MSLC within twenty-one (21) days of receipt of this notice.

In accordance with section 27A(b), the objection of the city/town must be "as a result of an official action" taken by said city or town regarding the KENO applicant. In order to be fair and apply the same criteria to all cities, towns, and applicants, the MSLC defines an "official action" to be one in which the applicant appeared, or was given the opportunity to appear, before the licensing authority to discuss the issue at the local level in an open hearing or meeting prior to the Hearing at the MSLC.

Please address your written objection to, Gregory Polin, General Counsel, Legal Department, Massachusetts State Lottery Commission, 150 Mt. Vernon St., Dorchester, MA 02125

Very truly yours,

MSLC Licensing Department

USPS Certified Article Number: 7019 0700 0000 7913 6372  
7-ELEVEN 33057-A - 421970  
421970



*Supporting the 351 Cities and Towns of Massachusetts*

150 Mount Vernon Street • Dorchester • Massachusetts • 02125 • Tel: 781-849-5555 • Fax: 781-849-5547 • TTY: 781-849-5678 • [www.masslottery.com](http://www.masslottery.com)



# Massachusetts State Lottery Commission

DEBORAH B. GOLDBERG  
*Treasurer and Receiver General*

MICHAEL R. SWEENEY  
*Executive Director*

September 11, 2020

Fairhaven Board of Selectmen  
40 Center Street  
Fairhaven, MA 02719

Dear Sir/Madam:

In accordance with Massachusetts General Laws, chapter 10, section 27A, (as amended on 5/20/96), you are hereby notified that an application for a KENO license has been received by the Massachusetts State Lottery Commission, (MSLC) from:

Fairhaven Wine & Spirits  
105 Sconticut Neck Road  
Fairhaven, MA, 02719

If the city/town objects to the issuance of the KENO license, it must claim its right to a Hearing before the MSLC within twenty-one (21) days of receipt of this notice.

In accordance with section 27A(b), the objection of the city/town must be "as a result of an official action" taken by said city or town regarding the KENO applicant. In order to be fair and apply the same criteria to all cities, towns, and applicants, the MSLC defines an "official action" to be one in which the applicant appeared, or was given the opportunity to appear, before the licensing authority to discuss the issue at the local level in an open hearing or meeting prior to the Hearing at the MSLC.

Please address your written objection to, Gregory Polin, General Counsel, Legal Department, Massachusetts State Lottery Commission, 150 Mt. Vernon St., Dorchester, MA 02125

Very truly yours,

MSLC Licensing Department

USPS Certified Article Number: 7019 0700 0000 7913 6372  
Fairhaven Wine & Spirits - 596734  
596734



*Supporting the 351 Cities and Towns of Massachusetts*

150 Mount Vernon Street • Dorchester • Massachusetts • 02125 • Tel: 781-849-5555 • Fax: 781-849-5547 • TTY: 781-849-5678 • [www.masslottery.com](http://www.masslottery.com)



# SELECTMEN'S MEETING

MONDAY, OCTOBER 5, 2020

@ 7:00 PM

Application submitted for

A New Section 19H  
Farmer Series Pouring Permit/for Wines

From

Fairhaven Meadows, LLC  
d/b/a Nasketucket Bay Vineyard  
237 New Boston Road  
Fairhaven, MA  
Nicholas Christy, Manager

## **TOWN OF FAIRHAVEN**

Notice is hereby given under Chapter 138 of the Massachusetts General Laws that Fairhaven Meadows, LLC, d/b/a Nasketucket Bay Vineyard, 237 New Boston Road, Fairhaven, MA, Nicholas Christy, Manager, has applied for a New, Section 19H, Farmer Series Pouring Permit/Wines.

The described vineyard/winery property consists of 52 acres with a 37'X60' barn will be used as a tasting room and wine storage on the ground floor, with office space on the second floor; the barn will also have a 3,000 Sf patio to be used as outside seating space. The winery production operation will be located in a separate 57'X30' steel building.

A hearing will be held at a Selectmen's Meeting, Fairhaven Town Hall Banquet Room, 40 Center Street, Fairhaven, MA on Monday, October 5, 2020 at 7:00 PM.

## **FAIRHAVEN BOARD OF SELECTMEN**

Daniel Freitas, Chairman  
Robert J. Espindola  
Keith Silvia





*The Commonwealth of Massachusetts*  
**Alcoholic Beverages Control Commission**  
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

RECEIVED

**APPLICATION FOR A NEW LICENSE**

2020 SEP 17 A 8:55

Municipality

BOARD OF SELECTMAN  
FAIRHAVEN MASS

**1. LICENSE CLASSIFICATION INFORMATION**

**ON/OFF-PREMISES**

**TYPE**

**CATEGORY**

**CLASS**

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

Is this license application pursuant to special legislation?

☐

Yes

☒

No

Chapter

Acts of

**2. BUSINESS ENTITY INFORMATION**

The entity that will be issued the license and have operational control of the premises.

Entity Name

FEIN

DBA

Manager of Record

Street Address

Phone

Email

Alternative Phone

Website

**3. DESCRIPTION OF PREMISES**

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

Total Square Footage:

Number of Entrances:

Seating Capacity:

Number of Floors

Number of Exits:

Occupancy Number:

**4. APPLICATION CONTACT**

The application contact is the person whom the licensing authorities should contact regarding this application.

Name:

Phone:

Title:

Email:

## APPLICATION FOR A NEW LICENSE

### 5. CORPORATE STRUCTURE

Entity Legal Structure	<input type="text" value="LLC"/>	Date of Incorporation	<input type="text" value="March, 2016"/>
State of Incorporation	<input type="text" value="Massachusetts"/>	Is the Corporation publicly traded? <input type="radio"/> Yes <input checked="" type="radio"/> No	

### 6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:  
**On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers** - At least 50% must be US citizens;  
**Off Premises (Liquor Store) Directors or LLC Managers** - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
<b>Nicholas Christy</b>	[REDACTED]	[REDACTED]	[REDACTED]
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
Owner Manager	60%	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
<b>Manuel DaCosta</b>	[REDACTED]	[REDACTED]	[REDACTED]
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
Owner	40%	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Additional pages attached? ☐ Yes ☐ No

#### CRIMINAL HISTORY

Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No



## APPLICATION FOR A NEW LICENSE

### 6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

### 6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

### 6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled? Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

## 7. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises.

- If the applicant entity owns the premises, a deed is required.
- If leasing or renting the premises, a signed copy of the lease is required.
- If the lease is contingent on the approval of this license, and a signed lease is not available, a copy of the unsigned lease and a letter of intent to lease, signed by the applicant and the landlord, is required.
- If the real estate and business are owned by the same individuals listed in question 6, either individually or through separate business entities, a signed copy of a lease between the two entities is required.

Please indicate by what means the applicant will occupy the premises

Own

Landlord Name Fairhaven Meadows LLC

Landlord Phone 877-285-8439

Landlord Email nick@atlanticviewinc.com

Landlord Address 237 New Boston Rd. Fairhaven, MA 02719

Lease Beginning Date

Rent per Month

Lease Ending Date

Rent per Year

Will the Landlord receive revenue based on percentage of alcohol sales?

☐ Yes ☐ No



## APPLICATION FOR A NEW LICENSE

### 8. FINANCIAL DISCLOSURE

A. Purchase Price for Real Estate	\$565,000.00
B. Purchase Price for Business Assets	\$55,000.00
C. Other * (Please specify below)	30,000.00
D. Total Cost	\$650,000.00

\*Other Cost(s): (i.e. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):"

### SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
Nicholas Christy	\$135,750.00
Manuel DaCosta	\$90,500.00
Total	\$226,250.00

### SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
Avidia Bank	\$423,750.00	Property Mortgage	<input type="radio"/> Yes <input checked="" type="radio"/> No
Avidia Bank	\$150,000.00	Credit Line	<input type="radio"/> Yes <input checked="" type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

### FINANCIAL INFORMATION

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

A total investment of \$226,250.00 in personal financing by the two officers was provided directly through dividends issued by Atlantic View Inc., another business in which each officer also has joint ownership in the same 60% : 40% ownership ratio as Fairhaven Meadows LLC. The funds were invested directly into the vineyard property acquisition and improvements by Atlantic View Inc. on behalf of the officers. Atlantic View Inc. has no financial interest in Fairhaven Meadows LLC dba Nasketucket Bay Vineyard and holds no liquor license.

### 9. PLEDGE INFORMATION

Please provide signed pledge documentation.

Are you seeking approval for a pledge? ☐ Yes ☒ No

Please indicate what you are seeking to pledge (check all that apply) ☐ License ☐ Stock ☐ Inventory

To whom is the pledge being made?



## 10. MANAGER APPLICATION

### A. MANAGER INFORMATION

The individual that has been appointed to manage and control the licensed business and premises.

Proposed Manager Name

Date of Birth

SSN

Residential Address

Email

Phone

Please indicate how many hours per week you intend to be on the licensed premises

### B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?\*

☒ Yes ☐ No \*Manager must be a U.S. Citizen

If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime?

☐ Yes ☒ No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

### C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
1988	1993	Construction Foreman	Landscaping Etc. Inc.	Steve Christy
1993	1996	Golf Course Supervisor	Shimizu Corporation	Randal Hazelton
1996	1999	Project Manager	Schumacher Landscaping	John Schumacher
1999	present	Owner/ Manager	Atlantic View Inc.	Nicholas Christy

### D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? ☐ Yes ☒ No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature



Date



**APPLICANT'S STATEMENT**

I, Nicholas Christy the: ☐ sole proprietor; ☐ partner; ☐ corporate principal; ☒ LLC/LLP manager  
Authorized Signatory

Of Fairhaven Meadows LLC, dba Nasketucke  
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature: 

Date: 03/05/2020

Title: Owner/Manager



### CORPORATE VOTE

The Board of Directors or LLC Managers of FAIRHAVEN MEADOWS LLC  
Entity Name

duly voted to apply to the Commonwealth of Massachusetts Alcoholic Beverages Control

Commission on 9/2/2019  
Date of Meeting

For the following transactions (Check all that apply):

- |  |  |   |   |
|--|--|---|---|
| <input checked="" type="checkbox"/> New License                        | <input type="checkbox"/> Change of Location  | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)         | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License                           | <input type="checkbox"/> Alteration of Licensed Premises   | <input type="checkbox"/> Change of License Type (i.e. Club / Restaurant)  | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)    |
| <input type="checkbox"/> Change of Manager                             | <input type="checkbox"/> Change Corporate Name   | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement               |
| <input type="checkbox"/> Change of Officers/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder       | <input type="checkbox"/> Change of Hours                              |
|  |  | <input type="checkbox"/> Other <u>                                </u>    | <input type="checkbox"/> Change of DBA                                |

"VOTED: To authorize

NICHOLAS A. CHRISTY

Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

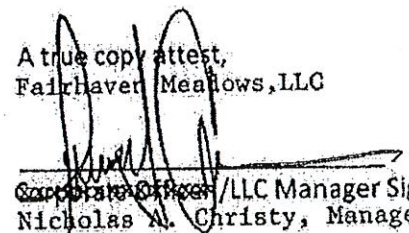
"VOTED: To appoint

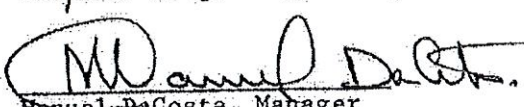
NICHOLAS A. CHRISTY

Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,  
Fairhaven Meadows, LLC

  
Corporate Officer / LLC Manager Signature  
Nicholas A. Christy, Manager

  
Manuel DaCosta, Manager

For Corporations ONLY

A true copy attest,

\_\_\_\_\_  
Corporation Clerk's Signature

### CORPORATE VOTE

The Board of Directors or LLC Managers of Farihaven Meadows LLC  
Entity Name  
duly voted to apply to the Licensing Authority of Fairhaven, MA and the  
City/Town  
Commonwealth of Massachusetts Alcoholic Beverages Control Commission on 09/02/2019  
Date of Meeting

For the following transactions (Check all that apply):

- |  |   |   |   |
|--|---|---|---|
| <input checked="" type="checkbox"/> New License                        | <input type="checkbox"/> Change of Location   | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)         | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License                           | <input type="checkbox"/> Alteration of Licensed Premises  | <input type="checkbox"/> Change of License Type (i.e. club / restaurant)  | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)    |
| <input type="checkbox"/> Change of Manager                             | <input type="checkbox"/> Change Corporate Name  | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement               |
| <input type="checkbox"/> Change of Officers/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/ LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder       | <input type="checkbox"/> Change of Hours                              |
|  | <input type="checkbox"/> Other <u>                                </u>                            | <input type="checkbox"/> Change of DBA                                    |   |

"VOTED: To authorize

Nicholas Christy

Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint

Nicholas Christy

Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,

For Corporations ONLY

A true copy attest,

\_\_\_\_\_  
Corporate Officer /LLC Manager Signature

\_\_\_\_\_  
Corporation Clerk's Signature

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Name)





*The Commonwealth of Massachusetts*  
*Alcoholic Beverages Control Commission*  
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

RECEIVED

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
MONETARY TRANSMITTAL FORM

2020 SEP 17 A 8:55

APPLICATION FOR A NEW LICENSE

BOARD OF SELECTMAN  
FAIRHAVEN MASS

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL  
LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE  
PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME Fairhaven Meadows LLC, dba Nasketucket Bay Vineyard

ADDRESS 237 New Boston Rd.

CITY/TOWN Fairhaven

STATE MA

ZIP CODE 02719

For the following transactions (Check all that apply):

- |  |   |   |   |
|--|---|---|---|
| <input checked="" type="checkbox"/> New License                        | <input type="checkbox"/> Change of Location   | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)         | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License                           | <input type="checkbox"/> Alteration of Licensed Premises  | <input type="checkbox"/> Change of License Type (i.e. club / restaurant)  | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)    |
| <input type="checkbox"/> Change of Manager                             | <input type="checkbox"/> Change Corporate Name  | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement               |
| <input type="checkbox"/> Change of Officers/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/ LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder       | <input type="checkbox"/> Change of Hours                              |
|  |   | <input type="checkbox"/> Other  | <input type="checkbox"/> Change of DBA                                |

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS  
TRANSMITTAL FORM ALONG WITH  
COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150-2358

## Payment Confirmation

### YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT

Your account has been billed for the following transaction. You will receive a receipt via email.



**Transaction Processed Successfully.**

**INVOICE #: cae31c24-30ac-49f1-a555-0a075cb67381**

Description	Applicant, License or Registration Number	Amount
FILING FEES-RETAIL	Fairhaven Meadows LLCdba Nasketucket Bay Vineyard	\$200.00
		<b>\$200.00</b>

**Total Convenience Fee: \$4.70**

**Date Paid: 3/5/2020 12:29:26 PM EDT**

**Total Amount Paid: \$204.70**

#### Payment On Behalf Of

**License Number or Business Name:**  
Fairhaven Meadows LLC,dba Nasketucket Bay  
Vineyard

**Fee Type:**  
FILING FEES-RETAIL

#### Billing Information

**First Name:**  
Nciholas

**Last Name:**  
Christy

**Address:**  
PO Box 7658

**City:**  
New Bedford

**State:**  
MA

**Zip Code:**  
02742

**Email Address:**  
nick@atlanticviewinc.com



## Nicholas Christy

**From:** customerservice@nCourt.com  
**Sent:** Thursday, March 05, 2020 12:30 PM  
**To:** Nicholas Christy  
**Subject:** Receipt from nCourt

### YOUR RECEIPT

Please include the payment receipt with your application. Thank you.

#### Paid To

Name: Massachusetts Alcoholic Beverages Control Commission - Retail  
Address 1: 239 Causeway Street  
Address 2:  
City: Boston  
State: Massachusetts  
Zip: 02114

#### Payment On Behalf Of

First Name: Nicholas Last Name: Christy  
Address 1: 21 Meadowbrook Ln.  
Address 2:  
City: Mattapoisett State: MA Zip: 02739

Description	ID	Service Fee	Amount
FILING FEES-RETAIL	Fairhaven Meadows LLCdba Nasketucket Bay Vineyard	\$4.70	\$200.00

Receipt Date: 3/5/2020 12:29:26 PM EST  
Invoice Number: cae31c24-30ac-49f1-a555-0a075cb67381

Total Amount Paid: \$204.70

Billing Information	Credit / Debit Card Information
First Name Nciholas Last Name Christy Email nick@atlanticviewinc.com Street PO Box 7658 City New Bedford State/Territory MA Zip 02742 Phone Number (877) 285-8439	Card Type Visa Card Number [REDACTED]



42 Main Street | p: 800-508-2265  
Hudson, MA 01749 | f: 978-562-1476

June 7, 2019

Nicholas Christy  
237 New Boston Road  
Fairhaven, MA 02719

RE: Proof of funds

To Whom It May Concern:

Please accept this letter as confirmation that Nicholas Christy owner of Atlantic View Inc./Fairhaven Meadows is a valued customer of Avidia Bank with available funds of \$150,000.00

If you have any questions or need additional information, please contact me directly at (978) 567-3575

Sincerely,

A handwritten signature in dark ink, appearing to read 'Maureen Marshall', written over a faint, larger version of the same name.

Maureen Marshall  
Vice President  
Commercial Relationship Officer



# A. Settlement Statement

U.S. Department of Housing  
and Urban Development

OMB Approval No. 2502-0265  
(Expires 11/30/2009)

## B. Type of Loan

1. <input type="checkbox"/> FHA	2. <input type="checkbox"/> FmHA	3. <input checked="" type="checkbox"/> Conv. Unins.	6. File Number	7. Loan Number:	8. Mortgage Insurance Case Number
4. <input type="checkbox"/> VA	5. <input type="checkbox"/> Conv. Ins.		16-145		

C. Note This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown, terms marked "(P.O.C.)" were paid outside the closing; they are shown here for informational purposes and are not included in the totals.

D. Name & Address of Borrower: Fairhaven Meadows, LLC  9 Main Street, Suite 3E Sutton, Massachusetts 01590	E. Name & Address of Seller: Rita D. Herring & Joseph W. Herring  237 Boston Road Fairhaven, Massachusetts 02719	F. Name & Address of Lender: Avidia Bank  42 Main Street Hudson, Massachusetts 01749
G. Property Location: 237 New Boston Road Fairhaven, Massachusetts 02719	H. Settlement Agent: Phibin & O'Neil, LLC 43 High Street Clinton, Massachusetts 01510  Place of Settlement: 43 High Street Clinton, Massachusetts 01510	I. Settlement Date Monday May 09, 2016

## J. Summary of Borrower's Transaction

100. Gross Amount Due From Borrower		400. Gross Amount Due To Seller	
101. Contract sales price	555,000.00	401. Contract sales price	555,000.00
102. Personal property		402. Personal property	
103. Settlement charges to borrower (line 1400)	8,258.00	403.	
104.		404.	
105.		405.	

## Adjustments for items paid by seller in advance

106. City/town taxes to		406. City/town taxes to	
107. County taxes to		407. County taxes to	
108. Assessments to		408. Assessments to	
109. May 1st Quarterly RE Taxes	1,160.22	409.	
110. Escrow Holdback: Title V	18,000.00	410.	
111.		411.	
112.		412.	

120. Gross Amount Due From Borrower	592,418.22	420. Gross Amount Due To Seller	555,000.00
-------------------------------------	------------	---------------------------------	------------

## 200. Amounts Paid By Or In Behalf Of Borrower

201. Deposit or earnest money	5,000.00	501. Excess deposit (see instructions)	
202. Principal amount of new loan(s)	423,750.00	502. Settlement charges to seller (line 1400)	18,096.40
203. Existing loan(s) taken subject to		503. Existing loan(s) taken subject to	
204.		504. Payoff of first mortgage loan	
205.		505. Payoff of second mortgage loan	50,000.00
206.		Escrow Holdback: Rollback Taxes	
207.		506. Deposit Held: Joe Botelho Real Estate, Inc.	5,000.00
208.		507. Federal Tax Lien: Karen Herring	26,000.04
209.		508. Town of Fairhaven - Water/Sewer	132.58
		509. Broker Exp Reimburse: Joe Botelho	80.90

## Adjustments for items unpaid by seller

210. City/town taxes 4/1/2016 to 5/9/2016	481.15	510. City/town taxes 4/1/2016 to 5/9/2016	481.15
211. County taxes to		511. County taxes to	
212. Assessments to		512. Assessments to	
213.		513.	
214.		514.	
215.		515.	
216.		516.	
217.		517.	
218.		518.	
219.		519.	
220. Total Paid By/For Borrower	429,231.15	520. Total Reduction Amount Due Seller	99,791.07

## 300. Cash At Settlement From/To Borrower

301. Gross Amount due from borrower (line 120)	592,418.22	601. Gross Amount due to seller (line 420)	555,000.00
302. Less amounts paid by/for borrower (line 220)	429,231.15	602. Less Reductions in amount due seller (line 520)	99,791.07
303. Cash <input checked="" type="checkbox"/> From <input type="checkbox"/> To Borrower	163,187.07	603. Cash <input checked="" type="checkbox"/> To <input type="checkbox"/> From Seller	465,208.93

Section 5 of the Real Estate Settlement Procedures Act (RESPA) requires the following: HUD must develop a Special Information Booklet to help persons borrowing money to finance the purchase of residential real estate to better understand the nature and costs of real estate settlement services; Each lender must provide the booklet to all applicants from whom it receives or for whom it prepares a written application to borrow money to finance the purchase of residential real estate. Lenders must prepare and distribute with the Booklet a Good Faith Estimate of the settlement costs that the borrower is likely to incur in connection with the settlement. These disclosures are mandatory.

Section 4(a) of RESPA mandates that HUD develop and prescribe this standard form to be used at the time of loan settlement to provide full disclosure of all

charges imposed upon the borrower and seller. These are third party disclosures that are designed to provide the borrower with pertinent information during the settlement process in order to be a better shopper.

The Public Reporting Burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

The information requested does not lend itself to confidentiality.



700. Total Sales/Broker's Commission based on price \$	565,000.00 @	%		
Division of Commission (line 700) as follows:				
701. \$	to			
702. \$	to Joe Botelho Real Estate, Inc.			
703. Commission paid at Settlement				
704. \$5000 POC BY DEPOSIT HELD: Joe Botelho Real Estate, Inc.				15,000.00
800. Items Payable In Connection With Loan				
801. Loan Origination Fee	%			
802. Loan Discount	%			
803. Appraisal Fee	to Avidia Bank		1,250.00	
804. Credit Report				
805. Lender's Inspection Fee				
806. Mortgage Insurance Fee				
807. Assumption Fee				
808. EOR Collateral Screen to Avidia Bank			25.00	
809. Flood Certification to Avidia Bank			8.00	
810. Tax Service Fee to Avidia Bank			88.00	
811. Hazard Tracking Fee to Avidia Bank			47.00	
812. Document Preparation Fee			424.00	
813.				
814.				
815.				
816.				
817.				
900. Items Required By Lender To Be Paid In Advance				
901. Interest from 5/3/2015 to	days @ \$	/day		
902. Mortgage Insurance Premium for	Months to			
903. Hazard Insurance Premium for	Years to			
904.	Years to			
905.				
1000. Reserves Deposited With Lender				
1001. Hazard Insurance	Months @ \$	per month		
1002. Mortgage Insurance	Months @ \$	per month		
1003. City Property taxes	Months @ \$	per month		
1004. County Property taxes	Months @ \$	per month		
1005. Annual Assessments	Months @ \$	per month		
1006.	Months @ \$	per month		
1007.				
1008.				
1009.				
1100. Title Charges				
1101. Settlement or closing fee	to			
1102. Abstract or title search	to			
1103. Title examination	to Adams & Associates Legal Services		450.00	
1104. Title insurance binder	to			
1105. Document Preparation	to			
1106. Notary fees	to			
1107. Attorneys fees	to Philbin & O'Neil, LLC		2,750.00	
(includes above item numbers: )				
1108. Title insurance	to Chicago Title Insurance		2,435.00	
(includes above item numbers: )				
1109. Lender's coverage	\$ 1,060.00 ( 423,750.00 )			
1110. Owner's coverage	\$ 1,375.00 ( 565,000.00 )			
1111.				
1112. Seller Document Preparation Fee: Philbin & O'Neil, LLC				150.00
1113. Title Ins. Comm. \$730.50 to Chicago Title Insurance \$1,704.50 to Philbin & O'Neil, LLC				
1200. Government Recording and Transfer Charges				
1201. Recording fees: Deed: \$ 126.00 ; Mortgage: \$ 176.00 ; Release: \$			302.00	126.00
1202. City/county tax/stamps: Deed: \$ ; Mortgage: \$				
1203. State tax/stamps: Deed: \$ 2,576.40 ; Mortgage: \$				2,576.40
1204. Record: Certificate of Municipal Liens			65.00	
1205. Obtain Municipal Liens Cert.			50.00	
1300. Additional Settlement Charges				
1301. Survey	to Reney, Moran & Tivnan		145.00	
1302. Pest inspection	to			
1303. Record: Waiver of Right of First Refusal				85.00
1304. Record: Affidavit				76.00
1305. Record: Release 61A				77.00
1306. Record: Lien 61A			77.00	
1307. Federal Express			20.00	
1308. Obtain Good Stand Certificate: LLC (\$30) Corp \$15)			45.00	
1309. Record: Good Stand Certificate			76.00	
1310. Record: Release of Federal Tax Lien				6.00
1400. Total Settlement Charges (enter on lines 103, Section J and 502, Section K)			8,259.00	18,096.40

I have carefully reviewed the HUD-1 Settlement Statement and to the best of my knowledge and belief, it is a true and accurate statement of all receipts and disbursements made on my account or by me in this transaction. I further certify that I have received a copy of the HUD-1 Settlement Statement.

Fairhaven Meadows, LLC

Rita D. Herring

Nicholas A. Christy, Manager

Joseph W. Herring

The HUD-1 Settlement Statement which I have prepared is a true and accurate account of this transaction. I have caused or will cause the funds to be disbursed in accordance with this statement.

Settlement Agent

Daniel A. Notaro

Page 2 of 2

WARNING: It is a crime to knowingly make false statements to the United States on this or any other form. Penalties upon conviction can include a fine and imprisonment. For details, see: Title 18 U.S. Code Sections 1001 and 1010.

Form HUD-1 (3/86)



## A. Settlement Statement

U.S. Department of Housing  
and Urban DevelopmentOMB Approval No. 2502-0266  
(Expires 11/30/2009)

## B. Type of Loan

1. <input type="checkbox"/> FHA	2. <input type="checkbox"/> FmHA	3. <input checked="" type="checkbox"/> Conv. Unins.	6. File Number 46-145	7. Loan Number:	8. Mortgage Insurance Case Number
4. <input type="checkbox"/> VA	5. <input type="checkbox"/> Conv. Ins.				

C. Note This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown, items marked "P.O.C." were paid outside the closing; they are shown here for informational purposes and are not included in the totals.

D. Name & Address of Borrower:  
Fairhaven Meadows, LLC9 Main Street, Suite 3E  
Sutton, Massachusetts 01550

G. Property Location:

237 New Boston Road  
Fairhaven, Massachusetts 02719E. Name & Address of Seller:  
Rita D. Hering & Joseph W. Hering237 Boston Road  
Fairhaven, Massachusetts 02719

F. Name &amp; Address of Lender:

Avkila Bank

42 Main Street

Hudson, Massachusetts 01749

H. Settlement Agent:  
Pribiti & O'Neil, LLC  
43 High Street  
Clinton, Massachusetts 01510Place of Settlement:  
43 High Street  
Clinton, Massachusetts 01510Distribution Date  
May 09, 2016I. Settlement Date  
Monday  
May 09, 2016

## J. Summary of Borrower's Transaction

100. Gross Amount Due From Borrower	
101. Contract sales price	505,000.00
102. Personal property	
103. Settlement charges to borrower (line 1400)	8,268.00
104.	
105.	
Adjustments for items paid by seller in advance	
106. City/town taxes to	
107. County taxes to	
108. Assessments to	
109. May 1st Quarterly Taxes	1,160.22
110. Escrow Holdback Title V	15,000.00
111.	
112.	
120. Gross Amount Due From Borrower	692,418.22
200. Amounts Paid By Or In Behalf Of Borrower	
201. Deposit or earnest money	5,000.00
202. Principal amount of new loan(s)	423,750.00
203. Existing loan(s) taken subject to	
204.	
205.	
206.	
207.	
208.	
209.	
Adjustments for items unpaid by seller	
210. City/town taxes 4/1/2016 to 6/9/2016	481.15
211. County taxes to	
212. Assessments to	
213.	
214.	
215.	
216.	
217.	
218.	
219.	
220. Total Paid By/For Borrower	429,231.15

300. Cash At Settlement From/To Borrower	
301. Gross Amount due from borrower (line 120)	692,418.22
302. Less amounts paid by/for borrower (line 220)	429,231.15
303. Cash <input checked="" type="checkbox"/> From <input type="checkbox"/> To Borrower	163,187.07

Section 6 of the Real Estate Settlement Procedures Act (RESPA) requires the following: HUD must develop a Special Information Booklet to help persons borrowing money to finance the purchase of residential real estate to better understand the nature and costs of real estate settlement services; Each lender must provide the booklet to all applicants from whom it receives or for whom it prepares a written application to borrow money to finance the purchase of residential real estate. Lenders must prepare and distribute with the Booklet a Good Faith Estimate of the settlement costs that the borrower is likely to incur in connection with the settlement. These disclosures are mandatory.

Section 4(a) of RESPA mandates that HUD develop and prescribe this standard form to be used at the time of loan settlement to provide full disclosure of all.

Previous editions are obsolete form HUD-1 (3/99)

## K. Summary of Seller's Transaction

400. Gross Amount Due To Seller	
401. Contract sales price	505,000.00
402. Personal property	
403.	
404.	
405.	
Adjustments for items paid by seller in advance	
406. City/town taxes to	
407. County taxes to	
408. Assessments to	
409.	
410.	
411.	
412.	
420. Gross Amount Due To Seller	665,000.00
500. Reductions in Amount Due To Seller	
501. Excess deposit (see instructions)	
502. Settlement charges to seller (line 1400)	18,095.40
503. Existing loan(s) taken subject to	
504. Payoff of first mortgage loan	
505. Payoff of second mortgage loan	60,000.00
506. Escrow Holdback: Rollback Taxes	
507. Deposit Held: Joe Botelho Real Estate, Inc.	5,000.00
508. Federal Tax Lien: Karen Hering	28,000.04
509. Town of Fairhaven - Water/Sewer	132.58
510. Broker Exp Reimburse: Joe Botelho	80.90
Adjustments for items unpaid by seller	
511. City/town taxes 4/1/2016 to 6/9/2016	481.15
512. County taxes to	
513. Assessments to	
514.	
515.	
516.	
517.	
518.	
519.	
520. Total Reduction Amount Due Seller	99,791.07

600. Cash At Settlement To/From Seller	
601. Gross Amount due to seller (line 420)	665,000.00
602. Less Reductions in amount due seller (line 520)	99,791.07
603. Cash <input checked="" type="checkbox"/> To <input type="checkbox"/> From Seller	465,208.93

changes imposed upon the borrower and seller. These are third party disclosures that are designed to provide the borrower with pertinent information during the settlement process in order to be a better shopper. The Public Reporting Burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. The information requested does not lend itself to confidentiality.



1. Settlement Charges		File Number	15-145	OMB No. 2502-0285	Paid From Borrower's Funds at Settlement	Paid From Seller's Funds at Settlement
799.	Total Seller/Broker's Commission based on price \$	505,000.00	60			
Division of Commission (line 709) as follows:						
701.	\$	to				
702.	\$	to Joe Botelho Real Estate, Inc.				
703.	Commission paid at Settlement					
704.	\$5000 POC BY DEPOSIT HELD, Joe Botelho Real Estate, Inc.					15,000.00
800.	Items Payable in Connection With Loan					
801.	Loan Origination Fee					
802.	Loan Discount					
803.	Analysis Fee	to Avidia Bank			1,250.00	
804.	Credit Report					
805.	Lender's Inspection Fee					
806.	Mortgage Insurance Fee					
807.	Assumption Fee					
808.	FDR Collateral Screen to Avidia Bank				25.00	
809.	Flood Certification to Avidia Bank				8.00	
810.	Tax Service Fee to Avidia Bank				88.00	
811.	Hazard Tracking Fee to Avidia Bank				47.00	
812.	Document Preparation Fee				424.00	
813.						
814.						
815.						
816.						
817.						
800.	Items Required By Lender To Be Paid In Advance					
801.	Interest from 6/3/2016 to	days 65	day			
802.	Mortgage Insurance Premium for	Months to				
803.	Hazard Insurance Premium for	Years to				
804.		Years to				
805.						
1000.	Reserves Deposited With Lender					
1001.	Hazard Insurance	Months 65	per month			
1002.	Mortgage Insurance	Months 65	per month			
1003.	City Property Taxes	Months 65	per month			
1004.	County Property Taxes	Months 65	per month			
1005.	Annual Assessments	Months 65	per month			
1006.		Months 65	per month			
1007.						
1008.						
1009.						
1100.	Title Charges					
1101.	Settlement or closing fee	to				
1102.	Abstract or title search	to				
1103.	Title examination	to Adams & Associates Legal Services			450.00	
1104.	Title Insurance binder	to				
1105.	Document Preparation	to				
1106.	Notary fees	to				
1107.	Attorneys fees	to Phibin & O'Neil, LLC			2,750.00	
	Includes above item numbers					
1108.	Title Insurance	to Chicago Title Insurance			2,435.00	
	Includes above item numbers					
1109.	Lender's coverage	\$ 1,080.00	( 423,750.00 )			
1110.	Owner's coverage	\$ 1,376.00	( 665,000.00 )			
1111.						
1112.	Seller Document Preparation Fee: Phibin & O'Neil, LLC					150.00
1113.	Title Ins. Comm. \$730.50 to Chicago Title Insurance \$1,704.50 to Phibin & O'Neil, LLC					
1200.	Government Recording and Transfer Charges					
1201.	Recording fees: Deed \$ 128.00 Mortgage \$ 178.00		Release \$		302.00	128.00
1202.	City/County tax stamps: Deed \$ Mortgage \$					
1203.	State tax stamps: Deed \$ 2,578.40 Mortgage \$					2,578.40
1204.	Record: Certificate of Municipal Liens				66.00	
1205.	Obtain Municipal Liens Cert.				60.00	
1300.	Additional Settlement Charges					
1301.	Survey to Roney, Moran & Timan				145.00	
1302.	Post Inspection to					
1303.	Record: Waiver of Right of First Refusal					85.00
1304.	Record: Affidavit					78.50
1305.	Record: Release 61A					77.00
1306.	Record: Lien 61A				77.00	
1307.	Federal Express				20.00	
1308.	Obtain Good Stand Certificate: LLC (\$30) Corp \$15				45.00	
1309.	Record: Good Stand Certificate				75.00	
1310.	Record: Release of Federal Tax Lien					-6.00
1400.	Total Settlement Charges (enter on lines 103, Section J and 502, Section K)				8,258.00	18,099.40

I have carefully reviewed the HUD-1 Settlement Statement and to the best of my knowledge and belief, it is a true and accurate statement of all receipts and disbursements made on my account or by me in this transaction. I further certify that I have received a copy of the HUD-1 Settlement Statement.

Fairbairn Meadows, LLC  
Nicholas A. Christy, Manager

Joseph W. Herring  
Rita D. Herring  
Joseph W. Herring

The HUD-1 Settlement Statement which I have prepared is a true and accurate account of this transaction. I have caused or will cause the funds to be disbursed in accordance with this statement.

Settlement Agent  
Daniel A. Notaro

WARNING: It is a crime to knowingly make false statements to the United States on this or any other form. Penalties upon conviction can include a fine and imprisonment. For details, see Title 18 U.S. Code Sections 1001 and 1010.

Page 2 of 2  
 Form HUD-1 (3/05)



# HUD-1 SETTLEMENT STATEMENT CERTIFICATION

I have carefully reviewed the HUD-1 Settlement Statement and to the best of my knowledge and belief, it is a true and accurate statement of all receipts and disbursements made on my account or by me in this transaction. I further certify that I have received a copy of the HUD-1 Settlement Statement.

Rita D. Herring  
SELLER Rita D. Herring

Fairhaven Meadows, LLC  
BORROWER

Joseph W. Herring  
SELLER Joseph W. Herring

Nicholas A. Christy  
BORROWER Nicholas A. Christy, Manager

SELLER

BORROWER

SELLER

BORROWER

WITNESS

The HUD-1 Settlement Statement which I have prepared is a true and accurate account of this transaction. I have caused the funds to be disbursed in accordance with this statement.

[Signature]  
SETTLEMENT AGENT

DATE May 09, 2016

**WARNING:** It is a crime to knowingly make false statements to the United States on this or any other similar form. Penalties upon conviction can include a fine and imprisonment. For details see: Title 18 U.S. Code Section 1001 and Section 1010.

**FAIRHAVEN MEADOWS LLC  
CERTIFICATE OF ORGANIZATION**

Pursuant to the provisions of the Massachusetts Limited Liability Company Act (the "Act"), the undersigned hereby certifies as follows:

1. Federal Employer Identification Number: pending
2. Name of the Limited Liability Company: The name of the limited liability company formed hereby (the "LLC") is Fairhaven Meadows LLC.
3. Office of the Limited Liability Company: The address of the office of the LLC for purposes of Section 5 of the Act is 9 Main Street, Suite 3E, Sutton, MA 01590.
4. Agent for Services of Process: The name and address of the resident agent for service of process for the LLC is Nicholas A. Christy, 9 Main Street, Suite 3E, Sutton, MA 01590.  
  
I, Nicholas A. Christy, resident agent of the above limited liability company, consent to my appointment as the resident agent of the above limited liability company pursuant to G.L. Ch. 156C, Section 12.
5. Date of Dissolution: The LLC is to have no specific date of dissolution.
6. Manager: Nicholas A. Christy will be Manager of the LLC.
7. Execution of Documents: Nicholas A. Christy is authorized individually to execute any documents filed with the Secretary of State of the Commonwealth of Massachusetts.
8. Business of the LLC: The general character of the business of the limited liability company is purchase, sale, rental, development and management of real estate, and to otherwise engage in any lawful act or activity for which limited liability companies may be formed under the Act and engaging in any and all activities necessary, advisable, convenient or incidental thereto.
9. Execution of Documents Relating to Real Property: Nicholas A. Christy is authorized individually to execute, acknowledge, deliver and record any recordable instrument on behalf of the LLC purporting to affect an interest in real property, whether to be recorded with a registry of deeds or a district office of the Land Court.

IN WITNESS WHEREOF, the undersigned hereby affirms under the penalties of perjury that the facts stated herein are true as of this 24th day of March, 2016.

Nicholas A. Christy  
Nicholas A. Christy



THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify that, upon examination of this document, duly submitted to me, it appears that the provisions of the General Laws relative to corporations have been complied with, and I hereby approve said articles; and the filing fee having been paid, said articles are deemed to have been filed with me on:

March 25, 2016 09:49 AM

A handwritten signature in cursive script, reading "William Francis Galvin". The signature is written in dark ink and is positioned above the printed name and title.

WILLIAM FRANCIS GALVIN

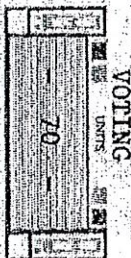
*Secretary of the Commonwealth*

ORGANIZATION DATE: MARCH 23, 2000  
FTN: 81-2044716

[illegible]



Organized under the Laws of the Commonwealth of Massachusetts



FAIRHAVEN MEADOWS LLC

This Certifies that

NICHOLAS A. CHRISTY

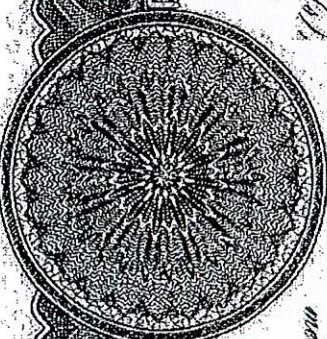
is the owner of \_\_\_\_\_ SEVENTY \_\_\_\_\_ units of the above named

limited liability Company transferable only on the books of the Company by the holder hereof in person or by duly authorized attorney upon surrender of this Certificate properly endorsed. The transfer of the units in this limited liability Company is subject to restrictions set forth in the limited liability Company Operating Agreement and the transfer of the related ownership rights may be effected only upon the unanimous consent of members or compliance with any procedure provided in the Operating Agreement. In Witness Whereof, the said limited liability Company has caused this Certificate to be executed on its behalf by its duly authorized manager(s).

this Twenty-Fifth day

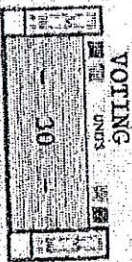
of March 21<sup>st</sup>, 2016.

NICHOLAS A. CHRISTY, MANAGER





Organized under the laws of the Commonwealth of Massachusetts



FAIRHAVEN MEADOWS, LLC

This Certifies that

MANUEL DACOSTA

THIRTY

is the owner of

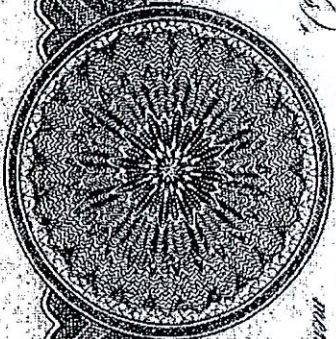
units of the above named

United Specialty Company transferable only on the books of the Company by the holder hereof in person or by duly authorized attorney upon surrender of this Certificate properly endorsed. The transfer of the units in this United Specialty Company is subject to restrictions set forth in the United Specialty Company Operating Agreement and the transfer of the related ownership rights may be effected only upon the unanimous consent of members or compliance with any procedure provided in the Operating Agreement. In witness whereof, the said United Specialty Company has caused this Certificate to be executed on its behalf by its duly authorized manager(s),

this Twenty-Fifth day

of March

A.D. 2016



MANUEL DACOSTA  
MANAGER





**The Commonwealth of Massachusetts**  
**William Francis Galvin**

Minimum Fee: \$500.00

Secretary of the Commonwealth, Corporations Division  
 One Ashburton Place, 17th floor  
 Boston, MA 02108-1512  
 Telephone: (617) 727-9640

**Certificate of Organization**  
 (General Laws, Chapter )

Identification Number: [REDACTED]

1. The exact name of the limited liability company is: FAIRHAVEN MEADOWS LLC

2a. Location of its principal office:

No. and Street: 9 MAIN STREET  
SUITE 3E  
 City or Town: SUTTON State: MA Zip: 01590 Country: USA

2b. Street address of the office in the Commonwealth at which the records will be maintained:

No. and Street: 9 MAIN STREET  
SUITE 3E  
 City or Town: SUTTON State: MA Zip: 01590 Country: USA

3. The general character of business, and if the limited liability company is organized to render professional service, the service to be rendered:

THE GENERAL CHARACTER OF THE BUSINESS OF THE LIMITED LIABILITY COMPANY IS PURCHASE, SALE, RENTAL, DEVELOPMENT AND MANAGEMENT OF REAL ESTATE, AND TO OTHERWISE ENGAGE IN ANY LAWFUL ACT OR ACTIVITY FOR WHICH LIMITED LIABILITY COMPANIES MAY BE FORMED UNDER THE ACT AND ENGAGING IN ANY AND ALL ACTIVITIES NECESSARY, ADVISABLE, CONVENIENT OR INCIDENTAL THERETO.

4. The latest date of dissolution, if specified:

5. Name and address of the Resident Agent:

Name: NICHOLAS A. CHRISTY  
 No. and Street: 9 MAIN STREET  
SUITE 3E  
 City or Town: SUTTON State: MA Zip: 01590 Country: USA

I, NICHOLAS A. CHRISTY resident agent of the above limited liability company, consent to my appointment as the resident agent of the above limited liability company pursuant to G. L. Chapter 156C Section 12.

6. The name and business address of each manager, if any:

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
MANAGER	NICHOLAS A. CHRISTY	9 MAIN STREET SUTTON, MA 01590 USA

7. The name and business address of the person(s) in addition to the manager(s), authorized to execute



documents to be filed with the Corporations Division, and at least one person shall be named if there are no managers.

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code

8. The name and business address of the person(s) authorized to execute, acknowledge, deliver and record any recordable instrument purporting to affect an interest in real property:

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
REAL PROPERTY	NICHOLAS A. CHRISTY	9 MAIN STREET SUTTON, MA 01590 USA

9. Additional matters:

SIGNED UNDER THE PENALTIES OF PERJURY, this 25 Day of March, 2016,  
NICHOLAS A. CHRISTY

*(The certificate must be signed by the person forming the LLC.)*



PASSPORT  
PASSEPORT  
PASAPORTE

# UNITED STATES OF AMERICA

Type / Type / Luxe / Cote d'Orpo

# THE

Surname / Nom / Apellido:

CHRISTY

Given Names / Prénoms / Nombres

NICHOLAS ANDREW

Nationality / Nationalité / Nacionalidad

UNITED STATES OF AMERICA

Date of birth / Date de naissance / Fecha de nacimiento

06-1-1068

Place of birth / Lieu de naissance / Lugar de nacimiento

POWER & USA

Date of issue / Date de délivrance / Fecha de expedición

Date of expiration / Date d'expiration / Fecha de caducidad

4720612024

**Endorsements / Mentions Spéciales / Anclajes**

# FREE PAGES

P<USACHRISTY<<NICHOLAS<ANDREW<<<<<<<<<<<<<<

1984





Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
239 Causeway Street, First Floor  
Boston, MA 02114

DEBORAH B. GOLDBERG  
TREASURER AND RECEIVER GENERAL

**CORI REQUEST FORM**

JEAN M. LORIZIO, ESQ.  
CHAIRMAN

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

**ABCC LICENSE INFORMATION**

ABCC NUMBER: (OF EXISTING LICENSEE)		LICENSEE NAME:	Fairhaven Meadows LLC, dba Nasketucket Bay Vineyard	CITY/TOWN:	Fairhaven, MA
--	--	----------------	---	------------	---------------

**APPLICANT INFORMATION**

LAST NAME:	Christy	FIRST NAME:	Nicholas	MIDDLE NAME:	Andrew			
MAIDEN NAME OR ALIAS (IF APPLICABLE):			PLACE OF BIRTH:	A [REDACTED]				
DATE OF BIRTH:	0 [REDACTED] 8	SSN:	[REDACTED]	ID THEFT INDEX PIN (IF APPLICABLE):				
MOTHER'S MAIDEN NAME:	Docimo	DRIVER'S LICENSE #:	[REDACTED]	STATE LIC. ISSUED:	Massachusetts			
GENDER:	MALE	HEIGHT:	5	11	WEIGHT:	4b	EYE COLOR:	brown
CURRENT ADDRESS:	[REDACTED]							
CITY/TOWN:	Mattapoisett	STATE:	MA	ZIP:	02739			
FORMER ADDRESS:	[REDACTED]							
CITY/TOWN:	Douglas	STATE:	MA	ZIP:	01516			

**PRINT AND SIGN**

PRINTED NAME:	Nicholas Christy	APPLICANT/EMPLOYEE SIGNATURE:	[Signature]
---------------	------------------	-------------------------------	-------------

**NOTARY INFORMATION**

On this 5<sup>th</sup> day of March 2020 before me, the undersigned notary public, personally appeared NICHOLAS A CHRISTY  
(name of document signer), proved to me through satisfactory evidence of identification, which were driver's license  
to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

[Signature]  
NOTARY

**DIVISION USE ONLY**

REQUESTED BY:	
SIGNATURE OF CORI AUTHORIZED EMPLOYEE	

The OCJ Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identify Theft PIN Number by the OCJ. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL CORI request forms that include this field are required to be submitted to the DCJ via mail or by fax to (617) 660-4514.





JEAN M. LORIZIO, ESQ.  
CHAIRMAN

Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150

**CORI REQUEST FORM**

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

**ABCC LICENSE INFORMATION**

ABCC NUMBER: (IF EXISTING LICENSEE)		LICENSEE NAME:	Fairhaven Meadows LLC, dba Nasketucket Bay Vineyard	CITY/TOWN:	Fairhaven, MA
--	--	----------------	---	------------	---------------

**APPLICANT INFORMATION**

LAST NAME:	DaCosta	FIRST NAME:	Manuel	MIDDLE NAME:	Antonio			
MAIDEN NAME OR ALIAS (IF APPLICABLE):		PLACE OF BIRTH:						
DATE OF BIRTH:		SSN:		ID THEFT INDEX PIN (IF APPLICABLE):				
MOTHER'S MAIDEN NAME:	Fonseca	DRIVER'S LICENSE #:		STATE LIC. ISSUED:	Massachusetts			
GENDER:	MALE	HEIGHT:	5	6	WEIGHT:	170	EYE COLOR:	Brown
CURRENT ADDRESS:								
CITY/TOWN:	Mattapoisett	STATE:	MA	ZIP:	02739			
FORMER ADDRESS:								
CITY/TOWN:	New Bedford	STATE:	MA	ZIP:	02740			

**PRINT AND SIGN**

PRINTED NAME:	Manuel DaCosta	APPLICANT/EMPLOYEE SIGNATURE:	<i>Manuel DaCosta</i>
---------------	----------------	-------------------------------	-----------------------

**NOTARY INFORMATION**

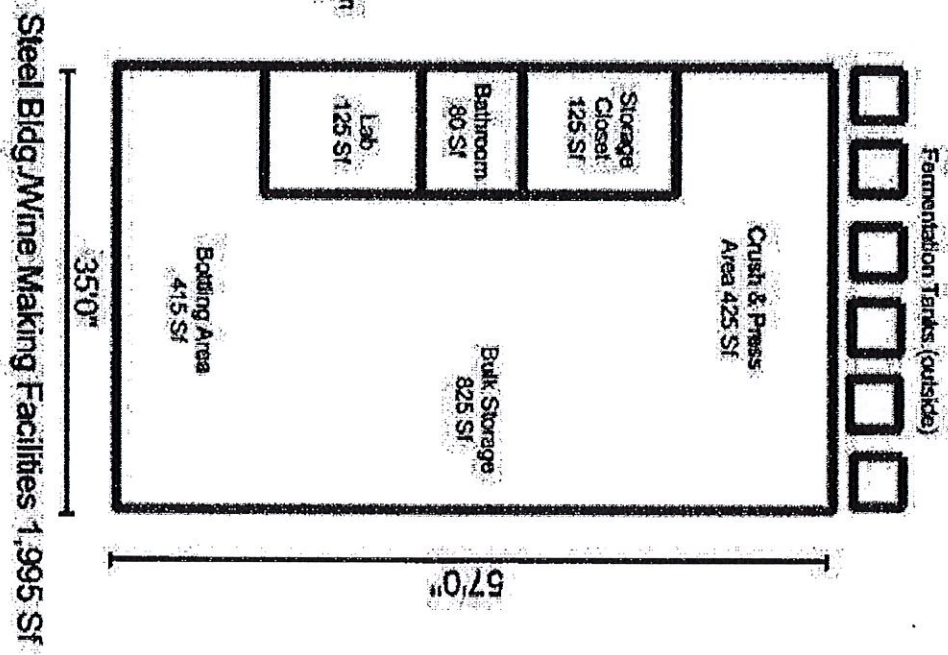
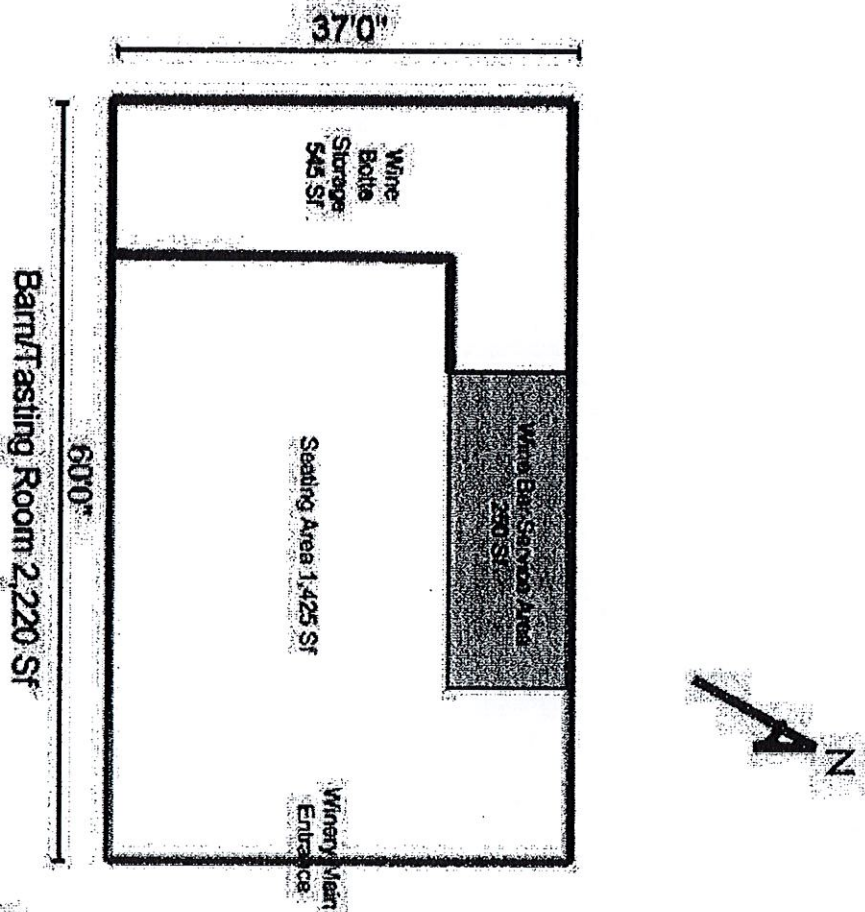
On this 5<sup>th</sup> day of March 2020 before me, the undersigned notary public, personally appeared MANUEL ANTONIO DAcosta  
(name of document signer), proved to me through satisfactory evidence of identification, which were driver's license  
to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

*[Signature]*  
NOTARY

**DIVISION USE ONLY**

REQUESTED BY:	
SIGNATURE OF CORI-AUTHORIZED EMPLOYEE	

The DCJ Identity Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft PIN Number by the DCJ. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL CORI request forms that include this field are required to be submitted to the DCJ via mail or by fax to (617) 660-4614.





$$50 \text{ ALE} \approx \frac{3}{16} \approx 1.0$$

201

W V A B

Patto at Barn

322

SEVERE

WANEY COOK

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99



Steel Building: Wine Making/ Storage 1,1995 Sf

NEW BOSTON ROAD

224.00'

269.20'

643.50'

Patio at Barn 3,000 Sf

Barn: Wine Tasting/ Storage/ Office Space 2,200 Sf

Vineyard Rows

Vineyard Rows

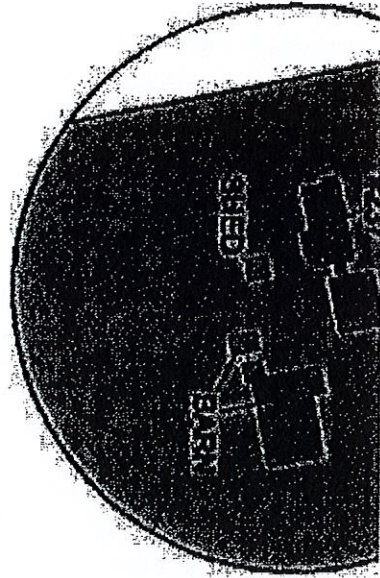
Vineyard Rows

Agricultural Area

1935.64'

1666'





Lead Building: Wine Making/Storage 1,1995 SF

NEW BOSTON ROAD

643.50

Barn: Wine Tasting/Storage/Office Space 2,200 SF

Patio at Barn 3,000 SF

224.00

289.25

193.27

193.27

CRIB

619.75

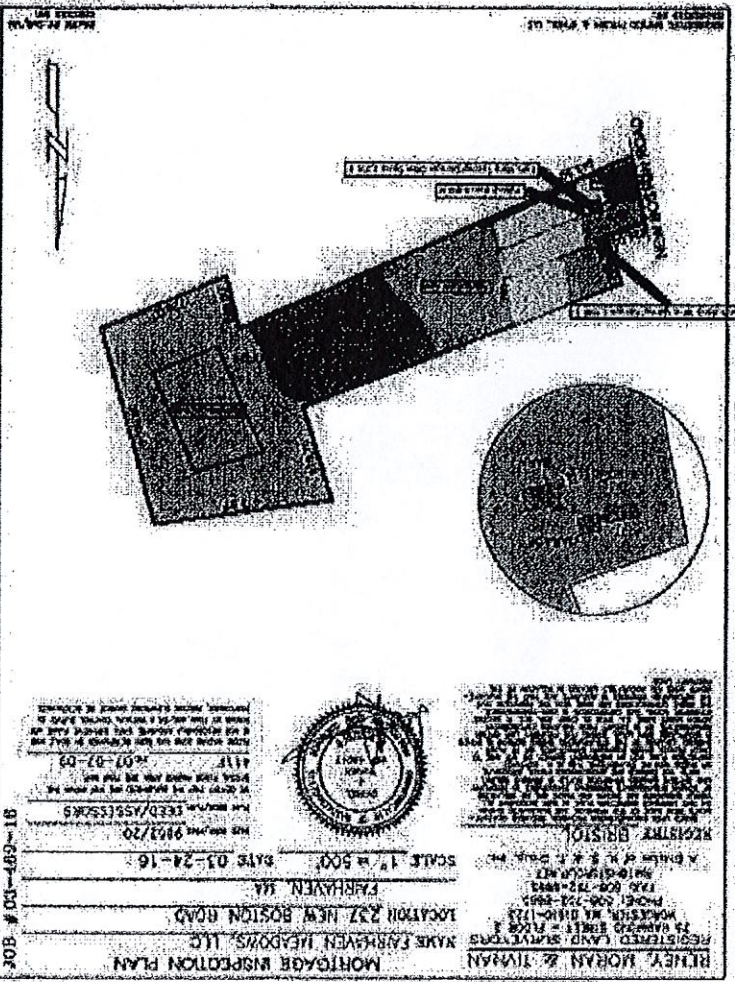
973.69

268.50

1078.00

1069.00





THIS MAP WAS PREPARED BY THE  
MASSACHUSETTS DEPARTMENT OF  
ENVIRONMENTAL AFFAIRS  
ON BEHALF OF THE  
COMMONWEALTH OF MASSACHUSETTS  
DATE 03-24-16  
SCALE 1" = 500'

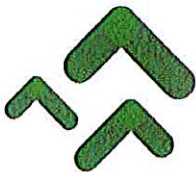


REGISTERED LAND SURVEYORS  
RICHIE, MORAN & JIMMAN  
13 HAWES RD. - FLOOR 1  
WILMINGTON, MA 01890-1123  
PHONE: 508-792-8800  
FAX: 508-792-8803  
MAILING ADDRESS  
A DIVISION OF R. E. & J. J. JONES, INC.

**MORTGAGE INSPECTION PLAN**  
NAME: FARMHAYEN HEADWAYS, LLC  
LOCATION: 237 NEW BOSTON ROAD  
FARMHAYEN, MA  
DATE: 03-24-16  
SCALE: 1" = 500'



# Proposal for Executive Search Services Town of Fairhaven



COMMUNITY PARADIGM ASSOCIATES, LLC

# **TOWN OF FAIRHAVEN**

## **EXECUTIVE SEARCH SERVICES: TOWN ADMINISTRATOR**

<b>Proposal Information</b>	<b>Section</b>	<b>Page</b>
◆ Letter of Interest	1	3
◆ Review of Qualifications and Proposal Requirements	2	7
◆ Firm Profile	3	11
◆ Resumes of Assigned Staff and Contractor Profiles	4	15
◆ Approach and Plan to Implement Scope of Services	5	29
◆ Timeline	6	37
◆ References	7	39
◆ Sample Recruitment Work Products and Materials	8	45
◆ Town Required Certifications and Statements	9	65
◆ Fee and Project Costs	10	81



September 28, 2020

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

Dear Mr. Freitas and members of the Board of Selectmen:

I appreciate the opportunity to submit this proposal to the Town of Fairhaven for services that assist with the recruitment and selection of its next Town Administrator, in accordance with the Town's RFQ dated September 24, 2020. It is essential that this selection process result in an individual that has the skills, experience, and management approach to assist the Town in addressing its challenges and new opportunities.

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 of 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, the approach that we have always used in recruitments includes active engagement of the stakeholders of the community in the process. We believe this approach produces the best possible selections as well as crucial community support during the all-important first few months in the position.
- And fourth, now in our sixth year of business, we have become the most active municipal manager recruitment firm in the Commonwealth. We believe that distinction is the result of the customized, dedicated service that we provide to our municipal clients, which can be verified by contacting our clients for their opinion of Community Paradigm.

---

COMMUNITY PARADIGM  
ASSOCIATES

One Saddleback, Plymouth, MA 02360 [www.communityparadigm.com](http://www.communityparadigm.com)

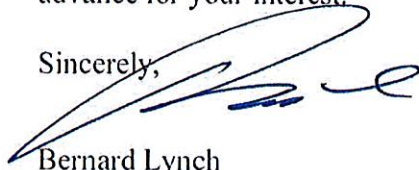
In accordance with the Town of Fairhaven's Request for Quotes, we have organized materials that respond to the specifically requested information as outlined within the RFQ. In Section 2 of the proposal, we have prepared a summary of compliance with RFQ requirements regarding qualifications and submission information. In Section 5, we address the Scope of Work requirements that are outlined on page 6 of the RFQ by describing our approach and implementation plan.

Over the past six years we have completed over 50 municipal manager/municipal administrator searches, including several in the Fairhaven area: Mattapoisett, Marion, Bourne, and Lakeville. And, we are currently completing a search in Swansea. 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 meeting with the Board of Selectmen to learn more about Fairhaven as it seeks a new Town Administrator, to discuss the benefits of utilizing 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,

A handwritten signature in blue ink, appearing to read 'Bernard Lynch', with a stylized flourish extending to the right.

Bernard Lynch  
Principal



# Proposal Review: Qualifications, RFQ Requirements

## Qualifications

Community Paradigm Associates, LLC meets the minimum criteria set forth within #7 of the Town of Fairhaven's RFQ (9/24/20)

- Community Paradigm is in its sixth year of business with its first recruitment occurring in August of 2015.
- Community Paradigm has successfully recruited 44 Town Managers and Town Administrators within the past 36 months, and is currently engaged in another 5 similar recruitments, which will be completed within the next 1-3 months. A listing of completed and currently ongoing recruitments are included within the Client List contained in the Firm Profile in Section # 3, and Reference List in Section #7.

## RFQ Submission Requirements

Community Paradigm Associates, LLC provides the following information, as a direct response to the Town of Fairhaven's RFQ (9/24/20), or refers the reader to the appropriate section of the Community Paradigm response.

1. Name and address of applicant, telephone number/fax numbers and email address.  
Community Paradigm Associates, LLC  
1 Saddleback  
Plymouth, Massachusetts 02360  
978-621-6733  
Blynch@communityparadigm.com
2. Brief resume of principals and staff to be assigned to the project.  
The members of Community Paradigm Associates that will be working on this project bring considerable years of experience in municipal government, and communications and marketing. Community Paradigm understands municipal government and the roles and responsibilities of a Town Manager, and the organizational relationships that exist within the municipal sector. Community Paradigm has leveraged that experience and skills, and its extensive network of municipal managers within the state, region and nation to develop an approach of recruiting and placing municipal managers for its client communities. Resumes are included in Section # 4.
3. List of completed projects that best illustrate qualifications for this project.  
Community Paradigm has extensive experience and expertise in conducting successful executive searches for Massachusetts Town Managers or Town Administrators. As noted within the Proposal, the firm is the most active recruitment firm in the Commonwealth over the past 3+ years. See Client List within Firm Profile in Section # 3 and Reference List in Section #7 for a full listing of completed and ongoing recruitment.

9. Samples of work, such as reports, a sample position profile, evaluation forms and other decision-making tools.

The Proposal includes examples of work products of Community Paradigm in successfully completing similar municipal manager searches. These sample work products are contained within Section #8 of the Proposal and include robust digital Position Profile brochures, high quality advertisements, and other forms of candidate outreach for the recruitments that the Proposer has completed. Also included are process materials to assist in evaluation and selection activity.

10. Summary of expected costs, including estimated consulting fees, advertisement costs, travel expenses and other miscellaneous costs.

A Fee Proposal is provided in Section #10 of the Proposal and includes all associated costs.

11. Firm brochure / portfolio.

Over the last four years Community Paradigm has become the leading recruiter of municipal managers within the Commonwealth of Massachusetts.

Community Paradigm's success is based upon its knowledge of municipal government, its ability to market its client communities and their municipal management positions, and an extensive network. Members of Community Paradigm are long time active members of the Massachusetts Municipal Management Association and the International City and County Management Association. Members know and are known to managers throughout the state. A Firm Profile is included in Section #3.

12. Completion of forms located at the end of the RFQ package.

See Section #9



## **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 more than 30 years of experience in communications, public relations, project management, digital and traditional marketing, and brand management. She has worked as an editor at daily and weekly newspapers, and directed marketing and communications departments in the financial industry. Ms. Flaherty 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.

## **CLIENT LIST**

### **Executive Recruitment**

#### **Town Manager/Town Administrator Positions**

Adams	Great Barrington	Millbury	Rockland	Wayland
Amherst	Hamilton	Natick	Rutland	Wellesley
Avon	Holliston	Norfolk	Salem, NH	Wellfleet
Becket	Hopedale	North Attleborough	Shrewsbury	Westminster
Bourne	Ipswich	Northfield	Southbridge	Weston
Boxborough	Lakeville	Norwood	Stoughton	Westwood
Brewster	Leicester	Oxford	Sturbridge	Winchendon
Buckland	Longmeadow	Palmer	Sudbury	
Dedham	Lynnfield	Pembroke	Topsfield	
East Bridgewater	Marion	Plympton	Truro	
East Longmeadow	Mattapoisett	Provincetown	Uxbridge	

#### **Various Municipal Positions**

Andover - Director of Elder Services	Northborough - Health Agent
Ashland - Town Planner	Northborough - Senior Center Director
Bourne - Director of Finance	Pittsfield - Director of Public Services
Marlborough - City Comptroller	Rockland - Town Accountant
Mattapoisett - Library Director	Scituate - Sewer Superintendent
Methuen - Chief Administrative and Finance Officer	Swampscott - Town Accountant
Norfolk - Town Planner	Walpole - Community Planning Director
Northborough - Assessor	Worcester - Chief Financial Officer
Northborough - Assistant Town Administrator	

#### **Ongoing Recruitments**

Town of Coventry, RI - Town Manager
Town of Grafton - Town Administrator
Town of Great Barrington - Police Chief
Town of Kingston - Town Administrator
Town of Northborough - Library Director
Town of Norwood - Library Director
Town of Swansea - Town Administrator
Town of Whitman - Town Administrator
City of Worcester - DPW Commissioner, Chief Diversity Officer, Commissioner of Inspectional Services



## Brief résumé of principals and staff to be assigned to the project.

The following individuals will be assigned to this project, with résumés attached:

- Bernard Lynch, Principal and Project Lead
  - Project management, preliminary assessment of applicants, coordinate Screening Committee selection of semi-finalists, coordinate review of references, advise Board of Selectmen on evaluation of finalists and selection of Town Administrator, assist Board of Selectmen with contract negotiations.
- John Petrin, Senior Associate
  - Assist with project management, coordinate community and Board of Selectmen input process, active recruitment, assist with assessment of applicants, advise Screening Committee on semi- finalist evaluations and finalist selection, assist with reference interviews, advise Board of Selectmen on evaluation of finalists and selection of Town Administrator.
- Sharon Flaherty, Senior Associate
  - Develop and prepare recruitment materials including Position Profile, advertisements, develop and prepare interview questions, coordinate candidate interviews, direct background investigations, conduct reference reviews, and prepare Finalist reference reports, and preparation of media materials.

In addition, Community Paradigm utilizes the services of Creative Services, Inc. for pre-employment screening that includes Criminal History Search, employment verification, motor vehicle driving record, and Fair Credit Reporting review. A firm profile is included within this section.

**BERNARD LYNCH**  
**BLynch@communityparadigm.com**  
**978-621-6733**

## **PROFESSIONAL EXPERIENCE**

### ***Community Paradigm Associates, LLC      2014-Present***

Founder and Principal of multi-faceted consultancy with specialties in municipal law and process, economic and community development, public policy, process improvement, social innovation, tactical research and solutions, building high-performing organizations, public finance, thought leadership, strategic analysis and counsel, vision articulation, collaborative decision-making, and community sustainability. Current clients include but are not limited to the following:

- Municipalities seeking greater operational efficiencies and economic development
- Municipalities and Non-profits requiring assistance with executive recruitment
- Non-profits exploring and implementing social entrepreneurship opportunities
- Private developers interested in creating sustainable, high quality projects.
- Alternative energy ventures

### ***City of Lowell, MA      2006-2014***

City Manager, serving as Chief Executive Officer of Massachusetts' 4<sup>th</sup> largest city, with duties and responsibilities including strategic planning, financial management, operating and capital budget preparation and review, human resource management, collective bargaining, procurement, direction of city departments, coordination of elected and appointed boards and committees, etc. Major accomplishments of tenure include:

- Managed a financial turn-around and stabilization of the City after a bond downgrade and state notification of more stringent reporting requirements. Accomplished through the establishment and implementation of financial management policies, a strategic financial plan and sound budgeting system. Financial reserves as a percentage of the operating budget were increased from 2% to 9% during the period of 2006-2014 while the property tax levy below the limits of Proposition 2 ½ was increased by more than 100%. During this period the City experienced several bond rating upgrades and state reporting requirements were lifted.
- Instituted innovative data based management system modeled on Baltimore's CITISTAT program resulting in increased efficiencies and cost savings.
- Restructured City organization to create a revamped permitting and inspectional services function connected to City's planning and development operations for greater accountability, streamlined processes and user responsiveness.
- Directed and coordinated the implementation of a robust and detailed performance based budget document that served to provide communication of city operations, increase departmental planning and improve legislative resource allocation decisions.
- Prioritized the City's relations throughout the community with a focus upon transparent decision-making and responsiveness in order to increase accountability utilizing personal interactions and social media platforms for providing information and receiving citizen feedback.
- Implemented various personnel policies and operational procedures including the negotiation of changes in employee health insurance coverage to significantly reduce costs for the City and employees and address long-term post-employment liabilities, and major changes in the City's collective bargaining agreements.



## **Prior Experience**

*Bernard Lynch and Associates*, Independent Consultant, 1983-1986

*Methuen Neighborhood Development Corporation*, Executive Director, 1982-1983

*Town of Chelmsford*, Community Development Coordinator, 1980-1982

*Massachusetts Housing Finance Agency*, Policy Analyst, 1979-1980

## **ACADEMIC EXPERIENCE**

*Moakley Center for Public Management, Suffolk University*      **2014-Present**

Senior Fellow and Adjunct Faculty, in Graduate School of Management offering courses in Public Finance, Labor Relations, Strategic Leadership and Community Engagement.

*University of Lowell and University of Massachusetts-Lowell*      **1980-Present**

Adjunct Faculty, in Political Science Department offering courses in American Government, Public Administration, Urban Politics, Public Policy, State and Local Government, and Fiscal Policy.

## **EDUCATION**

*Master of Public Administration*, University of Massachusetts-Amherst (1980)

*Bachelor of Science in Political Science*, University of Lowell (1978)

## **PROFESSIONAL AFFILIATIONS AND COMMUNITY SERVICE**

- Massachusetts Lt. Governor's Task Force on Local Government Workforce Skills Gap (2017-present)
- International City Management Association, Full/Retired Member
- Massachusetts Municipal Management Association, Full/Retired Member
- Middlesex Community College Leadership Advisory Committee (2016-Present)
- Innovation Academy Charter School Board of Trustees (2014-Present)
- Middlesex 3 Coalition, Founding Member and Member of Board of Directors (2010-2014)
- Massachusetts Municipal Association-Fiscal Policy Committee (1994-Present) (Prior Chair)
- Lowell Plan Board of Directors (2006-2014)
- Lowell Development and Finance Corporation Board of Directors (2006-2014)
- Lowell Regional Transit Authority Board of Directors (2006-2014)
- UMass Lowell College of Arts and Sciences Alumni Advisory Committee (2005-2012)
- Massachusetts Local Government Advisory Committee (2007-2009)
- Massachusetts Municipal Association Task Force on State & Local Finance, Service Delivery & Administrative Reform (2004)
- Merrimack Valley Economic Development Council-Board of Directors (2000-2014)
- Massachusetts Inter-Local Insurance Association – Director and member of Audit Committee and Investment Committee (1993-2006)
- Northern Middlesex Council of Governments (1987-2006)
- Lowell Community Health Center- Board of Directors (1999-2000)
- Special Legislative Commission on Affordable Housing (1988-1989)

## JOHN D. PETRIN

*JPetrin@communityparadigm.com*

*(781) 552-1074*

### MUNICIPAL EXPERIENCE

- 6/12 to 3/19      TOWN ADMINISTRATOR  
*Town of Burlington, MA*  
Serve as Chief Administrative Officer of a town with a population of 25,000 and a budget of \$150M under the direction of the Town By-Law and the Board of Selectmen.
- 3/05 to 6/12      TOWNMANAGER  
*Town of Ashland, MA*  
Served as Chief Administrative Officer of a town with a population of 17,000 and a budget of \$50M under the direction of the Town Charter and the Board of Selectmen.
- 8/01 to 3/05      ASSISTANT SUPERINTENDENT OF SCHOOLS  
*Marlborough Public Schools, Marlborough, MA*  
Assisted the Superintendent in providing leadership in developing, achieving, and maintaining the best possible educational programs and services for a school system with 5,300 students.
- 9/88 to 8/01      TOWN ADMINISTRATOR  
*Town of Harvard, MA*  
Served as Chief Administrative Officer of a town with a population of 5,400 providing day-to-day overall administrative coordination and direction to departments under the jurisdiction of the Board of Selectmen
- 7/85 to 9/88      TOWN ADMINISTRATOR  
*Town of Pepperell, MA*  
Served as Chief Administrative Officer in a town with a population of 9,000 providing day-to-day overall administrative coordination and direction to departments under the jurisdiction of the Board of Selectmen
- 3/82 to 7/85      TAX ASSESSOR  
*Board of Assessors, Bellingham, MA*  
Duties included appraising and assessing property and formulating a tax rate from the collected data. Other responsibilities included budget preparation and overseeing day-to-day operations of the office. Served as financial planner for the Town.
- 9/80 to 7/85      PARK COMMISSIONER  
*Park Commission, Bellingham, MA*  
Elected member of the Board. Voted Chair 3 years. Major responsibilities included budget preparation and overseeing parks, maintenance, and recreation programs.

### EDUCATION

- 1987      Northeastern University, Boston, MA  
Masters in Public Administration
- 1981      Stonehill College, North Easton, MA  
Bachelor of Arts in Political Science



**COMMUNITY ACTIVITIES**

- Boys & Girls Clubs of MetroWest, Inc.  
Member of Board of Directors, 1995 - present  
Board Co-Vice-Chair, 2004-2005  
Treasurer, 1995 – 2001
- Healthy Smiles Dental Clinic  
Member of Board of Directors, 2003 - 2015
- Marlborough Regional Chamber of Commerce  
Member of Board of Directors, 2002 - 2005
- Bellingham Youth Baseball, 1975 - 1984  
Served in several capacities including President and Purchasing Agent.
- Bellingham Youth Basketball League, 1980 - 1988  
Co-founder of BYBA. Served in several capacities.
- Bellingham School Computer Planning Committee, 1984 - 1985  
Appointed by the School Committee to review computer needs in the school system.
- Bellingham Auxiliary Police Department – 1978 - 1985  
Sergeant. Duties involved augmenting and assisting the Bellingham Police in patrols and at civic functions.
- Bellingham DPW Consolidation AdHoc Committee, 1989  
Appointed by the Board of Selectmen to review the potential for consolidating all public works departments.

**REFERENCES**

Available on Request.

**Sharon L. Flaherty**  
SFlaherty@Communityparadigm.com  
603-770-9959 (c)

**SUMMARY**

A results-oriented professional experienced in interviewing, research, writing, communications, project management, public relations, community relations, and traditional and digital marketing. Demonstrated success in developing and maintaining municipal, business, and community relationships.

**PROFESSIONAL  
EXPERIENCE**

**COMMUNITY PARADIGM ASSOCIATES, 2014-present**

*Senior Associate, Plymouth, MA*

- Develop and manage communications, public relations, proposals, projects, and marketing for consultancy focused on municipalities, nonprofits, and related businesses.
- Research and author strategic plans, client proposals, presentations, and communications.
- Conduct interviews; assist with candidate management.
- Create ad copy and project collateral; manage client projects.
- Manage design and maintenance of website.

**CAPE COD FIVE CENTS SAVINGS BANK, 2015-2016**

*Marketing Communications Officer, Orleans, MA*

- Created and implemented marketing and promotional campaigns, including collateral, direct mail, social media, web banners, email, and SEO/SEM.
- Developed and implemented marketing communications and promotional strategic plans to increase customer base and deepen customer relationships.
- Steered media strategy, digital messaging, brand positioning, brand awareness, marketing collateral, public relations, and internal and external communications.
- Authored weekly internal newsletter, press releases, executive speeches, scripts, marketing copy, talking points, industry articles, and social media posts.
- Negotiated with and managed external vendors, creative agencies, and design firms.
- Led cross-functional project teams to market new products and acquisitions.
- Managed large-scale events for internal and external audiences.

**JEANNE D'ARC CREDIT UNION, 2010-2015**

*Assistant Vice President – Marketing and Communications, Lowell, MA*

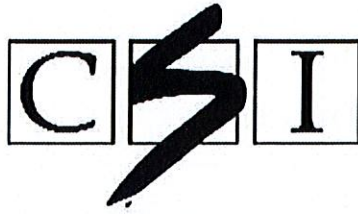
- Constructed and managed \$1.2 million annual marketing budget.
- Developed and managed \$1 million annual ecommerce budget.
- Managed and coached ecommerce team and marketing team.
- Generated new revenue streams resulting in \$100,000 of additional annual income.
- Created Print On Demand document center to reduce waste and increase efficiency.
- Managed creation and updates of website, microsites, and landing pages.
- Crafted and implemented regional marketing campaigns, including email blasts, brochures, direct mail, social media, SEO/SEM, and community outreach.
- Authored all press releases, industry articles and columns, executive summaries, scripts, social media and blog posts, internal communications, and marketing copy.
- Negotiated with and managed external vendors, creative agencies and design firms.
- Steered digital messaging, branch merchandising, internal and external communications, public relations, brand positioning, card designs, and marketing collateral.
- Led cross-functional teams to develop and market new products and services.
- Gained status leading annual foundation fundraiser, raising \$300,000 since 2010.
- Conceptualized and produced cable access show highlighting community relationships, financial education, and corporate philanthropy.

**MIDDLESEX COMMUNITY COLLEGE, 2011-2015**

*Adjunct Professor – Business Department, Bedford, MA*

- Taught business courses to a widely diverse student population.
- Developed and assessed course curriculum.
- Student assessment and counseling.





**Creative Services, Inc.**

**Not *ALL* background checks are created equal.**  
**Screen smart. Hire with confidence. Get the advantage.**



## **Employment Screening Solutions**

**Creative Services, Inc.**

p. (800) 227-0002

f. (508) 339-2352

[www.creativeservices.com](http://www.creativeservices.com)

### **STATEMENT OF WORK**

*CSI Confidential &  
Proprietary*



Creative Services, Inc. ♦ Phone: (800) 227-0002 ♦ Fax: (508) 339-2352

## Statement of the scope and approach of services proposed for the project.

Attached is the general approach used by Community Paradigm Associates in executing searches in other communities, and anticipated to be utilized in this project for the Town of Fairhaven. Additional information has been added to reflect specific examples in which additional services and/or techniques have been utilized in other communities.

The Scope does not include the provision of a list of qualified candidates to the Board of Selectmen on November 30th as indicated within the RFQ. Community Paradigm regularly provides a Screening Committee with a copy of all resumes and indicates the identified candidates that are qualified, or may have particular backgrounds that are worthy of consideration and then works with the Screening Committee in identifying the 6-9 candidates that would be interviewed for subsequent narrowing to a status of finalist for submission to the Board of Selectmen. This process ensures greater confidentiality to candidates and improves the overall size of the candidate pool.



**TOWN OF FAIRHAVEN**  
**EXECUTIVE RECRUITING APPROACH**

**September 28, 2020**



COMMUNITY PARADIGM ASSOCIATES, LLC

---

## **Approach and Plan for Performing Services**

It is a challenging period in municipal management recruitment with a growing number of retiring managers producing increased demand, fewer individuals entering the profession and many individuals opting to remain in secure positions providing a decreased supply. The result can be smaller candidate pools for municipalities seeking to fill these important positions within local government. Community Paradigm has been successful in its many searches over the past five years in building strong fields for the municipal clients that it has served.

It has also become a period in which greater citizen involvement in the selection process is desired and required. Such involvement helps to ensure community support for the individual selected. Community Paradigm has facilitated community forums in every municipal manager/administrator search we have conducted and has organized, guided, and facilitated Screening Committees and Selectmen in reviewing and interviewing candidates, and complying with the Massachusetts Open Meeting Law.

The recruitment and selection process require an understanding and knowledge of the candidate pool, aggressive outreach, robust citizen engagement and participation, and a nimble and creative approach to finding and choosing the "right" individual for the community. The approach that would be utilized as described herein, along with the experience and knowledge of Community Paradigm (the consultant) will work in finding the best Town Administrator for the Town of Fairhaven. The following is a description of the process that is envisioned for utilization in the Town of Fairhaven, based upon successful implementation in other communities served by Community Paradigm:

### **Preparation**

#### **1. Initial Consultation with the Board of Selectmen and Screening Committee**

It is most important to have a clear understanding from the Board of Selectmen on the experience, skills, management style, and personal attributes the Board wishes the next Town Administrator to possess. The Consultant would meet with the Board of Selectmen as a body and as individual members at the outset of the process to obtain this information. These initial meetings would also be used to discuss and prepare a search plan that includes recruitment strategies, contractual provisions including compensation and conditions of employment, and a timetable for the recruitment and selection process. A similar meeting will be held with the Screening Committee with a focus on process and timetable. The mission of the Screening Committee is to ultimately narrow the field of candidates to three (3) or four (4) finalists to present to the Board of Selectmen.

#### **2. Organizational Information**

It is helpful to gather the perspectives of Department Heads and other key town officials. These individuals will have regular interaction with the Town Administrator and their input is valuable. Specific information sought through these meetings and discussions in understanding the organizational framework, primary issues facing the Town and specific attributes that would be sought in choosing the next Town Administrator. The consultant would also use this period to gather and review key Town documents and materials, including the Town Administrator Special Act, in order to gain a fuller understanding of the organization, processes and local issues of concern.



## **Review of Applicants/Initial Interviews**

### **6. Receipt of Résumés**

Applications and résumés will be processed by Community Paradigm Associates in order to maintain confidentiality of each inquiry and application. This will ensure the greatest number of qualified candidates. It is our recommendation that any résumés sent to the Town, the Screening Committee, or the Board of Selectmen be forwarded to the Consultant. All résumés submitted by candidates will be acknowledged by the Consultant.

### **7. Initial Review of Résumés**

The Consultant will review all résumés to determine those which meet the Town's criteria as set forth in the parameters voted by the Board of Selectmen within the Position Profile.

### **8. Screening Process: Review of Résumés and Assessment**

The Consultant, summarizing each qualified applicant's experience, education and other notable information and following telephone interviews, preliminary background checks, and utilization of assessment tools as deemed appropriate, will prepare a confidential assessment report of an anticipated 8-12 qualified candidates. This information will be reviewed with the Screening Committee on a confidential basis, as will advisement by the Consultant as to which candidates are the most qualified. These reviews will occur in executive session and, with the advice of the Consultant, the Screening Committee will select the candidates to be interviewed in executive session. It is recommended that the Screening Committee personally interview 6-9 candidates. Interviews would be expected to last 75-90 minutes. The consultant will provide the Screening Committee with all résumés received.

### **9. Screening Committee Interviews**

The Consultant will assist the Screening Committee with the interview process. This will include the notifications to candidates and scheduling of interviews as well as assisting the Committee with the interviews, including methods of interviews, possible questions, assessments and evaluating responses, etc. The Committee should only interview candidates once as second interviews are required to occur in public session and public interviews of candidates prior to being named a finalist could have a chilling effect upon applicants/candidates. All members of the Screening Committee will be afforded equal participation in the process.

### **10. Selection of Finalists**

At the completion of the initial interviews the Committee will need to determine which three (3) or four (4) candidates should be forwarded to the Board of Selectmen as finalists. These finalists should NOT be ranked in any way as it can bias the process.

### **11. Reference and Background Review**

The Consultant will obtain written authorization from each of the finalists acknowledging a desire to continue through the process and allowing for the Consultant to contact the finalists' provided professional references and, as needed, for sub-contractor Creative Services Inc. to conduct a background review. This process protects the finalists' confidentiality and the Town from any charge of violation of privacy.

## Timetable of Implementation

Attached is a projected timeline for completion of the search process. The estimate is based upon experiences in similar searches conducted by Community Paradigm Associates. It can be modified and expedited as needed assuming the scheduling availability of officials and Town participants.

The timeline does vary from the schedule set forth within the RFQ by including public listening sessions at the beginning of the process in order to inform the preparation of the Position Profile, the review of resumes submitted and the preliminary interviews by the Town's appointed Screening Committee.

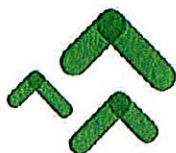
The timetable does not include the provision of a list of qualified candidates to the Board of Selectmen on November 30th as indicated within the RFQ. Community Paradigm regularly provides a Screening Committee with a copy of all resumes and indicates the identified candidates that are qualified, or may have backgrounds that are worthy of consideration, and then works with the Screening Committee in identifying the 6-9 candidates that would be interviewed for subsequent narrowing to a status of finalist for submission to the Board of Selectmen. The provision of resumes to the Screening Committee is projected for the week of November 30th. This process ensures greater confidentiality to candidates and improves the overall size of the candidate pool.

The process does reach its conclusion within the 16 week time-frame referenced in the Town's RFQ.



## References

Attached is a listing of references for a number of municipal clients that have been served by Community Paradigm Associates in the search for a new municipal manager. All of our clients can be contacted for a qualitative review of our services.



## COMMUNITY PARADIGM ASSOCIATES, LLC

### MUNICIPAL EXECUTIVE RECRUITMENT CLIENT REFERENCE LIST

Client	Reference	Address	Phone #	Email Address
Bourne, MA Town Administrator	Judith Froman Board of Selectmen Chair	24 Perry Avenue Buzzards Bay, MA 02532	774-454-3951	jfroman@townofbourne.com
Mattapoisett, MA Town Administrator	John DeCosta Jr. Board of Selectmen, TA Search Comm.	16 Main St. Mattapoisett, MA 02739	508-758-4100	jdecosta@mattapoisett.net
Marion, MA Town Administrator	Norman Hills BOS Chair	2 Spring St. Marion, MA 02738	508-317-5988	nhills@verizon.net
Plympton, MA Town Administrator	Christine Joy BOS Chairman	5 Palmer Road, Plympton, MA 02367	781-585-2700	cjoy@town.plympton.ma.us
Pembroke, MA Town Manager	Daniel Trabucco BOS Chairman	100 Center St., Pembroke, MA 02359	617-201-5129	Dantrabucco35@gmail.com
East Bridgewater, MA Town Administrator	William Dowling Board of Selectmen Chair	175 Central St. East Bridgewater, MA 02333	617-686-7101	williamdowling99@hotmail.com
Lakeville, MA Town Administrator	Clorinda Dunphy Human Resources	346 Bedford St. Lakeville, MA 02347	508-946-8800	cdunphy@lakevillema.org
Wayland, MA Town Administrator	Lea Anderson BOS Chair	41 Cochituate Rd Wayland, MA 01778	508-358-7701	landerson@wayland.ma.us
Norwood, MA General Manager	William Plasko Select Board	Town Hall, 566 Washington St., Norwood, MA 02062	781-603-3679	bplasko@norwoodma.gov
Brewster, MA Town Administrator	Mary Chaffee Select Board	2198 Main St. Brewster, MA 02631	508-896-3701	mchaffee@brewster-ma.gov
Truro, MA Town Manager	Kristen Reed Board of Selectmen	24 Town Hall Road Truro, MA 02666	508-349-7004	kreed@truro-ma.gov
Rockland, MA Town Administrator	Stacy Callahan Human Resources Director	242 Union St. Rockland, MA 02370	781-616-6836	scallahan@rockland-ma.gov
North Attleborough, MA Town Manager	Keith Lapointe Town Council President	43 Washington St. N. Attleborough, MA 02760	508-409-9953	klapointe@nattleboro.com
Natick, MA Town Administrator	Steve Levinsky Search Comm. Chairman	Town Offices 13 E. Central St., Natick, MA 01760	508-314-1695	levinskytasc@gmail.com



<b>Client</b>	<b>Reference</b>	<b>Address</b>	<b>Phone #</b>	<b>Email Address</b>
Avon, MA Town Administrator	Steven Rose BOS Chair	65 East Main St. Avon, MA 02322	508-588-0414	srose@avon-ma.gov
Lynnfield, MA Town Administrator	Christopher Barrett Selectmen Chair (during search)	55 Summer St. Lynnfield, MA 01940	781-334-9410	cbarrett@town.lynnfield.ma.us
Northfield, MA Town Administrator	Tracy Rogers Selectboard Chair	69 Main St. Northfield, MA 01360	413-498-2901	Trogers.northfield@gmail.com
Bourne, MA Director of Finance	Thomas Guerino Former Town Administrator	24 Perry Ave. Buzzards Bay, MA 02532-3441	508-509-1377	vtroncape@gmail.com
Oxford, MA Town Manager	Cheryll Leblanc Selectmen Vice-Chair	325 Main St. Oxford, MA 01540	508-987-6027	Cheryll.Lebanc@gmail.com
Winchendon, MA Town Manager	Michael Barbaro BOS Chair	109 Front St., Winchendon, MA 01475	978-833-7069	MikeB@town.winchendon.ma.us
Norfolk, MA Town Planner	Jack Hathaway Town Admin.	Town Hall, 1 Liberty Lane, Norfolk, MA 02056	508-440-2855	jhathaway@norfolk.ma.us
Stoughton, MA Town Manager	Robert O'Regan BOS Chairman	10 Pearl Street Stoughton, MA 02072	781-341-1300	roregan@stoughton-ma.gov
Walpole, MA Community Planning Director	James Johnson Town Administrator	135 School Street Walpole, MA 02081	508-660-7304	jjohnson@walpole-ma.gov
Becket, MA Town Administrator	Katherine Warden Search Committee Chair	557 Main St. Becket, MA 01223	518-466-1267	KWarden319@gmail.com
Rutland, MA Town Administrator	Sheila Dibbs Former BOS Chair	250 Main St. Rutland, MA 01543	508-886-4100	Shdibb@gmail.com
Adams, MA Town Administrator	Christine Hoyt Board of Selectmen	8 Park St. Adams, MA 01220	413-743-8300 Dept. #170	choyt@town.adams.ma.us
Andover, MA Director of Elder Services	Jemma Lambert Director of Community Services	36 Bartlett St. Andover, MA 01810	978-623-8300	Jemma.lambert@andoverma.us
Sturbridge, MA Town Administrator	Mary Dowling Board of Selectmen	308 Main St. Sturbridge, MA 01566	508-347-2500	dowlingmsgb@aol.com
Norfolk, MA Town Administrator	Scott Bragdon HR Director	One Liberty Lane Norfolk, MA 02056	508-440-2826	sbragdon@norfolk.ma.us
Ashland, MA Town Planner	Michael Herbert Town Manager	101 Main St. Ashland, MA 01721	508-881-0100 ext. 7911	MHerbert@ashlandmass.com
Northborough, MA Senior Center Director	John Coderre Town Administrator	63 Main St. Northborough, MA 01532	508-393-5040	jcoderre@town.northborough.ma.us

## Sample Recruitment Materials

The following full and partial documents are included as examples of the work product generated in the process of assisting client communities with executive recruitment.

- **Mattapoissett Town Administrator Position Profile**-we develop extremely robust position profiles based upon review of local materials, interviews with Selectmen, department heads, and based upon the direction of the Town, we speak with staff, key local leaders and hold a community forum to gain citizen input. The profile, which is circulated electronically to candidates and individuals targeted for recruitment, utilizes hyperlinks to drive the candidates to specific documents and websites.
- **Norwood Community Forum Press Release**-we provide public information materials for our clients such as press releases, website announcements, social media posts, etc. in order to communicate information to the community at large, or targeted audiences. Attached is a press release announcing the community forum that was held in Norwood.
- **Wayland Job Posting**-we develop job posting/advertisements that summarize community information, desired and required qualifications and application process. Generally, we use this posting to advertise on the Mass Municipal Association (MMA) website, International City and County Management Association (ICMA) website, and possibly other New England municipal association websites. We also use the posting to circulate to area universities that have alumni job boards.
- **Millbury Questions**-we work with Search Committees and Select Boards in developing interview questions that address general management skills and experiences and town-specific issues that result from the position profile development process.
- **Sample Interview Score Sheet**-based upon the interest of the Screening Committees, we generate Town specific scoring sheets that can be utilized in an attempt to quantify interview results.

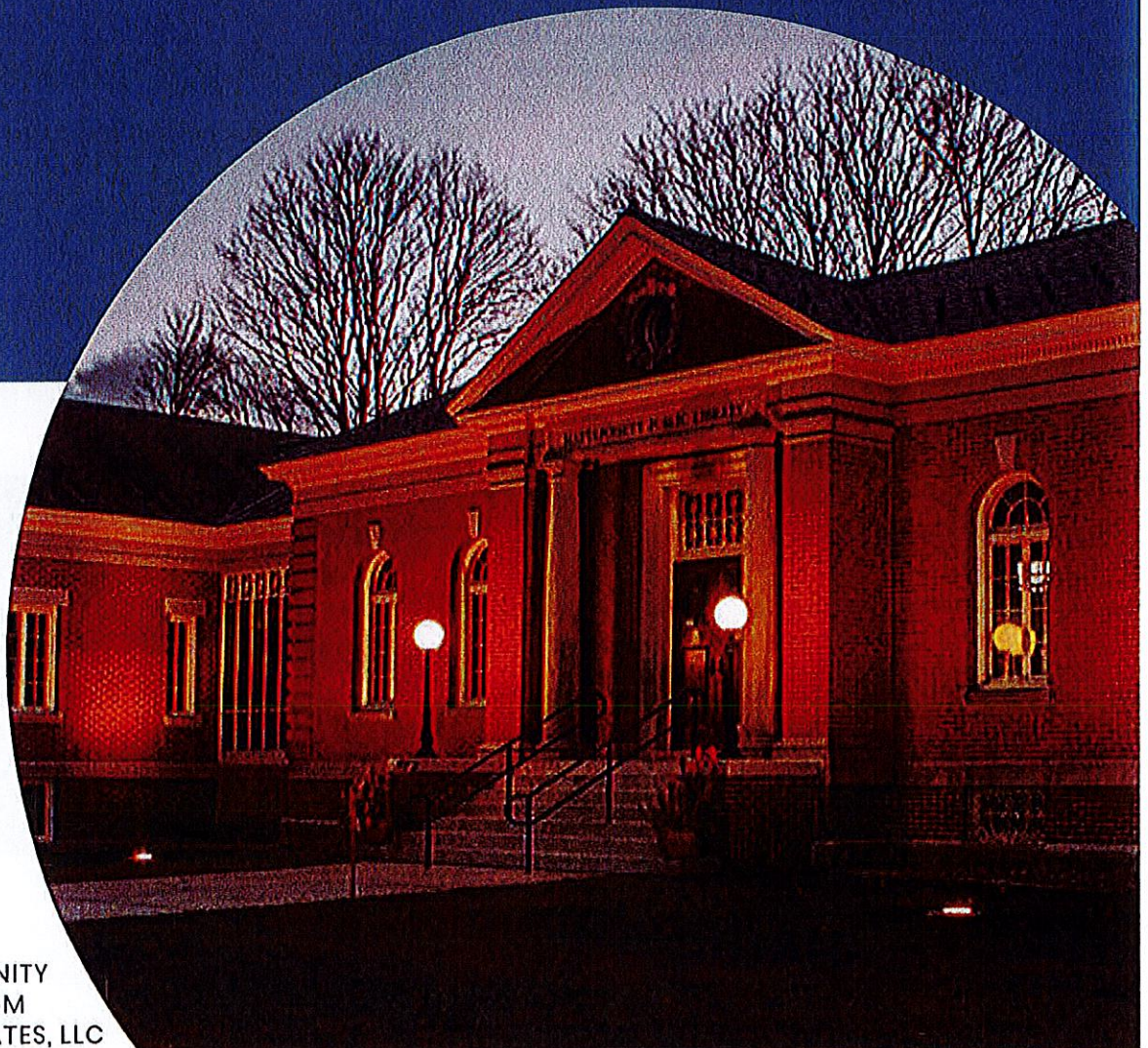


# Mattapoissett, MA

## Town Administrator

---

### Community & Position Profile

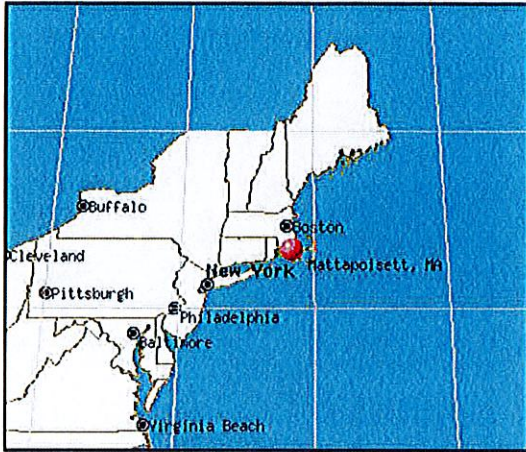


COMMUNITY  
PARADIGM  
ASSOCIATES, LLC



## The Government

Mattapoissett's government is comprised of a three-member Board of Selectmen that serves as the Chief Elected and Executive Officers of the Town. Selectmen are elected to staggered three-year terms and are vested with all the municipal authority not specifically retained by the Town's legislative body, Town Meeting, or other elected boards. According to the Town's General By-Laws, Annual Town Meeting is held on the second Monday of May each year. A quorum of 50 voters is the minimum required.



The Mattapoissett Board of Selectmen appoints the position of Town Administrator to provide general administration of the day-to-day affairs of the Town and to forward the goals and objectives set by the Board.

The Town Administrator works under the policy direction of the Board of Selectmen and serves as the Town's chief operating officer, chief financial officer, personnel director, and chief procurement officer. The Town Administrator's office also assists citizens with general business issues.

The Town Administrator sets the strategy of the Town in accordance with Board of Selectmen directives, sets overall operating goals for the Town, and oversees the efficient and effective administration of Town government to achieve those goals. The responsibilities handled by the Town Administrator include: preparation of the annual operating and capital budgets with assistance from department heads and Town committees, personnel management, grant writing, negotiating collective bargaining contracts, Town Meeting preparation, economic and community development, communications with staff and citizens, and general problems and administrative actions.

Mattapoissett is part of the Old Rochester Regional School District, which includes the Old Rochester Regional Junior High School for students in grades 7 and 8, and the Old Rochester Regional High School for those

in grades 9-12. Students from pre-school to grade 3 attend the Center School and students in grades 4-6 attend the Old Hammondtown School, both of which are overseen by the elected five-member Mattapoissett School Committee. Overseeing the junior high school and high school is the nine-member Old Rochester Regional School Committee, of which three members reside in Mattapoissett.

Other elected positions include: Board of Health, Board of Assessors, Moderator, Planning Board, Mattapoissett Housing Authority, Constable, Town Clerk, Tree Warden, Herring Inspector, Board of Library Trustees, Community Preservation Committee, and Water/Sewer Commission. The Town is fortunate to have a number of volunteer boards and commissions, to help conduct municipal operations. The Town's 2016 Annual Report can be accessed via its website. Numerous governmental meetings can be viewed online via Old Rochester Community Television.

## Finances

Mattapoissett's FY20 budget is \$28.8 million, funded by \$23.8 million from property taxes, \$2 million from local receipts, \$1.5 million from state aid, and \$1.5 million in fund transfers.

The Town has a very strong economic base and relies heavily on property taxes. Mattapoissett expects to experience modest commercial and residential growth including several new solar projects coming online, expansion of its limited industrial zone, and expansion of residential developments.

The Town maintains several departments which operate as "enterprise funds," such as the waterfront, water and sewer, and transfer station. It is expected that each of these department have enough revenues to offset expenses. The Town prepares a budget for each enterprise that is approved at Town Meeting. However, the Town is responsible to fund any budget shortfalls for these funds.



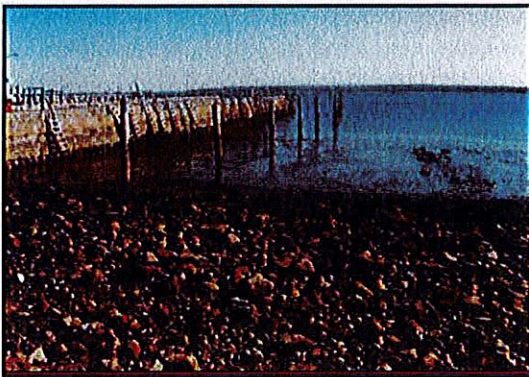


# Challenges and Opportunities

- **Capital Needs.** Mattapoisett strives to address its infrastructure issues in a timely manner; however, like most communities, the Town has some infrastructure needs. A new \$9.2 million fire station is in the design process and expected to break ground in the spring; granite piers and small harbor buildings require repair; a segment of the bike path is under construction; and roads and sidewalks need repair work. Expected future projects include a new Town Hall, reconstruction of Town wharfs, and protection of the aquifer. The Capital Planning Committee's 10-year Forecast is available on the Town's website.

New and creative sources of revenue and grants and/or the sharing of resources are needed to deliver expected services without overburdening taxpayers

- **Economic Development.** The vast majority of the tax base is residential. Accordingly, additional revenues needed to fund expenditures can make the Town less affordable for residents unless creative revenue opportunities are explored. Mattapoisett is interested in attracting thoughtful commercial development that will fit with the Town's character. Approximately 30% of the land around the waterfront has access to the sewer system.



- **Harbor.** The Harbormaster, who joined the Town's staff in October 2019, oversees local moorings with a staff of seven. The department is operated via a waterfront enterprise fund. Its budget is approximately \$221,500 for FY20. The Waterfront Management Plan can be reviewed on the Town's website. The harbor, waterfront, and Town Wharf area functions as the cultural center of the community. The waterfront is a bustling area as it is a popular location for fishing, shellfishing, recreational boating, and relaxing on Town beaches. Touring Ned's Point Light House is also a popular summer activity. An episode of New England Boating was filmed in Mattapoisett in 2013.

- **Water Resources.** Preserving and protecting coastal resources are important goals in Mattapoisett. Climate change, coastal erosion, drinking water security, watershed protection, and beach protection are critical issues for the Town. The Town's Coastal Resilience Report can be viewed online.

- **Land Use.** The Mattapoisett Planning Board is working on updating the Town's Master Plan, which was finalized in 2000. Mattapoisett's Master Plan provides a comprehensive plan to help guide Mattapoisett's growth and development. Areas of focus include: land use goals and policies, housing goals and policy, economic development needs, affordable housing needs, open space and recreation, and historic and cultural assets. Mattapoisett is also interested in continuing its efforts to preserve open space. The next Town Administrator will be a key contributor in the development of the updated Master Plan.

Mattapoisett updated its Open Space and Recreation Plan in 2016. It focuses on four unique resources that define the Town's quality of life: the Mattapoisett River Aquifer Public Water Supply; its coastal water resources; its small-town character; and the Town's rural atmosphere and mixed landscape.

- **Housing.** The need for affordable housing and for senior housing is an emerging issue. While per capita income in Mattapoisett is 15% above the state, housing costs are also 10% above the state average. Homes in Mattapoisett have a median value of \$419,800, according to U.S. Census data. Mattapoisett completed its Housing Production Plan in June 2010.

- **Education.** Education is a high priority in Mattapoisett. Mattapoisett belongs to the Old Rochester Regional School District and has an FY20 assessment of approximately \$6.64 million. The District's master plan, Vision 2023, can be found on its website. Mattapoisett also dedicates about \$7.48 million in FY20 to the Mattapoisett Public Schools for students in grades Preschool-6. Students who reside in Mattapoisett also have the opportunity to attend the Old Colony Vocational High School in Rochester. Mattapoisett's FY20 assessment for the vocational school is approximately \$630,000.

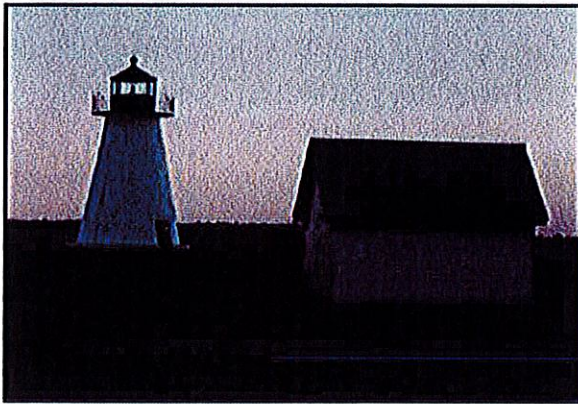
The next Town Administrator should work with the Town and regional school districts to review short- and long-term plans for the schools. With the Town's aging population, student enrollment has been declining. Approximately 97.4% of Mattapoisett residents age 25+ have a high school diploma and about 46.8% have a bachelor's degree or higher, according to U.S. Census statistics





The Town Administrator should be able to build morale and trust within municipal government and throughout the Town. The Administrator should enjoy working in a team-oriented organization and should foster a team approach to problem solving. He or she should treat staff and citizens equitably, exhibit patience, have a positive attitude, be respectful, and embrace becoming actively engaged with the community. The successful candidate should know and seek to implement municipal management best practices.

**Education.** Preferred candidates should possess a bachelor's degree and/or master's degree in a field related to municipal management. Preferred candidates will have experience as a Town/City Manager or Administrator, or as an Assistant Town/City Manager or Administrator, or education and experience that is equivalent.



## Compensation

The Town of Mattapoisett will offer an employment agreement and compensation package that is competitive with comparable Massachusetts' communities, with an annual salary of \$135,000+/-, depending on qualifications and experience. An attractive benefits package, including health and retirement plans, is part of the Town Administrator's total compensation. Residency is not required.



Town of  
*Mattapoisett*  
Massachusetts



## How To Apply

Interested applicants should provide résumés and cover letters, in confidence, by 5:00 p.m. EST on January 3, 2020, to:

[Apply@communityparadigm.com](mailto:Apply@communityparadigm.com)

**Subject: Mattapoisett Town Administrator**

**Submission via a single PDF is preferred**

Following the closing date, résumés will be reviewed according to the outlined qualifications. The Mattapoisett Town Administrator Screening Committee will interview the most qualified candidates in confidence. Based upon these interviews, finalists will be chosen for further evaluation and reference checks, and will then be forwarded to the Board of Selectmen. Finalists will be contacted for references and approval of background reviews before their selection is publicly advanced to the Board of Selectmen. The Mattapoisett Board of Selectmen will interview finalists and select the Town Administrator.

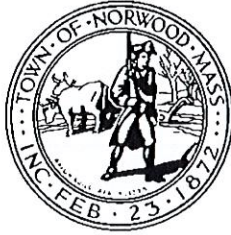
Questions regarding the position should be directed to Bernard Lynch, Principal, Community Paradigm Associates, at: [blynch@communityparadigm.com](mailto:blynch@communityparadigm.com) or 978-621-6733.

The Town of Mattapoisett is an Equal Opportunity Employer.



COMMUNITY PARADIGM ASSOCIATES, LLC





FOR IMMEDIATE RELEASE  
SEPTEMBER XX, 2017

CONTACT: Fran Jessoe  
781-762-1240 x132  
Bernard Lynch  
978-621-6733

### **NORWOOD SELECTMEN TO HOLD COMMUNITY FORUM TO GAIN CITIZEN INPUT ON TOWN'S NEXT GENERAL MANAGER**

NORWOOD, MA – The Norwood Board of Selectmen is pleased to announce it has scheduled a community forum on September 14 to give citizens the opportunity to share their thoughts on the qualifications and characteristics they believe the Town's next General Manager should possess.

The forum will be held on Thursday, September 14, at 7:00 p.m. at the Norwood Town Hall at 566 Washington Street.

"We are interested in hearing citizens' recommendations regarding the expertise and qualifications they would like to see in their next General Manager," said William Plasko, Chairman of the Norwood Board of Selectmen. "It is important that Norwood's citizens are an integral part of the Town Manager selection process."

The Town has hired the consulting firm Community Paradigm Associates, LLC, to assist in the search process. Representatives from the firm, including Principal Bernard Lynch, will attend the community forum along with representatives of the Board of Selectmen.

Current General Manager John Carroll announced that he would be retiring in December of this year. Mr. Carroll has served as Norwood's General Manager since 1978. The Board of Selectmen plans to have a new General Manager selected within approximately 12 weeks.

For more information on the community forum, please contact Board of Selectmen Administrative Assistant Fran Jessoe at 781-762-1240 x132.

## Millbury Town Manager Finalist Questions

The following topics and questions are suggested to assist the Millbury Board of Selectmen in its candidate interview process. The questions are drafted in verbatim style but would be used as prompts to elicit answers in the particular topic category. Optional probes to dig deeper into responses are also listed.

TOPIC	POTENTIAL QUESTIONS	PROBES
Career Overview & Interest in Millbury	Thank you for your interest in Millbury. We would like you to take a couple of minutes to tell us what makes the Town of Millbury and this opportunity to be the next Town Manager a good fit for you.	<ul style="list-style-type: none"> <li>• Circumstances of /for leaving current or last position</li> <li>• How well do you know Millbury?</li> <li>• Municipal experience (Municipal law)</li> </ul>
Leadership and Management Style	How would you describe your leadership style?	<ul style="list-style-type: none"> <li>• Working with a team</li> <li>• Mentoring and coaching</li> <li>• Delegation</li> <li>• Conflict resolution (Examples)</li> <li>• Creating change</li> <li>• Staff meetings</li> </ul>
Financial Management	What is your experience with municipal finance and budget preparation?	<ul style="list-style-type: none"> <li>• Managing budget growth</li> <li>• Managing tax burden on citizens</li> <li>• Financial policies</li> <li>• Fiscal planning experience</li> <li>• Leading through a budget crisis</li> <li>• Examples of creativity related to budgeting</li> <li>• Monitoring financial condition</li> <li>• Alternative revenue streams</li> <li>• COVID</li> </ul>
Project Management	Millbury has a number of significant projects underway or anticipated for the near future. Tell us about your experience with project management.	<ul style="list-style-type: none"> <li>• Capital Budgeting</li> <li>• Procurement experience</li> <li>• Gaining community buy-in</li> <li>• Writing, securing, and managing grants</li> </ul>





# Community Paradigm Associates, LLC

1 Saddleback

Plymouth, Massachusetts 02360

## Natick Town Administrator Assessment Questions

December 31, 2017

Below are three assessment questions that you are asked to address. Each question should be answered in 1-2 pages. Where possible cite specific examples from your own experience in responding to the questions. These responses should be emailed back to [blynch@communityparadigm.com](mailto:blynch@communityparadigm.com) by 5:00 PM on **January 14<sup>th</sup>**.

### Essay Questions

1. During the process of this search, Natick has identified the importance of leadership skills in its next Town Administrator. If you were to be appointed to the position of Natick Town Administrator, how would you promote a shared vision for Natick's future and then work to gain support for that vision from various stakeholder groups? What methods would you use in keeping employees, local officials, residents, and the business community of the Town informed, connected, and empowered as plans and projects related to the shared vision move forward? How would you increase the engagement of newer residents and promote efforts for collaboration between the community's longtime and newer residents? Cite specific examples of efforts that you have undertaken in previous positions to illustrate your approach to this issue.
2. The Natick Town Administrator must be a dynamic leader who has a proven track record of building a strong management team. This skill and experience is particularly important as Natick, like other communities, faces a changing workforce as experienced staff moves into retirement. Please describe the process and practices utilized by you to develop, support, and measure the effectiveness of the Management Team in other communities in which you served? Include in your comments elements of training and development, team meeting models, communication methods, and means of holding team members accountable.

### Select Board Interview Process

After the Select Board receives the names of finalists on April 11<sup>th</sup> we will work to set up the interviews for the week of April 25<sup>th</sup>. It is our goal that the process be quite comprehensive to elicit the most information from the finalists as to their skills, experience, style and overall fit with the Amherst community. As part of the process the Select Board is the ultimate decision maker but we want to also include the public and staff within the process.

Accordingly, working with Peter Hechenbleikner and Deb Radway, I am suggesting the following format. We are setting aside each day during the week of April 25<sup>th</sup> with finalists coming to Amherst beginning on that Monday and each day thereafter as needed. The Interview Day(s) will consist of the following:

- 9:00 AM Meet with the Select Board for a relatively quick introductory session to say hello, learn a little bit about the candidate in a relatively informal setting
- 10:00AM Finalist receives a tour of the Town visiting key facilities and sites in the Town and meeting some key staff.
- 12:30PM Lunch (with?????)
- 2:00PM Break
- 3:00PM Community Meeting to introduce to the public and any staff and hear about issues and receive questions
- 4:30PM Break
- 6:30PM Formal Interview with the Select Board for approximately two hours.

I plan to provide the Board with some suggested questions relating to skills, experiences and some Amherst-specific issues that can drive the discussion.

It is anticipated that the Select Board will be able to reach a decision on appointing the Town Manager at their meeting on May 2<sup>nd</sup> at which time the Town and the selected candidate can commence negotiations for an employment agreement.

Please feel free to give me your thoughts on the process as outlined so that we adequately meet your expectations and ensure that the Board obtains the best outcome. And, please contact me with any questions you might have pertaining to the status of the search, or the proposed process.



## Joseph Domelowicz

Joseph Domelowicz is currently serving as Assistant Town Manager in Winthrop (population 18,000), which has an operating budget of \$59.47 million. He assists in the oversight of departments, budget development, capital improvement project priorities, managing large planning projects, and seeking and managing state and federal grants. He also is responsible for economic development planning as well as energy management and planning. Prior to that, he was an energy assurance analyst/project coordinator for URS Corp., which is an international engineering and consulting corporation. He has also worked for the Metropolitan Area Planning Council as a senior municipal services coordinator. Earlier in his career, he worked as a newspaper reporter/editor for about 12 years. Mr. Domelowicz holds a bachelor's degree in English from State University of New York at Buffalo and a master's degree in Public Affairs from UMass Boston.

### Reference Comments

*The following reference comments were provided by five individuals currently serving as appointed officials and/or department heads in Winthrop, Fairhaven, and Swampscott as well as a high-ranking member of Governor Baker's administration.*

Mr. Domelowicz is described as someone who excels at managing projects, problems, and people. References said he knows how to assess projects and tasks, and understands the resources, needs, and how to get a job done.

He is described as someone with solid contacts at the state and community level. References said he is considered a key person in Winthrop who served as a great asset to the interim town manager there. References said he is good at managing people, including department heads. He is said to have strong listening skills and knows how to talk to people. References described Mr. Domelowicz as thoughtful, well spoken, meticulous, a hard worker, dedicated, and an excellent writer. References said he is well liked by fellow staff members and is willing to roll up his sleeves and do whatever the job requires.

As chairman of the Article 6 Committee in Swampscott, which is a committee set up to explore regionalization, consolidation, outsourcing, and better service delivery for the same or lower costs, Mr. Domelowicz is said to be a top contributor to the team and someone who is savvy, creative, passionate, and committed. He is described as being highly approachable, innovative, decisive, and collaborative.

Mr. Domelowicz is experienced at grant writing, good at providing a different perspective, and understands conservation laws and the need to protect natural resources, a reference said. He is good at team building, is a consensus builder, and understands municipal government, according to his references.

## Completion of the Town's contractual Certifications and Statements as provided and required within the RFP package

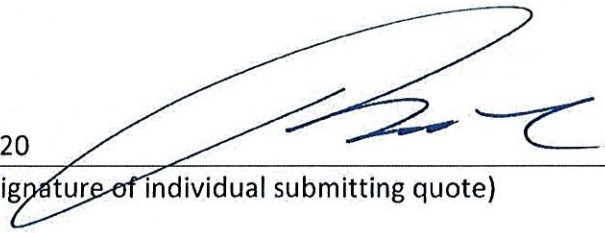
Attached:

- Tax Compliance Certification
- Certificate of Corporate Authority
- Certificate of Non-Collusion
- Signature Page
- Statement regarding Legal Proceedings
- Certification of Insurance Coverage



## **TAX COMPLIANCE CERTIFICATION**

Pursuant to M.G.L. c.62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, the below named business is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

  
9/28/2020

(Date) (Signature of individual submitting quote)

Bernard Lynch, Principal/Manager

(Printed name of person signing quote)

Community Paradigm Associates, LLC

(Name of Business)

1 Saddleback, Plymouth, MA 02360

(Business Address)

978-621-6733

(Business Phone Number)

**MUST BE RETURNED SIGNED WITH THE QUOTE PACKAGE**

## **CERTIFICATE OF CORPORATE AUTHORITY**

The principal, officer or person to sign below pledges under penalties of perjury, that he or she has been designated by the owner(s) or the Board of Directors of the below named firm as an authorized representative.

9/28/2020

(Date) (Signature of individual submitting quote)

Bernard Lynch, Principal/Manager

(Printed name of person signing quote)

Community Paradigm Associates, LLC

(Name of Business)

1 Saddleback, Plymouth, MA 02360

(Business Address)

978-621-6733

(Business Phone Number)

**MUST BE RETURNED SIGNED WITH THE QUOTE PACKAGE**



## **NON-COLLUSION STATEMENT**

### **CONTRACTOR'S CERTIFICATION IN QUOTE TO BE ATTACHED TO CONTRACT**

Any person submitting a Quote for the procurement or disposal of supplies and services to any governmental body shall certify in writing, on the Quote, as follows:

"The undersigned certifies under penalties of perjury that this Quote has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals."

9/28/2020

(Date) (Signature of individual submitting quote)

Bernard Lynch, Principal/Manager

(Printed name of person signing quote)

Community Paradigm Associates, LLC

(Name of Business)

1 Saddleback, Plymouth, MA 02360

(Business Address)

978-621-6733

(Business Phone Number)

**MUST BE RETURNED SIGNED WITH THE QUOTE PACKAGE**

## **SIGNATURE PAGE**

The applicant hereby certifies that:

1. The applicant has not given, offered, or agreed to give any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of contract for these services;
2. No consultant to, or subcontractor for the applicant has given, offered, or agreed to give any gift, contribution or offer of employment to the applicant, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the applicant; and
3. That no person, corporation, or other entity other than a bona fide full-time employee of the applicant has been retained or hired to solicit for, or in any way assist the applicant in obtaining the contract for services upon an agreement or understanding that such person, corporation, or entity be paid a fee or other compensation contingent upon the award of the contract to the applicant.

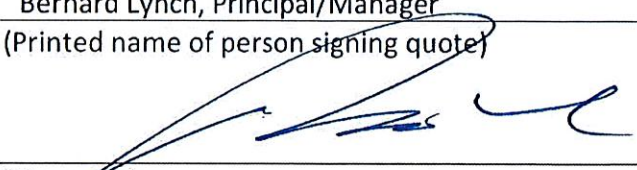
I hereby attest with full knowledge of the penalties for perjury, as in accordance with Massachusetts G.L. C.7, S.38E that all information provided in this application for services is correct.

Community Paradigm Associates, LLC

(Firm Submitting Quote)

Bernard Lynch, Principal/Manager

(Printed name of person signing quote)

  
(Signature)

Principal/Manager

(Title)

September 28, 2020

(Date)

**MUST BE RETURNED SIGNED WITH THE QUOTE PACKAGE**





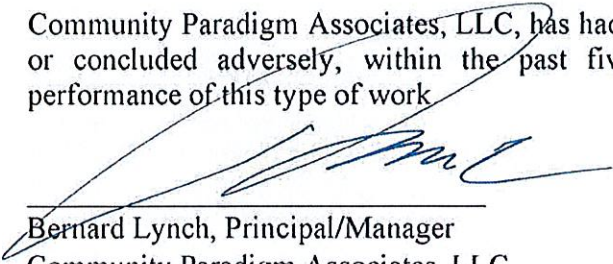
COMMUNITY  
PARADIGM  
ASSOCIATES, LLC

September 28, 2020

Town of Fairhaven  
40 Center Street  
Fairhaven, MA 02719

To Whom It May Concern:

Community Paradigm Associates, LLC, has had no legal or administrative proceedings, pending or concluded adversely, within the past five (5) years, which relate to the applicant's performance of this type of work.



Bernard Lynch, Principal/Manager  
Community Paradigm Associates, LLC

---

COMMUNITY PARADIGM  
ASSOCIATES

One Saddleback, Plymouth, MA 02360 [www.communityparadigm.com](http://www.communityparadigm.com)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/26/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Fred C. Church Insurance 41 Wellman Street Lowell MA 01851		<b>CONTACT NAME:</b> Debora Kobelenz <b>PHONE:</b> (A/C, No, Ext): 978-322-7287 <b>E-MAIL:</b> dkobelenz@fredcchurch.com <b>ADDRESS:</b>		<b>FAX:</b> (A/C, No): 978-454-1865
		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		INSURER A: Mount Vernon Fire Insurance Company		26522
		INSURER B:		
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

**COVERAGES**

CERTIFICATE NUMBER: 1350650351

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LCC <input type="checkbox"/> OTHER			PPP2550692	10/5/2019	10/5/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRE AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			XL2558186	10/5/2019	10/5/2020	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability Claims Made Full Prior Acts			PPP2550692	10/5/2019	10/5/2020	\$1,000,000 \$2,000,000 \$2,500 Each Claim Aggregate Retention

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Town of Sudbury is included as Additional Insured per General Liability form #CG2026 (4/13) if required by written contract.

**CERTIFICATE HOLDER****CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



## Price Proposal

A price proposal has been prepared for the described scope of services and includes the cost of advertising, and optional add-on costs.

## TOWN OF FAIRHAVEN

### SERVICES TO ASSIST WITH TOWN ADMINISTRATOR RECRUITING AND HIRING

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]  
[REDACTED]

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]



Bernard Lynch, Principal/Manager

September 28, 2020