



# Town of Fairhaven

Town Hall - 40 Centre Street - Fairhaven, MA 02719

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TOWN CLERK

2021 JUL 19 P 1:47

## MEETING NOTES

FAIRHAVEN,  
MASS.

### Date, Time, Location:

April 1st, 2021 @ 7:00 P.M., Remote through ZOOM

### Meeting Overview:

1. Meeting called to order
2. Past meeting minutes approval
3. Discussion on capital project, Plotter/Scanner
4. Discussions on associated articles (listed in order of discussion)
  - a. Article 25
  - b. Article 35
  - c. Article 23
  - d. Article 39
  - e. Article 34
  - f. Article 48
5. Review of Cable Enterprise Budgets (Town, School)
6. Closing Remarks
7. Vote to adjourn

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### -Key-

**BOLD** = Issue being discussed

- = Notes, indentation for more notes
  - = Questions and discussions below
  - ◆ = Votes (Nom/Second)
  - ! = Change in attendance
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### Member Attendance (7):

- Padraic Elliot, Chris Fidalgo, Bernie Roderick, Rob Grinrod, Jennifer Dupras, Tracy Diggins, Lisa Plante (arrived later)

### Town of Fairhaven (7):

- Wendy Graves (Collector/Treasurer/Finance Director), Chris Carmichael (Building), Paul Foley (Historical Preservation), Wayne Oliveira (Chair of Historical Commission), Devin Cox (Entrypoint Networks), Jeff Christensen (Entrypoint Networks), Kyle Bueno (Fairhaven Forward)

Meeting called, 7:01 PM

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## PAST MINUTES

- Finance Committee 3.25.2021
- ◆ Bernie, Jennifer (6 - 0)

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## TONIGHT'S AGENDA

### Capital Planning Project: Plotter/Scanner

- Large printer / scanner
- Paper is still used
- Large format scanner is the more important component
- Can send people to Staples, but it's a great to have
- Expected to be used by multiple departments
- Prints & scans blueprints
- Bernie: Dollar amount? Chris: 20k
  - Would include the device, warranty, repair/upkeep, supplies
  - Was last priced a few months ago
- Rod: What are the plans and intentions for the device for your department? Digitizing all documents? Chris: The goal is to move forward from this date, but wouldn't include additional plans for scanning backlogs
  - Rod: Is that backlog scan and its costs included in this ask? Chris: No
- Pad: What caused this to be a priority for the capital planning board?
  - Wendy: BPW would use and save on the device
  - Pad: It's likely that the lower cost helped it
- Rod: Pg. 41, it shows \$20k in FY22, 23, 24. What is this additional cost per year?
  - Chris: Sounds like a clerical error, there shouldn't be a high yearly cost
  - Chris: This is a one time project
  - Chris: The additional line items are a separate ask from the printer project

### Article 25, Mass Historical Commission Grant Match

- Reimbursable grant of \$30k for a return of \$15k
- Paul: We have almost 300 objects and structures that have been inventoried, which will be updated by this Article
- Requires paying for a consultant (\$15k), then the (\$15k)
- Rod: Can we put this off a year? Paul: Would require applying for the grant again next year
- Pad: From Free Cash? Wendy: Yes
- Pad: What does this do?
  - Paul: Would update the surveys & studies of what historic objects we have in town
  - Pad: What sort of information would be updated?
    - Paul: Information about the object, its importance, style, current status
    - Paul: Mass Historic Committee, and look into Fairhaven
- Pad: What portion of the inventory would be addressed? Paul: About 50%
- Pad: What's historic vs. non-historic? Paul: Age, style, importance
- Paul: Aims at preserving the historic nature of town and updating as needed

- Rod: Will we be doing additional buildings or the same set as before?
  - Paul: Still the same buildings, but would need to investigate their current state
- Jenn: Only doing 50% with this money, and then we'd need to do the process again next year, with the same costs? Paul: Yes
  - Jenn: Would cost us more money later for its full value then? Paul: Yes

! Lisa Plante arrives

### **Article 35, Short-Term Rentals**

- Still a WIP
- Goal is to regulate short-term rentals
- Issue is that people can buy houses and turn them into short-term rentals and therefore a business, which could be detrimental at several levels
  - Zoning, community impact, etc
- Renting rooms at hotels has a room tax
- The impact fee is to generate money to cover town improvements and management of the short-term rentals
- Rod: Someone renting short-term would be impacted by a 6% room tax and the 3% impact? Paul: Yes
  - Paul: Properties are supposed to be registered with the state and then would be registered with us
  - Allows us to ensure they are up-to-code
  - Annual registration code
  - Want to address the burden to the town
- Rod: How are we going to enforce this? Paul: We'd like the impact fee to assist Chris with inspecting and keeping things legal
- Pad: It generates revenue, which means it's within the Four Corners of the FinCom, hence our discussion
- Rod: I don't see an article towards the zoning, only the tax. Paul: We'd have to look at that, but there should be a law

### **Article 23, Community Preservation Program Appropriations**

- Looks at the money currently held and then what money will be brought in
- This looks to tap into money raised by taxes to be spent on historical buildings
- A. B. C. are to set-up appropriation required (10%)
- D. Resurfacing
- E. Cottage building, new tiling (total cost is \$400k)
  - Rod: This accounts for category C
- F. Paying for historic front door
- G. Repair for things falling apart (wooden gutters, fence, front door)
- H. Maintaining the windows
- I. Chimney needs repair (because it's damaging the inside of the building)
- J. Unitarian Church (cannot fund the \$4m, but can do partial funding of phase 1)

- Bernie: I thought the fund was only for property owned by Fairhaven, whereas the church is not? Paul: I don't believe it needs to be town owned, which the Millicent Library isn't
- Kathi: The sidewalks appear in disrepair. Chris: Is the money for that? Paul: Supposed to be for the windows
  - Paul: Will look into the sidewalks
- Rod: What will the money be used for at the church? Paul: Best to check out the website for more information
- K. Carriage House (exterior needs to remain the same)
- L. Sidewalks (finish the job started)
- M. Administration cost brought higher for consultants

#### **Article 39, Historic Town Hall Lamps**

- Wayne: Decorative sidewalks had installations for the lamps
- This would pay for the lamps, 6 in total
- Very difficult to see once the trees grow in
- Would address safety concerns and match the style of the town
- It's \$2k a piece for a lamp, so the additional \$10k is for the additional parts and installation, site work, etc.
- Eversource would help with getting them on the ground and the removal of the other lamps
- Believe this can be done under budget, so asking for more than what the project will actually cost
- Rod: The written material we have says the cost would be in the \$40k, which didn't include the installation, for 4 lamps.
  - Wayne: Originally, we were going to do this in a larger phase, so the project was scoped down. The scope also showed 2 options, both for 12 lamps. This project is just the 6 lamps, a single option.
  - Wayne: Hoping to use the town electrician to cut down on costs
- Pat: Could not use CPC money because it's an enhancement rather than preservation? Wayne: Deemed to not meet the criteria
  - Paul: Something historic cannot be generated (needs to exist historically)
- Pat: Free cash? Wendy: Yes
  - Pat: No grant money? Wendy: Not that we know of, but can look further
- Wayne: Looking for other funding sources as well

#### **Article 34, Municipal Light Plant/Telecommunications Facility**

- Jeff: Town would need to take up the facility to have the legal authority for the fiber optic network
- 2 step process, which requires 2 town meetings to approval
- Passing this doesn't obligate the town to do anything immediate
- Pat: Does this involve spending any money? Jeff: Just the legal structure, but does not require spending money
- Bob: Money for infrastructure will likely be available soon, so this could be put into context for this project

- Devin: Projects in the planning stage are more likely to get those money rather than projects not that far along
- Pat: Will this be discussed at town meeting at further length? Bob: Yes, along with other outreach opportunities
- Bob: Requires the involvement of the population and businesses, with further hurdles down the line
  - Jeff: It is a municipal town plant, but the project requires enough subscribers to lower the legal burden
- Bob: There's no assumptions about grant funding but rather private capital
- Pat: Seems to fall outside of the 4 corners, and therefore FinCom doesn't need to address it

#### **Article 48, Charter Committee**

- Kyle: Fairhaven Forward are citizens that want to educate and engaged the population around town politics, getting people involved
- Due to COVID, the signatures required felt like a high bar for the ballot, so decided to go with a article instead
- Charter is a constitution for the town
  - A centralized document to clarify how town government functions and operates
  - Basic laws, principles, powers, duties of the town
  - Responsibilities of the boards and committees
- Why now? The town currently has a collection of bylaws rather than a charter, which means certain elements of town government are currently not codified
- Board takes in comments and considerations for the charter to be voted on by town
- Bernie: Who would appoint the members? Kyle: Mark Silviia (town moderator)
  - Letters sent to him, he'd reach out and interview, and then assign members
- Pat: What's the \$10k needed for? Kyle: The government study has money earmarked for various services, if the \$10k is not used, then it would be returned to the town
  - Will be talking with some experts in the field in the near-term
- Pat: Is there an opinion from the Selectboard? Bob: Personally, the introspection provided by this group could really help the town improve, gives the town more ability to make changes
- Pat: Study was done previously for the Town Administrator and other improvements. This sounds like it's trying to explain the government in a more holistic viewpoint?
  - Kyle: The goal is for the committee to look for the best fit for the charter for the committee
- Bernie: I was on the town government study committee. Money was used for surveys, communications, consultants, etc.
  - One of the recommendations was to recommend a town charter
  - This charter could look what bylaws are unnecessary or other improvements for the town
- Kathi: Do you have any particular issues or ways to improve? Kyle: I don't think I should give my personal opinions, because that's the responsibility of the committee
  - Bernie: Agree that it's the task of the committee
- Lisa: What is the authority of the board? Kyle: This would be a recommending board, studying the government, comparable governments, to make a recommendation to town meeting

- Bernie: It would be very similar to the government study, which was to investigate, research, make a recommendation

#### **Cable Enterprise Fund - Town**

- \$196k is Comcast forecasted receipts for town
- Salaries and wages increased to be consisted with Sewer and Water enterprise funds
  - Clerical
- Pat: Ultimately want receipts to cover the cost to avoid hitting on retained earnings
- Rod: Why has Comcast revenue declined? Wendy: Subscriber rates are declined

#### **Cable Enterprise Fund - School**

- \$154k is Comcast forecasted receipts for school
- Same salary change as above
- Minor increases in mileage, seminars, dues
- Pat: Why an increase? Wendy: This is what was requested
- Bob: Revenue is always variable, because subscribers change and data caps as well
- Rod: Are Comcast rates regulated in any way? Unclear
- Rod: Are there any additional positions? Wendy: Just 2% increases or some step increases

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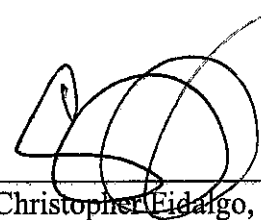
#### **CLOSING REMARKS**

- Pat: Meet on the 15th to start recommendations
- Pat: No meeting next week unless something comes up

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◆ Chris, Lisa, (7 - 0). 9:34 PM



Christopher Fidalgo, Secretary