



FAIRHAVEN SELECT BOARD

Meeting Minutes

March 23, 2023

Present: Select Board members Chair Stasia Powers, Vice-Chair Leon Correy, Clerk Robert Espindola, Select Board member Keith Silvia, Select Board member Charles Murphy Sr., and Town Administrator Angie Lopes Ellison.

The meeting was videotaped by Cable access and Zoom meeting application.

Ms. Powers opened the meeting at 6:03PM

Flag/Banner Policy:

The existing policy states in bullet point number six, *“For any time period where multiple requests are made, the time will be shared equally by all approved requests with not more than one flag or banner flown at any time.”* (*Attachment A*) The Board discussed the request made by the Fairhaven Improvement Association for Homecoming on June 24, 2023 which did not include a request to fly a flag/banner when submitted in November, 2022. They have subsequently requested to fly their Homecoming Fair Banner (*Attachment B*).

Ms. Ellison recommended amending bullet point number six of the policy to state, *“For any time period where multiple requests are made, the requestors will share the space and time and any discrepancy will be handled through the Town Administrator’s Office.”*

Motion: Mr. Murphy made a motion to amend the flag banner policy, bullet point number six to state: *For any time period where multiple requests are made, the requestors will share the space and time and any discrepancy will be handled through the Town Administrator’s Office.* Mr. Silvia seconded. The motion passed unanimously (5-0-0)

Email distribution:

Currently, emails sent through the online contact form link on the Town’s website, get forwarded to the Town Administrator’s Office and are reviewed and forwarded as needed, actionable items are cared for with a follow-up to the submitter, some items are added to a future Select Board agenda. Mr. Espindola has recommended the process be updated.

Mr. Espindola discussed his suggestion that any email sent through the contact form to the Select Board or to him individually be forwarded real time without delay. Each board member can decide how they handle individual emails sent to their individual email. He would like to receive all emails intended for him real time, no delay and no filter.

Mr. Correy stated those sent individually already go to the member emailed. If the contact form is used to send an email to the entire Board it should go to all members and the Chair responds as they see fit including delegating if action is needed to prevent all Select Board members from responding separately.

Ms. Powers suggested, the Chair responds and copies the Board so they are aware of how the issue was addressed. It can be sent blind carbon copy to avoid any potential open meeting law

violations.

Ms. Hart will open a ticket for IT to update the contact form to send any emails intended for the entire Select Board to their individual emails, a message on the website that indicates the Chair will respond to the email.

Motion: Mr. Murphy made a motion to establish a Select Board protocol to forward emails sent to selectboard@fairhaven-ma.gov to all Select Board members individually with the Chair providing the response and delegation of action and to update the website to indicate the email will be sent to all Select Board members and there will be a response from the Chair and/or Town Administrator staff. Mr. Silvia seconded. The motion passed unanimously (5-0-0)

News and Announcements:

Upcoming election results on April 3, 2023 at 8PM in the Town hall banquet room. The next regularly scheduled Select Board meeting will be Tuesday, April 18, 2023 at 6:30PM in the Town Hall banquet room.

The meeting adjourned at 6:20PM

Attachments:

- A. Flag/Banner Policy, with revisions**
- B. Fairhaven Improvement Association revised request and original request**



Town of Fairhaven
Massachusetts
Office of the Select Board
40 Center Street
Fairhaven, MA 02719

Tel: (508) 979-4023
selectboard@Fairhaven-MA.gov

Flag/ Banner Policy

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- 1) Any request to fly a flag / banner on Town Property must be made through the Select Board office at least 60 days in advance of the requested flying period. The distinction made that a flag being a cloth attached by one edge to a pole or rope and used as the symbol or emblem of a country or institution or as a decoration during public festivities; a banner bears a slogan or design, hung in a public place or carried in a demonstration or procession
- 2) The Board will only permit flags acknowledging proclamations made by the federal government and/or the Commonwealth of Massachusetts, as well as flags/banners announcing local upcoming events that are open to the public, provided they are not in support of a candidate, political party or ballot question, and are not primarily commercial or religious in nature.
- 3) The Select Board will have final say, at their own discretion, on whether any flag / banner is appropriate to be displayed on any Town Facility.
- 4) Requests will not be granted for flags/banners to be displayed for longer than 30 days.
- 5) The Select Board shall have the right, at their own discretion, and upon a vote of the Board, to remove any flag / banner prior to the end of the approved time period. The Select Board may choose, at the time of approval, to pass this authority to remove any flag / banner on to the Town Administrator, or designee.
- 6) For any time period where multiple requests are made, ~~the requestors will share the space; the time will be shared. time will be shared equally by all approved requests with not more than one flag or banner flown at any time.~~
- 7) The Town will not be responsible for hanging or taking down the banner but will provide direction on where it may be hung.
- 8) The flag, as displayed, must not interfere with any aspect of the operation of any Town Facility.
- 9) The Town does not, nor has it ever, intended to designate the flagpole as a public forum by permitting a third party to display a particular flag. Accordingly, nothing contained within this policy, the Town's choice of which flag(s) to raise or applications to grant or deny, or the manner in which the Town makes such decisions should be interpreted as designating the flagpole as a public forum
- 10) The requestor must present a signed, dated copy of the attached waiver along with their request to fly a flag/banner, in writing.

Adopted by vote of the Board of Selectmen on September 21, 2020
Rescinded by vote of the Board of Selectmen on June 21, 2021
Reinstated and revised by the Select Board on May 23, 2022

Select board
40 Center street
Fairhaven, MA 02719



FAIRHAVEN IMPROVEMENT ASSOCIATION, INC
P.O. BOX 404
FAIRHAVEN, MASSACHUSETTS 02719

Dear Selectboard Members:

Thank you for the approval of the Association's request to hold the Homecoming Fair on June 24, 2023. When we submitted the letter of request in November 2022, we were not aware that we also needed to make a request annually to hang the Homecoming Banner during the two weeks in June preceding the Fair. We are thus submitting a request at this time for authorization to hang our Homecoming Fair Banner at Town Hall for the period of June 10 through June 26, 2023.

Also at this time, we are asking to use the parking lot at Rogers School for parking for vendors after they unload their booth setup. Many vendors are from out of town and have difficulty finding their way for parking. They also take up parking spaces close to the Fair that could be otherwise used by our visitors to the Fair. We would of course follow any rules or regulations required to use the area.

Thank you for your attention to these matters. And thank you again for the help of the Town departments and personnel in making the Fair a safe and successful event

Respectfully yours,

Barbara A. Acksen

President Fairhaven Improvement Association

Homecoming Committee Chair

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2023 MAR 22 P 4:25
TOWN OF FAIRHAVEN



FAIRHAVEN IMPROVEMENT ASSOCIATION, INC.
P.O. BOX 404
FAIRHAVEN, MASSACHUSETTS 02719

*"Preserve Yesterday - Improve
Today -- Plan Tomorrow"*

November 28, 2022

Fairhaven Board of Selectmen
Ms. Stasia Powers, Chair
Fairhaven Town Hall
40 Center Street
Fairhaven, MA 02719

Dear Ms. Powers:

We are writing to request approval to hold the 2023 Fairhaven Homecoming Day Fair on Saturday, June 24, 2023.

This will include use of the Town Hall lawn and restrooms. We will coordinate with Fairhaven Police Department to block off Center Street, Walnut Street, William Street, and Union Street in the area of the Fair.

We will also need assistance from the Department of Public Works (or Highway Department) to set up the Art Contest area, trash collection during the day of the Fair and with general street cleaning prior to the Fair. They have been very helpful in the past with this process.

Please let me know if there is anything further you need from our organization regarding this event.

Sincerely,

Barbara Acksen

Chairperson

2023 Fairhaven Homecoming Day Fair Committee

508-993-0317

backsen@comcast.net

cc: Ms. Angie Lopes Ellison, Town Administrator