



FAIRHAVEN SELECT BOARD

Meeting Minutes

June 20, 2023

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

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

Mr. Correy opened the Select Board meeting at 6:35p.m.

MINUTES

Motion: Mr. Espindola motioned to accept the Open Session minutes of May 15, 2023. Ms. Powers seconded. The motion passed unanimously (5-0-0).

Motion: Mr. Espindola motioned to accept the open Session-Joint meeting with Finance Committee minutes of May 31, 2023 with the correction to Mr. Murphy, present and Mr. Espindola, not present. Ms. Powers seconded. The motion passed unanimously (5-0-0).

PUBLIC HEARING

The Public Hearing for Blue Stream Shellfish, LLC. Application to install shellfish nursery in municipal waters: Hoppy's Landing was opened at 6:39p.m.

Mr. Correy read the notice into record. Harbormaster Tim Cox introduced Mr. Dale Leavitt from Blue Stream Shellfish, LLC. to present his application. Blue Stream Shellfish, LLC. has owned a license for an oyster farm in Nashketucket Bay since 1987 and they are currently upgrading their oyster farm and seeking to increase the number of oysters they are growing. To handle the smaller size of the oysters they need special equipment. After meeting with residents of West Island regarding the initial location proposed and concerns raised during that meeting, Mr. Leavitt worked with the Harbormaster on an alternate location. The application was resubmitted to be in the waters adjacent to Hoppy's Landing away from the dock.

Mr. Leavitt reviewed the revised plan (*Attachment A*).

Mr. Leavitt and Mr. Cox answered questions from the Board regarding the location, safety, proximity to the dock, noise, individuals jumping off the causeway into the water, how long the process will take. Mr. Leavitt explained that they can incorporate measures for safety such as a fence and/or bumper guard and that Blue Stream is proposing to start mid-July through October which would be about a six-month window. He anticipates using the time to also determine a more suitable, permanent location.

Public Comment:

Robert Hobson, 3 Bayberry Street, stated he is not opposed to the project but the location. He said the owners have other areas that could be used. Mr. Hobson is concerned about kids jumping off the causeway and the potential to be electrocuted. He also said it will not be pretty to look at, cars will be parked there and the area is not for private business.

Robert Sullivan, 184 Balsam Street, addressed the Board and said that West Island is pristine and beautiful, he does not know if it will be temporary or permanent and would like a clause added to the conditions tonight that Round Cove is off limits and a condition that the area is to be kept clean. He continued to say this seemed fast-tracked and is not the right fit for West Island.

Robert Pink, Jr., 21 Gull Island Road, advised the Board he is new member of the Marine Resources Committee but is here tonight as a West Island resident. His concern is why solar and could it be hardwired to care for the aesthetic issue.

Karen Sullivan, 184 Balsam Street, asked how often will the site be visited/monitored. Mr. Leavitt said 1-2 hours daily Monday through Friday.

Mary Ackerson, 198 Balsam Street, via zoom thanked Mr. Cox for reviewing this and helping to find a new location even though the new location does not seem like a good location and would like them to continue to look for better options.

Chris Ingrande, West Island Marina, via phone, asked about anchoring and how equipment that may break free will be handled. Mr. Leavitt advised the Board that they had to care for issues with disrepair when they took over a year and a half ago and they have not experienced anything breaking away.

The Board asked follow-up questions about the timing, what the next step would be if the Board does not approve this tonight, could they consider a different area and would they add safety measures like a fence or guards. Mr. Leavitt advised the Board that they started the application process in February and that a safety fence could be put up with bumpers. Mr. Leavitt advised that the unit itself is locked when not being worked on or monitored.

The Public Hearing for Blue Stream Shellfish, LLC. Application to install shellfish nursery in municipal waters: Hoppy's Landing was closed at 7:18 p.m.

Mr. Cox advised the Board that the Marine Resource Committee discussed this at three separate meetings and worked with Mr. Leavitt to address concerns so that an application could be submitted for this public hearing with a new location. Mr. Cox also added that Marine Resources has not discussed it since the new location was changed.

Motion: Mr. Silvia motioned to approve the six-month trial as outlined in the application (*Attachment A*) with Round Cove off limits and after the six-month trial a permanent solution be brought forth for 2024. Mr. Murphy seconded. Mr. Silvia amended his motion to approve the six-month trial as outlined in the application (*Attachment A*) with Round Cove off limits and a permanent solution brought forth for 2024 after the trial, pending public safety measures added and pending approval from the Marine Resources Committee. Mr. Murphy seconded. The motion passed unanimously (5-0-0).

Mr. Cox will reach out to the chair of the Marine Resources Committee and schedule a special meeting to review the revised application and the Board's motion.

The Public Hearing for Eversource: petition to install approximately 25' (feet) of conduit and cable in West Street was opened at 7:27p.m.

Mr. Correy read the notice into record. Jessica Elder Eversource Right of Way agent via zoom spoke to the Board about the request for Eversource to install approximately 25' of conduit under West Street at the intersection of Lafayette Street. A resident is requesting to go underground. Ms. Elders explained that if a detail is necessary they will request one. The work will take one to two days to complete and they will leave the conditions as found or better once the work is performed.

Public Comment:

No public comment was received.

The Public Hearing for Eversource: petition to install approximately 25' (feet) of conduit and cable in West Street was closed at 7:31p.m.

Motion: Mr. Espindola motioned to approve the petition to install approximately 25' of conduit and cable on West Street as described by Eversource. Ms. Powers seconded. The motion passed unanimously (5-0-0).

EXECUTIVE SESSION

Rescheduled to Monday, July 10, 2023

TOWN ADMINISTRATOR REPORT

Ms. Ellison updated the Board on:

- Comcast sent a notice regarding a reduction in the rate for their Broadcast TV fee, from \$24.80 to \$22.80 the same notice will be sent to customers regarding this change that was effective May 22, 2023.
- The Cox family thanked the Select Board for their condolences after the passing of Francis Cox, Sr.
- Concerns were raised regarding the rate of pay for lifeguards after some received job offers from Westport for a higher rate. It is being reviewed to determine the next steps and if we have to take steps to close the beach due to staffing. Ms. Ellison said this is an example of the budget shortfall impacts and the override not passing.
 - a. Discussion ensued regarding fees collected to offset the cost, where the funds go in the budget and potential to address the fee structure in the future.
- Staffing updates: Interviews for Planning Director have taken place and the Town is still looking for a Finance Director/Treasurer/Collector. Financial reporting will be determined once the position is staffed, the current finance team is still catching up

Event Request: Parent Teacher Organization (PTO) Class of 2025 Union Wharf Dance

Tracy Francis and Karen Isaksen with the Fairhaven High School PTO presented their proposal for the event to raise funds for the Class of 2025. Wednesday, August 16, 2023 from 7:00 p.m. to 10:00 p.m. with a rain date of Thursday, August 17, 2023. (*Attachment B*)

Harbormaster Tim Cox addressed the Board about the event and details he reviewed with Police Chief Myers and Lt. Sobral. Suggestions were made for safety, ticket sales in advance only, escorts and monitors. Mr. Cox will be on the water monitoring for safety during the event. A review of potential commercial traffic indicated none would not be arriving during the event.

Ms. Francis and Ms. Isaksen asked if the Board of Public Works (BPW) could sweep the streets ahead of the event. A request will be sent to the BPW for street sweeping.

Motion: Mr. Espindola motioned to approve the Fairhaven High School PTO Class of 2025 Union Wharf Dance from 3:00 p.m. to 10:00 p.m. on Wednesday, August 16, 2023 with a rain date of Thursday, August 17, 2023. Ms. Powers seconded. The motion passed unanimously (5-0-0).

Municipal Aggregation Renewal: Good Energy

Patrick Roche from Good Energy via zoom addressed the Board about the Municipal Aggregation program the Town has had since 2016. He reviewed the details within the Fairhaven Community Electricity Aggregation Program presentation (*Attachment C*).

Discussion ensued regarding the savings, supplier versus delivery cost, the options available, the bid process timeline, the change to the state's minimum, communication to consumers and potential outreach through the Sustainability Committee.

Motion: Mr. Espindola motioned to task the Sustainability Committee with outreach to establish the Town preferences of the state minimum or ten percent and coordinate messaging with Good Energy to ensure accurate messaging. Ms. Powers seconded. The motion passed unanimously (5-0-0).

Eversource use of existing poles for an overhead crossing behind the DPW Water Treatment Facility

Mr. Bill Daniels from the Communications group at Eversource presented the Board with an overview of the request to use existing poles to bring fiber from the Eversource pole at the radio station tower for WJFD across the rail trail to another pole to bring fiber in for reliability (*Attachment D*). They have spoken with DPW and are flexible in scheduling the work that will take approximately four hours to ensure the least impact to users of the rail trail.

Motion: Mr. Espindola motioned to approve to install of fiber on existing poles through the DPW Water Treatment Plant lot over to the radio tower at WJFD FM tower on Arsene Street. Ms. Powers seconded. The motion passed unanimously (5-0-0).

Appointment of Boards and Committees

Mr. Correy reviewed the list of additional appointments to Boards and Committees.

Motion: Mr. Espindola motioned to appoint Angie Lopes Ellison as the Affirmative Action Officer. Ms. Powers seconded. The motion passed unanimously (5-0-0).

Motion: Mr. Espindola motioned to appoint Marc Jodoin as Emergency Management Director for a term to end May, 31, 2024. Ms. Powers seconded. The motion passed unanimously (5-0-0).

Motion: Mr. Espindola motioned to appoint Todd Correia Fire Chief, Angie Lopes Ellison Town Administrator, Michael Myers Police Chief, Randy Bassett Building Commissioner, Marc Jodoin Emergency Management Director and David Flaherty Health Agent to the Local Emergency Planning Committee. Ms. Powers seconded. The motion passed unanimously (5-0-0).

Motion: Mr. Espindola motioned to appoint Don Collasius as Measurer of Wood and Bark for a term to end May, 31, 2024. Ms. Powers seconded. The motion passed unanimously (5-0-0).

Motion: Mr. Espindola motioned to appoint Michael Myers as Municipal Hearing Officer for a term to end May, 31, 2024. Ms. Powers seconded. The motion passed unanimously (5-0-0).

Motion: Mr. Espindola motioned to appoint Todd Correia as Oil Spill Coordinator for a term to end May, 31, 2024. Ms. Powers seconded. The motion passed unanimously (5-0-0).

Motion: Mr. Espindola motioned to appoint Elisabeth Horan as Parking Clerk for a term to end May, 31, 2024. Ms. Powers seconded. The motion passed unanimously (5-0-0).

Motion: Mr. Espindola motioned to appoint Angie Lopes Ellison as Procurement Officer. Ms. Powers seconded. The motion passed unanimously (5-0-0).

Motion: Mr. Espindola motioned to appoint John Medeiros to the Historical Commission for a term to end May, 31, 2024. Ms. Powers seconded. The motion passed unanimously (5-0-0).

Motion: Mr. Espindola motioned to appoint David Braga, Michael Kelly and Natalie Mello to the Historical Commission for a term to end May, 31, 2026. Ms. Powers seconded. The motion passed unanimously (5-0-0).

Motion: Mr. Espindola motioned to appoint John Pond to the Sustainability Committee for a term to end May, 31, 2024. Ms. Powers seconded. The motion passed unanimously (5-0-0).

The Board reviewed the list of applicants for the Conservation Commission. Each candidate was invited to speak to their application and interests tonight. Conservation Agent Bruce Webb addressed the Board regarding

the needs of the Conservation Commission, his experience and recommendations for appointments to create an efficient and effective commission that will handle the projects that come before them in a timely manner.

The Board asked each candidate present to speak to their application and then asked questions regarding experience, familiarity with the Wetlands Bylaws, the website, the Wetlands Protection Act, the Federal Emergency Management Agency (FEMA), the Department of Environmental Protection (DEP) and willingness to complete Massachusetts Association of Conservation Commissions (MACC) trainings.

Amy DeSalvatore spoke to the Board regarding her application and interest in remaining on the Conservation Commission.

Andrew Saunders spoke to the Board regarding his application and interest. He added that he would recuse himself on any project or item that could be a potential conflict.

Chelsea Isherwood was unable to attend due to a prior commitment, she spoke to her application and interest in the Conservation Commission at the June 5, 2023 meeting.

Ronnie Medina, Dr. Chanda Kale and Jay Simmons also addressed the Board regarding their applications and interests.

Motion: Ms. Powers motioned to appoint Jay Simmons to the Conservation Commission for a term to end May, 31, 2024. Mr. Murphy seconded. The motion passed unanimously (5-0-0).

Motion: Ms. Powers motioned to appoint Andrew Saunders to the Conservation Commission for a term to end May, 31, 2026. Mr. Murphy seconded. The motion passed unanimously (5-0-0).

Motion: Ms. Powers motioned to appoint Ronnie Medina to the Conservation Commission for a term to end May, 31, 2026. Mr. Murphy seconded. The motion passed unanimously (5-0-0).

Motion: Mr. Murphy motioned to appoint Anthony Couto to the Conservation Commission for a term to end May, 31, 2025. Mr. Espindola seconded. The motion passed unanimously (5-0-0).

Those newly appointed to Boards and Committees tonight should see the Town Clerk to be sworn in.

Special One-Day Liquor License: St. Joseph's Catholic Organization: Annual Blessing of the Bikes, request to reschedule to Sunday, June 25, 2023

The Board received a request to reschedule the event to June 25, 2023.

Motion: Mr. Espindola motioned to approve the Special One-Day Liquor License for St. Joseph's Catholic Organization's Annual Blessing of the Bike's to June 25, 2023. Ms. Powers seconded. The motion passed unanimously (5-0-0).

Select Board Retreat/Retreats

Mr. Espindola requested to review the cost and expectations for the upcoming Select Board retreat. He suggested the Board consider giving the Conservation Commission this opportunity for a team building retreat based on a letter sent to the Board and after hearing the recent issues regarding the Conservation Commission and where there are newly appointed members as of tonight.

Ms. Ellison advised the Board the retreat is not so much a team building event as it is a working session. Last year was for the Board to learn strategies to work as a newly formed five-member board with a new Town Administrator and this year will be focused on developing the Board in terms of strategic goals through the use of an International City/County Management Association (ICMA) certified facilitator with many years of

experience. The cost is about two hundred dollars more than last year. It is a working session with no specific action items. The Conservation Commission's needs can be assessed by the Conservation Agent.

Ms. Powers asked about the format the facilitator would take the Board through. Ms. Ellison said the facilitator would send questions to the Board individually to use to create the working session and did not want to discuss details further so that the retreat would be as effective as possible without any preconceived notions.

Mr. Espindola mentioned concerns about open meetings and the Town Bylaw regarding all meetings being recorded and this would not be. He stated his concerns about the Conservation Commission needing team building and a focus on standard operating procedures that started under previous Conservation Agents that the Conservation Commission can be brought up to speed on during a retreat.

Clarify roles and responsibilities under the Town Administrator Act and format of Select Board Agenda

Mr. Correy stated that the Select Board Agenda is at the purview and prerogative of the Chair.

Mr. Espindola said he asked for this item to discuss agenda items and the format of items on the agenda under either the "Town Administrator" or "Action" section. Referring to the Town Administrator Act he said policy items should be under "Action" and gave examples of two recent items he felt should be under the "Action" section for the Board and not under the "Town Administrator" section, one was Municipal Aggregation renewal and the other regarding an Intermunicipal Agreement on dispatch which was presented at the February 23, 2023 meeting as informational and then on a later agenda the Board was told an agreement was signed. Mr. Espindola stated the Board should make policy decisions.

Ms. Ellison asked that the Board wait until after the retreat to discuss this item further. Some items she considers strategy and day-to-day operations and the retreat may help clarify this item.

Mr. Correy asked for items like this with no vote be addressed under Board Member Items.

Open Meeting Law (OML) Complaint

Mr. Correy read the OML Complaint received from Mr. Patrick Higgins on June 9, 2023 and a draft response from the Board (*Attachment E*). Mr. Correy stated that after reviewing the complaint and OML guidelines, the April 18, 2023 minutes were accepted within the guidelines set under the OML.

Motion: Mr. Espindola motioned to send Mr. Higgins the response to the Open Meeting Law Complaint received June 9, 2023 using the draft response the Town prepared and for the Chair to sign on behalf of the Board. Ms. Powers seconded. The motion passed unanimously (5-0-0).

CORRESPONDENCE

- Disability Pride Month event flyer
- Massachusetts DEP-Administrative Consent Order Amendment

Mr. Espindola asked to add an item to correspondence that was received by the Board from Mr. Glenn Gabbard regarding opioid settlement funds. Ms. Ellison advised the Board that the state is currently establishing a process and special legislation for how opioid funds are handled by municipalities. She further said she could verify the amounts mentioned if needed but currently all funds received from the opioid settlement are in the general fund and the Finance Team is waiting for the special legislation and guidelines to come out as to how to appropriate these funds. Mr. Correy reminded the Board of their process agreement to have the Chair respond to correspondence sent to the Select Board. Mr. Espindola asked for responses to be brought to a future meeting.

COMMITTEE LIAISON REPORTS

Mr. Espindola reported:

Updates from the Broadband Study Committee, SMMPO, SRPEDD and the Bikeway Committee (*Attachment F*). The SMMPO is still taking public comments on transportation issues through their outreach program through September.

Ms. Powers reported:

The SMMPO has received her application for appointment. Mr. Correy attended the Bristol County Advisory Board meeting in her place, Economic Development has an upcoming meeting and the Library meets tonight.

Mr. Silvia reported:

The Historical Commission is painting and washing the old fire station, the BPW received slabs for the walkway at the Old Stone School, the street light project outside Town Hall is still in process and he wanted to thank those who came out for the Rogers School clean-up day.

Mr. Murphy reported:

Lagoa Friendship Pact Committee met, they viewed promotional videos about Lagoa and the former mayor Roberto Medeiros visited with the editor of their local magazine. The Whitfield Manjiro Friendship Society will be serving noodles at the Homecoming event on Saturday, June 24, 2023.

Mr. Correy reported:

The Belonging Committee is hosting a Disability Pride Month event with M.O. Life at the Council on Aging on July 30, 2023, Mr. Correy will be doing a reading at the library and the Belonging Committee elected new officers, congratulations to Mr. Greg Weider who is now Vice Chair.

PUBLIC COMMENT:

Bruce Paparal, West Island, addressed the Board with concerns about the bike path conditions he felt were filthy, the latrine is diseased, there is dog excrement all over, he went to the Health Department about this and if the Town is not going to maintain it then they should close it down. Cars do not stop for anyone crossing at the flashing lights at Riccardis, he has seen an unregistered golf cart on the bike path that came close to a young girl riding her bike which is a safety concern.

Mr. Silvia advised the Board that he has heard concerns about electric bikes on the bike path traveling fast and do not require insurance. Mr. Espindola said in general the sign on the path says no motorized vehicles and it's a tricky area because they are bikes and there is some work being done through Representative Straus' office on the classification of electric bikes which is mostly what is seen on the bike path. Some do travel at excessive speeds and locally rules and regulations can be created to care for this. Mr. Espindola suggested Fairhaven work with Mattapoissett on any regulations because the path is continuous through both communities.

BOARD MEMBER ITEMS

Mr. Espindola asked if the Board could refocus on our facilities in Fairhaven and correspondence received regarding conditions at the Emergency Management Center (the former Council on Aging location), he would like to see a future agenda item on facilities use. Mr. Correy advised the Board that a response was sent to the resident who submitted the correspondence.

Mr. Espindola asked about a recent North Fairhaven Improvement Association meeting and concerns they had about Benoit Square and that they have requested a meeting with SRPEDD and MassDOT for an update. Ms. Ellison advised the Board that the Highway Superintendent Josh Crabb is involved in this project as well and the recent meeting was well attended including representation from SRPEDD and MassDOT, Representative Straus, Mr. Crabb, Ms. Ellison, Police, Fire, Mr. Correy and the press. Mr. Silvia said a presentation on the Benoit Square project was also part of a presentation at a recent BPW meeting and Mr. Crabb reviewed the two options that have been put forth. Mr. Espindola said resident John Medeiros had questions about adding options. Mr. Correy said he had asked Representative Straus to have someone in his office reach out to Mr. Medeiros and will contact them again to reach back out to Mr. Medeiros.

Mr. Murphy thanked the Fairhaven Father's Day Road Race Committee for their event, the winner was from Fairhaven and next year will be the 50th race. He also thanked Mr. Correy for speaking at the M.O. Life Juneteenth event.

Mr. Correy reminded everyone to get involved and volunteer especially with broadband. He thanked Mr. Murphy for the invitation to speak at the M.O. Life event. Mr. Correy thanked Tri-Town Against Racism for asking him to speak at their Juneteenth event and congratulations on the opening of their new free library.

Meeting adjourned at 10:20 p.m.

Respectfully submitted on behalf of the Select Board Clerk (ah)

Attachments:

- A. Blue Stream Shellfish, LLC request**
- B. Fairhaven PTO Union Wharf Dance proposal**
- C. Good Energy Municipal Aggregate**
- D. Eversource request for use of existing poles for an overhead crossing behind DPW Water Treatment Facility**
- E. Open Meeting Law Complaint and response**
- F. Committee Liaison Report – Robert Espindola**

Approved on August 21, 2023



PUBLIC HEARING

6:30p.m. – Blue Stream Shellfish LLC

In accordance with provisions of Chapter 130, Section 60 of MGL as amended and Rules and Regulations promulgated by the Fairhaven Board of Selectmen, that Blue Stream Shellfish LLC has filed a revised application to install a shellfish nursery installation at Hoppy's Landing within the municipal waters of the Town of Fairhaven. The revised application, including a plan showing the specific location of the proposed site, can be viewed at the Marine Resources Department at Town Hall. The current application is open for 30-day public comment finishing with a public hearing with the Board of Selectmen, to be held on June 20 at 6:30 PM.

SELECT BOARD'S MEETING

**MONDAY, June 20, 2023
6:35pm**

FLUPSYs Operations Plan

Submitted by:

**Dale Leavitt
Blue Stream Shellfish LLC
Fairhaven, MA 02719**

Operations Plan (revised 31 May 2023)

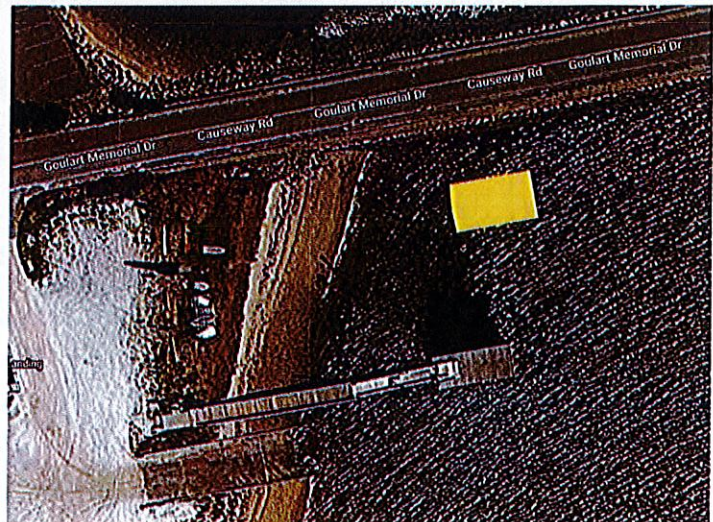
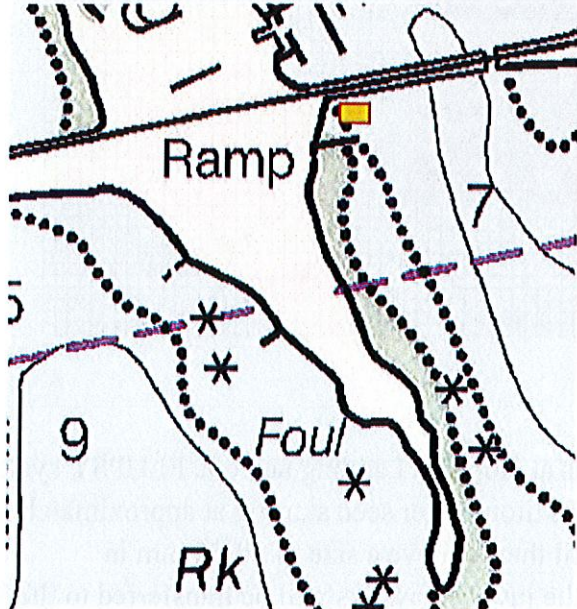
FLUPSYs at Hoppy's Landing

Objective: To deploy two solar powered floating upweller raft systems on a fixed four-point mooring north of the Town Dock at Hoppy's Landing. Placement of the FLUPSY raft system is selected to protect the small seed contained in the nursery from damage or loss due to northeast and southwest winds while holding the rafts in a set orientation to the sun during the interval when in use.



Time of Use: 15 May to 1 December of each year. The rafts will be deployed at the mooring site at the start of the season and removed from the site at the end of the season. The structures will be stored on land when not in use.

Location: Center of raft: Lat: 41° 35' 46.36"N Long: 70° 50' 34.59"W



In the current proposed placement, the raft system is located approximately 20' from the causeway, 90' from the wrack line on shore (assumed to be the MHW mark), and 60' from the Town Dock (based on Google Earth measurements.)

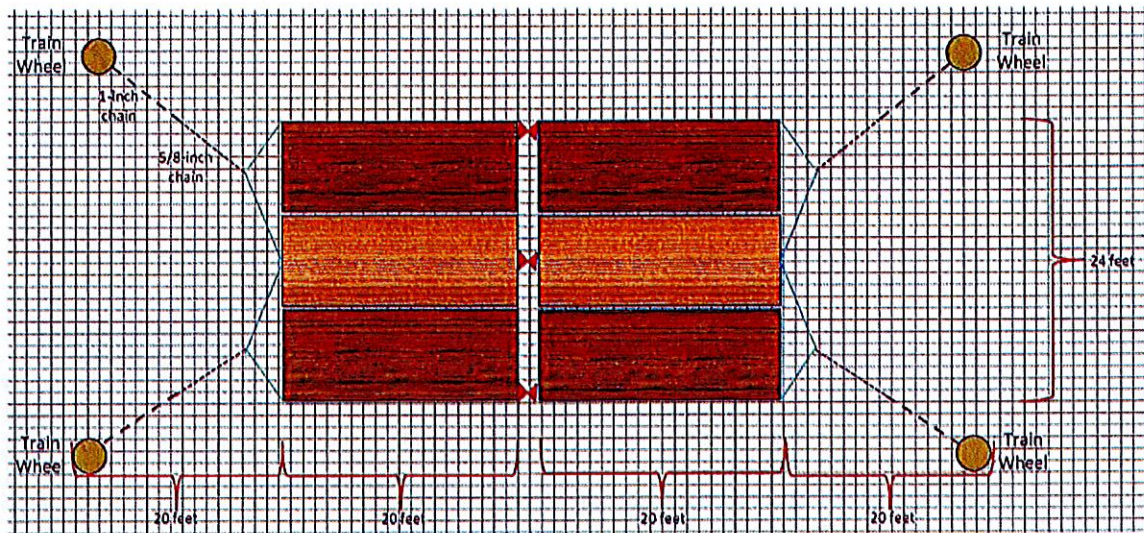
As noted above, the site was selected to protect from northeast winds, which can flush small oyster seed from the structure with a strong wave surge through the raft system. Additionally, the site was restricted to require 4 feet of water at low tide but not in deep enough water to interfere with normal operations in the mooring field.

Proposed Layout:

Each self-contained raft system is composed of three 8' by 20' floats, where two of the rafts are conventional FLUPSYs to hold oyster seed while the third raft holds the photovoltaic infrastructure (panels, batteries and electronics) required to operate the complex. The resulting raft complex is

approximately 20' by 24' and there will be two of these complexes linked together and moored at the proposed site. The previously approved third raft complex will remain moored with the BSS Harvest Barge at the north end of West Island Marina.

The mooring array will consist of a bridle of 5/8" Polysteel line from the raft complex shackled to an 10-foot length of 5/8" galvanized riser chain that is, in turn, shackled to 10 feet of 1" galvanized bottom chain looped through the center opening of a 600 lb. train wheel. The two linked raft complexes will be held in an east/west linear configuration near the 4-foot (MLW) contour with train wheel moorings at each corner of the raft complex. The overall footprint for the entire raft system including moorings is 80' by 36' (2,880 square feet), equivalent to 0.066 acres.



Operations:

The BSS nursery, consisting of two FLUPSY systems at Hoppy's Landing and one FLUPSY system at the BSS Harvest Barge, will be stocked with up to 6 million oyster seed starting at approximately 2.5 to 3 mm in length (June) and held in the complex until they achieve a size of 20-25 mm in approximately 3-4 months. At the 20-25 mm length, the juvenile oysters will be transferred to the West Island farm site.

The FLUPSY complexes will be visited daily and cleaned of biofouling semi-weekly by BSS employees. The stock will be removed and size-graded on a bi-weekly basis to ensure optimal growth and to remove 20-25 mm juveniles for transfer to the farm.

The total raft complex at Round Cove will be deployed in early May and will be removed on or about 1 December of each year for land-based storage.



FHS PTO

FHS PTO Union Wharf dance

 Tracey Francis Contact

The FHS PTO is bringing back for 1 night only to Fairhaven-the Union Wharf dance. We are in need of 15 volunteers to help set up/supervise/clean up.

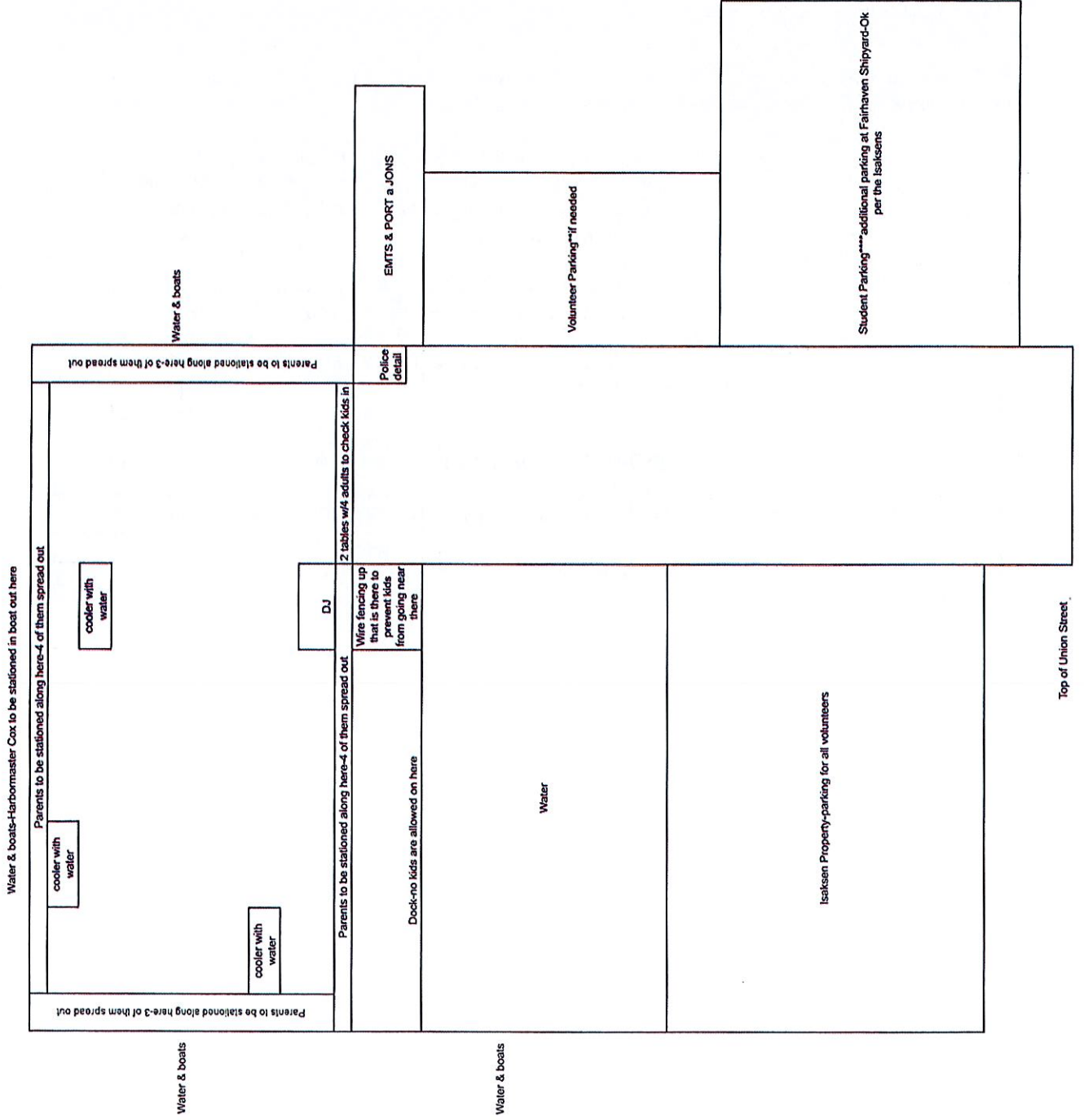
The Union Wharf dance will take place on **Wednesday, August 16th** from 7-10PM. Tickets will be presold through FHS student emails only and must be prepaid at the time of sign up. **The raindate is Thursday, August 17th.**

Nothing like a little dancing under the stars to help raise money for the Junior/Senior classes and kick off the 2023-2024 school year.

Come volunteer and relive the good old wharf dance days with the rest of the PTO!

 **Date** 08/16/2023 (Wed.) **Location** Union Wharf **Share**   

Plan



FHS PTO

Union Wharf Dance Under the Stars

Wednesday, August 16, 2023

7-10PM

Fairhaven

(Union Wharf is located at the bottom of Union Street and right on the water)

****Rain date Thursday, August 17th****

Tickets are \$10.00 each-Venmo payments are made to

@FairhavenHSPTO

Please make sure student's name is in the comments

This dance is open to only FHS students in Grades 9-12-this includes rising Grade 9 students attending FHS.

Students must sign up and pay for tickets ahead of time through the invite sent to their student email.

Invites have been sent to all STUDENT EMAIL addresses.

NO TICKETS WILL BE SOLD AT THE DOOR!

There is NO RE ENTERING the dance once you leave

Tickets will only be on sale until

Tuesday, August 15th

****All proceeds benefit the Junior/Senior Classes**

Student
Sign Up

FHS PTO Union Wharf Dance Under the Stars

Come join the PTO under the stars this summer and raise some money for the Junior/Senior classes!

The PTO is hosting a dance on Union wharf this SUMMER-yes you read that right this summer Wednesday, August 16th from 7-10PM. (rain date Thursday, August 17th) What a great way to kick off the 2023-2024 school year!!

Tickets have to be purchased ahead of time through this form and paid when you fill out this form.
NO TICKETS WILL BE SOLD AT THE DOOR!!!!

This dance is open to everyone in grades 9-12-this includes the rising 9th grades that are coming to FHS!!!! Each student is only allowed to purchase 2 tickets.

Tickets are \$10.00 each

Once you leave the dance there is NO REENTRY! Ticket sales close Tuesday, August 15th!

**If there is an issue with payment please contact the PTO at fairhavenhspto@gmail.com

* Indicates required question

1. Email *

.....

2. First Name *

.....

3. Last Name *

.....

4. Contact number in case of questions *

.....

Minimum Renewable Energy Content Requirements in MA

ATTACHMENT C

Year	Clean Energy Standard*		CES-Existing [^]	RPS Class II ^{**}	RPS Class II Waste Energy ^{**}	Total
	RPS Class I Carveout	Remainder				
2020	16%	4%		3%	4%	27%
2021	18%	4%	20%	4%	4%	49%
2022	20%	4%	20%	4%	4%	51%
2023	22%	4%	26%	4%	3.5%	59%
2024	24%	4%	27%	4%	4%	62%
2025	27%	3%	26%	4%	4%	63%
2026	30%	6%	26%	4%	4%	69%
2027	33%	9%	26%	4%	4%	75%
2028	36%	12%	26%	4%	4%	81%
2029	39%	15%	26%	4%	4%	87%
2030	40%	20%	26%	4%	4%	93%

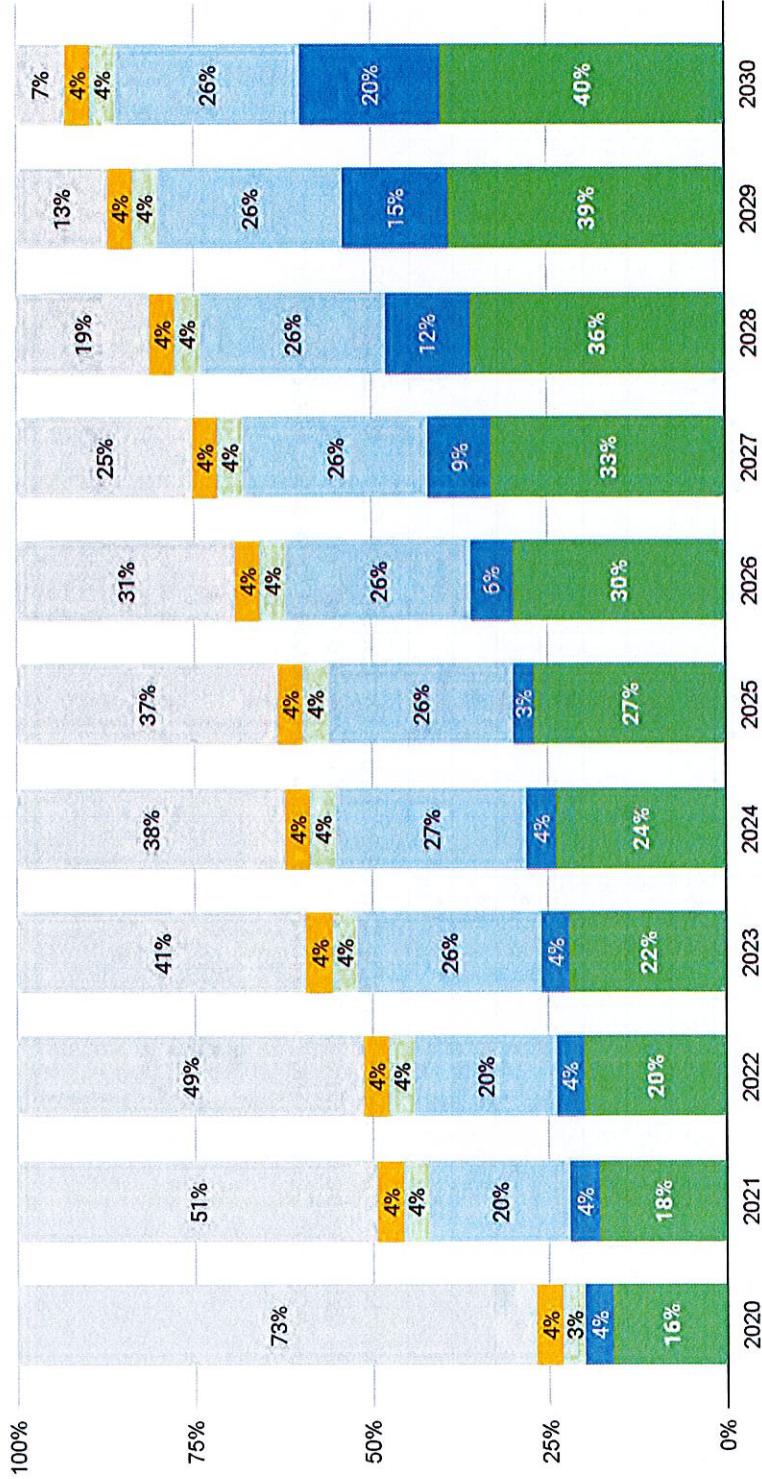
*This incorporates the State's 2022 proposal that will accelerate the increase in the CES, starting in 2026.

[^]CES-Existing after 2026 may be adjusted by formula, but is set at 20% by default.

**Component percentages for Class II and Class II Waste Energy are rounded to nearest whole number.

Minimum Renewable Energy Content Requirements in MA

■ Residual Mix
 ■ RPS Class II Waste Energy
 ■ RPS Class II
 ■ Clean Energy Standard-Existing (CES-E)
 ■ Clean Energy Standard: RPS Class I Carveout



Definitions

Minimum renewable energy content: is defined in by the Department of Public Utilities* as including: Clean Energy Standard (including RPS Class I), Clean Energy Standard Existing Generation, RPS Class II, and RPS Class II Waste Energy. The Alternative Energy Portfolio Standard and Clean Peak Energy Portfolio Standard are not included in the definition of minimum renewable energy content.

Residual mix: Power that is not sourced from renewables is typically from the Residual Mix (i.e. the mix of all other sources of power on our shared New England electricity grid). That Residual Mix is primarily natural gas, although other fuels may present.

Clean Energy Standard, or CES: has a carveout for a portion that must be met with RPS Class I sources. The portion that is **not** carved out is referred to in this document as the “CES Remainder”

*See 19-07-A at 43-45 <https://fileservice.eea.comacloud.net/FileService.Api/file/FileRoom/12159003>

Supporting New Resources

- RPS Class I
- Clean Energy Standard (CES)

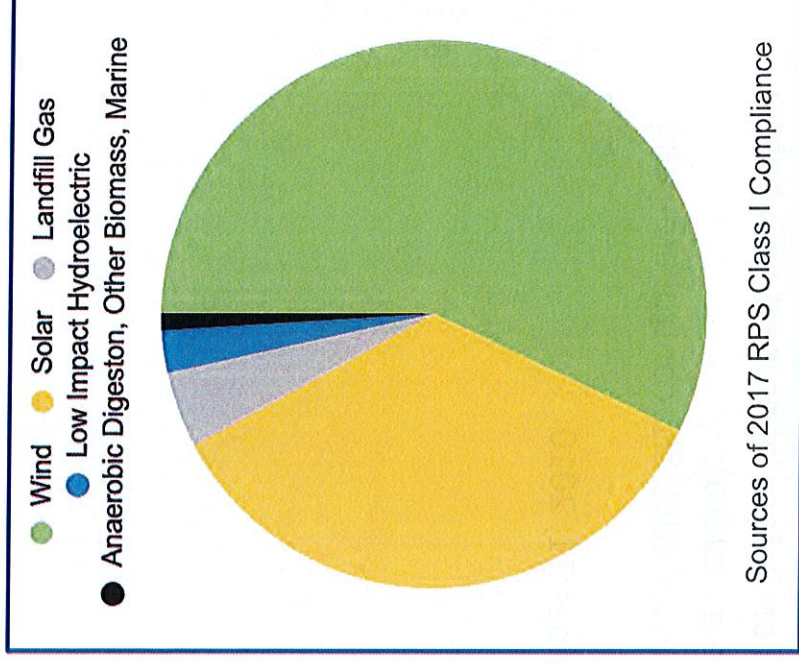
Maintaining Existing Resources

- RPS Class II
- RPS Class II Waste-to-Energy
- Clean Energy Standard-Existing (CES-E)



RPS Class I

- “Electricity production from qualified new renewable energy facilities” <https://www.mass.gov/service-details/program-summaries>
- Percentage increases annually
- May come from the sources shown at right and must:
 - Have started operation after 1997
 - Be located within New England, New York or Eastern Canada



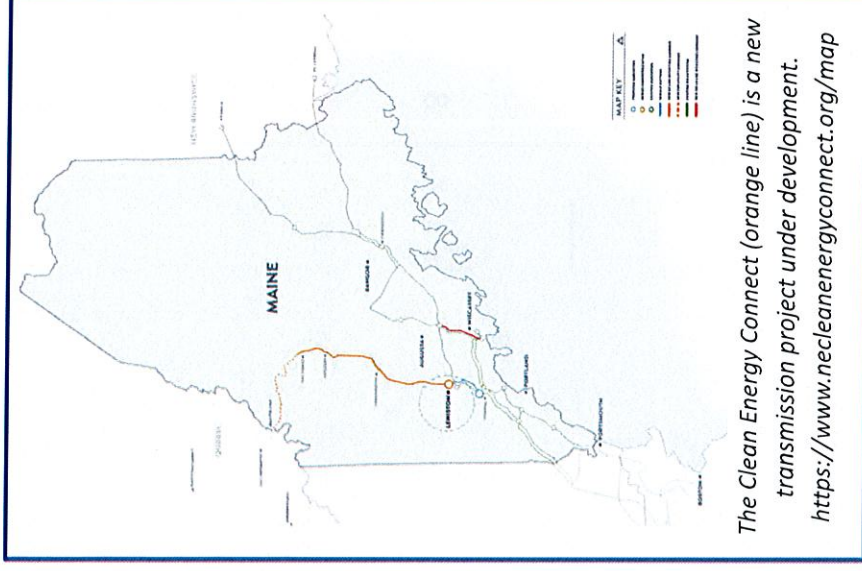
Clean Energy Standard (CES)

- “CES is designed to increase procurement of new clean energy over time” - <https://www.mass.gov/doc/frequently-asked-questions-massdep-clean-energy-standard/download>
- Percentage increases annually
- RPS Class I compliance counts toward the CES
- The remainder (or net) can be met with sources that meet these criteria:
 - RPS-Class I eligible **OR** demonstrate net lifecycle GHG emissions of at least 50% below those from the most efficient natural gas generator (e.g., hydro);
 - Be located in the ISO-NE control area, **OR** be located in an adjacent control area and utilize new transmission capacity; **AND**
 - Have commenced commercial operation after December 31, 2010

Clean Energy Standard (CES)

Currently, there is no large hydro or nuclear available to meet the CES, therefore the remaining 4% comes from more MA Class I.

However, new transmission was under construction and if completed, eligible large hydro will become available from Canada.



RPS Class II

RPS Class II - Waste Energy

- “Financial incentives for the continued operation of qualified pre-1998 renewable generation units” - <https://www.mass.gov/service-details/program-summaries>
 - Percentage may fluctuate, but relatively steady
 - May come from same sources as Class I and located in same locations but must have started operation after 1998
 - Historically this is met primarily by hydropower, but in 2017 wind was majority
- Percentage is fixed
 - Waste Energy facilities must be located within Massachusetts

CES-Existing (CES-E)

- “CES-E is intended to maintain the historic contribution of existing clean energy generation units going forward” - <https://www.mass.gov/doc/frequently-asked-questions-massdep-clean-energy-standard/download>
- Percentage can fluctuate in order to maintain a consistent total purchase quantity
- May come from the sources that:
 - Are located in either Massachusetts, New Hampshire, Connecticut, or Eastern Canada (Quebec or Newfoundland and Labrador);
 - Commenced commercial operation before January 1, 2011; AND
 - Are a nuclear or hydroelectric generation unit with a nameplate capacity greater than 30 MW.

Renewable Energy & Products for Renewal

This memo provides an overview of your current product, guidance for how to determine the voluntary renewable energy percentage for the upcoming contract. It also discusses product names.

Summary of Recommendations in this Memo:

1. Default: Select the voluntary renewable percentage in your default product that is right for your community
2. Opt-Up
 - a. Drop the 50% optional product (state minimum is now over 50%)
 - b. Adjust the 100% optional product to be 100% total renewable energy (rather than 100% additional renewable energy)
3. Change the product names to better align with DPU requirements

1. Selecting Voluntary Renewable Percentage for Default Product

Your current default product and price through December 2023 is as follows:

	Name	Price
Default	Fairhaven Local Green 10%	10.865 cents/kWh

The default product contains 10% voluntary MA Class I renewable energy certificates (RECs), in addition to meeting the minimum required by State standards. In 2023, this means that your total renewable energy in the default product is 69%. If you maintained that 10% moving forward for the next contract, you would be at 72% in 2024, 73% in 2025 and 79% in 2026. See the separate **Attachment 1** PDF for full detail on the minimum State standards.

The cost of that voluntary 10% in the current contract is about 0.4 cents/kWh, at \$39.50/REC. For a typical Fairhaven residential customer, consuming about 500 kWh per month, that 10% costs \$1.98/month or \$23.70/year. The cost of MA Class I RECs is nearly the same as in the previous contract (now \$40/REC).

Your 10% voluntary renewable energy comes from MA Class I sources that are located exclusively within New England and a significant portion comes from within Massachusetts. These RECs are sourced through the non-profit Green Energy Consumers Alliance, and provided to the program's supplier. The map above shows Green Energy Consumers' sources.



Current State Standards

Below are current State minimum renewable standards for renewable energy, as defined by the Department of Public Utilities (DPU). It is broken out by each of the various sub-standards the DPU includes (and that must be used when reporting on total renewable percentages). As you can see, the State is on track for about 93% renewable energy by 2030.

Year	Clean Energy Standard*		CES-Existing ^	RPS Class II**	RPS Class II Waste Energy**	Total
	RPS Class I Carveout	Remainder				
2020	16%	4%		3%	4%	27%
2021	18%	4%	20%	4%	4%	49%
2022	20%	4%	20%	4%	4%	51%
2023	22%	4%	26%	4%	4%	59%
2024	24%	4%	27%	4%	4%	62%
2025	27%	3%	26%	4%	4%	63%
2026	30%	6%	26%	4%	4%	69%
2027	33%	9%	26%	4%	4%	75%
2028	36%	12%	26%	4%	4%	81%
2029	39%	15%	26%	4%	4%	87%
2030	40%	20%	26%	4%	4%	93%

*This incorporates the State's 2022 proposal that will accelerate the increase in the CES, starting in 2026.

^CES-Existing after 2026 may be adjusted by formula, but is set at 20% minimum. 26% used as estimate.

**Component percentages for Class II and Class II Waste Energy are rounded to nearest whole number.

The Next Default Product

We encourage municipalities to think about their additional renewable energy in terms of the price premium per year compared to the lowest their customers could be paying in the program, as well as what total renewable percentage they will achieve.

In terms of total renewable percentage, if the Town is seeking to be 100% renewable by 2030, including 10% voluntary in every contract would get you there. That is, if the State is going to be at 93% minimum renewables in 2030, adding 10% voluntary would be more than needed to reach 100%. Although this contract will only go through 2025 or 2026, the intent of discussing 2030 can help frame how much "progress" you need to make now. Your program will have at least one more contract before 2030 in which you have another opportunity to increase your percentage.

The relative price premium for the RECs was mentioned above and is shown in the table below. While it can be tempting to try to match the additional monthly cost of the renewables with the monthly savings you have historically achieved, it is important to remember that future savings

cannot be guaranteed. We hope that we continue to generate savings, but we do not have a crystal ball into the future. The program's pricing represents a hedge, or insurance policy: a known, guaranteed rate that gives the community certainty over its energy expenditures.

Extra MA Class I RECs	Cost for Average Residential User in Fairhaven (R-1)		Total Renewables		
	Monthly	Annual	2024	2025	2026
10% (current)	\$1.98	\$23.70	-	-	-
10%	\$2.00	\$24.0	72%	73%	79%
15%	\$3.00	\$36.0	77%	78%	84%
20%	\$4.00	\$48.0	82%	83%	89%
25%	\$5.00	\$60.0	87%	88%	96%

For additional perspective, there is the additional Class I renewable energy from other municipalities served by Good Energy. Those with a renewal this year are highlighted.

Municipality	Contract End	Voluntary Class I	Municipality	Contract End	Voluntary Class I
Brookline	Dec-24	35%	Melrose	Nov-24	10%
Arlington	Nov-24	30%	Waltham	Dec-23	10%
Bedford	Nov-24	20%	Rockland	Dec-24	10%
Somerville	Dec-24	20%	Dedham	Dec-23	10%
Winchester	Dec-24	20%	Westford	Dec-23	10%
Sudbury	Dec-23	15%	Hamilton	Dec-23	5%
Fairhaven	Dec-23	10%	Stoneham	Dec-23	5%
Milton	Nov-24	10%	Medford	Dec-24	5%
Gloucester	Dec-24	10%	Millis	Dec-23	5%

Next Steps for Default Product

The decision on renewable energy percentage is completely up to your Town. Due to the speed with which bids must be executed, to minimize risk premium from the supplier, we need to have clear guidance for how to set the percentage going into bid day.

We encourage you to utilize the information and pricing in this memo to set your desired percentage and to also provide guidance for whether and how to adjust that if REC prices on bid day come in significantly lower. While we don't expect major drops in REC pricing, it is helpful to have a plan. For example: if you were planning to add 10% and the REC price drops, would you

prefer to A) take the cost savings (e.g. add 10% RECs at a lower total cost) or B) increase the REC percentage so that you would spend the same amount as you would have otherwise (e.g. add 12% RECs at the price you were expecting for 10% RECs)?

Additional thoughts as you select your percentage:

- Maintaining your current 10% voluntary RECs is a reasonable approach and reflects what many municipalities are currently doing - you are continuing to provide the same level of environmental impact at roughly the same cost for consumers, which may be a prudent approach in these volatile energy markets. You will also reach nearly 75% total renewables, which is substantial and still leaves plenty of incentive for others to opt-up to 100%. And as mentioned previously, 10% voluntary would put you on a path for 100% total renewables in 2023.
- Our other communities that have increased voluntary renewables beyond 10% have tended to have strong, widespread community support for taking on the additional costs.
- Going above 20% additional renewables is certainly doable, but brings the default product very close in total renewables to the 100% product.

2. Voluntary Renewable for Optional Products

Your current optional products and pricing through December 2023 is as follows:

	Name	Price	Renewables
Optional	Fairhaven Basic	10.470 cents/kWh	Meets state minimum
	Fairhaven Local Green 50%	12.445 cents/kWh	Adds 50% MA Class I RECs on top of state minimum
	Fairhaven Local Green 100%	14.420 cents/kWh	Adds 100% MA Class I RECs on top of state minimum

The current aggregation programs of the group all include a "50%" and "100" product. We can refer to these as "opt-up" products.

Renewable Energy Percentages

The 100% product currently contains 100% voluntary renewable energy in addition to the minimum renewable energy required by the State (known as the RPS or Renewable Portfolio Standard). This means that the total renewable energy content is greater than 100% when adding voluntary and RPS together.

In years past, all of Good Energy's active programs structured their 100% product this way. The rationale for doing so was about impact: by going above 100% renewable, consumers could

have an outsized impact on adding renewable energy to our grid. To read how you can go above 100%, see the appendix to this memo.

Additionally, when the group's products were being developed, the state's minimum renewable energy content was quite low (about 19%). Over the nearly three years since, however, the state's minimum renewable energy has increased dramatically, due to 1) the creation of Clean Energy Standard (for new renewables) and Clean Energy Standard Existing (to keep old renewables active) and 2) legislative increases in the MA Class I requirements.

As the state's minimum renewable energy content has risen significantly, the premium to go above 100% has risen, as has the potential for confusion to customers.

As a result, Good Energy recommends that the group structure its 100% opt-up product as 100% total renewable energy, rather than 100% voluntary renewable energy. The difference is shown below:

	Year	State Minimum Requirements	Voluntary Class I	Total
100% Voluntary	2023	59%	100%	159%
	2024	62%	100%	162%
	2025	63%	100%	163%
100% Total	2023	59%	41%	100%
	2024	62%	38%	100%
	2025	63%	37%	100%

Similarly, communities in the group also have a 50% opt-up product, which allows for up to 50% voluntary in addition to state minimums. Good Energy recommends that you not offer this product. Since the state minimum standard is now higher than 50%, there is no way to offer a 50% total product, and the 50% voluntary product would be confusing to customers when they see total renewables.

	Year	State Minimum Requirements	Voluntary Class I	Total
50% Voluntary	2023	59%	50%	109%
	2024	62%	50%	112%
	2025	63%	50%	113%

In summary, Good Energy recommends each municipality have one opt-up product, which is 100% total renewable energy.

Preparing for the Transition with new Revised Optional Product

Under DPU's latest guidelines, if we change the amount of voluntary renewable energy in a product, the customers must affirmatively opt-back into the product. Otherwise they will be returned to utility Basic Service. To address this:

- 1) We can send emails to these 50% and 100% customers multiple months in advance of the contract transition, and do follow ups to ensure that they have as much time as possible to opt-in to the new rate; AND

- 2) The chosen supplier will mail written notification to every customer on the 50% and 100% product at least 30 days in advance of the new contract, notifying them of the upcoming switch and their options.

Leading up to and during the contract transition, Good Energy can keep the municipality apprised of how many customers have yet to sign up in case the Town wants to do follow up communications.

3. Product Names

The default product names use the term "Green" (e.g. Fairhaven Local Green). The Department of Public Utilities has found that the term "green" is too generic in a product name. They require you to define what you mean by "green" whenever the name is used, which is cumbersome and can lead to potential mistakes. The same is true for the term "local".

Most other Good Energy communities use the name "TownName Plus" for the 100% product and "TownName Standard" for the Default product. We also find that the branding of the program name is the strongest in town, not the product names (for example, the product name does not appear on the bill). As a result, other communities that have changed their product names have seen little, if any, confusion.

Good Energy recommends using the name "Fairhaven Plus" for the 100% product and "Fairhaven Standard" for the Default product.

4. Summary of Potential Final Product Suite

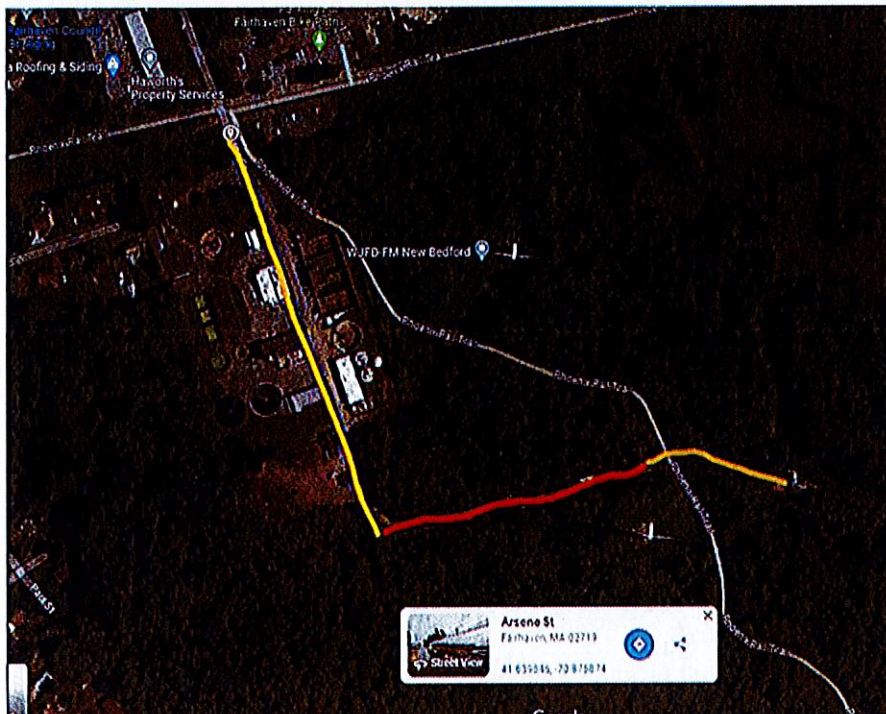
Based on the recommendations in this memo, the Town would have the following three products:

- Fairhaven Standard: Default product that includes additional MA Class I renewable energy (% TBD by the Town)
- Fairhaven Plus: A 100% total renewable energy product
- Fairhaven Basic: a product that just meets the state's minimum renewable energy requirements

Eversource Request

Eversource request for the use of existing poles for an overhead crossing behind DPW Water Treatment Facility

Request to install fiber on the poles that run through the Fairhaven DPW Water Treatment Plant lot over to the WJFD-FM tower off Arsene Street. We propose using the existing poles and the passing over the Phoenix Bike Trail along with the existing power cables. This simple markup shows the fiber path on the existing poles (yellow) and in existing underground conduit (red):












The fiber cable that we would like to place will improve Eversource communications in this area of Fairhaven. Our present system is on Microwave and fog can slow that system. Having good information about how our equipment is working makes everyone safer, improves response times, and keeps the power on. Using a fiber cable provides a consistent path for Eversource communications.

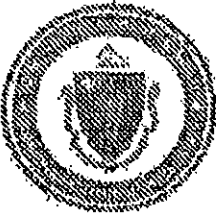
The poles we propose to use are in place, and the installed fiber cable will have no effect on folks using the Bike Trail. No additional poles or conduits are required for this project. Installing the fiber on the poles to pass over the Bike Trail will take less than one day. We can schedule this work for pre-dawn (after dusk when the trail is not in use). We should not disrupt anyone's use of the trail during or after installation.

Please let us know what approvals or permits are needed to install this fiber cable.

Fax Cover Page

-  **Recipient:** +1 (508) 979-4079
Leon E Correy III, Chairman, Select Bd
-  **Date Sent:** 06/09/2023
-  **Number of Pages:** 8 (including cover page)
-  **Sender:** Patrick Higgins - Patrick Higgins and Associates
-  **Reply-to Email:**
-  **Reply-to Phone:**
-  **Reply-to Fax:**
-  **Subject:** Formal Open meeting law complaint

-  **Message:** Here is a formal open meeting law complaint against the Board of Selectmen



OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General
One Ashburton Place
Boston, MA 02108

Please note that all fields are required unless otherwise noted.

Your Contact Information:

First Name: Patrick Last Name: Higgins

Northport State: AL Zip Code: 35476

Organization or Media Affiliation: Patrick Higgins and Associates

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

Individual Organization Media

Public Body that is the subject of this complaint:

City/Town County Regional/District State

Name of Public Body (including city/town, county or region, if applicable): Fairhaven Select Board

Specific person(s), if any, you allege committed the violation: Leon E. Correy III, Chair

Date of alleged violation: 6/5/23

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

The Fairhaven Select Board violated the open meeting law as follows:
1. Did not accept the minutes of their April 18, 2023 meeting in a timely manner.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

Learn and comply with the open meeting law.
Make the acceptance of meeting minutes in a timely manner a priority.
All members of this public body MUST attend a formal open meeting law training webinar without delay.
Schedule can be viewed at <https://www.mass.gov/service-details/open-meeting-law-trainings>

Review, sign, and submit your complaint

I. Disclosure of Your Complaint.

Public Record. Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

Publication to Website. As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

II. Consulting With a Private Attorney.

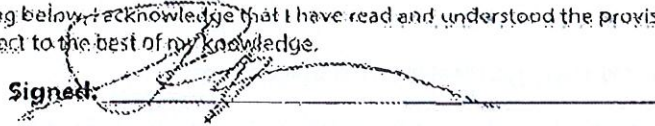
The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to openmeeting@state.ma.us.

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: _____



Date: 6/8/23

For Use by Public Body Date received by public body	For Use by AGO Date received by AGO
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FAIRHAVEN SELECT BOARD AGENDA

June 5, 2023, 6:30 p.m.

Town Hall – 40 Center Street – Fairhaven

The meeting can also be viewed on Channel 18 or on FairhavenTV.com

FAIRHAVEN TOWN SELECT BOARD
JUNE 5, 2023 6:30 P.M.

On March 24, 2023, the bill to extend Open Meeting Law regulations governing remote participation has passed MA legislation and been signed by the Governor. This bill will allow remote and hybrid meeting options for public bodies through March 31, 2025.

Percept to an amendment to Town Order Chapter 50 5 13, all government meetings are available through web/video conference and via recorded.

A. MINUTES

1. Approve the minutes of April 18, 2023 – Open Session
2. Approve the minutes of May 1, 2023 – Open Session
3. Approve the minutes of May 1, 2023 – Executive Session
4. Approve the minutes of May 6, 2023 – Open Session

B. PUBLIC HEARING

1. 6:40PM Change of Manager, Paul's Sports Corner, Inc.
2. 6:45PM Blue Stream Shellfish LLC application to install shellfish nursery in municipal waters: Round Cove

C. TOWN ADMINISTRATOR

1. Staffing Updates
2. FY22 Audit Report: Marcum LLP (formerly Melanson)
3. FairhavenTV wins 2023 Hometown Media Award for "Best Magazine Show"
4. Rogers School Clean-up date
5. Select Board Retreat
6. Vineyard Wind project
7. Other

D. ACTION / DISCUSSION

1. Fairhaven Fire Fundraiser for Muscular Dystrophy
2. Conservation Restriction requests from Buzzards Bay Coalition: Salt Winds
3. Event procession approval: Our Lady of Angels, Sat., September 2nd and Mon., September 4th, 2023
4. Intermunicipal Agreement: Public Health Excellence grant
5. Board, Committee and Commission alternate positions
6. Appointment of Boards and Committees (see attached list)
7. Appointment of Constables (see attached list)
8. Hedge Street Phase 3 Budget Amendment
9. Southeastern Massachusetts Metropolitan Planning Organization (SMMPPO) Appointment

E. CORRESPONDENCE

1. Mass. Dept. of Agricultural Resources (MDAR) notice of Eversource's Vegetation Management Plan
2. Public Notification: Status Report Cumberland Farms Station V0015 to MassDEP
3. SRPEDD selected to host an American Connections Corps (ACC) member for 2023-24 Program Year
4. Fort Phoenix Beach Clean-up

F. COMMITTEE LIAISON REPORTS

G. PUBLIC COMMENT

H. BOARD MEMBER ITEMS

I. SPECIAL ELECTION RESULTS

J. NEWS AND ANNOUNCEMENTS

1. The next regularly scheduled Select Board meeting is *Tuesday, June 20, 2023* at 6:30 p.m., Town Hall Banquet Room

ADJOURNMENT

How to get more information: Log on or call 1-978-235-6099. Meeting ID: 894 8599 9011, Passcode: 330130

Subject matter listed in the agenda consists of items reasonably anticipated (by the Chair) to be discussed. Not all items listed may be discussed and other items not listed (such as urgent business not available at the time of posting) may also be brought up for discussion in accordance with applicable law.

FAIRHAVEN SELECT BOARD AGENDA*June 5, 2023, 6:30 p.m.***Board, Committee, Commission Appointments****Art Curator**

- a. Mark Badwey
- b. Kelly Smith

2. Bell Committee

- a. Douglas Brady
- b. Lee Baumgartner
- c. Nils Isaksen
- d. Jacqueline Kenworthy
- e. Helena Oliveira

3. Belonging Committee

- a. Jessica Fidalgo
- b. Laura Barilaro
- c. Raquel Medeiros
- d. Eryn Tomasoik
- e. Gregory Weider

4. Bikeway Committee

- a. Amy Roderick
- b. Tim Garcia
- c. Will Gardner
- d. Mike Rotondo*
- e. Chip Hawthorne*

5. Broadband Study Committee

- a. Cathy Melanson
- b. Sean Powers
- c. Alyssa Botelho
- d. Sean Daly

6. Cable Advisory Committee

- a. Barbara Acksen
- b. Maria Carvalho
- c. Romie Medina
- d. John Methia

7. Capital Improvement Planning Committee

- a. Cathy Melanson

8. Community Preservation Commission

- a. Ann Richard
- b. Terrance Meredith
- c. Roger Marcoux*

9. Conservation Commission

- a. Amy DeSalvatore

10. Council on Aging

- a. Joan Mello

***Form due**

FAIRHAVEN SELECT BOARD AGENDA

June 5, 2023, 6:30 p.m.

11. Cultural Council
 - a. Lisa Breese
 - b. Wendy Drumm
12. Economic Development Committee
 - a. Cathy Melanson
 - b. Kevin McLaughlin*
13. Historical Commission
 - a. Maria Carvalho
 - b. John Medeiros*
 - c. David Braga*
 - d. Gail Isaksen*
14. Lagos Friendship Pact Committee
 - a. Maria Carvalho
 - b. Cristina Pinto
15. Marine Resources Committee
 - a. Michael McNamara
 - b. Andrew Jones
 - c. Michelle Potter
 - d. David Hebert*
16. Rogers Reuse Committee
 - a. Nils Isaksen
 - b. Beverly Rasmussen
 - c. Cathy Melanson
 - d. Douglas Brady
 - e. Susan Loo
 - f. Barbara Acksen
17. Sustainability Committee
 - a. Tim Garcia
 - b. Ann Richard
 - c. Susan Spoener
 - d. Christin Ritz
 - e. Karen Gent
18. Zoning Board of Appeals
 - a. Ruy DaSilva
 - b. Patrick Carr

FAIRHAVEN SELECT BOARD AGENDA

June 5, 2023, 6:30 p.m.

CONSTABLES

Steven Borges
Matthew M. Botelho
Pamela A. Bourgault
Richard E. Ferreira
Joseph Latimer
Robert F. Jones
Kevin W. Kobza
Lawrence Machado
Scott McGarty
David Miller
Nicholas Sylvia
Herve W. Vandal, Jr.
Milan Whitaker



The Commonwealth of Massachusetts
 Office of the Attorney General
 One Ashburton Place
 Boston, Massachusetts 02108

OPEN MEETING LAW COMPLAINT FORM

Instructions for completing the Open Meeting Law Complaint Form

The Attorney General's Division of Open Government interprets and enforces the Open Meeting Law, Chapter 30A of the Massachusetts General Laws, Sections 18-25. Below is the procedure for filing and responding to an Open Meeting Law complaint.

Instructions for filing a complaint:

- o Fill out the attached two-page form completely. Sign and date the second page. File the complaint with the public body within 30 days of the alleged violation. If the violation was not reasonably discoverable at the time it occurred, you must file the complaint within 30 days of the date the violation was reasonably discoverable. A violation that occurs during an open session of a meeting is reasonably discoverable on the date of the meeting.
- o To file the complaint:
 - o For a local or municipal public body, you must submit a copy of the complaint to the chair of the public body AND to the municipal clerk.
 - o For all other public bodies, you must submit a copy of the complaint to the chair of the public body.
 - o Complaints may be filed by mail, by email, or by hand. Please retain a copy for your records.
- o If the public body does not respond within 14 business days and does not request an extension to respond, contact the Division for further assistance.

Instructions for a public body that receives a complaint:

- o The chair must disseminate the complaint to the members of the public body.
- o The public body must meet to review the complaint within 14 business days (usually 20-22 calendar days).
- o After review, but within 14 business days, the public body must respond to the complaint in writing and must send the complainant a response and a description of any action the public body has taken to address the allegations in the complaint. At the same time, the body must send the Attorney General a copy of the complaint and a copy of the response. The public body may delegate this responsibility to an individual member of the public body, its counsel, or a staff member, but only after the public body has met to review the complaint.
- o If a public body requires more time to review the complaint and respond, it may request an extension of time for good cause by contacting the Division of Open Government.

Once the public body has responded to the complaint:

- o If you are not satisfied with the public body's response to your complaint, you may file a copy of the complaint with the Division by mail, by email, or by hand, but only once you have waited for 30 days after filing the complaint with the public body. Mail may be sent to: The Division of Open Government, Office of the Attorney General, One Ashburton Place - 20th Floor, Boston, MA 02108. Emails may be sent to: openmeeting@state.ma.us.
- o When you file your complaint with the Division, please include the complaint form and all documentation relevant to the alleged violation. You may wish to attach a cover letter explaining why the public body's response does not adequately address your complaint.
- o The Division will not review complaints filed with us more than 90 days after the violation, unless we granted an extension to the public body or you can demonstrate good cause for the delay.

If you have questions concerning the Open Meeting Law complaint process, we encourage you to contact the Division of Open Government by phone at (617) 963-2540 or by email at openmeeting@state.ma.us.



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

Tel: (508) 979-4023 * Fax: (508) 979-4079
selectboard@Fairhaven-MA.gov

June 21, 2023

Patrick Higgins
P.O. Box 290
Northport, AL 35476
patrick@openmeetinglawenforcer.com

RE: Open Meeting Law Complaint regarding June 5, 2023 Select Board Meeting

Dear Mr. Higgins:

Please be advised that the Select Board (SB) has reviewed your Open Meeting Law complaint dated June 8, 2023 regarding the Select Board's meeting on June 5, 2023.

The SB discussed your complaints at their June 20, 2023 meeting and hereby respond accordingly:

Your complaint stated that "The Fairhaven Select Board violated the open meeting law as follows: 1. Did not accept the minutes of their April 18, 2023 meeting in a timely manner."

Under OPEN MEETING LAW, G.L. c. 30A § 22 [Meeting Minutes; Records] (c) Minutes of all open sessions shall be created and approved in a timely manner. The minutes of an open session, if they exist and whether approved or in draft form, shall be made available upon request by any person within 10 days.

In its Open Meeting Law Guide and Educational Materials dated January 2018 under Minutes, the Commonwealth states that "A "timely manner" is considered to be within the next three public body meetings or 30 days from the date of the meeting, whichever is later, unless the public body can show good cause for further delay.

The SB, understanding the importance of accepting meeting minutes, did follow the Commonwealth's guidelines as the June 5, 2023 meeting was the third regular meeting after April 18, 2023.

The Select Board hopes that this response has addressed your complaint and has been helpful.

Sincerely on behalf of the Select Board,

Leon E. Correy III
Select Board Chair

Committee Liaison Report – Bob Espindola – June 20th, 2023

Broadband Study Committee.

The Broadband Study Committee will be meeting on Thursday, June 22nd and, among other things, will be reviewing the report written by Entry Point (attached) about the Fairhaven Housing Authority project, reviewing the two Draft RFP' that are currently awaiting Ms. Ellison's review.

Broadband Coalition

The Broadband Coalition will be holding our June meeting on Monday, June 26th at 5:00 P.M.

I was able to attend a full day conference entitled "Internet for All" on Tuesday, June 13th in Worcester. The conference was hosted by The National Telecommunications Agency (NTIA) and the Mass Broadband Institute (MBI) and featured sessions on workforce development in the Broadband field, understanding impacted populations and barriers to internet access, innovations in connectivity and best practices in Digital Equity. I am hopeful that some of what I learned can be applied to working with the Fellow mentioned above.

SMMPO - I will be attending my last meeting as an elected member of the SMMPO on Tuesday afternoon, June 20th and will report on that verbally.

SRPEDD Commission The SRPEDD Commission will be meeting on June 28th. As I mentioned previously, SRPEDD received one of the fifteen Fellowships awarded in Massachusetts. The Fellow will earn a \$30K stipend working 1700 over the course of the next year doing Service in the area of Digital Equity and the fellow will be available to any of the 27 SRPEDD Communities who have an interest. The Americorps / Lead for America will pay for the Fellow to attend a week long training and SRPEDD will then provide office space and supervision for the Fellow. LFA will be recruiting candidates but they have also asked host organizations to recruit locally as they feel a local candidate with ambitions to work in this field following the fellowship would be ideal. SRPEDD will begin advertising the position on social media shortly and will be asking communities to assist with getting the word out. Please see attached position statement for reference.

Fairhaven Bikeway Committee / SouthCoast Bikeway Alliance. The Bikeway Committee does not have a meeting scheduled but should be meeting in the next few weeks. Will Gardner reports that the Safe Routes to School program has concluded after a very successful season where an average of about 30 students and some parents participated by riding to school and back on their bikes on each Friday.

I was able to attend the ribbon cutting ceremony on June 12th for the Bike Path extension that now leads into Mattapoisett Center. Again, Representative Straus, The Select Board of Mattapoisett and the Bike Path and Friends of the bike path in Mattapoisett deserve an enormous amount of credit for their leadership and perseverance to make that magnificent project come to fruition.



Angie Lopes Ellison
Town Administrator
Town of Fairhaven
40 Center Street
Fairhaven, MA 02719

Wednesday, June 14, 2023

RE: Contract/Project Closing Report

To Angie Lopes Ellison,

The intent of this report is fulfill your request for a detailed report of the work performed by EntryPoint as project management services under the contract executed in November 2022.

Pre-Contract History

EntryPoint Networks was made aware of a municipal fiber grant opportunity in April of 2022 through it's work with the State Broadband Office. Subsequently, EntryPoint assisted the Town of Fairhaven in administering a grant application at no cost to the town as a trusted partner.

The application's stated goals would extend fiber from the existing municipal fiber asset to the 163 State owned public housing living units located within the Dana Court and Oxford Terrace properties to improve pricing and service levels for the tenants. This work could serve as a foundation for future improvements in public safety, civic engagement, community resiliency, and the local economy for both the public housing properties and the surrounding neighborhoods. The budget estimate for the overall project, as submitted, was \$324,550. The project estimate relied on \$250,000 in grant funding combined with match funding of \$37,500 from the Town and \$37,050 from public housing as either in kind or direct contributions.

As a part of project development, EntryPoint facilitated and participated in meetings that included town leadership and public housing management to confirm the stakeholder's support for the application and verify their ability to actively participate. High level project design would place a small telecommunications shelter that would house the fiber terminations and equipment necessary to create the open access network. Individual fiber strands would be installed from a termination inside the shelter into each of the 163 living units and Customer Premise Equipment would be installed. Public housing residents desiring service would not require any installation but would be able to simply plug into the network device located in their unit, create an account, select their service and payment method and the service(s) would all be provisioned and available on demand.

Fairhaven was notified of the grant award some months later. In October 2022 Fairhaven reached out to EntryPoint requesting assistance with 'project management' due to a lack of both technical understanding and internal capacity. A Management Services Agreement that established a formal arrangement for EntryPoint to 'assist the Municipality to construct the Project' was provided and executed in November. A limit of \$9,800 was placed on the agreement out of expediency because of the short timeline available for project completion under the grant agreement.

To assist the Town with the project, EntryPoint's Projects Director at the time, Ben Miller, performed a local site visit at the public housing property in Fairhaven on



12/16/2022 with Town leadership and housing management to discuss the project and outline a path forward. Outcomes from that meeting included the following:

1. Town administration was undergoing change.
2. Housing management had recently changed.
3. The housing property was having a backup generator installed which would have an impact on the project design.
4. The greatest risks to the project were the short timeline for completion as provided in the grant application and market volatility (materials and labor availability and cost increases).

Contract Work Performed by Month

December 2022: Early in December EntryPoint engaged in sourcing Internet Service Providers (ISPs) willing to provide service to the public housing residents using the projects constructed infrastructure. Using industry standard tools research was performed to identify telecommunications assets in the area capable of supporting a carrier neutral interconnect. After some hours of research, it was determined that the local area assets were owned by the local phone and cable company. They proved to be unable or unwilling to provide access to any new provider on their infrastructure. Further research found that OpenCape was serving the Fairhaven police department.

OpenCape was established in 2007 to provide broadband services to the cape region. OpenCape's mission is to ensure that all segments of the population have access to robust, reliable, and affordable internet connectivity. They were willing to use their fiber optic network to connect the public housing locations and deliver cost effective internet service.

An introductory meeting was held in December initially to verify project alignment and OpenCape's capacity to support the project. Secondary meetings were held to discuss expectations, including potential costs, customer support responsibilities, technical aspects, and timelines.

EntryPoint performed a site visit to discuss expectations and gain support from local stakeholders. The new public housing management was not informed of the project, and some time was spent outlining the project, objectives, and deliverables. Challenges to locating a small fiber shelter on the property were identified. The housing authority was sensitive to the location and how it would be powered. Due to the cost limitations of the project and market availability, purchasing a used shelter was recommended, and well received by the stakeholders.

Used shelter building design criteria were identified. Standard shelter design criteria will typically accommodate installation in most areas. Fairhaven wind load as a coastal town was identified to be 150 mph for essential infrastructure, and a preference for 3-phase power was also identified. These criteria are not commonly used, which made sourcing a used shelter challenging. This required extra time to find, evaluate costs, and procure a compliant structure.

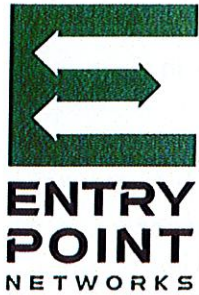
To better support the available project budget and timeline, the concept of an exterior micro duct installation was discussed with the stakeholders. This would involve the installation of a single micro duct from the fiber shelter to the exterior of each unit, where the exterior wall would be penetrated to create a fiber path into the interior of each living unit. Cost models showed that installing a single large cable to

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the building with interior improvements that would create fiber raceways to get a fiber strand to each unit through the building's interior spaces would result in high construction costs compared to running all fiber strands on the exterior in micro ducts. Notably, the local cable operator recently ran a coaxial line to each unit as an improvement, and they also ran all the coaxial drops to each unit on the exterior.

Additionally, while it was initially thought that the municipal fiber system was already landed and in use inside the public housing property, the site visit revealed that the duct that was installed from the street to the interior of the housing facility when the municipal fiber system was constructed was blocked and no fiber path had been installed as expected.

Commtract is the area contractor that has constructed the Town's current municipal fiber optic asset. They are also under contract for maintenance. For this reason, it was necessary for EntryPoint to contact Commtract to exchange information. EntryPoint requested information relative to the current fiber asset, and Commtract informed EntryPoint of current operations and warranties to assure that any future work would not invalidate any existing warranties.

Billable hours for the month included contract completion, project management organization, middle mile research, and service provider acquisition activities for a total of **3.5 billable hours** that were billed to the town under the agreement.

January 2023: Industry outlets were contacted and provided with the fiber shelter design criteria to source a shelter that would fit within the project budget and comply with the housing authority's requirements. Due to the specific nature of some of the design requirements, options were limited. Regular contact was maintained with potential suppliers and the Town to procure a solution that met all stakeholders' expectations and project needs.

Billable hours for the month included developing shelter design criteria, performing a used market availability analysis, and sharing potential solutions with local stakeholders for approval. These activities resulted in **4 billable hours** under the agreement.

February 2023: Very few fiber shelters compliant with the Town's design criteria were found to be available in the used market. The few available units were in distant states and larger than required. Shipping costs could result in costs that might exceed the available budget. Additionally, recognizing that the available shelter site space was limited on the housing property, and that management was sensitive to its location, project management efforts focused on how the available shelters could potentially be located on the property. Fairhaven public works was engaged to request utility locates on the property to determine the most efficient way to locate the improvements within the property. Initial site designs were created electronically using Google Earth to determine the feasibility for the available options.

More design detail was required to inform decision making, including product availability. Initial outreach to potential labor and material providers was made to determine the best path to develop project specifications. A third-party engineering firm was approached to provide pricing to develop drawings both to facilitate stakeholder approvals and lead to construction drawings.

Three update meetings were held with Town leadership throughout the month, including a virtual walk through of the public housing property in an attempt find a shelter location and size acceptable to housing management.



Billable hours for the month included continuing market research to determine the availability of a used shelter acceptable to all parties, high level design modeling in software to determine existing utility placement to coordinate efficient fiber improvement placement and market availability for fiber duct and cable products and solutions. These activities resulted in **10 billable hours** under the agreement.

March 2023: The decision was made to move forward with a third-party engineering firm to create final construction drawings. The Town's fiber asset was uploaded into the firm's GIS/Auto Cad software for modeling. Preferred duct and fiber standards were identified and an initial high-level design that included shelter and duct locations on the lot was shared with the stakeholders in a Google Earth format. It was determined that while the shelter could possibly be powered by an extension from the public housing facility, utility power would be required in the future. The local electric utility and the electrical designer, and contractor working on the generator improvement at the site were engaged to assist with design decisions.

During this month, locating the fiber shelter on the property became a critical need as this location would drive all other design metrics and costs. There were hours devoted to communicating back and forth with property management. These communications included graphical representations of solutions in map format and actual pictures of shelter options and installations. Design efforts also included the sharing of potential solutions both for materials, such as vaults, pedestals, fiber, outside enclosures, and exterior building trims.

Hexatronics was identified as a product supplier of end-to-end micro duct solutions for both exterior and interior improvements. Multiple meetings were held with Hexatronics and design professionals to determine what products and design methodology would achieve the highest level of efficiency for the project. Datasheets were collected and standards identified that could be used to inform processes going forward. Exterior building trim products were identified and priced to protect the project budget before advancing the design to utilize products.

Commtract, electrical contractors, and other specialty contractors were consulted to analyze budget performance and gauge contractor interest in responding to a procurement process from the Town. It was determined that many contractors would not respond due to their current workload and the effort surrounding responding to a public RFP of this size.

The final week of the month included meetings on three separate days to resolve the shelter location, and in the absence of a shelter solution, an interior space within the property with power and environmental controls capable of housing the core network electronics. This work involved shifting the focus from designing an approved shelter location within the property, to identifying an existing interior space capable of housing the core network equipment that would also be acceptable to management.

Billable hours for the month included stakeholder meetings to discuss design decisions, potential shelter locations, electric service for the shelter, fiber and duct locations, and design standards. High level design modeling was shared with the Town and housing authority for review. A third-party contractor was used for some of the drafting activities and to create a GIS compliant design. A video conference with stakeholders at the housing facilities was held to try and identify an alternate interior location for the core network. These activities resulted in **29 billable hours** under the agreement and an engineering/drafting fee of \$1,182.50 incurred and paid by EntryPoint. By the end of March EntryPoint's contract budget only had another 1.5 hours remaining, with EntryPoint not invoicing for some hours, travel, or third-

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party engineering work. This highlights the need to resolve any outstanding design issues and find a management solution for the remainder of the project.

April 2023: The inability of the design/management team to identify a fiber shelter location acceptable to all stakeholders would result in project failure without an alternative location to house the equipment. The only potential alternatives would need to be already existing interior spaces capable of supporting equipment needs due to the project's budget and shrinking timeline. An in-person site visit was scheduled and performed on 4/12/2023. An interior space was identified in the southwest corner of the Oxford Terrace property in an old boiler room. The room once housed large coal fired boilers to supply hot water heating, but the systems have been upgraded to very small natural gas units leaving copious amounts of available floorspace in the boiler room. Additionally, there are existing phone terminations in the room and electrical panels, both demonstrate the room's capacity to support network equipment.

Housing management was amenable to relocating the core network into this interior space as it was remote from the private rooms, unused, and was easily upgraded to support the required racking, electrical circuits, and environmental controls. High level design considerations were adjusted to accommodate this new design.

Project complexities, combined with the requirement for high levels of outside project management on behalf of the Town, and the consumption of the \$9,800 available to EntryPoint to assist with project management demonstrated a requirement to establish a sustainable path forward for the project. Based on the project history, the current design information, the market conditions, and the limited availability of the skillsets, materials, and labor force required, a sole source recommendation was compiled by Commtract and EntryPoint to complete design, acquire materials, install the improvements, and turn up the services within the timeline and budget outlined in the grant application. This was presented to Town leadership on 4/28/2023 and rejected. EntryPoint was asked to provide the content for a Town issued RFP for materials and labor to construct the improvements outlined in the grant agreement. The current state of design is sufficient to inform a procurement process wherein the selected contractor will have to determine the exact placement of the fiber duct and vaults as a part of construction based on existing conditions.

The greatest project risks continue to be market availability of materials and labor combined with the technical nature of the work to be performed in a short period of time. EntryPoint has clearly articulated these concerns to city leadership.

Billable hours for the month included remote and in-person, onsite stakeholder meetings to discuss design adjustments to accommodate relocating the core network equipment from a shelter placed on the property into an interior space acceptable to all parties. No travel costs were charged to the Town for the onsite coordination meeting. These activities resulted in **7 billable hours** under the agreement.

May 2023: Two hours were spent creating RFP content for the Town, and another two hours were spent collecting historical information and creating this report for the Town.

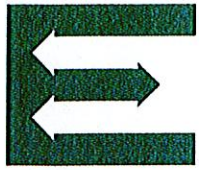
EntryPoint's total hourly contribution to the project exceeds 62 hours combined with travel expenses for two site visits, and over \$1,800 in engineering costs. Fairhaven currently carries a balance of \$9,000 due for services performed.

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**ENTRY
POINT**
NETWORKS

It is our hope that this detailed report is sufficient to close out our engagement and that the Town will release payment for the services rendered.

Please let us know if you have any further questions.

Sincerely,

Bruce Patterson
Head of Operations

208-360-1279

bpatterson@entpnt.com

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STAFF		
TYLER	45	
BRUCE	12	
NICK	2	
ADMINSTRATION	1.5	from contract development and execution in NOV/DEC

TOTAL	60.5	12.5 hours in excess of contract by May 2023
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\$200 per hour	\$12,100.00	
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SUBCONTRACTOR		
RUCON	\$1,182.50	

GRAND TOTAL	\$13,282.50	
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Invoiced	\$9,800.00	
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Paid	\$800.00	
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Due	\$9,000.00	
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Date	Hours	Description
5/3/2023	2	Clean UP project documents and share
4/24/2023	1	Contract conversation for construction
4/28/2023	2	Procurement meeting with Fairhaven
3/31/2023	1	Video call with Housing authority, site review
3/29/2023	2	Design Work/ Project review
3/27/2023	2	Design Work/ Project review
3/24/2023	2	Meeting and Design Work
3/22/2023	2	Search for other locations for hut/ Electrical discussions
3/20/2023	1	Search for other locations for hut
3/17/2023	2	Design work and materials pricing
3/14/2023	3	Electrical design work, talk to contractors
3/13/2023	1	Design and Huts. Materials search for side of buildings
3/10/2023	2	Design and Meeting
3/9/2023	3	Hexatronic meeting and Design/ Rucon Meeting
3/6/2023	2	Design Work/ huts
3/2/2023	3	Shelter Work and Design Work
2/23/2023	1	Project Info Review
2/22/2023	2	Hut search
2/21/2023	2	Project Planning
2/6/2023	3	Hut Procurement/ Locates
2/1/2023	2	Project meeting with Housing Authority/ Project Review
1/19/2023	2	Sourcing Huts
1/17/2023	2	Sourcing Huts
	45	TOTAL HOURS

Date	Hours	Description
11/7/2022	0	Create draft contract for public housing project management
11/8/2022	1	Meeting with Bob Espindola to discuss project management
12/7/2022	1	Meeting with OpenCape to discuss ISP services and interconnection
12/6/2022	1	Update meeting with leadership to discuss contract and process
3/9/2023	1	Meeting with Hexatronics to discuss microduct design materials
3/10/2023	1	Meeting with Bob Espindola to discuss microduct design
3/24/2023	1	Meeting with Bob Espindola to discuss design within property
4/12/2023	2	Site visit to Public Housing to identify core network location
4/27/2023	1	Coordinate sole source document with Commtract
4/28/2023	1	Meeting to discuss sole source recommendation
5/4/2023	2	Create draft RFP for fiber project
	12	TOTAL HOURS

On site visit with no charge for travel

Date	Hours	Description
11/7/2022	0	Review grant application and coordination meeting to discuss ISPs
11/8/2022	1	Emails and outreach to potential ISPs
11/10/2022	1	Middle mile research to identify potential interconnection point
12/6/2022	0	Update meeting with leadership to discuss contract and process
12/7/2022	0	Meeting with OpenCape to discuss interconnection
	2	TOTAL HOURS



Position Description: American Connection Corps (ACC) Member

Host Partner: Southeastern Regional Planning and Economic Development District (SRPEDD)

Position Title and Information:	Regional Broadband Coordinator 1700 Hours Full Time, 38 hours per week
Service Location:	Southeastern Regional Planning and Economic Development District (SRPEDD) 88 Broadway Taunton [Bristol County], MA 02780
Reports To:	Immediate Site Supervisor: Grant King 508-824-1367 ext. 314 Email: gking@srpedd.org Address: same as above

HOST ORGANIZATION MISSION:

It is the mission of the Southeastern Regional Planning and Economic Development District to plan for the future of southeastern Massachusetts that includes expansion of economic opportunity, protection of natural and historic resources, and development of excellent physical and cultural amenities.

SRPEDD serves a regional community of 27 municipalities (4 cities and 23 towns) which make up southeastern Massachusetts. Our work is place-based and community-focused, meaning that we work to formulate and implement plans that will achieve real quality of life improvements on the ground, and to ensure that these plans reflect the expressed needs of civically-engaged local communities.

POSITION SUMMARY

The Southeastern Regional Planning and Economic Development District (SRPEDD) is responsible for providing a broad menu of planning, economic development, and related technical assistance to the 27 member municipalities (4 cities and 23 towns; population 652,375) in beautiful Southeast Massachusetts. SRPEDD is looking for an energetic and innovative Regional Broadband Coordinator who is dedicated to working closely and collaboratively with area municipalities and stakeholders, traditionally underserved communities, and the region at large to advance and enhance digital access and equity. The successful candidate, in addition to working with SRPEDD staff to lead proactive and meaningful outreach and community engagement on the issue, will have opportunity to partner, work alongside, learn from, and integrate their initiatives with those of a diverse and collegial team of experienced planners, designers, advocates, and local leaders and stakeholders from across the region. Please visit: <https://www.srpedd.org> to learn more.

ESSENTIAL FUNCTIONS

ACC Program Activities:

- Conduct an initial listening tour in the first 1-2 months to assess community needs by hosting individual or group conversations with community members that represent the diverse range of demographics present in your community.
- Complete bi-weekly timesheets and monthly impact reports.
- Meet monthly 1:1 with your designated ACC Program Officer.
- Complete key training modules and certifications, including AmeriCorps 101 eCourses (through On3Learn), ACP enrollment training (Education Superhighway), and digital literacy training (through NorthStar).
- Attend regularly required ACC meetings and trainings, including bi-weekly Pods, quarterly training retreats, and Life After LFA webinar series.
- Lead event planning for two National Days of Service in your local area for both the MLK Day of Service (January) and AmeriCorps Week (March) with service projects related to digital inclusion.
- Recruit and coordinate local community volunteers to ensure buy-in and long-term sustainability of your projects.
- Serve productively and effectively across service environments and adhere to LFA, host site, and AmeriCorps policies and procedures.
- Meet AmeriCorps service hour benchmarks and complete full term of service (1700 hour minimum with service ending on **July 31, 2024**).

SRPEDD's Approach:

The fellow will work with his/her/their SRPEDD Supervisor and a small group of regional leaders to prioritize the list of opportunities in the four (4) categories below and then help design an action plan to execute them. The fellow will endeavor to find at least one individual or organization in each of the twenty-seven SRPEDD communities to serve as a "Champion" in one of the activities listed below. He/she/they will facilitate networking and sharing of information among the community Champions.

1. Bridging the Digital Divide: ADOPTION + INCLUSION

- a. Research the local current state of digital inclusion needs and barriers; provide a detailed report of findings that can help identify areas of programming. Connect with local community organizations to understand their digital affordability and adoption needs; provide a detailed list of those needs to help form the strategy plan.
- b. Partner with workforce development centers to introduce, train, and prepare adult workers to pursue digital economy jobs, including remote work options.
- c. Identify and research outreach programs that could provide the underserved with access to effective internet services and devices, as well as digital skilling programs. Identify which community partners might be helpful to engage to deploy those programs.
- d. Deploy those identified programs, and organize train-the-trainer meetings for digital literacy efforts where appropriate. Ensure a post-service sustainability plan by engaging local partners to integrate the adoption and inclusion programs into their regular programming.
- e. Participate in outreach and other canvassing efforts to inform and enroll residents into the American Connectivity Program, which provides monthly internet bill subsidies to qualifying households.

2. Bridging the Digital Divide: BROADBAND ACCESS + INFRASTRUCTURE

- a. Research potential broadband infrastructure models that best match local needs.
- b. Coordinate with existing regional Committees (such as the Regional Economic Strategy Committee and the various Committees steering the SRPEDD Regional Resilience Plan) to help create, coordinate, and/or facilitate a local steering committee of diverse stakeholders, such as a **Broadband Action Team (BAT)**, to ensure that progress towards key development goals and partnerships are being met.
- c. Build an asset/resource bank for broadband work to understand potential investments in infrastructure including grants, gifts, private investment, etc., This asset mapping would also include the types and numbers of internet accessible equipment at schools' hot spots, mobile wireless, and other locations for access.
- d. Work with SRPEDD planners and Southeastern Massachusetts community leaders and representatives to identify, map, and understand which areas are eligible for different funding sources, or are slated to be awarded development investment.
- e. Deploy local speed-mapping efforts to ensure that maps are updated with accurate household internet speeds, thereby potentially increasing the availability of funding available for assistance.
- f. Facilitate discussions and partnerships with local area internet service providers in order to understand key challenges and opportunities to increase access across the community.
- g. Recommend an infrastructure model for the local community to adopt; provide a written report on the recommended model that details why it fits the local need and how to establish the model.
- h. Educate the community on the benefits of investing in broadband infrastructure, including when and how they will be affected by increased access.
- i. Identify community partners and their role in broadband development; build a bank of community partners through Excel/Google documents that includes their name, mission, contact information and how they can play a role with broadband development, access, and adoption.
- j. Communicate the mission, vision, and strategy of the broadband team to your community through in-person presentations as well as virtual channels such as email newsletters, social media, printed pieces and publications; provide continuous weekly, monthly, and quarterly updates to key stakeholders; capture compelling stories to tell your community's "broadband story" for ongoing communication efforts.
- k. Assist a community building a pilot Fiber to the Premises Broadband Project in a Housing Authority by providing education and support for tenants who may be intimidated by technology or the process of gaining access to the internet.

3. Economic Opportunity:

- a. Provide job readiness and skill-based training programs and certifications to high-need communities to increase employment opportunities.
- b. Connect individuals to safe, healthy, and affordable housing.
- c. Conduct community organization and small business training on best practices (SEO, digital marketing, etc.).
- d. Coordinate and integrate activities with SRPEDD's Comprehensive Economic Development Strategy (CEDS) and other regional initiatives and plans.

4. Health and Social Capital:

- a. Increase healthy outcomes for the aging and senior population, including improved capacity for independent living.
- b. Improve food security through food delivery, access, food banks, and community feeding programs.

COMPETENCIES

Required knowledge, skills and abilities include: ACC AmeriCorps Members must be comfortable speaking to groups and giving short presentations on a topic; researching complex topics; making phone calls and writing emails; facilitating meetings and discussions; attending virtual and online events; and possess basic skills with writing, verbal communication, email engagement, Excel/Google sheets, and notetaking. Familiarity with ESRI ArcGIS and the Adobe Creative Suite is a plus.

ELIGIBILITY REQUIREMENTS

To serve in AmeriCorps, you must:

- Be a US Citizen or Lawful Permanent Resident
- Possess a high school diploma or GED equivalent
- Pass a National Service Criminal History Check (NSCHC) that includes: an FBI fingerprint check, a National Sex Offender Registry check, and any state-specific required background checks for both State of Service and State of Residence.
- Not have completed more than three (3) prior AmeriCorps terms of service.
- Not hold other full-time employment; other obligations should not be temporary or part-time in nature and must not interfere with the program schedule and requirements (i.e. 40 hours/week, training dates, etc.).
- Not be enrolled in a full-time Undergraduate or Professional degree program during the fellowship and agree to maintain full healthcare coverage during the entirety of the fellowship recognizing LFA provides reimbursements for certain eligible healthcare premiums.

BENEFITS

Training

- 5-day ACC Orientation & Leadership Training in Wichita, Kansas (August 20-26, 2023).
- 5-day Virtual Winter Training Institute with your cohort (November TBD).
- 5-day Spring Training Retreat and national partner summit with your cohort in Minneapolis, Minnesota (March/April TBD).
- Scholarship opportunity to attend the National Digital Inclusion Alliance summit or a similar professional conference of your choice (Spring 2023).
- 3+ day in-person graduation ceremony and summit in Washington, DC (late July 2024).

Support

- Monthly 1:1 calls with a dedicated ACC Program Officer to support your professional and personal goals and planning for the future.
- Regular virtual Zoom trainings and pod sessions with your cohort.
- Access to an Employee Assistance Program for legal, financial, tax, and mental health resources.

Alumni

- Segal AmeriCorps Education Award - Upon successful completion of your AmeriCorps service year, you will earn a \$6,495 in scholarship funding for every 1,700 hours of service (one program year) that can be applied to current educational expenses or to repay qualified student loans. Learn more here. Note this scholarship is taxable and a person cannot earn more than the aggregate value of two, full-time education awards.
- Alumni graduate scholarships to a growing list of top MPA and MPP schools, including the Fels Institute at the University of Pennsylvania and the McCourt School of Public Policy at Georgetown.
- Grants available for up to \$2,500 for alumni to launch entrepreneurial initiatives to serve their community.
- Membership in a lifelong alumni network of talented, passionate, and dynamic leaders across the country.

Living Allowance

- A \$30,000 taxable stipend.
- [The Corps Network Health Care Plan](#) (Cigna) - available to those who are not already enrolled in a spouse's or family member's health care plan.

Lead For America is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. Lead For America's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, team member activities, access to facilities and programs and general treatment during employment.

Lead For America will endeavor to make a reasonable accommodation of an otherwise qualified applicant, AmeriCorps member, or team member related to an individual's: physical or mental disability; sincerely held religious beliefs and practices; and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon Lead For America's business operations. Any applicant or team member who needs an accommodation in order to perform the essential functions of their position should contact their assigned supervisor or ACC Program Officer for more information.

