



FAIRHAVEN SELECT BOARD

Meeting Minutes

January 8, 2024

FAIRHAVEN TOWN CLERK
R010 2024 FEB 8 AM 10:04

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

Not Present: Chair Leon Correy

Mr. Murphy opened the meeting at 6:33p.m.

Motion: Mr. Espindola motioned to take Action Item C2 out of order. Ms. Powers seconded. The motion passed unanimously (4-0-0).

TOWN ADMINISTRATOR

Ms. Ellison called Tree Warden Don Collasius, Police Chief Michael Myers, Captain Daniel Dorgan and Fire Chief Todd Correia to provide a department update to the Board.

Mr. Collasius provided an update on the department, initiatives with planting trees, benefits to the Town infrastructure and overall rating when caring for public shade trees, tree canopy appraisal in process, ongoing work on the shade tree bylaw and the creation of a Junior Deputy Tree Warden program partnering with the library, Laura Gardner and Ann Richard. He answered questions from the Board about the position being appointed versus elected and volunteer needs with watering trees. The Board thanked Mr. Collasius.

Chief Myers addressed the Board and provided an update on personnel, succession planning and preparation for an upcoming accreditation in February. Captain Dorgan updated the Board on the work being done by the Opioid Task Force and the partnership with local agencies and new initiatives that would include mental health. The Board thanked them for the update and the work they do.

Chief Correia provided an update to the Board on the department calls in 2023, personnel, preparation for two Federal Emergency Management Agency (FEMA) grants, working with the Assistant Town Administrator of Finance on outstanding COVID grant funds collection, the Emergency Management trailer and current projects the department is working on. The Board thanked Chief Correia and asked questions about lithium battery disposal and the use of social media to educate the public.

Motion: Mr. Espindola motioned to enter into Executive Session pursuant to G.L. c. 30A, § 21(a)(3) To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares (Civil Service) and to return to Open Session. Ms. Powers seconded. Roll Call Vote, Mr. Espindola in favor, Ms. Powers in favor, Mr. Silvia in favor and Mr. Murphy in favor. The motion passed unanimously (4-0-0).

The Select Board exited for Executive Session at 7:01p.m.

The Select Board returned to Open Session at 8:05p.m.

MINUTES

Acceptance of the Executive Session minutes of December 18, 2023 was tabled for review in a future Executive Session.

Motion: Mr. Espindola motioned to accept the Open Session minutes of December 18, 2023. Ms. Powers seconded. The motion passed unanimously (4-0-0).

TOWN ADMINISTRATOR

Ms. Ellison reported on:

- Staff Updates: The Treasurer has moved up to the office within the Collector's Office. The Recreation Center has consolidated some part-time positions to have a full-time position and is in the hiring process.
- Unsheltered Families: The State notified the Town that they will be relocating the families starting in January, 2024. Ms. Ellison acknowledged all those involved in supporting and helping with the transition to services. Fairhaven was recognized as a model for its response and support of the families. We will invite the volunteers and staff to a future meeting.
- Commission on Disability: Marcus Ferro resigned his seat and was thanked for his service.
- November 2023 Expense Report (*Attachment A*) was referred to.
- Town Hall: Select Board office floors. Ms. Ellison took a moment to address recent concerns shared about the carpet in the office that was replaced with a Pergo-style covering versus a complete removal and restoration due to the cost of an asbestos abatement that would be required to fully remove and replace the existing carpet. She pointed to the linoleum in the main hallway that is over hardwood as an example of past changes and added that many of the changes are to make Town Hall offices more accessible and safe for residents and staff.
- Joint meetings with the Finance Committee will be scheduled once she received the full budget document and the chairs determine a date.
- The Town, in collaboration with the Massachusetts Broadband Institute (MBI), have embarked on a Digital Equity Planning project to improve broadband access, adoption, and digital literacy in the Fairhaven community. A zoom and broadcast will take place on January 30, 2024. The information is online.

RETIREMENT: BRIAN RIGGS

Mr. Riggs submitted his retirement notice effective July 25, 2026 per the labor contract.

Motion: Mr. Espindola motioned to accept the retirement notice of Brian Riggs on July 25, 2026. Ms. Powers seconded. The motion passed unanimously (4-0-0).

MISSION STATEMENT: BROADBAND STUDY COMMITTEE

Ms. Ellison referred to the document that showed the changes (*Attachment B*). Mr. Espindola advised the Board that the Broadband Study Committee discussed the updates at their last meeting.

Motion: Mr. Espindola motioned to accept the charge change for the Broadband Study Committee as written. Ms. Powers seconded. The motion passed unanimously (4-0-0).

2024 COMMON VICTUALER LICENSE: MEY BREAKFAST

Ms. Ellison advised the Board that the licensing clerk had received the proper paperwork and payment to move this forward.

Motion: Mr. Espindola motioned to approve the 2024 Common Victualer License renewal for Mey Breakfast located at 16 Main Street. Ms. Powers seconded. The motion passed unanimously (4-0-0).

CONSERVATION RESTRICTION: HUTTLESTON AVE, REGISTRY OF DEEDS AT BOOK 1566, PAGE 905 AND BOOK 2127, PAGE 128

This item was passed over

2023 ANNUAL REPORT COVER PHOTO

The Board reviewed the sample photos and deferred to Ms. Powers and Ms. Hart to work with the printers on the overall design.

Motion: Mr. Espindola motioned to have Ms. Powers represent the Board and work with Ms. Hart to finalize the 2023 Annual Report cover. Mr. Silvia seconded. The motion passed unanimously (4-0-0).

DISCUSS BOARD/COMMITTEE/COMMISSION APPOINTMENT PROCESS

Ms. Ellison reminded the Board about their prior discussion that the Board had in regards to an appointment on the Zoning Board of Appeals (ZBA). No definitive process was established and there are currently two open positions on the ZBA. The Select Board remains the appointing authority for ZBA. Discussion ensued amongst the Board as to their general preference and approach when considering applicants.

No action was taken regarding process.

CONSIDER ALTERNATE PROJECT FOR THE COMMUNITY COMPACT CABINET (CCC) BROADBAND GRANT AND AUTHORIZE THE CHANGE

Broadband Study Chair Sean Powers addressed the Board via zoom regarding considering an alternate project due to the Fairhaven Housing Authority (FHA) pulling out of the project. Ms. Espindola reviewed background information and a potential change to the project (*Attachment C*). If the state allows the change of project the new project would be a potential advantage to attract new business to the Town.

Discussion ensued regarding concerns with EntryPoint from a procurement perspective and the shift in the FHA continuing with the project. The Board asked if the item could be tabled to the next agenda when Mr. Correy would be present and Mr. Powers suggested that Ms. Ellison contact the Town of Bourne for any concerns due to their project being similar. The item was tabled.

CONSIDER REQUEST FOR USE OF SRPEDD SUPPORT (TECHNICAL SERVICE HOURS AND/OR BROADBAND FELLOW) FOR BROADBAND COST ANALYSIS/OUTREACH

Mr. Espindola addressed the Board about placing a request to SRPEDD to use technical support hours for administrative support with paperwork if a new project is approved for the CCC Broadband Grant funds.

Motion: Mr. Espindola motioned to authorize Mr. Powers to take the lead on discussing with SRPEDD on the scope of services to determine the cost of fiber to the home for an article for the Annual Town Meeting in May, 2024. Ms. Powers seconded. The motion passed unanimously (4-0-0).

TOWN ADMINISTRATOR EVALUATION

Ms. Powers read the 2023 Town Administrator Evaluation document (*Attachment D*). The Board thanked Ms. Ellison for her efforts this past year.

Motion: Mr. Espindola motioned to accept the Town Administrator evaluation as written with the Chair signing on behalf of the Board. Ms. Powers seconded. The motion passed unanimously (4-0-0).

COMMITTEE LIAISON REPORTS

Mr. Espindola reported on:

The Broadband Study Committee, The Massachusetts Broadband Coalition and The Livable Streets Committee (*Attachment E*)

Ms. Powers reported:

The Library Trustees meet on December 19, 2023. No other meetings to report on.

Mr. Silvia reported:

Marine Resources reviewed the fee structure that was last updated in 2006. Union Wharf work is continuing as scheduled. The Historical Commission has had the Old Stone Schoolhouse open every other Saturday and many visitors. The front door for the Academy Building is in.

Mr. Murphy had no meetings to report on

PUBLIC COMMENT

No Public Comments received

BOARD MEMBER ITEMS

No updates

NEWS AND ANNOUNCEMENTS

The next regularly scheduled Select Board meeting is on Monday, January 22, 2024 at 6:30p.m.

Meeting adjourned to Executive Session at 9:46 p.m.

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

ATTACHMENTS:

- A. November 2023 Expense Report
- B. Broadband Study Committee Mission Statement
- C. Community Compact Cabinet Broadband Grant: Alternate Project Proposal – Robert Espindola
- D. 2023 Town Administrator Evaluation
- E. Committee Liaison Report – Robert Espindola

Approved on February 7, 2024

TOWN OF FAIRHAVEN
 GENERAL FUND OPERATING BUDGET / EXPENDITURES
 as of November 30, 2023 (5 months / 12 months = 42%)

| Category | Department | Appropriation | Expended | Ending Balance | % Expended |
|------------------------------------|------------------------------------|------------------|----------------|----------------|--------------|
| <u>GENERAL GOVERNMENT:</u> | | | | | |
| | TOWN MEETING | 5,100 | 1,705 | 3,395 | 33.4 |
| | MODERATOR | 1,000 | 250 | 750 | 25.0 |
| | SELECT BOARD/TOWN ADMINISTRATION | 316,888 | 130,089 | 186,799 | 41.1 |
| | SELECT BOARD SALARIES | 33,433 | 11,144 | 22,289 | 33.3 |
| | FINANCE COMM / RESERVE FUND | 88,845 | 258 | 88,587 | 0.3 |
| | LEGAL SERVICES | 180,000 | 122,387 | 57,613 | 68.0 |
| | HUMAN RESOURCES / WELLNESS | 214,918 | 78,477 | 136,441 | 36.5 |
| | TOWN HALL / FACILITIES MGT | 163,066 | 44,270 | 118,796 | 27.1 |
| | INFORMATION TECHNOLOGY | <u>542,409</u> | <u>237,909</u> | 304,500 | 43.9 |
| | Total | 1,545,659 | 626,488 | 919,171 | 40.5 |
| <u>MUNICIPAL FINANCE:</u> | | | | | |
| | TOWN ACCOUNTANT | 223,330 | 68,907 | 154,424 | 30.9 |
| | ASSESSORS | 245,936 | 87,825 | 158,111 | 35.7 |
| | TREASURER/COLLECTOR | <u>456,972</u> | <u>122,731</u> | <u>334,241</u> | <u>26.9</u> |
| | Total | 926,238 | 279,463 | 646,776 | 30.2 |
| <u>TOWN CLERK / ELECTIONS</u> | | | | | |
| | TOWN CLERK | 62,661 | 23,695 | 38,966 | 37.8 |
| | TOWN CLERK SALARY | 67,961 | 26,730 | 41,231 | 39.3 |
| | ELECTION & REGISTRATION | <u>41,963</u> | <u>489</u> | <u>41,474</u> | <u>1.2</u> |
| | Total | 172,585 | 50,914 | 121,671 | 29.5 |
| <u>PLANNING & DEVELOPMENT:</u> | | | | | |
| | PLANNING BOARD | 5,930 | 1,755 | 4,175 | 29.6 |
| | PLAN/ECON DEVELOPMENT | 148,467 | 41,203 | 107,264 | 27.8 |
| | ECON & DEVEL COMM | 8,000 | 229 | 7,771 | 2.9 |
| | BOARD OF APPEALS | 7,200 | 3,438 | 3,762 | 47.8 |
| | CONSERVATION/SUSTAINABILITY OFFICE | 110,738 | 42,620 | 68,118 | 38.5 |
| | BUZZARDS BAY COMM | <u>1,800</u> | <u>1,800</u> | 0 | 100.0 |
| | Total | 282,135 | 91,046 | 191,089 | 32.3 |

Category
PUBLIC SAFETY:

| Department | Appropriation | Expended | Ending Balance | % Expended |
|----------------------|---------------------|---------------------|------------------|-------------|
| POLICE | 5,173,523 | 1,845,791 | 3,327,732 | 35.7 |
| FIRE | 3,699,520 | 1,512,182 | 2,187,338 | 40.9 |
| FIRE ALARM | 36,779 | 9,357 | 27,422 | 25.4 |
| BUILDING | 189,046 | 80,022 | 109,024 | 42.3 |
| WEIGHTS & MEASURES | 7,640 | 2,380 | 5,260 | 31.2 |
| EMERGENCY MGT | 35,885 | 12,450 | 23,435 | 34.7 |
| ANIMAL CONTROL | 126,335 | 49,010 | 77,325 | 38.8 |
| MARINE RESOURCES | 221,550 | 65,515 | 156,035 | 29.6 |
| Total | 9,490,278.00 | 3,576,706.18 | 5,913,572 | 37.7 |

EDUCATION:

| | | | | |
|--------------------------|------------|-----------|------------|------|
| SCHOOL | 23,753,641 | 5,601,391 | 18,152,250 | 23.6 |
| G.N.B.V.H.S. | 2,397,000 | 1,437,632 | 959,368 | 60.0 |
| B.C. AGRICULTURAL SCHOOL | 235,000 | 124,757 | 110,243 | 53.1 |

PUBLIC WORKS:

| | | | | |
|------------------------------|------------------|------------------|------------------|-------------|
| B.P.W. ADMINISTRATION | 237,027 | 81,209 | 155,818 | 34.3 |
| HIGHWAY | 1,674,453 | 559,216 | 1,115,237 | 33.4 |
| HIGHWAY HARDSURFACING | 162,000 | 3,630 | 158,370 | 2.2 |
| HIGHWAY-SIDEWALK REPAIR | 50,000 | 3,215 | 46,785 | 6.4 |
| HIGHWAY DRAINAGE | 15,000 | 6,081 | 8,919 | 40.5 |
| STREET RESURFACING | 150,000 | 0 | 150,000 | 0.0 |
| SUB DIVISION MGT FEES | 9,847 | 0 | 9,847 | 0.0 |
| STREET LIGHTS | 61,000 | 18,054 | 42,946 | 29.6 |
| ENGINEERING | 2,000 | 0 | 2,000 | 0.0 |
| SANITATION | 1,682,679 | 586,059 | 1,096,620 | 34.8 |
| PARK | 193,396 | 83,939 | 109,457 | 43.4 |
| TREE DEPT. | 67,666 | 22,966 | 44,700 | 33.9 |
| Total | 4,305,068 | 1,364,370 | 2,940,698 | 31.7 |

HEALTH:

| | | | | |
|---------------------|--------------|------------|--------------|-------------|
| BOARD OF HEALTH | 183,753 | 64,812 | 118,941 | 35.3 |
| HEALTH BOARD SALARY | 5,170 | 574 | 4,596 | 11.1 |

COMMUNITY SERVICES:

| | | | | |
|-------------------------|----------------|---------------|----------------|-------------|
| Total | 188,923 | 65,386 | 123,537 | 34.6 |
| COUNCIL ON AGING | 229,360 | 82,478 | 146,882 | 36.0 |
| VETERANS SERVICES | 794,392 | 202,020 | 592,372 | 25.4 |
| MILLICENT LIBRARY | 752,336 | 386,168 | 366,168 | 51.3 |
| RECREATION CENTER | 361,983 | 140,917 | 221,066 | 38.9 |
| TOURISM | 99,772 | 30,817 | 68,955 | 30.9 |
| FINE ARTS | 1,200 | 0 | 1,200 | 0.0 |
| HISTORICAL COMM | 18,500 | 2,978 | 15,522 | 16.1 |
| MEMORIAL / VETERANS DAY | 1,500 | 90 | 1,410 | 6.0 |

| Category | Department | Appropriation | Expended | Ending Balance | % Expended |
|---------------------------------|---------------------------|-------------------|-------------------|-------------------|-------------|
| | CULTURAL COUNCIL | 2,750 | 0 | 2,750 | 0.0 |
| | COMM ON DISABILITY | 1,000 | 194 | 807 | 19.4 |
| | BELONGING COMM | 1,000 | 182 | 818 | 18.2 |
| | RAPE CRISIS PROJECT | <u>2,000</u> | <u>0</u> | <u>2,000</u> | 0.0 |
| | Total | 2,265,793 | 845,844 | 1,419,949 | 37.3 |
| <u>NON-DEPARTMENTAL:</u> | | | | | |
| | FAIRHAVEN RETIREMENT | 3,906,560 | 3,906,560 | 0 | 100.0 |
| | GROUP INSURANCE | 4,800,000 | 1,633,023 | 3,166,977 | 34.0 |
| | WIND TURBINE ELECTRIC | 725,000 | 165,460 | 559,540 | 22.8 |
| | TOWN INSURANCE | 955,000 | 1,000,902 | -45,902 | 104.8 |
| | F.I.C.A.-MEDICARE INS | 462,000 | 149,490 | 312,510 | 32.4 |
| | UNEMPLOYMENT COMPENSATION | 63,000 | 41,176 | 21,824 | 65.4 |
| | WAGE & SALARY RESERVE | <u>32,000</u> | <u>0</u> | <u>32,000</u> | 0.0 |
| | Total | 10,943,560 | 6,896,612 | 4,046,948 | 63.0 |
| <u>DEBT SERVICE:</u> | | | | | |
| | GENERAL FUND | 1,131,020 | 1,008,476 | 122,544 | 89.2 |
| | GRAND TOTAL | 57,636,901 | 21,969,086 | 35,667,815 | 38.1 |

Town of Fairhaven

Broadband Study Committee

B

Fairhaven Broadband Study Committee Mission:

The mission of the Fairhaven Broadband Study Committee is to provide continuity between past committee work and the Municipal Light Plant Board which ~~will-may~~ be formed at a future date. This will include initiatives to advance the planning and ~~evaluation-funding~~ for a potential deployment of an open access fiber network, ~~which is owned by the residents of Fairhaven~~

The Broadband Study Committee shall be charged with the following:

- Town Meeting Preparation
- Coordination with Mass Broadband Institute regarding grant opportunities
- Execution of the Community Compact Cabinet Grant project
- **Updates of the Broadband Master Plan**
- What to do about the website and future management thereof
- Community Engagement
- Write an RFP for Open Access Partner
- RFP for full build out

The committee shall be comprised of seven (7) individuals as follows;

1. Selectmen Representative (appointed by the Board)
2. Member of the Economic Development Committee (appointed by the committee)
3. Member of the Cable Advisory Committee (appointed by the committee)
4. Town Administrator appointee (to understand potential impact on Town Staffing (Direct or third-party coordination))
5. Three At-Large Members from the community
 - a. Desirable qualifications for At-Large Members would be
 - i. Technical Knowledge of the subject
 - ii. Knowledge of Finance
 - iii. Knowledge of Project Management

~~6. Two Non-Voting Associate Members~~

~~a. In the event that there is no quorum of the 7 full voting members, associate members may act as voting members for the purposes of quorum for that meeting. The alternate member(s) will be chosen by seniority in service as alternate members on the committee~~

Terms shall be one year, reappointed annually. If a newly appointed member or alternate member does not get sworn in within 3 months of appointment, they will no longer be a member of the committee. Members shall not have more than 6 absentees in a calendar year or they may be removed from the committee.

This is an Ad hoc committee and will serve until the work of the committee is completed as determined by the Board of Selectmen after which the committee will be disbanded.

- o Adopted by vote of the Board of Selectmen on December 17, 2018.
- o Amended by vote of the Board of Selectmen on February 27, 2019 to change the name from Municipal Fiber Study Committee to Broadband Study Committee.
- o Amended by vote of the Select Board on September 19, 2022 to include Associate members.

Community Compact Cabinet
Broadband Grant

Alternate Project Proposal

January 8th 2024

Recap - how we got here

- Original Project was to use \$250K grant to install Broadband on Fairhaven Housing Authority (FHA) Property
- Project Delays – ran out of time on original grant – requested one year extension
- After 14 months, FHA Board voted to withdraw from the grant program
- Learned from Broadband Coalition that Bourn was in a similar situation
 - They built out Broadband to Business district
 - Economic Development plan Approved by the state
(Sean Cronin - Senior Deputy Commissioner for Local Services)
 - Built out in 3-4 Months by Open Cape (non-profit)
 - Results in more bandwidth, higher quality, higher reliability, lower cost.
- This project proposal is based on the successful Buzzards Bay model

Blue line = existing
 Purple line = proposed



| | |
|----------------------------|------------------|
| Alden Rd Extension | \$15,600. |
| Rt 6 Extension | \$87,517 |
| PON Hardware and Calix E7. | <u>\$25,000</u> |
| Total. | \$128,117 |

If approx. \$128,117 is spent on construction that leaves approximately \$121,8883 for connections

Economic Development Opportunity

Provides Broadband competition for business community (Minimum of one additional ISP)

Open Cape works under an Open Access Model

(would allow for multiple ISP's as long as there is demand from qualified ISP Providers)

Significant annual savings for the business community (details to follow)

Higher Data Capacity / Quality / Reliability

- Enterprise Accounts include redundant fiber for higher reliability
- Fiber is not subject to moisture issues like copper is

Potential to draw new business based on availability of higher capacity, higher quality, affordable Broadband (Bristol County is part of the TEC Hub project – Blue Economy)

Data intensive industries benefit greatly from higher bandwidth and reliability including
Engineering (TEC Hub – Blue Economy)
Health Care – Telehealth (Magnetic Imaging, etc)

| Open Cape | | | Comcast Business | | | Monthly Savings | Annual Savings |
|-------------|---------------|-----------|------------------|---------------|------------------|-----------------|----------------|
| Mbps Upload | Mbps Download | Cost | Mbps Upload * | Mbps Download | Standard Cost ** | | |
| 250 | 250 | \$ 80.00 | 25 | 250 | 199.95 | \$ 119.95 | \$ 1,439.40 |
| 500 | 500 | \$ 129.00 | 30 | 500 | 249.95 | \$ 120.95 | \$ 1,451.40 |
| 1000 | 1000^^ | \$ 159.00 | 35 | 1250*** | 399.95 | \$ 240.95 | \$ 2,891.40 |

* Upload limits impact Large file transfer, like cloud storage, quality of phone calls using Voice Over Internet Protocol (VOIP) etc.
 ** This Standard Cost is the rate after the promotional period for internet only
 *** Gig speed level service is not direct, applies to apples but closest available comparison

Motion 1

“Approve change in plans for Community Compact Cabinet Grant of \$250 to be utilized to build out Broadband for commercial business connections and authorize the Town Administrator to request approval of this alternate plan from the Grant Program Administrator”

Motion 2 (contingent on approval of Motion 1 above)

“Request Town Administrator to authorize Director of Planning and Economic Development to assist with project development (after approval by the Program Administrator) *

* Based on the following scope:

- Work with representatives of the Broadband Study Committee and project developer to determine best routing of the network to maximize potential interconnections from the business community.
- Work with representatives of the Broadband Study Committee and the developer to determine best outreach methods for notifying the business community about this opportunity.

Town Administrator Evaluation – Final Compilation Document December 2023

Section 1:
Agreed upon Goals and Objectives

Goal 1: Financial Sustainability
Establish long term financial sustainability for the Town by adherence to approved financial policies regarding reserve levels, balanced budgets and capital financing, financial forecasting, controlling fixed costs (pension, OPEB, Health Insurance) and augmenting revenues (tax base expansion, grants, user fees).

- Develop a monthly Executive Summary Report of Key Financial Indicators available to the Select Board.
- Review town's financial policies in consultation with DOR, Auditors and Financial Advisor
- As part of the FY23 operating budget process review the adequacy of department staffing levels to ensure department mission is accomplished and to leverage grant opportunities.
- Continue to implement best practices for cash management at department level with an emphasis on improving customer service and internal controls.
- Develop and implement a comprehensive plan for the use of state and federal Covid relief funds consistent with regulations.

GOAL 2: Town Committee Collaboration. Recognizing that volunteers, both elected and appointed, play an integral part in improving Town government and enhancing civic engagement establish methods and practices that will enhance collaboration and coordination between various boards, improve interaction with the public, and provide educational resources to ensure compliance with applicable federal, state and local laws and regulations.

- Create a Board/Committee/Commission Handbook to outline policies, guidelines, laws and regulations
- Train members of boards/committees/commissions to become informed on policies, guidelines, laws and regulations. Encourage achievement of certifications and licenses as applicable.
- Develop a policy on attendance at meetings for boards/committees/commissions, provisions for alternative members and limitations on serving on multiple committees
- Assign each board/committee/commission a staff liaison

Goal 3: Improve Municipal Services. The Town is in the business of delivering services to residents and businesses and, as such, departments should continually strive to improve municipal services in the most, consumer friendly, efficient and effective manner possible.

- Provide staff customer service improvement training
- Program for recruitment of call firefighters and development of call firefighters to become full-time firefighters
- Create a naming, signage and dedication policy
- Modify and maintain facilities to improve accessibility to public buildings

Town Administrator Evaluation – Final Compilation Document

December 2023

| | <u>Goal 1: Financial Sustainability</u> | <u>Goal 2: Town Committee Collaboration</u> | <u>Goal 3: Improve Municipal Services</u> |
|---------------------------|---|---|---|
| Composite Score | 4.4 | 3.8 | 4.4 |
| Section Composite Average | 4.2 | | |

Comments:

Significant progress has been achieved towards Goal 1 in a challenging environment, with commendable efforts in staff reorganization and operational efficiency restoration. The Insurance Advisory Committee's success in negotiating health benefits aligns with the GIC, providing a clear benefit to the Town. As the Select Board emphasizes Financial Sustainability for the second year and in recognition of progress, opportunities remain including two of the five objectives: reviewing Town financial policies and assessing staffing levels.

Efforts towards Goal 2 have been substantial, with well-attended and effective training by Town Counsel held for all Board and Committee members. The assignment of a staff member to each committee, where Select Board members also serve as liaisons, is seen as a positive addition. The completion and utilization of the Board and Committee Handbook, crucial for training and accountability, is recommended. Ms. Ellison is advised to prioritize the outlined objectives for timely completion.

In regard to Goal 3, Ms. Ellison's leadership has fostered a new culture of professionalism and cross-departmental collaboration, as highlighted by various directors during their presentation to the Board. This emphasis on collaboration has become a notable strength of the Town Administrator.

Town Administrator Evaluation – Final Compilation Document December 2023

| Section 2: Knowledge, Skills, and Professional Development | 1. Maintains knowledge of current developments affecting the practice of local government management | 2. Willing to try new ideas to supplement or stretch resources and improve the management of services and programs. Shows originality in approaching problems, creates effective solutions, and is able to visualize the implications of various alternatives | 3 Exercises fair and unbiased professional judgment in providing services and arriving at decisions | 4. Anticipates and analyzes problems to develop effective approaches for solving them |
|---|--|---|---|---|
| Composite Score | 4.4 | 4.8 | 4.4 | 4.4 |
| Section Composite Average | 4.5 | | | |

Comments:

The Town Administrator has demonstrated commendable efforts in streamlining day-to-day operations, exhibiting fair and unbiased judgment in decision-making. In her commitment to professional growth, Ms. Ellison actively seeks training from various sources, facilitating the exchange of best practices across communities. These training opportunities have been extended and encouraged for all members of her staff.

One of her significant accomplishments includes the establishment of a new financial team, fostering cohesion, and contributing to the overall financial stability of the town. While adhering strictly to the law, Ms. Ellison's commitment to legality can sometimes complicate matters or be seen as restrictive. However, her actions are consistently geared towards protecting the town from potential repercussions in the future.

Town Administrator Evaluation – Final Compilation Document

| | | | | | | |
|---|--|--|--|---|--|--|
| Section 3: Core Responsibilities: Staffing, personnel, financial, and management relations | 1. Is successful at recruiting and retaining competent personnel and appointees for town and ensures the fair and equitable treatment of employees | 2. Encourages heads of departments to make decisions within their jurisdictions with minimal manager involvement, yet maintains general control of operations; provides the right amount of communication to the staff. Instills confidence and promotes initiative through to promote their program rather than restrictive controls for their programs while still monitoring operations at the department level | 3. Directs the preparation of a balanced budget that provides services at levels consistent with elected body policy and direction. Makes the best possible use of available funds, conscious of the need to operate the organization in an efficient and effective manner | 4. Monitors the budget to ensure that funds are spent correctly. Budget is prepared in a readable and easy-to-understand format. Keeps the elected body apprised of major financial issues affecting the organization | 5. Motivates and communicates well with staff. Exhibits a loyal, cooperative attitude towards co-workers and the organization. | 6. Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback |
| Composite Score | 4 | 4 | 3.8 | 3.8 | 4 | 4 |
| Section Composite Average | 3.9 | | | | | |

Comments:

In her first full year overseeing the budget, Ms. Ellison has effectively navigated the process. While last year's budget presented challenges, some implemented changes have streamlined the process. Although implementation was late in the review cycle with the reorganization of the Finance Team, monthly financial reporting required by the TA Act represents a positive development. Ms. Ellison works diligently to ensure her staff maintains high performance standards, facing challenges associated with holding individuals accountable for their job duties. She is also cultivating a warm and cooperative culture at Town Hall. Successful staff recruitment and retention reflect positively on her leadership. Although evidence of formal staff evaluations is a concern, Miss Ellison emphasizes close collaboration and feedback.

Town Administrator Evaluation – Final Compilation Document December 2023

| | | | | |
|---|--|---|--|--|
| Section 4: Leadership, Board Relations, and Personal Qualities | 1. Energetic and willing to spend the time necessary to do a good job, has good initiative, and is a self-starter | 2. Seeks and accepts constructive criticism of work. Demonstrates appropriate diplomacy and restraint in professional relationships. Demonstrates ability to work well with individuals and groups | 3. Maintains high standards of ethics, honesty and integrity in all professional matters. | 4. Conducts self in an impartial manner toward the SB. Refrains from criticism of SB members and actions of the Board |
| Composite Score | 4.8 | 4.2 | 4.2 | 4 |
| Section Composite Average | 4.3 | | | |

Comments:

As the Chief Administrator, Ms. Ellison takes pride in adhering to rules and processes, often serving as the subject matter expert, however, additional documentation may be helpful. When necessary, she appropriately seeks legal guidance, striving to bridge inter-board challenges. Despite a busy schedule, Ms. Ellison consistently makes time to address resident issues, actively seeking and accepting constructive criticism with diplomacy. Her work reflects a commitment to integrity and impartial conduct.

A minority view on the Select Board expresses concerns about oversight in certain administrative actions, feeling that Ms. Ellison has sometimes overlooked the Board's roles and responsibilities through enacting policies.

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|---|---|--|---|---|---|--|
| Section 5: Community Relations and Communications | 1. Provides the boards and committees with information (written and/or verbal) concerning matters of importance to the organization in a timely fashion and provides equal information to all members without prejudice | 2. Writes in a clear and concise manner, using terms and styles that are easily understood by the intended reader. | 3. Speaks in a clear, distinct and understandable manner. | 4. Is approachable, accessible, and available, and responsive to the community, and displays diplomacy and tact when responding to others | 5. Cooperates with neighboring communities and the county. Cooperates with other regional, state, and federal government agencies | 6. Meets with and listens to members of the community to discuss their concerns, and strives to understand their interests |
| Composite Score | 3.4 | 4.2 | 4 | 4.2 | 4 | 4.6 |
| Section Composite Average | 4.1 | | | | | |

Comments:

Ms. Ellison dedicates an exceptional amount of time to her work, accepting constructive criticism diplomatically. Despite certain challenges from contentious individuals, she remains accessible to the public, balancing engagement with protection for her employees. Community members who interact directly with her find a welcoming and positive engagement. However, with personnel, though consistent and impartial, can be perceived as rigid due to her role as the face of the town. Ms. Ellison faces a challenging area with significant work ahead. Committees require more information, including the handbook, from her office. A minority view on the Select Board suggests improvements with the compilation of Board packets, citing instances of incorrect or missing information that resulted in delays, additional costs, and inconvenience.

Total Score for 2023 Evaluation: 4.2

Select Board Chair:



Town Administrator:



The **BROADBAND STUDY COMMITTEE** was scheduled to meet on Thursday, January 4th. An update will be provided at the time of the Select Board meeting. Sean Powers continues to lead efforts to consider alternatives for the Broadband Grant that was originally designated for the Fairhaven Housing Authority and to gather information to Town Meeting in May to consider a Fiber to the Home Broadband network. Elements of these two topics are will be covered as part of the Select Board meeting agenda.

The **BROADBAND COALITION** is due to meet on January 25th. One piece of exciting news that came from a discussion with members from Falmouth during the last meeting is that industry guru Gigi Sohn, is offering to meet with Coalition members either in person or virtually, while she is in the area in February. Her Bio includes being the "Ex-Counselor to FCC Chairman Wheeler, In 1997, President Clinton appointed Gigi to serve as a member of his Advisory Committee on the Public Interest Obligations of Digital Television Broadcasters. The Electronic Frontier Foundation awarded Gigi one of its Internet Pioneer Awards in 2006 and in 2011, the Nonprofit Times named Gigi one of its Power & Influence Top 50 non-profit executives Host of the [Tech on the Rocks podcast](#)." She is a major advocate for fast, fair and open Internet.

LIVABLE STREETS COMMITTEE (notes courtesy of Will Gardner)

The next meeting will be **Thursday, January 18 at 6:30**

Bike and Brew

Our first Bike & Brew ride was a wild success, thanks to the hard work of Miles Grant!! Thank you to all who came out for it! We had 20 riders join us at various points as we hit some holiday events and then headed up to Traveler's Alehouse for libations.

The second "Bike & Brew" event was held on Saturday, Januar. , starting at the Rec Center, hit a stop or two on the bike path extension and the neck, and then end up at Mey's Donuts for sweets and coffee.

The target audience is the person who has a bike and maybe rides it occasionally in the summer but who hasn't tried riding it to run errands or as transportation. The purpose is to build community and give people the experience of being able to safely navigate our streets by bike. To that end, the bigger the group, the safer the riding, and the more we can accommodate even more riders of all types!

E-Bikes

Will shared guidance on our social media regarding e-bikes and safe and courteous riding on the bike path. His sense is that this is the extent of what we can and should do related to this complaint for now (barring any major incident). We will address courteous riding on the path further when we move forward with signage.

The committee is looking to partner with Mattapoisett to consider possible recommendations for regulating ebikes while, at the same time, educating people about the many benefits of using ebikes for "micro-mobility".

Bikes for All

Will picked up more bikes requested for people who need them. In one example, he met a man named Nestor who was new to town and was waiting with his wife and infant for a cab at Stop & Shop. It turned out Nestor had just gotten a job in New Bedford and had been walking from Fairhaven Center across the bridge to NB early every morning. Now has a bike courtesy of this program that was introduced to us by our friends in Mattapoisett!

Will says "Let me know if you come across anyone who could use a bike. Jane and Bill at Bikes for All are awesome and very responsive. I'm happy to be distributor for now"

Bike Bus

The Winter Bike Bus is holding strong at 25 kids (+multiple adults and grandparents) on every Friday! Last week they were joined by a staffer from Safe Routes to Schools, who is writing up the Wood School Bike Bus as a case study to share with other communities. Also they gave out chocolate bikes custom-made by Dorothy Cox!

Infrastructure

Will met with Josh Crabb and Planning Director Paul DiGiuseppe in January to discuss Fairhaven's Complete Streets Policy and how we can further coordinate between the Livable Streets Committee, DPW and Planning to make sure that this policy is implemented. You can review the policy [here](#). Not only does it bring in \$ for the town, but it also should have bearing on how the town approaches all road work.

Survey

We've had a number of responses to our biking for [transportation survey](#). If you know of people who bike around town, please share the survey with them! There's no substitute for hearing from the people who are actually out there on a daily basis.

New Bedford Fairhaven Bridge Meeting

The Livable Streets Committee is working together with the South Coast Bikeway Alliance to advocate for a strong presence of Bike and Pedestrian advocates to attend the January 9th MassDOT Public Meeting to review early plans for the new bridge that will replace the current swing bridge. Public Comment on the Bridge is extremely important in this phase of the project and these two groups are going to do all they can to advocate for the best Bike and Pedestrian facilities crossing the bridge for the benefit of those who will use the bridge for the next 50-75 years for commuting, access to public transportation, tourism, etc. See complete Mass DOT flyer attached.



Fairhaven / New Bedford Bridge Replacement of the US Route 6 over the Acushnet River Bridge

In-Person Public Information Meeting

What is happening?

The Massachusetts Department of Transportation (MassDOT) is pleased to provide an update on the Fairhaven and New Bedford Swing Bridge replacement project. The in-person event will allow attendees to learn and ask questions about the recommended bridge replacement alternative. The meeting will consist of a formal presentation as well as a question-and-answer period. All views and comments will be reviewed and considered to the maximum extent possible.

How will this affect you?

The Swing Bridge is a critical transportation link over the Acushnet River between Fairhaven and New Bedford. The proposed project includes the replacement of US Route 6 over the Acushnet River movable span bridge. This is an early opportunity in the design process for the public to learn about and comment on the recommended bridge replacement alternative and its impacts. For those unable to attend in-person, the public information meeting will be recorded. The video will be posted to the study website at www.mass.gov/orgs/highway-division/events after the event.

When

TUESDAY, JANUARY 9, 2024
6:00 – 7:30 PM

Where

HAYDEN-MCFADDEN ELEMENTARY SCHOOL,
AUDITORIUM
361 CEDAR GROVE STREET
NEW BEDFORD, MA 02746



Visit www.mass.gov/orgs/highway-division/events for more information.



To ensure its meetings are accessible, MassDOT reasonably provides: translation, interpretation, modifications, accommodations, alternative formats, and auxiliary aids and services. To request such services, please contact MassDOT's Chief Diversity and Civil Rights Officer at 857-368-8580 or MassDOT.CivilRights@dot.state.ma.us. For adequate time to process such request, please make them as early as possible, ideally 10-15 days prior to the event.

Project inquiries may also be emailed to massdotmajorprojects@dot.state.ma.us. Please submit any written statements regarding the proposed undertaking to: **Carrie A. Lavallee, P.E., Chief Engineer, MassDOT, 10 Park Plaza, Boston, MA 02116, Attention: MAJOR PROJECTS, PROJECT FILE NO. 612557**