



TOWN OF FAIRHAVEN, MASSACHUSETTS  
Community Preservation Committee  
Town Hall - 40 Center Street - Fairhaven, MA 02719

**MEETING MINUTES**  
**Wednesday, November 20, 2024**  
**at 6:00 PM Held both at Town Hall**  
**& Remotely via Zoom**

**1. Administrative Business**

- a. **Chairman's Welcome & Media Notification:** Ann Richard, Chair, opened the meeting at 6:00pm and welcomed all. Ms. Richard read the open meeting law and Zoom protocol announcements.

- b. **Quorum/ Attendance:**

**Present:** Ann Richard, Jeffrey Lucas, Beth Luey, Roger Marcoux, Diane Tomassetti, Anne Morton-Smith, Natalie Mello, Karen Isherwood, Jay Simmons

**On Zoom:** Bruce Webb, Vincent Furtado

Recording Secretary Hailey Hemingway was also present for this meeting.

- c. **Minutes:** October 9, 2024, draft to be reviewed-

Ms. Luey made a motion to accept the minutes of October 9, 2024, and was seconded by Ms. Morton-Smith. This motion passed unanimously (9-0).

- d. **Correspondence:**

- i. Correspondence received from Director of the Library regarding chimney completion. Ms. Luey confirmed the chimney is done and the scaffolding is gone. They have started work on the electrical that was part of a recent grant.

- e. **Bills:**

- i. Recent Invoices: No invoices and bills talked about and signed at this meeting.

**2. General Business**

- a. **Review of available funding:** No talk about funding is going to be had at this meeting per Ms. Richard. Will be discussed at next meeting.

### **3.Public Hearings**

**a. Fairhaven Historical Commission: Academy Building Repairs- Replacement of the shingles on the east, north, and west faces of the building, repairs to the roof, ceiling, and basement bulkhead, and ADA-compliant upgrades to the restroom and rear door. (\$82,000 requested)**

-Michael Kelly is here representing the Historical Commission.

This proposal focuses on replacing the clapboard on three sides of the building and the tower with cedar shake. This would be keeping the building historically accurate. There are some concerns about what is under the old clapboard. There is a possibility of lead paint underneath. On the inside, they want to do upgrades to the bathroom to make it ADA compliant. The toilet will be replaced due to it being low, the door frame will be widened, the sink will be replaced. The ramp for the building that was installed needs a electronic door opener. The outside bulkhead is on the proposal to be replaced. The present bulkhead is falling apart and water and animals are getting into the building. They are looking to replace part of the roof that is over the upstairs Historical Society museum due to a leak. Mr. Kelly mentioned that the roof does not have to be part of the proposal due to it being a small job. Historical Society thought they had to do full roof but after further investigation, they only need to replace small part.

The committee discussed the bids that were submitted by the Historical Commission. For the bathroom renovation only one company bid on the work. Historical Commission Rep. Michael Kelly mentioned he wanted to get a few more quotes together to try to get the amount of money spent lower for the work on the bathroom. Ms. Luey discussed the bids that came in for the work on the shingles and the possibly of the lower bid costing more once the work was done. Mr. Kelly mentioned the company who submitted the bid with the higher amount would not itemize the bid after multiple attempts. Mr. Kelly is going to look into getting more bids. Mr. Lucas asked about quotes for the bulkhead. There were no quotes submitted. Mr. Lucas asked for it to be wood due to it needing to be historically accurate for funding.

**b. Millicent Library: HVAC Engineering and Design Project- To hire a professional HVAC engineering firm to provide design engineering services associated with the implementation of a variable refrigerant flow (VRF) system, completing the steps necessary to begin construction (\$155,000 requested)**

- Kyle DeCicco, the Library Director, is here representing the Millicent Library. Violet Hurst (Assistant Director), Kathy Lopes (Board President), Robert Kenworthy (Treasurer), Jane Risch (Assistant Treasurer), and John Whalen (Board Member), are attending in support of the application from the Millicent Library.

Mr. DeCicco mentioned the previous restoration project has now finished up. The work involved restorations to the chimney. There was some delay due to getting some final materials needed. Electrical work to the building is going to be starting up.

This proposal is part of a long term project. This proposal focuses on updating the HVAC system and bringing air conditioning into the library. The conditions in the building are

problematic because of the heat. The conditions are not good for the historical collections and the high temperatures having made them close numerous times throughout the summer months and have made an unsafe environment for staff. The Rogers Room and the Staff Work Area have two cooling units. They are about 20 to 25 years old. They both failed in the summer. The heating system stopped working as well last winter. All were able to get fixed but are past their life expectancy after assessment by contractors. A couple of blower units burned out in the Children's Room. Fan coil units have not been functioning properly, buttons are missing and has been having a hard time shutting off. These issues are all part of the design they are looking to do in the proposal.

Mr. Kenworthy discussed work they've been doing and their progress:

- Existing Conditions Report- C.A. Crowley Engineering Inc- \$14,600.00
- Electrical Panel Study- MAK Electric LLC- \$11,600.00
- Asbestos Testing- Common Sense Environmental Inc- \$1,000.00
- Electrical Engineering and Design and Miscellaneous Expenses- GGD Consulting Engineers Inc- \$100,000.00

Mr. Kenworthy stated the next step is now getting engineering for the HVAC system.

Ms. Richard wanted an idea of when work was going to be done. The proposal stated September. Contractor thinks the work will be around May. Mr. Lucas asked if work was going to go out to bid. Mr. DeCicco confirmed it is going to go out to bid. Committee wanted confirmation if proposal also included furnace getting replaced. Mr. Whalen confirmed furnace will be replaced.

Ms. Richard reminded that if they are going to be using other funds, those other funds need to be used first before CPC funding can be used. Mr. DeCicco mentioned there is a \$1,000,000.00 bond given by the government for the project. The governor signed it, they just have to access it.

**c. Fairhaven High School: Historic Window Preservation Phase 7- Restoration and preservation of 51 windows and the replacement of an obsolete egress door with two windows (\$90,360 requested)**

-Tara Kohler, Superintendent of Fairhaven Public Schools, is representing Fairhaven High School. Nicole Porter and Doug Manley are on zoom attending in support of the application from Fairhaven High School.

This proposal is looking for funding to repair emergency door on the track in the library as well as the 51 windows. The funding would be matched (\$100,000). Ms. Kohler is looking for someone to do the work on the windows who will keep it historically accurate. The school department is looking at starting the work in July of 2025.

**d. Whitfield Manjiro Friendship Society: Cultural Center Phase 4- Continuation of the interior renovations of the carriage house into the Cultural Center (\$9,800 requested- \$42,210 was originally requested)**

- Gerry Rooney is here representing the Whitfield Manjiro Friendship Society.

Mr. Rooney submitted a separate submission to replace the original submission received. The original submittal was discarded. The original submission was for \$42,210 requested. The new submission is asking for \$9,800. This proposal is to do some upgrades to the carriage house on Cherry Street. The carriage house is used as the museum. There has been previous work done over the years. This proposal is for a continuation of the work. This proposal is to have a handicap access ramp installed on the front entrance of the building. The quote is for \$9,800.

They have four donation sources that are going to help with the project being done.

Ms. Luey raised concerns about the handicap accessible ramp and if the new quote includes having an electric door opener because that will be needed as well. Mr. Rooney stated he would look into the quote to see if it includes the electric door opener.

Ms. Richard questioned if the project will be done before July 1, 2025. Mr. Rooney confirmed that the project will be done before that date.

**e. Fairhaven Pickleball and Tennis Associations: Cushman Park Court Project- Replacing the existing tennis courts with two dedicated pickleball courts, two dedicated tennis courts, and one tennis court with blended lines on both sides for pickleball courts with nets on wheels and four foot dividing nets (\$435,000 requested)**

- Ken Patel, President of the Fairhaven Pickleball Association, is here representing the Fairhaven Pickleball Association. Debra Almeida, Austin Reiff, and Newton Edwards are attending the meeting in support of the application by the Fairhaven Pickleball and Tennis Association.

This proposal is for the replacement of the existing tennis courts at Cushman Park. The existing tennis courts are in bad shape. There are cracks and it is retaining water. The proposal is to make two dedicated pickleball courts, two dedicated tennis courts, and one combines tennis and pickleball court. The new courts would be made in the footprint of the existing courts. Mr. Patel reached out to Joshua Crabb, the Highway Superintendent. Mr. Crabb got him connected with an engineer to come out to do an assessment to get an estimate for the cost. The Fairhaven Pickleball and Tennis Association is going to put \$10,000 towards the pickleball courts.

Ms. Richard requested Mr. Vincent Furtado, the Board of Public Works Superintendent, to join the discussion. Ms. Richard questioned if the park assessment the Board of Public Works has requested will include the tennis courts and pickleball courts at the parks. Mr. Furtado confirmed that the assessment will cover those courts as well.

The committee brought up concerns regarding the water retention issues in that area. Concerns of if the elevation is going to be enough and about adequate drainage to keep the integrity of the courts. Mr. Lucas brought up the history of Cushman Park and it used to be Mill Pond and that there is water under that park. Mr. Lucas requested an analysis to be sure there is enough fill and it's built properly to handle water migration. Ms. Richard confirmed that drainage and stormwater improvements are included on the

proposal.

**f. BPW: Cushman Park Bleachers- Replace the three existing wooden bleachers with three new aluminum bleachers (\$9,000 requested)**

- Vincent Furtado, the Board of Public Works Superintendent, is here representing the Board of Public Works.

This proposal is to replace bleachers outside the softball field, baseball field, and the basketball court. They are currently wood bleachers that are weathered and are in need of replacement. This proposal is to replace the bleachers with aluminum. The aluminum bleachers would be hollow so it prevents them from getting too hot or too cold and it makes it easier to move. Joshua Crabb, the Highway Superintendent, and Vinnie Furtado, BPW Superintendent, were looking into quotes.

Ms. Morton-Smith wanted confirmation if the bleachers were going to be secured to the ground due to the wind since the materials are lighter. Mr. Furtado confirmed the bleachers are going to be secured to the ground.

Mr. Simmons wanted confirmation if the bleachers would be able to be installed before July 1, 2025. Mr. Furtado stated they would be put in prior to that date.

**g. BPW: Park Assessment- Hire an engineering group to conduct a park assessment at both Cushman and Livesey Parks to evaluate park use patterns, preferences, and priorities as a means to improve parks operations, maintenance and design and to identify opportunities for the parks to support new or diversified programming based on community input. (\$20,000 requested)-**

This proposal is looking to hire an engineering group for a park assessment to help evaluate park use and priorities to improve park operations and maintenance. This assessment would help put into effect a capital plan for renovations to the parks. There are various concerns with the parks and repairs that are needed to be made.

Ms. Richard raised concerns with why more parks were not included. Mr. Furtado said he based it on the money. Depending on the allotment he could add Macomber Park, Rogers School Park, or Cook Park. Instead of \$20,000 requested it would probably be closer to \$35,000 to \$50,000 requested. At the request of Ms. Richard, she would like Mr. Furtado to get an estimate that includes some of the other small parks. Mr. Furtado confirmed he has a virtual meeting and he will get some estimates and send them over to the committee.

**h. Fairhaven Housing Authority: Window Replacement at Ash Street- Replace 73 windows at the three buildings of the Ash Street Public Housing Family Development (\$100,000 requested)**

- Janet Falone, the Executive Director of the Fairhaven Housing Authority, is representing the Fairhaven Housing Authority.

This proposal is to replace windows at the Ash Street Public Housing Family Development. There are three buildings with six units. The buildings were built in the 1980's and all of the windows are original. The Fairhaven Housing Authority would like windows replaced to make buildings more energy efficient and to keep the heating costs down.

Mr. Lucas wanted to remind that if there is any other funding for this project that money will need to be used first before the Community Preservation Committee funding if granted.

#### **4.Tentative Future Meeting Schedule**

Next meeting: January 22, 2025 at 6:30pm.

#### **5.Other Business**

Ms. Mello made a motion to adjourn at 7:43pm. Motion passed unanimously (9-0)

Respectfully submitted,

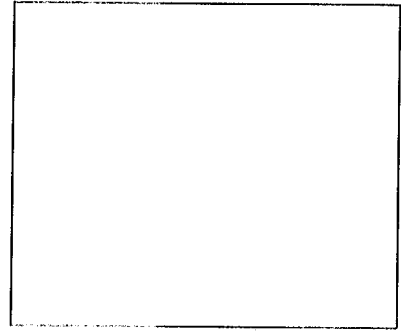
*Hailey Anne Hemingway*

Minutes approved on January 22, 2025

**Town of Fairhaven  
Capital Planning Committee  
January 10, 2025**

**Present**

Vincent Furtado  
George Samia  
Anne Carreiro  
Robert Grinrod  
Tara Kolher  
Stasia Powers  
Cathy Melanson



**Absent**

David Faunce  
Paul Kitchen

**I. Call to Order**

Mr. Furtado called the meeting to order at 12:43 p.m.

**II. Approval of Minutes**

**A. January 23, 2024**

Mr. Grinrod motioned to approve the minutes from January 23, 2024. Ms. Koller seconded. Rollcall Vote: Mr. Furtado, Mr. Grinrod, Ms. Carreiro in favor and Ms. Kohler abstained. Vote Passes 3-0-1.

**III. Item for Action**

**A. Review New Rate Schedule Per Updated Financial Policies**

Mr. Samia reviewed the new rating system that was put in effect as of August of 2024.

**B. Review General Fund Capital Plan Requests for FY26 to FY30**

The Capital Planning Committee met with the following Department Heads to review their FY26 Capital Improvement Project Requests.

Council on Aging – COA Director Martha Reed  
IT Department - Steve Rosa, IT Director  
Harbormaster - Tim Cox  
Fire Department – Chief Todd Correia  
Police Department – Chief Daniel Dorgan & Captain Scott Gordon  
School Department – Superintendent Tara Kohler  
Highway, Park and Tree Department – Superintendent Josh Crabb  
BPW Administration – Superintendent Vinnie Furtado

**C. Review Capital Plan Requests for Water and Sewer FY26 to FY30**

The Capital Planning Committee met with the following Department Heads to review their FY26 Capital Improvement Project Requests.

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Water Department – Superintendent Jeff Furtado  
Sewer Department – Superintendent Vinnie Furtado

**VI. Set Date for the Next Meeting**

Ms. Kohler motioned to set the date for the next meeting on January 17, 2025 at 12:30 p.m. Ms. Melanson seconded. Rollcall Vote unanimous.

**V. Adjourn**

Ms. Kohler motioned to adjourn the meeting at 3:23 p.m. Ms. Melanson seconded. Rollcall Vote unanimous.

Respectfully submitted,

*Rebecca L. Vento*

Rebecca Vento  
Office Manager

Minutes Approved on January 17, 2025