



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

MEETING MINUTES

Wednesday, April 19, 2023 at 6:00 PM
Held both at Town Hall & Remotely via Zoom

FAIRHAVEN TOWN CLERK
RCUD 2023 AUG 21 AM 9:02

1. Administrative Business

- a. **Chairman's Welcome Media Notification:** Jeff Lucas, Chair, opened the meeting at 6:00 PM and welcomed all. He then proceeded to read the revised Open Meeting Law Statement with instructions that public hearings may be conducted remotely via Zoom. The statement also included the extension of remote meetings approved by Governor Healey and instructions for how those attending the meeting via Zoom may now turn on automatically generated closed captioning.

b. **Quorum/Attendance:**

Present: Jeff Lucas, Ann Richard, Karen Isherwood, Gary Lavalette, and Roger Marcoux were present at the start of the meeting. Beth Luey joined the meeting partway through.

Paul Foley, Planning Director, was also present.

Terrance Meredith, Gary Souza, and Travis Rapoza were not present for this meeting.

c. **Minutes:**

Ms. Richard made a motion to accept the minutes of January 11, 2023, and was seconded by Ms. Isherwood. The motion passed unanimously.

Ms. Richard made a motion to accept the minutes of February 15, 2023, and was seconded by Ms. Isherwood. The motion passed unanimously.

d. **Correspondence:**

There was no correspondence for this meeting.

e. **Election of Officers:**

When the election of officers was brought up for discussion, Ms. Richard made a motion to table it until a future meeting with more members present and after appointments had been made. She also requested that the Town Website's page for the committee be updated to properly reflect the current members and their terms.

Ms. Richard made a motion to table the election of officers until a future meeting, and was seconded by Mr. Lavalette. The motion passed unanimously.

2. Appropriation Re-Allocation Request

Whitfield Manjiro Friendship Society

The Whitfield Manjiro Friendship Society (WMFS) had a special request to reallocate \$30,000 of the remaining \$60,000 of previously appropriated FY23 Interior Cultural Center funds (Article 22G ATM June 18, 2022) to be added to the expended WMFS FY22 exterior repair funds (Article 23H ATM June 12, 2021). The WMFS must complete the exterior work before beginning the interior Cultural Center work.

Mr. Foley presented a summary of the original FY22 Exterior renovations application and conditions to the committee. Ms. Richard also stated both to the committee and the public that any votes would be to approve the presentation of a written amendment to the Community Preservation's article at Town Meeting to include this reallocation rather than a direct approval of reallocating the funds. This would be a similar situation to what the committee approved at the February 15, 2023 meeting regarding the Millicent Library's request for a re-allocation of funds.

Mr. Gerry Rooney was invited to speak to the committee. Several photos were shown of the already completed portions of the exterior restoration of the carriage house, also noting the society's mutually beneficial relationship with the New Bedford Vocational Technical High School in keeping costs affordable. However, Society wishes to seek a private contractor to replace the second-story windows – particularly the one on the north side of the building which has an uneven grade. Contractors would also be brought in to help with continuing to re-shingle the building and attach the new cupola to the roof.

The committee also briefly reviewed the FY23 Interior renovations application and its specific conditions on what it could be used for. Ms. Richard and Mr. Lucas outlined that should this reallocation be approved, then the remaining \$30,000 for interior renovations could still be spent at any time. When asked if the building was weatherproof and interior renovations could be made, Mr. Rooney explained that was currently not the case. The plan is to completely close and finish the exterior first and then move to the interior renovations.

In terms of the wording of the amendment, Mr. Foley suggested that the language "up to \$30,000" be used in the case that Mr. Rooney believed that the exterior renovations could potentially cost less than that. Mr. Lavalette asked how the Society would cover the difference in funds for the interior renovations, Mr. Rooney explained that they had additional funding sources they could utilize. Ms. Isherwood inquired as to the level of detail of the amendment, with Mr. Lucas pointing out that it would simply cover moving the funds into the prior approved project account.

Ms. Richard made a motion to adopt and reallocate up to \$30,000 of the remaining \$60,000 of the previously allocated FY23 Interior Cultural Center funds (Article 22G ATM June 18, 2022) to be added to the expended and the previously approved WMFS FY22 exterior repair funds (Article 23H ATM June 18, 2022), and was seconded by Ms. Isherwood. The motion passed unanimously.

(A note from the secretary: Within both the Agenda and the Spoken motion, Article 23H was referred to alongside the date "June 18, 2022." However, the correct date is June 12, 2021.)

Mr. Lucas or Ms. Richard will make a motion at Town Meeting for the amendment.

Ms. Luey arrived at the meeting at 6:20 PM.

3. Other Business

Mr. Lucas brought up his desire for projects funded by CPC to have a sign present nearby. An older sign that had last been used at the Millicent Library was recently found, and it reads "This project has been generously supported by the Town of Fairhaven Community Preservation Fund." By his estimate, the sign is 4' x 2' in size. Ms. Richard also pointed out that the High School has a sign present.

Mr. Lucas brought up the possibility of having some small 24" x 18" signs made up to give to smaller, shorter projects while larger and longer-running ones could be asked to create more substantial signs. No matter if the committee paid for the creation of signs from their operating budget or requested that the project applicants commission them to be made, Mr. Lucas would like to have a template available using specific language to ensure consistency and would also like to have the state's support noted in addition to the CPC.

Mr. Foley suggested that the signs be created using the CPC's administrative budget and then possibly sold to the applicants, with Ms. Richard pointing out that would work well for organizations who frequently use CPC funds. Two separate sizes were suggested depending on the applicant's needs. Mr. Lavalette recommended 7th Sign in New Bedford, having worked with them as part of his work with the Historic Commission. In discussing the language, Ms. Richard suggested looking for guidance from the Community Preservation Coalition or wording in the Community Preservation Act itself.

When it came to paying for the signs and the number to commission, Mr. Foley estimated that there should be enough in the administration budget to cover the cost. Mr. Lucas suggested ordering six small signs and three larger signs. Ms. Isherwood asked if Mr. Lavalette could provide the committee with an estimate, but he explained that the Historic Commission has an agreed fixed cost of \$55 per small 24" x 18" sign.

Ms. Richard made a motion to spend up to \$1000 on signs, number to be determined depending on price, and the Chair and the Vice-Chair will work on the wording with advice from the CPA, and was seconded by Mr. Marcoux. The motion passed unanimously.

Ms. Richard requested to review the sign design before production and Mr. Lavalette promised to act as the liaison between the committee and the sign makers.

Ms. Richard also gave a reminder to the members of the committee to be conscientious of how they speak of the CPC and its projects in any other meetings in order to reduce confusion among the public.

4. Tentative Future Meeting Schedule

The date of the next meeting is to be determined and will more than likely be scheduled after Town Meeting, with Ms. Richard citing August as a possibility.

The motion to adjourn was made by Mr. Richard, and was seconded by Ms. Isherwood. The motion passed unanimously. The meeting adjourned at 6:36 PM.

Respectfully submitted,
Stephanie A. Fidalgo
Recording Secretary,
Community Preservation Committee