



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

MEETING MINUTES

Wednesday, August 16, 2023 at 6:30 PM
Held both at Town Hall & Remotely via Zoom

1. Administrative Business

- a. **Chairman's Welcome Media Notification:** Jeff Lucas, Chair, opened the meeting at 6:30 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, Terrance Meredith, and Beth Luey were present at Town Hall.

Recording Secretary Stephanie Fidalgo was also present for this meeting.

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

Before moving to vote on the minutes, Mr. Lucas brought up the issue of Mr. Roger Marcoux not having put in his paperwork to be re-appointed by the Select Board. Mr. Marcoux will be working on being re-appointed, hopefully by the next meeting.

There was a minor question of whether Travis Rapoza was still the acting representative for the Board of Public Works, with Ms. Richard pointing out that he was still appointed to the BPW. As for Gary Souza, Ms. Fidalgo had spoken with him earlier in the day and he explained that he would be unable to attend that evening. Additionally, Mr. Lucas had spoken with Wayne Oliveria, Chair of the Historical Commission, about appointing a new representative from that committee, hopefully at their next meeting.

c. **Minutes:**

Ms. Luey made a motion to accept the minutes of April 19, 2023, and was seconded by Ms. Richard. The motion passed unanimously.

d. **Correspondence:**

There was no correspondence for this meeting.

e. **Bills:**

Mr. Lucas noted that there would be a bill for the next meeting to cover the new CPC signs made by Signature Signs in Westport. Ms. Fidalgo also noted that she and Ms. Sue Masten were currently sharing

the duties of the regular Planning and Economic Department administrative assistant, Ms. Marie Ripley, while Ms. Ripley was on medical leave.

One of the smaller signs was shown off to the camera as Mr. Lucas explained that there would be both larger and smaller signs put out in front of different projects. Ms. Richard noted that up to \$1,000 had been approved for the signs, and Mr. Lucas quoted roughly \$890 for the signs. A large older sign had also been found in the basement and the other signs will hopefully be stored in the Town Hall Basement.

2. General Business

a. Review Contracts for FY24 Appropriations

Ms. Fidalgo noted that all the award letters for the FY24 Appropriations had been written, signed, and returned prior to this meeting.

For the record, the FY24 Approved Projects were as follows:

Town Hall Repairs – Windows: \$200,000

BPW – Mattapoisett River Water Supply: \$85,000

BBC – Salt Winds Conservation: \$50,000

BPW – Livesey Skate Park: \$150,000

BPW – Bike Path Resurfacing: \$140,775

FHA – Dana Court Brick & Balcony: \$75,000

She gave special attention to the award letter for the Town Hall Window Repairs and Evaluation which also included a copy of the Secretary of the Interior's Rehabilitation Guidelines for renovations of historic buildings. Mr. Lucas also suggested requesting a signed copy of the Guidelines from the applicants and Ms. Richard then added a suggestion of posting the guidelines on the CPC's website, if they were not already there. Ms. Fidalgo promised that she would check if they were posted. For the record, both a PDF version of the standards and a direct link to the Secretary of the Interior's webpage are available on the CPC's site.

In discussing the other projects, Ms. Fidalgo noted the need to clarify the scale of the project for the Dana Court ahead of submitting the CP-3 Report. There was also a question on how the Mattapoisett River Valley Water Supply Resilience Project would be counted as none of the land to be put under a conservation restriction was within Fairhaven's borders. Ms. Fidalgo pointed out that since it was a project approved by CPC and funded by Town Meeting, it should be reported to the state.

Mr. Marcoux, while currently not an acting member of the committee, did join the meeting as a member of the public at 7:43 PM. He noted that he had submitted his letter to be reappointed to the Select Board the day before.

When covering the Livesey Park Skatelite project, Ms. Richard noted that this project would be bid together with the previously approved resurfacing project to streamline the process.

b. CP-3 Community Preservation Projects Report

Ms. Fidalgo covered her notes gathered for the annual CP-3 Community Preservation Projects Report. Each of the approved FY24 projects was broken down into details about the project description and location as

well as the source for all funds for each project, including those beyond the CPC's contributions. The report would need to be made by September 15, 2023, but she hoped to complete it before that deadline.

Beyond reporting the new projects to the state, part of the CP-3 Report would also involve updating the status of any project currently listed as in progress. To help facilitate this process, Ms. Fidalgo created a full list of all the CPC projects since 2006 to be able to evaluate the status of projects against the records found in the Planning Department. This list would also act as the Appendix to the FY25 CPC Plan, with digital versions having the option to view the project's listing on the Community Preservation Coalition website.

c. FY25 CPC Plan Preliminary Discussion

Ms. Fidalgo then brought up the current draft of the CPC FY25 plan, noting that it was still a work in progress and that she welcomed updates and feedback from the committee if they had any. Coming first to the page on funding, she noted that the 2023 surcharge listed was only the money for FY23 itself but that other credits received that counted towards FY22 might also count towards that total so the number would have to be verified before the plan was finalized. She did confirm that the listed state surcharge was correct.

When Ms. Fidalgo mentioned the new Town Planner, Ms. Richard requested further information. Ms. Fidalgo explained that the Town Planner, Mr. Paul DiGiuseppe, had only started working at Fairhaven that Monday, August 14th. He previously worked in Middleborough and Norton, MA, but did not have much experience with Community Preservation as Middleborough had a different staff member assigned to their CPC and Norton was not a member of the Community Preservation Coalition. Mr. Lucas stated that for the time being, he was comfortable serving as the contact person for the CPC and fielding any questions that might arrive. Ms. Richard suggested also speaking to the Town Administrator on how bills would need to be handled as previously, the CPC Chair and the Town Planner would each sign off on them.

Mr. Lucas noted that he had read through the draft and hoped that the other committee members and applicants would do the same as it gave a good overview of what to expect from the CPC and what the committee's exact purview contained.

Note that there was a technical issue at this point of the meeting, which then later resumed after the Zoom meeting was restarted.

When the meeting resumed, Ms. Fidalgo then continued to go through the parts of the plan that still required updates. She mentioned meeting with the Conservation Agent to verify the amount of protected open space, though it should not have changed much in the past year. Coming to the section on Community Housing, she explained that it was the section most in need of an update as the figures referenced came from older sources such as the 2019 US Census Community Survey 5-Year Estimates and thus were most likely out of date. She also wanted to verify other parts such as references to Short Term Rental and 40R, though Mr. Lucas noted that such information may not be relevant for the CPC and could possibly be cut.

For the Historic section, Ms. Fidalgo pointed out the Town Historic Properties/Cultural Resource Inventory, which she believed had been canceled. Ms. Richard pointed out that the information should be available online through the MACRIS: Massachusetts Cultural Resource Information System.

Coming down to the copy of the FY25 application itself, Ms. Fidalgo pointed out that the currently

requested number of copies of an application was six physical copies and one digital copy. Mr. Lucas cited having received up to eleven physical copies in previous years. The board then debated over the number of copies as well as whether the Town should cover the cost of additional copies, with the note that the CPC did have an administrative budget for that purpose. There were also concerns that applications came in a variety of sizes and that the number of applications fluctuated a great deal, so it would be hard to predict the exact workload if the Town would be covering additional copies.

Ms. Richard made a motion to amend the Application Form to request two printed copies and one digital copy from the applicant, and was seconded by Ms. Luey. Ms. Richard and Ms. Luey voted in favor, and Mr. Lucas and Mr. Meredith voted against.

Mr. Lucas noted the tie that currently existed. Ms. Isherwood, who had not voted, explained that she was torn between the two options as she supported the use of mainly digital copies in theory, but that she personally required physical copies of plans as she could not be in front of a computer for an extended period. Ms. Fidalgo suggested amending the application form to read “at least 2 physical copies” to have a minimum requirement that the applicant could exceed if they wished.

When it was pointed out that this decision should be made with a full board and also that the applications had to be due by the end of September, the board agreed to allow the current wording in reference to 6 physical copies to remain in place for this year’s application form.

Discussion then turned towards putting out a press release for applications being open and a public hearing notice ahead of the September 20, 2023, meeting which would feature the vote on the finalized FY25 Plan. Ms. Fidalgo stated that she would take care of both aspects as she had a working relationship with Beth David of the Fairhaven Neighborhood News and could research what had been done for FY24.

When Ms. Richard asked about the timeline and the Application forms, Ms. Fidalgo noted that, with Mr. Lucas’ approval, the Application Guidelines, Letter of Interest, and Full Application were already available on the CPC’s website. She explained that the FY25 application form updates consisted mainly of changing the references to the years, updating the contact information, and converting the forms to be filled out electronically.

When discussing further advertising options, Mr. Lucas suggested working with Fairhaven TV to produce a PSA, and Ms. Richard supported the idea with the inclusion of information about the number and types of projects the CPC had funded over the years. There was a suggestion for Ms. Fidalgo to handle the PSA, though it was done playfully.

Going back to the language of the Application, Ms. Fidalgo pointed out a sentence in the recreation checklist regarding whether projects could be used without adult supervision. The board agreed with her that the item could be removed from the checklist. She also noted that the Appendix of projects would add an additional 18 pages to the plan once included.

d. New CPC Signs

As the signs had been discussed earlier in the meeting, the meeting continued to the next agenda item.

e. Discuss Assignment of Projects

Mr. Lucas put forth the suggestion of having CPC members act as points of contact on various projects, especially those brought forth by the boards they were representing. He noted how Mr. Gary Lavalette had often given updates from the Historical Commission and would like to continue with that process. He would like to keep better track of the progress of the projects and be more proactive in seeking updates from applicants.

When Ms. Luey brought up the possibility of sending reminder letters at set times, Mr. Lucas noted that such letters had been done in the past along with Mr. Foley's previous work with keeping in contact with applicants. However, given that Mr. DiGiuseppe had less experience with Community Preservation and Fairhaven, it might be best for the committee to take the lead on communication. Ms. Richard concurred and suggested spreading out the projects among the at-large members in particular.

3. Tentative Future Meeting Schedule

The next meeting was tentatively scheduled for September 20, 2023.

When discussing further meetings, Ms. Fidalgo explained that Ms. Richard had come up with a tentative schedule for the FY25 application round. She had suggested two meetings in October after applications had closed, October 11 and October 25. Another two meetings had been suggested for November, but Mr. Derek Frates, who operates the town calendar, had requested to wait to list them until closer to the date. For the record, the suggested November dates were November 8 and November 15. The concept behind having two meetings in October and November was the possibility of completing the application screening process before December.

Mr. Lucas reminded the board of how the Capital Planning Committee had previously requested information about the Community Preservation Committee's annual applications. There were occasionally overlaps in the projects, but the CPC should not be seen as a supplement to other Town Projects as it had select purviews. Ms. Richard and Ms. Fidalgo noted that either of them could communicate with the Town Administrator and the Capital Planning Committee to put together a memo with the overview of the FY25 applications once the application period had closed.

Ms. Richard made a motion to schedule the next three meetings for September 20, 2023, October 11, 2023, and October 25, 2023, and was seconded by Mr. Meredith. The motion passed unanimously.

4. Other Business

There was no other business for this meeting.

The motion to adjourn was made by Ms. Richard and was seconded by Mr. Meredith. The motion passed unanimously. The meeting adjourned at 7:46 PM.

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