



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

MEETING MINUTES

Wednesday, October 11, 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 6:32 PM and welcomed all. He noted that he no longer needed to read the media notification as it was posted on the Agenda.

b. **Quorum/Attendance:**

Present: Jeff Lucas, Ann Richard, Karen Isherwood, Terrance Meredith, Roger Marcoux, Beth Luey, and Natalie Mello were present at Town Hall, and Gary Souza was present on Zoom.

Director of Planning and Economic Development Paul DiGiuseppe and Recording Secretary Stephanie Fidalgo were also present for this meeting.

Travis Rapoza was not present for this meeting.

c. **Minutes:**

Mr. Souza made a motion to accept the minutes of September 20, 2023, and was seconded by Ms. Richard. The motion passed unanimously via roll call vote.

d. **Correspondence:**

There was no general correspondence for this meeting.

e. **Bills:**

Ms. Fidalgo mentioned a bill regarding the Pickleball Court at Livesey Park, but as the money was already allocated by the Committee, only Mr. Lucas and Mr. DiGiuseppe were required to sign off on it. Ms. Richard reviewed the Pickleball Court application and noted that \$3,000 was allocated for planting trees. She would follow up with the BPW on the matter.

2. General Business

a. **Emergency Fund**

Ms. Richard covered the creation of the Emergency Fund and how it could be used to allocate funds for emergency projects outside of the regular annual CPC funding rounds. She gave an example of a storm causing the Academy Building to need roof repairs. While there had been some confusion around the concept initially, everything had been worked out with the Town Accountant, Town Counsel, and the State. As any allocation would still need to be voted on and approved at either the Annual or Special Town

Meetings, the fund name was changed to "Reserved Emergency Fund upon vote of Town Meeting." There is currently \$150,000 in the fund, but the CPC can decide to allocate more to the fund as part of the annual budget.

b. FY25 Applications – Preliminary Review

Ms. Fidalgo outlined the twelve applications received for FY25.

Historic Preservation:

Fairhaven High School – Boiler Room Roof Replacement	\$ 92,613
Millicent Library – Electrical Upgrades	\$ 385,672
Town Hall – Town Hall Repairs Retaining Wall, Stairs, Doors, Exterior Caulking	\$ 370,000

Open Space:

BBC – Carvalho Woods Conservation Project (Also under Rec)	\$ 110,000
BPW – Walnut Street Sidewalk (Also under Historic)	\$ 175,000
BPW – Phoenix Rail Trail Handicapped Accessible Table (Also under Rec)	\$ 5,000
BPW – Macomber Park BMX Track	\$ 370,207

Recreation:

Cushman Park Pathways	\$ 36,000
Fairhaven Tennis Association – Cushman Park Court Repair and Resurfacing	\$ 80,000
Fairhaven Tennis Association – Livesey Park Court Repair and Resurfacing	\$ 97,000
Fairhaven Rec Center – Recreation Center Playground Rehabilitation	\$ 159,230

Community Housing:

Fairhaven Housing Authority – Window Replacement at Anthony Haven	\$ 100,000
Total Requested Funds:	\$ 1,980,722

She started with the Fairhaven High School Boiler Room Roof Replacement for \$92,613. Their proposal focused on replacing the boiler room’s existing ballasted EPDM roof, installed in 1996, with a new PVC roof. All the existing ballast stones, EPDM membrane, and insulation would be removed, and a new rigid insulation board and a new PVC membrane would be installed. The existing roof drains would be replaced, as well as the flashings and counterflashings around the roof perimeter. The project funding would be split with the Fairhaven High School Rogers Trust Fund with the total project cited at \$187,226 by the Spencer Preservation Group. Ms. Fidalgo also presented the map and photos provided by the High School to the committee.

The next project introduced was the Millicent Library Electrical Upgrades for \$385,672. The proposal was to upgrade the electrical system from 400-amp to 800-amp with a new main panel installed in the new main electric room. Branch panelboards A and F would be removed, relocated, and replaced in the new main electric room as well. Existing panels B, C, D, and E would be removed and replaced, but the panel locations would remain in place. This electrical project would then allow the library the capacity to add air conditioning to the building. In addition to seeking CPC funding, the Library Board of Trustees had also pledged \$100,000 to help cover the project.

At the request of the committee, after the previous meeting, Ms. Fidalgo had checked with Stuart Saginor of the Community Preservation Coalition to ensure that this project was eligible for CPC funding. It is eligible under a clause in The Secretary of the Interior's Standards for the Treatment of Historic Properties stating that, "The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project."

She covered the timeline of the work done so far, with the library having conducted an existing conditions assessment, a study of the existing panels, and their plans to hire GGD to design and build the plan. They would then put the project out to bid in July of 2024 with the hope of rewarding the bid in September of 2024. Ms. Fidalgo then shared the floor plan and photos provided by the library.

The next project was the Town Hall Repairs for \$370,000, brought forth by Town Hall Facility Manager, Kevin Fournier, and the informal Town Hall Repairs Committee (Kevin Fournier, Jeff Osuch, & Frank Fostin). This proposal covered a combination of four projects:

- \$300,000 to reconstruct the retaining wall on the Walnut Street side of the building.
- \$20,000 to address the issues with the front staircase steps.
- \$15,000 to restore the doors on the William Street side of the building.
- \$5,000 to address the issues with the exterior molding cracking and shrinking by recaulking the affected areas.

A 10% contingency was factored into the requested funds. The retaining wall reconstruction is the most urgent of the four projects. If the stairs and caulking are not funded, Mr. Fournier may seek to cover the repairs with ARPA funds. The committee was concerned with the possible cost and feasibility of repairing the retaining wall. Ms. Richard inquired about the involvement of Mr. Fostin and Mr. Osuch, with Ms. Fidalgo answering that she had spoken with Mr. Fostin on these projects, but that Mr. Fournier had not been in close contact with Mr. Osuch.

The committee discussed the issues with the front staircase steps, particularly comparing this project to the emergency repairs on the William Street side steps last year. Ms. Luey commented on how unpredictable Town Hall projects could be and how easily they could exceed the allotted funding. The doors and caulking were considered more feasible.

At the request of Mr. Lucas and Ms. Richard, Ms. Fidalgo agreed to forward any questions the committee had for the applicants to receive their answers ahead of the next meeting. For the Town Hall repairs, they wished to see formalized estimates.

Going back to the High School boiler room roof replacement project, Mr. Lucas requested a round number estimate and Ms. Richard wished for further information on the PVC roof and its life expectancy. Mr. Lucas also outlined the differences between PVC and ballasted EPDM roofs for the committee.

Returning to the Library's electrical upgrades, the committee had questions on the library's other possible sources of funding and how they would handle receiving only partial funding from the CPC. Ms. Richard wanted to see a longer timeline and plan for the possible air conditioning upgrade. Ms. Luey requested more information about the safety concerns with the existing electrical system. Related to that point, Mr. Souza sought information regarding any involvement of the Fire Department or Electrical Inspector. Ms. Richard also pointed out the issues with archival safety and possible damage to the library's collection if the air conditioning issue was not addressed.

Moving on, Ms. Fidalgo presented the application for the Buzzard's Bay Coalition for their Carvalho Woods project. The BBC planned to purchase a conservation restriction on a 5.75-acre vacant lot at 144 Shaw Road just north of the existing Carvalho Farm Conservation Area. The conservation restriction would permanently protect the coastal forest on the lot. A walking trail with small trailhead parking areas would be created to connect Carvalho Farm with the Phoenix Bike Trail and allow for passive recreation.

Mr. Lucas wanted to know if the project was time-sensitive and what would happen if the project wasn't funded this year. Ms. Isherwood also noted that the Conservation Commission had deemed the property unbuildable.

The next project covered was the Walnut Street Sidewalk application from the BPW for \$175,000. This would involve the removal and reinstallation of the historic brick sidewalk to meet accessibility codes, resetting the street curb, installing conduits for future streetlamps, and removing two trees. Mr. Lucas wanted to know if the reinstallation would cause the sidewalk to become significantly narrower, as had happened with the other sidewalk projects.

Tree Warden, Don Collasius, was present at the meeting and noted that the application should include the removal of more trees along Walnut Street. He outlined the issues with the White Ash trees along the street, covering his concerns with branches, roots, their growing decay, and the safety issues posed by their distortion of the sidewalk. As such, the trees would need to be removed as part of the sidewalk project, though others could be saved or replaced. Currently, the trees are undergoing a risk assessment. Along with Mr. Collasius, the committee discussed the project's budget and Ms. Richard wanted to see a more detailed itemized version. They also wanted to see issues with puddling addressed.

Continuing, another project from the BPW was the Phoenix Rail Trail Handicapped Accessible Table for \$5,000. This would add a new accessible picnic table at the corner of South and Main Street at the start of the bike path. There was discussion on the exact cost of the table and if it would require a concrete pad. Mr. Souza noted the existing accessible table near the BPW was a different model than the one shown in the application. Ms. Richard asserted that the application should be enough to cover two tables, and Ms. Fidalgo promised to obtain the exact number. Ms. Richard also wanted further information on the table's placement relative to the bike path.

The next project from the BPW was a new \$370,207.56 proposal for a new BMX bike track along the north side of Macomber Park along Bernese Street, carrying on from the proposal brought to the CPC during their FY23 funding round in 2021. They provided a detailed estimate and engineered plan from GCG Associates. Ms. Isherwood brought up a possible issue with the track being within the 100 ft. buffer zone and thus requiring a review from the conservation agent and ConComm. The committee wanted to see more information on the planned elevations for the track and larger plans for review. They also returned to the concept of a facilities review for the Town's parks to assess usage.

The Cushman Park Pathways application for \$36,000 had been submitted by resident Lisa Elliott, though the project would be handled by the BPW. This would extend the paved path around the park circumference to the north and east sides of the running track to create a full circuit. Mr. Lucas pointed out the lack of a sidewalk along the Green Street side of the park and thought that adding a sidewalk as part of this project would provide further benefits. However, Mr. Souza had concerns about if the CPC would be able to fund such a project. The issues with ADA compliance were also discussed, especially given the lack of accessible parking spaces.

The next two projects came from the Fairhaven Tennis Association, both for the repair and resurfacing of different courts in the Town's parks. For Cushman Park, they requested \$80,000 for just the tennis courts and for Livesey Park, they requested \$97,000 for the tennis and basketball courts along with the street hockey rink. The Association would provide additional funding for each project - \$10,000 to Cushman Park and \$5,000 to Livesey Park.

Ms. Richard pointed out that the High School tennis team also used the Cushman Park courts and wanted to know if the school department had been asked to help with funding. Regarding Livesey Park, Ms. Richard wondered if only the tennis and basketball courts could be funded as she was unsure of the usage of the street hockey rink.

The Recreation Center submitted a \$159,230 project to rehabilitate their playground to address the issues with safety and drainage, increase ADA compliance, and establish better maintainability. Most of the funds will go to adjusting the grading at the playground to fix the drainage issues and replacing the existing wood chips with a rubber surface. Ms. Isherwood, Ms. Richard, and Mr. Lucas all had concerns about the project and whether it was even possible to fix the drainage given the grade and soil conditions. Ms. Luey and Mr. Souza both suggested moving the playground to a better location on the property. Ms. Richard also wanted further information on the proposed walkway.

The final project was a \$100,000 request from the Fairhaven Housing Authority to replace the 75 windows in all 24 units at Anthony Haven. This would be a project also partially funded by the state, for a total cost of \$245,517. The windows date back to the 1989 conversion of the building from a school to a housing complex and were currently becoming hard to manage. Ms. Fidalgo pointed out that there were enough funds in the Community Housing Reserve Fund to cover this project completely.

The funds available for the FY25 Funding round were briefly covered, with a note that the funds would be confirmed with the Town Accountant ahead of the public hearings. Mr. Lucas mentioned that he would like to avoid using the estimated FY25 Receipts if possible and only spend confirmed funds.

c. FY25 Applications Public Hearing Schedule for November 15 and 16, 2023

Ms. Fidalgo presented a proposed schedule for the Public Hearings for both November 15 and 16, 2023, based on the availability of the applicants. She suggested having November 15th be reserved for projects related to the BPW and Housing Authority as that was the only night Mr. Furtado and Ms. Falone were available. That would be seven hearings at 20 minutes each, for a total of 2:20 minutes. All other applicants would present on November 16th, which for five hearings at 20 minutes each would be a total of 1:40 minutes. Mr. Lucas suggested reducing the hearing time to 15 minutes each.

Mr. Marcoux made a motion to reduce the hearing time to 15 minutes each and was seconded by Ms. Mello. The motion passed unanimously via roll call vote.

The Committee confirmed that those meetings would both start at 6:00 PM. Ms. Richard did note that Special Town Meeting, on November 14, 2023, could carry over to either the 15th or 16th and interfere with these hearings, but the committee ultimately decided to keep the schedule as proposed.

d. Discuss Assignment of Projects

Mr. Lucas requested an update on open projects. Ms. Mello reported that the Academy Building Front Door would be handled by R.P. Valois & Company from Dartmouth and would start in October. The Old Stone School and the Spring Street Firehouse could be closed with the remaining funds turned back. Ms. Richard mentioned that the Livesey Park Skate Park would be going out to bid soon with work to start in the spring. Mr. Lucas also covered the continuing work on the Pickleball Court and explained that the Riverside Cemetery project could be closed.

When it came to who would act as casual contacts for different projects, Ms. Luey requested to work with the Library and the Whitfield-Manjiro Cultural Center. They discussed further division of projects, including those in the future.

3. Tentative Future Meeting Schedule

Ms. Fidalgo asked for plans for the next meeting after the public hearings, and Ms. Richard suggested the first Wednesday in December, the 6th at the normal 6:30 PM start time.

Regarding the planned October 25, 2023, meeting, the committee questioned if the meeting would be required given the extent of the discussion that evening. Ms. Richard requested that if the meeting was canceled, the committee should receive answers from the applicants ahead of the public hearings starting on November 15th. The committee agreed that they would like to receive the answers by the end of October. With that, the October 25, 2023 meeting was cancelled and the next planned meetings would be the public hearings on November 15 and 16, 2023.

4. Other Business

There was no other business for this meeting.

The motion to adjourn was made by Ms. Meredith and was seconded by Ms. Richard. The motion passed unanimously via roll call vote. The meeting adjourned at 8:41 PM.

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

Minutes Approved on November 15, 2023