



TOWN OF FAIRHAVEN, MASSACHUSETTS
**COMMUNITY PRESERVATION
COMMITTEE**

Town Hall • 40 Center Street • Fairhaven, MA 02719

MEETING MINUTES
Wednesday, August 20, 2025 at 6:30 PM
Held both at Town Hall & Remotely via Zoom

1. ADMINISTRATIVE BUSINESS

a) Chair's Welcome and Media Notification

Ann Richard, Chair opened the meeting at 6:30 pm and welcomed all. Ms. Richard read the open meeting law and Zoom protocol announcements.

b) Quorum/Attendance- Welcome new members

Present: Ann Richard, Jeffrey Lucas, Beth Luey, Anne Morton-Smith

Online: Sean Powers

Absent: Stephen Theberge, Jay Simmons

Recording Secretary Barbara Paczosa was present at the town hall.

c) Election of Officers

Ms. Richard asked the board to table this discussion since there was not a full slate of attendees. Ms. Luey made a motion to table elections of officers, seconded by Mr. Lucas. Motion passed unanimously (5-0).

d) Minutes: January 22, 2025 and February 5, 2025 draft to be reviewed

Ms. Luey made a motion to approve meeting minutes for January 22nd, 2025, seconded by Mr. Lucas. Motion passed unanimously (5-0)

Ms. Morton-Smith made a motion to approve meeting minutes for February 5th, 2025, seconded by Mr. Lucas. Motion passed unanimously (5-0)

e) Correspondence

Ms. Richard stated that the correspondence sent out fall under the letter of intent.

f) Awards letters sent

Ms. Richard and Mr. Lucas discussed the distribution and follow up of award letters sent to applicants after the May town meeting with some letters still pending signatures. Ms. Paczosa will send out a second notice to remind applicants the letters need to be signed and submitted.

g) Bills- Review of recent invoices.

Ms. Richard discussed the process for handling invoices and mentioned they will have an update at the next meeting.

1. GENERAL BUSINESS

a) CPC Plan: Review and Approval

Ms. Richard discussed the draft of the CPC Plan that was sent to board members for review, which includes a comprehensive overview and the application form detailing all required information from applicants. Ms. Richards noted that changes have been made since the document was compiled, primarily involving names and that these will be approved along with other revisions this evening.

Mr. Lucas made a motion to approve the Community Preservation Plan for fiscal year 2027 with the changes that Ms. Richards anticipate with the change of names, seconded by Ms. Luey. Motion passed unanimously (5-0).

i. Application Form and Rubric

Ms. Richard explained the plan does not include the application; it is a separate document so they do need to approve the CPC FY27 application, it is what the applicants are going to fill in with what their project goals are and the whole checklist. Ms. Richards stated the application was mainly the same and the due date is October 3rd, 2025 by noon in the office and they get stamped.

Ms. Luey made a motion to approve the CPC FY27 application, seconded by Mr. Lucas. Motion passed (5-0).

ii. Letters of Intent Received

Ms. Richard stated July 1st of every year they do accept letters of intent from applicants. The committee received a letter from Richard Martin who is a member of the historic commission.

Mr. Lucas questioned the letter because it was going to include the high school and town hall, he would have thought that the high school would done their own analysis. Ms. Luey confirmed it's a survey and there is no detail about actual preservation.

Rick Martin 23 Lafayette Street presented an overview of the plan. Mr. Martin explained this is an overall plan a preservation plan that is done generally by professional preservation specialists it just outlays the structure of what they consider to be historic properties in the town. Mr. Martin stated that the planning board is thinking about trying to get some districts nailed down and that cannot happen until they have an overall picture of historic preservation itself and then they would move on to the next phase.

Ms. Richard and Mr. Martin discussed that the plan is not for just public buildings it is for private as well.

The committee agreed that the survey would be beneficial for future grant applications and preservation efforts with suggestions made to also prioritize preservation needs for town-owned buildings.

iii. Press Release and Video Spot

Ms. Richard stated that after the application has been approved, she and Ms. Paczosa will send out a press release in the Neighborhood News including the application deadline and contact information and that the application is on the town website. Ms. Richard will also check with Derek regarding the video.

iv. Outreach to Past Applicants

Ms. Richard expressed interest in reaching out to past participants to notify them that the process is now open and they are welcome to apply again.

b) Review of open Projects-Discuss Assignment of Projects

Ms. Richard will meet with Anne Carreiro to get an update on projects and budgets.

Ms. Richard stated a letter was received from the Historic Commission regarding the process for updating the electrical at the library. Ms. Luey explained it was nearly complete with scaffolding removed. The members also discussed the air conditioning design phase and that the interior renovations had been deferred.

Mr. Lucas spoke in regards to the work done at the town hall and stated that the steps were completed and the windows just went out to bid. Mr. Lucas stated the underground wall on the side of the building went out to bid but was cancelled it has to go out to bid again due to scope changes. Mr. Lucas also mentioned the terracotta figures.

Ms. Luey updated the committee on the academy building, the shingling and bathroom are about to go out to bid with hope that it will get done over the winter.

The committee discussed concern about the delayed use of emergency funds for the town hall wall suggesting the future emergency projects should begin within a year of funding. They also discussed the need for underground drainage and potential wall excavation to address structural issues

c) Updates from Members

i. Historical Commission-No updates at this time

ii. Conservation Commission-No updates at this time

iii. Board of Public Works- Ms. Morton-Smith gave an update that included the bleachers, the skate park, tennis court repairs, park assessment, bike path overlay and the BMX track.

iv. Housing Authority-No updates at this time

v. Planning Board-No updates at this time

vi. At-Large Members- No updates at this time

2. TENTATIVE FUTURE MEETING SCHEDULE

Next Meeting scheduled for September 17, 2025

OTHER BUSINESS: Any other business that may properly come before the Board, not reasonably anticipated 48 hours prior to the posting of this meeting

Respectfully Submitted
Barbara Paczosa

Minutes approved at Board Meeting on October 15, 2025.