



FAIRHAVEN SELECT BOARD AGENDA

November 10, 2025 6:30 p.m.

Town Hall – 40 Center Street – Fairhaven

Log on or call 1-929-205-6099, Meeting ID: 894 8599 3911, Passcode: 330130

The meeting can also be viewed on Channel 18 or on FairhavenTV.com

FAIRHAVEN TOWN CLERK
RCUD 2025 NOV 6 AM9:33

A. PLANNING BOARD APPOINTMENT INTERVIEWS (Joint with Fairhaven Planning Board)

1. Interview Candidates for One Planning Board Vacancy and Consider appointment.

Candidates: Rick Trapilo, Jeffrey Lucas, Diane Tomassetti, Michelle Costen

B. APPOINTMENTS AND COMMUNITY ITEMS

1. Event Request: Fort Phoenix Polar Plunge, Thursday, January 1, 2026
2. Use of Town Hall Auditorium: Off Broadway, December 18, 19 and 20, 2025
3. Appointment Request: Public Safety Complex Committee: Timothy Cox
4. Special One-Day All Alcohol License: Hanami Café, November 29, 2025 8p-12a
5. Special One-Day All Alcohol License: Discover Fairhaven: Olde-Tyme Holiday, December 13, 2025 10a-5p
6. Request the Use of Rogers School Parking Lot: Discover Fairhaven: Olde-Tyme Holiday, December 13, 2025

C. PUBLIC COMMENT

D. ACTION / DISCUSSION

1. Consider Reclassification of Treasurer/Collector Position to Grade 20 on the Town's Wage and Classification Schedule
2. Update on Zoning Bylaw Update Project
3. Consider Amending the Flag/Banner Policy
4. Consider Amending the Use of Town Hall Process and Application

E. TOWN ADMINISTRATOR REPORT

F. BOARD MEMBER ITEMS / COMMITTEE LIAISON REPORTS

G. MINUTES

1. Accept the Select Board Open Session minutes of October 27, 2025
2. Accept the Select Board Executive Session minutes of October 14 and 27, 2025

H. CORRESPONDENCE

1. Contact Form: Michelle Costen
2. Letter of Thanks: Mayor Yoh Hodo-oka, Tosashimizu City, Japan

I. NEWS AND ANNOUNCEMENTS

The next regularly scheduled Select Board meeting: ***Monday, November 24, 2025 at 6:30pm***

J. ADJOURN

Log on or call 1-929-205-6099, Meeting ID: 894 8599 3911, Passcode: 330130

Subject matter listed in the agenda consists of items reasonably anticipated (by the Chair) to be discussed. Not all items listed may be discussed and other items not listed (i.e. urgent business not available at the time of posting) may also be brought up for discussion in accordance with applicable law.



FAIRHAVEN SELECT BOARD AGENDA ADDENDUM

November 10, 2025 6:30 p.m.

Town Hall – 40 Center Street – Fairhaven

ANNOUNCEMENTS:

On March 28th, 2025, the bill to extend Open Meeting Law regulations governing remote participation has passed MA legislation and been signed by the Governor. This bill will allow remote and hybrid meeting options for public bodies through June 30, 2027.

Pursuant to an amendment to Town By-Law Chapter 50-13, all government meetings are available through web/video conference and are recorded.

This meeting is being recorded by the Government Access Channel. It will be replayed on Channel 18 and posted on FairhavenTV.com. Anyone intending to make an audio or video recording of this meeting should notify the Chair at this time.

Due to recent security breaches, Fairhaven TV has implemented a new protocol: Zoom camera video for all participants is disabled. If participants would like to speak or be recognized, click “raise hand” under “reactions”, and change your name to a full name to be unmuted. Thank you for your cooperation in protecting the integrity of Fairhaven government meetings.

- For anyone interested in volunteering, there are several vacancies on various boards committees and commissions. To see a complete list of the openings, please visit our website at www.fairhaven-ma.gov

A. PLANNING BOARD APPOINTMENT INTERVIEWS (Joint with Fairhaven Planning Board)

1. Interview Candidates for One Planning Board Vacancy and Consider appointment.

Candidates: Rick Trapilo, Jeffrey Lucas, Diane Tomassetti, Michelle Costen

Due to the resignation of Diane Tomassetti, interested candidates were asked to apply by October 31st. The Select Board and Planning Board Chairs will facilitate interviews of each candidate.

Suggested Motion:

“Move to appoint ___ to the Fairhaven Planning Board for a term through the Town Election in June, 2026.”

Moved by, seconded by. Any discussion on the motion. Roll Call Vote.

B. APPOINTMENTS AND COMMUNITY ITEMS

1. Event Request: Fort Phoenix Polar Plunge, Thursday, January 1, 2026

Kathy Lopes, Ft. Phoenix Polar Plunge Chair submitted a request to the Select Board to request the support of the Fairhaven Fire Department to provide an ambulance and Emergency Management to be on site for the event. The event remembers the victims of domestic violence; net proceeds go to the Fairhaven Dollars for Scholars scholarships for high school students.

Chief Correia said the on-duty staff has been used in the past.

Suggested Motion:

“Move to (approve/not approve) the request for the Fairhaven Fire Department to provide an ambulance and Emergency Management to be on site for the Fort Phoenix Polar Plunge on Thursday, January 1, 2026.”

Moved by, seconded by. Any discussion on the motion. Vote.

Log on or call 1-929-205-6099, Meeting ID: 894 8599 3911, Passcode: 330130

Subject matter listed in the agenda consists of items reasonably anticipated (by the Chair) to be discussed. Not all items listed may be discussed and other items not listed (i.e. urgent business not available at the time of posting) may also be brought up for discussion in accordance with applicable law.

2. Use of Town Hall Auditorium: Off Broadway, December 18, 19, and 20, 2025

Nicole Sanders from Off Broadway School of Dance has requested to use the Town Hall Auditorium for their annual dance recital December 18, 2025 from 3-8p, December 19, 2025 from 4-8p and December 20, 2025 from 4-8p. Their application was received according to the policy, with fees assessed and follow-up for payment prior to the event.

Suggested Motion:

“Move to (approve/not approve) the application from Off Broadway School of Dance for a dance recital on the dates of December 18, 2025 from 3-8p, December 19, 2025 from 4-8p and December 20, 2025 from 4-8p.”

Moved by, seconded by. Any discussion on the motion. Vote.

3. Appointment Request: Public Safety Complex Committee: Timothy Cox

Fire Chief Todd Correia submitted an appointment request for Harbormaster Timothy Cox to fill the vacancy created by the resignation of Land Use/Planning Director Bruce Webb. The committee supports this appointment.

Suggested Motion:

“Move to (appoint/not appoint) Timothy Cox to the Public Safety Complex Committee.”

Moved by, seconded by. Any discussion on the motion. Vote.

4. Special One-Day All Alcohol License: Hanami Café, November 29, 2025 8p-12a

William Foley applied for a Special One-Day All Alcohol License for a promotional event at the Hanami Café on November 29, 2025 from 8pm-12am.

Suggested Motion:

“Move to (approve/not approve) the Special One-Day All Alcohol License for a promotional event at the Hanami Café on November 29, 2025 from 8pm-12am contingent upon payment of the fee at least seven days prior to the event.”

Moved by, seconded by. Any discussion on the motion. Vote.

5. Special One-Day All Alcohol License: Discover Fairhaven: Olde-Tyme Holiday, December 13, 25 10a-5p

Discover Fairhaven’s Alyssa Botelho applied for a Special One-Day All Alcohol License for the Discover Fairhaven Olde-Tyme Holiday event on December 13, 2025 from 10a-5p.

Suggested Motion:

“Move to (approve/not approve) the Special One-Day All Alcohol License for Discover Fairhaven’s Olde-Tyme Holiday Event on December 13, 2025.”

Moved by, seconded by. Any discussion on the motion. Vote.

6. Request the Use of Rogers School Parking Lot: Discover Fairhaven: Olde-Tyme Holiday, December 13, 2025

Discover Fairhaven’s Alyssa Botelho requested the use of the parking lot at the Rogers School to accommodate vendors and attendee parking. Fairhaven Police Lt. Kevin Swain is coordinating with Discover Fairhaven for temporary street closures close to Town Hall and safety considerations for the event.

Suggested Motion:

“Move to (approve/not approve) the use of the parking lot at the Rogers School during the Olde-Tyme Holiday event on December 13, 2025 for vendor and attendee parking.”

Moved by, seconded by. Any discussion on the motion. Vote.

C. PUBLIC COMMENT

D. ACTION / DISCUSSION

1. Consider Reclassification of Treasurer/Collector Position to Grade 20 on the Town’s Wage and Classification Schedule

With the Treasurer position currently vacant, and Tax Collector Pam Bettencourt planning to retire in February, the Town Administrator is recommending the two positions be combined into a Treasurer/Collector position. This change is consistent with many municipalities throughout the Commonwealth. Currently, the Treasurer and Tax Collector positions are a Grade 19. There is sufficient funding in the FY26 budget to support this recommendation.

Suggested Motion:

“Move to (approve/not approve) the Reclassification of Treasurer/Collector Position to Grade 20 on the Town’s Wage and Classification Schedule.”

Moved by, seconded by. Any discussion on the motion. Vote.

2. Update on Zoning Bylaw Update Project

Select Board member Silvia requested this item be placed on the agenda to provide the Select Board with an update on the status of the Zoning Bylaw review. Included in your Board materials is an email from the consultant completing the review, Ted Brovitz and a summary of project funding. The timeline for project completion is late winter/early spring 2026 with any recommended Zoning Bylaw revisions to be presented at the 2026 Annual Town Meeting.

3. Consider Amending the Flag/Banner Policy

Mr. Romano met with the Town Administrator to review the policy and consider changing the deadline for applications from 60 days to 30 days.

Suggested Motion:

“Move to (approve/not approve) the amended Flag/Banner Policy (as presented/as amended).”

Moved by, seconded by. Any discussion on the motion. Vote.

4. Consider Amending the Use of Town Hall Process and Application

Mr. Romano met with the Town Administrator to review the policy and consider changing the deadline for applications from 60 days to 30 days, expanding the request from the Town Hall Auditorium to Town Hall Facilities and modifying the non-profit, civic, charitable and governmental organizations to “non-profit groups affiliated with the Town of Fairhaven” and exempting the defined non-profit groups from the rental fee. Custodial fees will still be charged for each event.

Suggested Motion:

“Move to (approve/not approve) the amended Use of Town Hall Process and Application (as presented/as amended).”

Moved by, seconded by. Any discussion on the motion. Vote.

E. TOWN ADMINISTRATOR REPORT

F. BOARD MEMBER ITEMS / COMMITTEE LIAISON REPORTS

G. MINUTES

1. Accept the Select Board Open Session minutes of October 27, 2025

Suggested Motion:

“Move to (accept/not accept) the open session minutes of October 27, 2025 (as presented/as amended)”

Moved by, seconded by. Any discussion on the motion. Vote.

2. Accept the Select Board Executive Session minutes of October 14 and 27, 2025

Suggested Motion:

“Move to (accept/not accept) the executive session minutes of October 14 and 27, 2025 (as presented/as amended)”

Moved by, seconded by. Any discussion on the motion. Vote.

H. CORRESPONDENCE

1. Contact Form: Michelle Costen
2. Letter of Thanks: Mayor Yoh Hodo-oka, Tosashimizu City, Japan

Suggested Motion:

“Move to (enter/not enter) the Select Board correspondence as listed into the record.”

Moved by, seconded by. Any discussion on the motion. Vote.

I. NEWS AND ANNOUNCEMENTS

The next regularly scheduled Select Board meeting: *Monday, November 24, 2025* at 6:30pm

J. ADJOURN

"The man who moves a mountain begins by carrying away small stones." Confucius



Monday, November 10, 2025

**PLANNING BOARD APPOINTMENT INTERVIEWS
(Joint Select Board and Planning Board)**

Interview Candidates for One Planning Board Vacancy and Consider appointment

Candidates:

1. Rick Trapilo
2. Jeffrey Lucas
3. Diane Tomassetti
4. Michelle Costen



Town of Fairhaven
40 Center Street
Fairhaven, MA 02719
Tel: (508) 979-4023
selectboard@Fairhaven-MA.gov

VOLUNTEER APPLICATION

Residents interested in serving on a Town Board, Committee or Commission are requested to complete this form and send it to the Select Board Office at the Town Hall.

(Please print or type)

Date: 10/22/25

Title: ☒ Mr. ☐ Mrs. ☐ Ms. ☐ Dr.	First Name: <u>RICK</u>	Last Name: <u>TRAPICO</u>
Street Address: <u>15 LEeward WAY</u>		
Email Address: <u>RFTRAPICO@YAHOO.COM</u>		Preferred Phone Number: <u>774-644-3420</u>
How long have you been a Fairhaven resident?		<u>5 YR.</u>

What Board(s) or Committee(s) are you interested in joining?

Interim P.B.

Have you attended a meeting of this Board of Committee? ☒ YES ☐ NO

Have you (or are you currently) served on any Town of Fairhaven Boards? If so, please indicate what Board and number of years

P.B.

ATWG

Interests and Qualifications (tell us about yourself) – use additional paper if needed

P.B. member, MBA, ATWG chair.

Backer Real Estate. A Good/Kind MAN!

Thank you for your interest in volunteering! If you have questions, please contact the office of the Select Board at (508) 979-4023 ext. 2 or e-mail selectboard@Fairhaven-MA.gov.

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Town of Fairhaven
40 Center Street
Fairhaven, MA 02719
Tel: (508) 979-4023
selectboard@Fairhaven-MA.gov

VOLUNTEER APPLICATION

Residents interested in serving on a Town Board, Committee or Commission are requested to complete this form and send it to the Select Board Office at the Town Hall.

(Please print or type)

Date: 10/23/25

Title: Mr. Mrs. Ms. Dr.	First Name: <u>JEFFREY</u>	Last Name: <u>LUCAS</u>
Street Address: <u>105 FARMFIELD ST.</u>		
Email Address: <u>JEFLUC101@GMAIL.COM</u>		Preferred Phone Number: <u>508 971 1306</u>
How long have you been a Fairhaven resident?		

What Board(s) or Committee(s) are you interested in joining?

PLANNING BOARD

FAIRHAVEN TOWN CLERK
RCVD 2025 OCT 23 AM 11:51

Have you attended a meeting of this Board of Committee? ☒ YES ☐ NO

Have you (or are you currently) served on any Town of Fairhaven Boards? If so, please indicate what Board and number of years

COMMUNITY PRESERVATION COMM

Interests and Qualifications (tell us about yourself) – use additional paper if needed

I am interested in local history.
I was a member of the Planning Board
for twenty plus years.

Thank you for your interest in volunteering! If you have questions, please contact the office of the Select Board at (508) 979-4023 ext. 2 or e-mail selectboard@Fairhaven-MA.gov.

New submission from Volunteer Opportunities

1 message

Diane Tomassetti Diane Tomassetti <no-reply@jgpr.net>

Mon, Oct 27, 2025 at 3:31 PM

Reply-To: dianekauai@yahoo.com

To: Selectboard@fairhaven-ma.gov

Full Name

Diane Tomassetti

Address

148 Main Street

Email

dianekauai@yahoo.com

Phone

(808) 315-1733

How long have you been a Fairhaven resident?

25+ years

What Board(s) or Committee(s) are you interested in joining? What is your reason for joining?

Planning Board

Support the residents of Fairhaven in future developments, to support the PB members and collaborate with a shared vision of members.

Have you attended a meeting of this Board or Committee?

Yes

Have you served or are you currently on any Town of Fairhaven Boards? If so, please indicate what Board and number of years

Planning Board 2yrs. Elected til 2028.

Board Chair

Interests and Qualifications.

Construction, development, previous background.

Consent

 I agree to the privacy policy.

New submission from Volunteer Opportunities

1 message

Michelle Diane Costen Michelle Diane Costen <no-reply@jgpr.net>
Reply-To: michcosten@gmail.com
To: Selectboard@fairhaven-ma.gov

Thu, Oct 30, 2025 at 11:26 AM

Full Name

Michelle Diane Costen

Address

54 Spring St

Email

michcosten@gmail.com

Phone

(508) 564-3086

How long have you been a Fairhaven resident?

First moved to Fairhaven on Cedar St. over 60 years ago, where my most valuable family years were lived and are deeply cherished in memory unto this day.

What Board(s) or Committee(s) are you interested in joining? What is your reason for joining?

I am interested in volunteering for the Planning Board because it is where my unique knowledge, transferable skills and abilities, can be most useful, and be of best service to the community.

I am pure in my motives and do not seek this position for any special interest of my own. Rather, I am deeply and innately motivated by my desire to see that our land uses are being used in the most optimal way, for the most appropriate uses, without infringing at large, on the peace and well being of our long standing taxpayers, seniors, families and residents of Fairhaven. And without violating or infringing upon zoning laws, bylaws and conservation law protections.

The "Families of Fairhaven" is the most important reason for me to be applying for this volunteer Planning Board position. And I mean this with my whole heart. A town is nothing without the people, and I consider the "people" of this town, as my Fairhaven family.

I strongly believe that bringing in new housing development revenue under a fair tax levy, into our town, always needs to be weighed and balanced in, with putting people first, knowing and following zoning laws and bylaws and doing the extensive research and follow up needed, before pre- approving a development project.

Planning done rightly with its necessary future vision, is not an under statement, And I do not underscore that the planning board can enter into daunting challenges at times. Challenges I am willing to meet with all the skills, knowledge and abilities that I have to offer, as well as put forth whole heartedly, any new skills that I will learn along the way.

Another most important reason why I want to join the planning board, is that

We can't continue to leave a group of living breathing people who are so vital to our community, out of any housing development equation. As in the case based on visible evidence, in the past 5 years most notably, we have yet to develop moderate income housing developments, for those many people and family members here, who offer vital services to the community. These moderate income earners, would be police, firefighters, EMT's, Ambulance drivers, teachers, nurses etc... I want to present some affordable housing ideas for them, ideas that were once viable when I worked for the USDA Rural Development Dept. The people of Fairhaven deserve the planning boards time and efforts to help provide moderate housing development planning ideas, for them, where they can grow a family and equity at the same time. They deserve to have the American dream, like I had while growing up-Through all this development there has been an obvious injustice done to them, and I want to right this wrong and help move this town back into the right housing balance, so that all residents and families of various income levels can benefit, and once again, have the opportunity to be home owners.

I also see that there is a great need to re-learn rightly, our planning boards collaborative and negotiating skills, so that we can stick to the planning boards mission and purposes. We all know that the math isn't adding up here in Fairhaven, which is why we have a deficit. But we can't fix development problems and deficits without sincere and honest, group collaboration and welcomed public participation. Though there are those warranted times for executive sessions, we should be having more open public meetings with a greater regard and respect for being transparent, then we have been. There is a great need of improvement needed in this area. It is my hope that I can bring some good thought and better ways here, where we can develop more public trust, again.

I believe that we should never walk away from a meeting and put the residents of Fairhaven on hold, while keeping them in deficits and unending tax increases, while they get little to nothing-

I believe that by being honest, transparent, teachable, and even being bold with unique viable planning ideas, that I could truly be of value to this Planning Board position.

I am not afraid to think out of the box as long as laws and bylaws are not being broken, but in fact planning in such a way that laws, zoning or otherwise, are being fulfilled. And that the public at large is being treated fairly, and left pleased. I want the residents and families of Fairhaven, to know that their wellbeing and peace is always being considered as utmost, in all things planning.

I also believe that my skills and abilities listed as follows in this application, would make me the perfect candidate for this planning board appointment, especially at this time.

I hear by end this portion of the application, in an honest humbleness, balanced with the necessary confidence in actively applying myself as a vital participant on the planning board.

Have you attended a meeting of this Board or Committee?

Yes

Have you served or are you currently on any Town of Fairhaven Boards? If so, please indicate what Board and number of years

I have not been on Boards or Committees directly, but I have very much been intertwined with them for many years. I have attended Board meetings over a period of 30 years intermittently, as a government employee and as an advocate, especially in housing.

Interests and Qualifications.

Training/Education/Experience/.

Obtained 100% score on Federal resume in knowledge, skills and abilities as pertains to rural development and federal housing, equal to a bachelors degree. Which is what I had needed in order to get my position as a grade 5/6 Federal Rural Development Technician. This position required that I had to pass test and interviews that went through a 12 person USDA Rural Development Board.

Four years of on the job training at both the state and federal levels. Though my position in housing development most frequently involved outreach and travel, to six different counties, seeking to inform and to help/qualify individuals for federal housing, I was also required, to travel with my colleague to the various areas where housing development was taking place in these counties. Here is where I gained the understanding of the development community housing processes, from the building aspect of it all. Here is where I learned all the various situations you have to consider in a development housing project, and I also learned the importance of being able to see clearly in the future how a housing development project could affect the surrounding environment and it's people.

Real Estate Investment/Experiences

These experiences as listed above, inspired me to purchase undeveloped land in Florida, and develop it myself. Where on a smaller scale I managed and created a horse boarding and training facility. I handled land excavation, improvements and building plans. This property sat by a lake and I called it, Lakeside Farm. Due to back injury I was forced to sell it.

I had also worked part time for a very successful Broker in Florida. Green Realty. I was the coordinator and marketing assistant. I helped facilitate and maintain a new catalog and pipeline system using CRM software.

I also worked in MLS and was certified as MLS compliant, Gathering and entering info under broker license. And I created new designs for this broker's Every Door Direct Mailing program, where he would send out at least 10 thousand mailings at a time. I never became a realtor myself as this was not my interest. It was around this time period that I Felt compelled to start advocacy for housing.

One thing I can say for sure. Housing is a basic need and somewhere along the line we have become imbalanced in our housing needs. This concerns me, not for myself, because I have a home, I am retired and I have a wonderful family and doing good. I have lived my dreams, But my heart now goes out to this next generation. I want them to be able to dream,

dreams that can come true. Grow a family and equity too. We've lost that.

I also want to say that I have a great deal of interest in our bike path/ recreation developments, and maintenance. I love to bike ride and hike, Healthy activity is so important to help grow healthy families. And it is vital that we maintain this town in ways that we can keep it beautiful not just aesthetically, but soulfully, as well.

Thank you for this opportunity to hopefully be able to serve you, and the Families of Fairhaven.

Consent

☒ I agree to the privacy policy.



Monday, November 10, 2025

APPOINTMENTS AND COMMUNITY ITEMS

1. Event Request: Fort Phoenix Polar Plunge, Thursday, January 1, 2026
2. Use of Town Hall Auditorium: Off Broadway, December 18, 19 and 20, 2025
3. Appointment Request: Public Safety Complex Committee: Timothy Cox
4. Special One-Day All Alcohol License: Hanami Café, November 29, 2025 8p-12a
5. Special One-Day All Alcohol License: Discover Fairhaven: Olde-Tyme Holiday, December 13, 2025 10a-5p
6. Request the Use of Rogers School Parking Lot: Discover Fairhaven: Olde-Tyme Holiday, December 13, 2025

Thu, Oct 9, 1:10 PM

100 Cedar Street
Fairhaven, MA 02719
October 9, 2025

Fairhaven Select Board
40 Center Street
Fairhaven, MA 02719

Dear Select Board,

I have submitted a permit application with the State to hold the Ft. Phoenix Polar Plunge on Thursday, January 1, 2026 at 10 a.m. at Ft. Phoenix State Beach Reservation. Although the event is not held on Town Property, I come before the Select Board each year to request your support and the support of the Fairhaven Fire Department for the ambulance and EMA to be on site for the event.

Our event remembers the victims of domestic violence. Our net proceeds go to the Fairhaven Dollars for Scholars scholarships for high school students.

I hope that you will support this event and would be happy to answer any questions that you have.

Sincerely,

Kathy Lopes
Ft. Phoenix Polar Plunge Chair



Town of Fairhaven
Massachusetts
40 Center Street · Fairhaven, MA · 02719

MEMORANDUM

To: Select Board

From: Town Administrator's Office

Date: November 3, 2025

Re: Application for the use of Town Hall Auditorium

Dear Select Board,

Nicole Sanders from Off Broadway School of Dance is asking permission for use of the Town Hall Auditorium. They will be having their annual Dance Recital on December 18 from 3-8 p.m., December 19 from 4-8 p.m. and, December 20 , 2025 from 4-8 p.m.

Thank you for your consideration.



Town of Fairhaven
Massachusetts
Select Board

40 CENTER STREET
FAIRHAVEN, MA 02719
TEL: (508) 979-4023
FAX: (508) 979-4079
Selectboard@Fairhaven-MA.gov

off Broadway
School of dance
@gmail.com

APPLICANT FOR THE USE OF TOWN HALL AUDITORIUM

Name of Organization Off Broadway School of Dance

Responsible Officer Nicole Sanders Tel. No. 745108418

Address 132 S. main St Acushnet, MA 02743

Purpose of Use dance recital rehearsals 12/18/25 - 3-8pm
12/19/25 - 4-8pm

Date Requested _____ Begin Time _____ End Time _____

REQUESTED USE APPROVED TO AVAILABILITY: Show → 12/20/25 - 4-8pm

Conditions:

REQUEST FOR AUDIO / VISUAL TECHNICIAN: YES _____ NO X

Fee will be \$100.00 (up to three hours). Each additional hour will be charged \$25.00. Additional fee will be charged once additional hour begins. Cash or Check made out to The Town of Fairhaven / Town Cable

Select Board

Police Chief/Representative

Date

Fire Department Inspection

Board of Health

Building Department Inspection

FEES (To be completed by the Office of the Select Board)

Office Use only

Rental Fee x 13 hrs. at \$100.00 hr. = \$ 1300.00

Plus refundable security deposit in the amount of the rental fee = \$ —

N/A Audio \$100.00 plus x _____ hrs. at \$25.00 /hr. = \$ —

X Custodian x 16 hrs. at \$ 50.00 hr = \$ 800.00

N/A Police x _____ hrs. at \$ _____ hr = \$ —

TOTAL FEES = \$ 2100.00

Thurs: 3-8 (5hrs)*
cust. 23-83 (6hrs)-
Fri: 4-8 (4hrs)*
cust. 33-83 (5hrs)-
Sat: 4-8 (4hrs)*
cust. 33-83 (5hrs)-

2025SEP1915:11

I have received \$ _____ in fees and security deposit for the use of the Town Hall Auditorium on behalf of

Town of Fairhaven from _____ Organization

SELECT BOARD

Date: _____ Signed: _____

Select Board Office

(Security Deposit will be returned after inspection of the premises by the Select Board or its deignee, less any charge for clean up or repair.)



**Town of Fairhaven
Massachusetts
Select Board**

40 Center Street
Fairhaven, MA 02719

Tel: (508) 979-4023
Fax: (508) 979-4079
selectboard@Fairhaven-MA.gov

Release and Indemnification Agreement

In consideration of the rental from the Town of Fairhaven ("Town") of the Town Hall and or Town Hall Auditorium, the undersigned hereby releases and forever discharges the Town and its officers, agents and employees from all suits, claims and demands of any nature whatsoever, including for negligence, which he or she or his or her heirs or assigns may ever have for any personal or bodily injury, death or property damage arising out of, related to or resulting from, in whole or in part, the use of the premises as described above.

The undersigned further agrees, for him or herself and his or her heirs and assigns, to defend and indemnify the Town and its officers, agents and employees against all such suits, claims and demands by any third party, including invitees and others, and to save them forever harmless therefrom.

If any damage to the Town Hall and or Town Hall Auditorium or any equipment or appurtenance therein, results from any act or neglect of the undersigned, its agents, guests, licensees or invitees, The undersigned shall be liable therefore and shall upon demand, reimburse the Town for all costs and expenses of such repairs and damages.

The undersigned hereby acknowledges that he or she has read and understands this release and Indemnification, and that if he or she is signing on behalf of another person or entity, he or she is authorized to do so and that such other person or entity intends to be fully bound hereby.

Signature:

Nicole Sanders

Printed Name:

Nicole Sanders

Date:

9/19/25

Before me:

Steve Rizzo

Witness Signature



TODD M. CORREIA
Fire Chief

TOWN OF FAIRHAVEN
MASSACHUSETTS

FIRE DEPARTMENT / EMERGENCY MEDICAL SERVICE

146 Washington Street, Fairhaven, MA 02719

Phone: 508 994-1428 • Fax: 508 994-1515

Fireadmin@Fairhaven-ma.gov

Emergency # 911



JOY NICHOLS
Deputy Fire Chief

MEMORANDUM

November 5, 2025

To: Fairhaven Selectboard
From: Todd Correia, Fire Chief

Subject: Appointment of Mr. Timothy Cox as Voting Member of the Public Safety Complex Committee

In anticipation of Bruce Webb's departure as Land Use/Planning Director, who has also served as a voting member of the Public Safety Complex Committee, I would like to propose a change in committee membership.

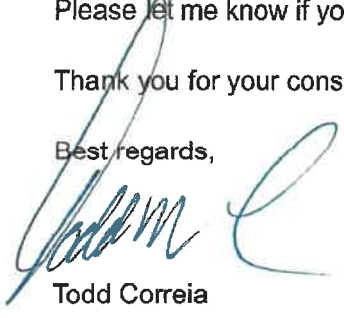
We recently onboarded Mr. Timothy Cox, our Harbormaster, at the request of the committee to advise on public safety needs from the harbormaster division. Given his expertise and insight, I respectfully request that the Board approve Mr. Cox as a voting member of the Public Safety Complex Committee. This appointment would fill the anticipated vacancy created by Mr. Webb's departure.

Mr. Cox's participation as a voting member will be instrumental in effectively addressing our community's public safety requirements.

Please let me know if you have any questions or concerns regarding this request.

Thank you for your consideration.

Best regards,


Todd Correia
Fire Chief



Town of Fairhaven
Massachusetts
40 Center Street · Fairhaven, MA · 02719

MEMORANDUM

To: Select Board

From: Town Administrator Office

Date: November 4, 2025

Re: Approval of One-Day ALL Alcohol License

Dear Board Members,

This is to request your approval for a One-Day All Alcohol License for William Foley.

On November 29, 2025, the Hanami Café is holding a promotion party at 358 Main St, Fairhaven, MA 02719 from 8:00 P.M.- 12 A.M.

Thank you for your consideration.

Sincerely,

Susan Rizzo



TOWN OF FAIRHAVEN

APPLICATION FOR SPECIAL LICENSE

General Law Chapter 138, Section 14

Date: November 4, 2025

To the Licensing Board:

The undersigned hereby applies for a SPECIAL LICENSE under provisions of Chapter 138, Section 14
to sell

All Alcoholic Beverages

(Beer and Wine)

or

(All Alcoholic Beverages)

For a Promotion Party to be held at

358 Main St Fairhaven, MA 02719

by Hanami Cafe

date November 29, 2025

from 8 pm to 12 am

Name of Applicant: William JFoley

Address of Applicant: 358 Main St

Fairhaven, MA 02719

Telephone: (508) 817-2963

For a banquet or public dinner, the applicant should be responsible, manager of the banquet or public dinner.

For a picnic, field day or outing, applicant should be a representative of responsible organization or individual.

FEE:

Beer & Wine \$50.00

All Alcoholic \$75.00



TOWN OF FAIRHAVEN

B 5

APPLICATION FOR SPECIAL LICENSE

General Law Chapter 138, Section 14

Date: 10-27-2025

To the Licensing Board:

The undersigned hereby applies for a SPECIAL LICENSE under provisions of Chapter 138, Section 14
to sell

X

(Beer and Wine)

or

(All Alcoholic Beverages)

For a Olde-Tyme Holiday to be held at

Center Street

by Discover Fairhaven

date December 13, 2025

from 10AM to 5PM

Name of Applicant: Alyssa Botelho

Address of Applicant: 40 Center Street
Fairhaven, MA 02719

Telephone: 508-979-4085

For a banquet or public dinner, the applicant should be responsible, manager of the banquet or public dinner.

For a picnic, field day or outing, applicant should be a representative of responsible organization or individual.

FEE:

Beer & Wine \$50.00

All Alcoholic \$75.00



DISCOVER FAIRHAVEN
(COMMUNITY DEVELOPMENT OFFICE)
Town of Fairhaven
40 Center Street
Fairhaven, MA 02719



To: Fairhaven Select Board

From: Alyssa Botelho, Director of Tourism, Community & Economic Development

Date: November 5, 2025

Subject: Request – Use of Rogers School Parking Lot

Dear Members of the Select Board,

I am requesting approval to use the Rogers School parking lot for the upcoming *Olde-Tyme Holiday* event on December 13th.

In coordination with Lieutenant Swain, we are planning temporary street closures (Center, William, and Walnut Streets) and implementing no-parking zones in key areas (Green and Union Streets), along with designated handicapped parking. Utilizing the Rogers School lot will help accommodate both vendor and attendee parking and ease congestion in the surrounding area.

Thank you for your consideration.

Respectfully,

Alyssa Botelho

Director of Tourism, Community & Economic Development



Monday, November 10, 2025

ACTION / DISCUSSION

1. Consider Reclassification of Treasurer/Collector Position to Grade 20 on the Town's Wage and Classification Schedule
2. Update on Zoning Bylaw Update Project
3. Consider Amending the Flag/Banner Policy
4. Consider Amending the Use of Town Hall Process and Application



Town of Fairhaven
Massachusetts
Human Resources Office
40 Center Street
Fairhaven, MA 02719

Tel: (508) 979-4023
Fax: (508) 979-4079
HR@Fairhaven-MA.gov

To: Fairhaven Select Board

From: Susan Roderiques, Interim Human Resources Director

Date: October 31, 2025

Subject: Reclassification Request – Treasurer/Collector Position

Overview

The purpose of this memorandum is to request that the Fairhaven Select Board approve the reclassification of the Treasurer/Collector position from Grade 19 to Grade 20 on the Town's Wage and Classification Schedule.

Justification

As the Board is well aware, the municipal labor market for financial management professionals is highly competitive, particularly as many long-serving Treasurer/Collectors are retiring. The pathway to certification further limits the candidate pool, as the Massachusetts Collectors and Treasurers Association (MCTA) requires a minimum of three years of municipal employment prior to taking the certification examination. This effectively prevents training or advancement opportunities for otherwise qualified private-sector candidates.

A brief survey of comparable postings within a 30-mile radius—including Berkeley, Wareham, Easton, and Middleborough—shows that similar positions are now being advertised at salaries up to and sometimes exceeding \$120,000. Fairhaven's current

Grade 19 pay range of \$89,000–\$109,000 places us at a competitive disadvantage in recruiting a certified and experienced candidate.

Reclassifying the position to Grade 20 will provide the Town Administrator with the flexibility to offer a compensation package consistent with both market realities and the size and complexity of Fairhaven's financial operations.

Background

Prior to 2012, the Town maintained separate positions for Treasurer/Finance Director and Tax Collector. Following a review by the Department of Revenue's Division of Local Services (DLS), these roles were combined to improve operational efficiency and coordination.

After the most recent retirement of the Treasurer/Collector, the Town was unable to attract a qualified external candidate. In response, Fairhaven temporarily promoted the Assistant Treasurer and the Assistant Tax Collector to share responsibilities for the combined office. Both individuals have since announced their retirements, with the Treasurer retiring June 30, 2025, and the Collector retiring February 2026.

It is critical that the Town secure a permanent, certified Treasurer/Collector prior to the Collector's retirement to ensure a successful transition and continuity of operations.

Fiscal Impact

This reclassification can be accomplished within existing budget parameters and will actually result in an overall savings.

For FY26, the department's total salary line is \$286,000. If a Treasurer/Collector were hired at approximately \$116,000, and the interim Treasurer returned to her prior union position as Assistant Treasurer/Collector, supported by two clerical Administrative Assistants at \$46,500 each, the total salary expenditure would be approximately \$268,000, yielding an estimated savings of \$18,000.

Recommendation

Given the competitive municipal labor market, upcoming retirement, and the financial efficiency of this proposal, I respectfully recommend that the Select Board approve the reclassification of the Treasurer/Collector position from Grade 19 to Grade 20 effective immediately, to allow for timely recruitment and onboarding of a qualified candidate.

Position Purpose:

The primary function of this position is to serve as Treasurer/Collector carrying out all of the statutory duties of the office(s), and is directly responsible for the coordination, administration, operation and management of the Town's cash management systems, debt issuance, disbursement of funds, and all monetary collection activities, as well as the management of tax title accounts, management of payroll and employee benefits, and investment and management of Town funds in a timely manner abiding by all municipal, state and federal guidelines, regulations and quality standards. This position is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control; performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Oversee the Treasury/Collections Department(s), serve as Treasurer, Collector, and oversees/handles Data Processing for Treasurer/Collector office. Handles customer service requests.
- Ensure proper investment and borrowing procedures, timely investment of all funds, the preparation of disclosure documents for rating agencies, the continuous evaluation of yields for investments and the planning, negotiating, implementation, issuance and assumption of obligation of long and short-term borrowing by the Town.
- Ensure adequate funds availability to meet obligations such as payroll, and bill, bond and note payments and to maintain custody of stabilization, trust and all other funds of the Town.
- Initiate legal procedures when receivables are overdue and serves as custodian for tax title and foreclosure accounts, overseeing tax title proceedings including receipt of payments, discharge of tax titles, and foreclosure sales and auctions.
- Oversee the payroll process and benefits deductions, the input of salary and benefit information, computation of payroll deductions and processing of related payments for health and life insurance, retirement, withholding taxes, deferred compensation, etc.
- Sign, distribute, stop payment and re-issue checks / direct deposits and preparation of related town, agency, state and federal reports.
- Participate in research, compilation, and presentation of immediate and long-range plans, trend forecasting, debt service development and strategic planning and recommendations.
- Collect, process, record-keeping, and enforcement of all municipal taxes, user charges, and various municipal charges.
- Collect all real estate, personal property, motor vehicle excise, boat excise, roll back and conveyance taxes, sewer betterment assessments, water and sewer user charges, and all other accounts due to the municipality.
- Develop, implement, and monitor a system of internal controls to insure accurate record

TREASURER/COLLECTOR

FAIRHAVEN, MA

keeping of each individual accounts receivable record and on annual basis conducts a tax taking for all outstanding real estate taxes.

- Maintain office hours; ensure coverage of daily business hours, respond to inquiries and provide records and information to the general public, town departments, companies, lawyers and other agencies and make necessary referrals as required.
- Complete special projects and perform any and all similar or related work as required, directed or as situation dictates.
- Review email, voice mail and other communications, check schedule /calendar for meetings and appointments.
- Secure office, equipment and perform general housekeeping duties as required.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree in Accounting, Finance, Business Administration or related field. Master's Degree in Business Administration helpful. Must have broad experience (5-7) years in municipal treasury/collection and/or financial management and / or a combination of education and experience that enables performance of all aspects of the position. Certification as a Massachusetts Collector and Treasurer is desirable or to become a certified Massachusetts Collector or Treasurer is required and must be obtained within (3) yrs. Must have / maintain a valid Massachusetts driver's license.

Knowledge, Ability and Skill:

Knowledge: Working knowledge of local, state and federal laws related to collection and treasury. Working knowledge of the applicable provisions of the Massachusetts General Laws pertinent to the Treasurer/Collector's office. Strong attention to detail. High level of knowledge and ability in investing the Town funds.

Ability: Ability to manage, supervise and support staff, as well as maintain a positive working environment within the department and Town. Ability to work cooperative and effectively with others within the organization in setting goals, resolving problems and making decisions that enhance efficiencies and effectiveness. Ability to effectively use Excel and Word, as well as other computer software programs. Ability to develop, prepare and manage budgets and financial reports. Ability to deal appropriately and tactfully with the general public and other town departments. Ability to express oneself in oral and written form. Ability to perform mathematical calculations with accuracy.

Skill: Skilled in accounting, finance and collecting operations, advanced skills with spreadsheet and database applications especially Excel. Aptitude for working with numbers and details. Skill in operating standard office equipment; typing skill. Strong organizational skills.

Physical Requirements:

TREASURER/COLLECTOR

FAIRHAVEN, MA

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 15 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

Supervision:

Supervision Scope: Performs highly responsible functions of a complex and technical nature requiring a high degree of professional judgement and initiative in ensuring that all municipal financial transactions conform to law and to professional standards as well as in formulating decisions regarding policies, procedures, operations and plans at the department level.

Supervision Received: Works under the general direction of the Town Administrator.

Supervision Given: Directly supervise the employees in the Treasurer/ Collector's offices. Interview, select and training employees; plan, assign, and direct work; establish goals, and objectives for the department, provide leadership and effective communication to plan, manage, organize and supervise employees for the accomplishment of department objectives and town-wide goals; appraise performance, reward and discipline employees; address complaints and resolve problems, and provide training, direction and counseling to staff as required.

Job Environment:

- Work is performed under typical busy office conditions. Work environment is moderately noisy with regular interruptions from the general public.
- Operates computer and general office equipment, such as calculator, copier, facsimile machine and telephone.
- Makes frequent contact with the general public. Contacts require considerable skill in negotiating and resourcefulness and discretion in influencing decisions and behavior of others.
- Has access to department-related confidential information.
- Errors could result in major financial losses, failure to receive funds due, and/or deterioration of the Town's financial position; errors may also result in legal ramifications.

(This job description does not constitute an employment agreement between the employers and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Summary of Funding for Update of Zoning Bylaw

Article 9A-19 of 2024 Annual Meetin	\$ 25,000
Community Planning Grant Program	<u>\$ 50,000</u>
Total Available Funding	\$ 75,000
Theodore Banting Brovitz	<u>\$ (15,345)</u> (Grand expense)
Remaining Funds Available 11/4/25	<u><u>\$ 59,655</u></u>

Notes:

1. Town Meeting appropriation can be used for:
 - Update zoning bylaws for consistency with 2018 Master Plan.
 - Community Planning Grant Contingency.
 - Additional Funding to add property to 40R Plaza District.
 - Provide additional funding for Hiller subdivision legal costs.
2. Community Planning Grant can be used for:
 - Update zoning bylaws for consistency with 2018 Master Plan.
 - Grant must to expended by June 30, 2026.

Line	Project	Amount	Funding Source
1	Inflow and Infiltration Study	\$250,000	Sewer Retained Earnings
2	4" Goodwin Pump	\$75,000	Sewer Retained Earnings
3	South Street Pump Station Pump Replacement	\$500,000	Sewer Retained Earnings

Petitioned by: Board of Public Works

Motion: To transfer from sewer retaining earnings a sum of \$825,000 to fund the inflow and infiltration study, 4" Goodwin Pump equipment and South Street Pump Station Pump Replacement with each amount as specified in the article.

Select Board: Recommend Adoption

Finance Committee: Recommend Adoption

8B: SEWER CAPITAL STABILIZATION FUND

To see if the Town will vote to transfer \$2,328,760.07 from the Sewer Capital Improvements Stabilization Fund to the Sewer Nitrogen Plant, Article 15A of the June 18, 2022 Town Meeting, or take any other action relative thereto:

Petitioned by: Board of Public Works

Motion: To adopt as written in the warrant.

Vote Required: Two-Thirds (2/3) Vote

Select Board: Recommend Adoption

Finance Committee: Recommend Adoption

8C: SEWER ENTERPRISE FUND

To see if the Town will vote to transfer \$280,364.48 from the Sewer Capital Project Article 14B of the May 6, 2017 Town Meeting to the Sewer Nitrogen Plant Article 15A of the June 18, 2022 Town Meeting, or take any other action relative thereto:

Petitioned by: Board of Public Works

Motion: To adopt as written in the warrant.

Select Board: Recommend Adoption

Finance Committee: Recommend Adoption

ARTICLE 9 OTHER BUDGET ITEMS - APPROPRIATIONS

9A FUNDING OF ARTICLES

To see if the Town will vote to raise and appropriate, and/or transfer from available funds, a sum of monies for the following purposes or take any action relative thereto.

Line	Fund	Amount	Source
1	Transfer to Ambulance Stabilization Fund	50,000	Ambulance Fund
2	Transfer to Other Post-Employment Benefit (OPEB) Trust Fund	200,000	Free Cash
3	Capital Stabilization	150,000	Free Cash

4	Compensated Absences (retirement payouts)	300,000	Free Cash
5	Preventative Building Repairs (Town Facilities)	50,000	Free Cash
6	Grant Writing Consultant (Town Hall)	60,000	Free Cash
7	Clerical Tuition (per Collective Bargaining Agreement)	10,000	Free Cash
8	Shellfish Propagation Program	17,250	Free Cash
9	FEMA 5% Match – Gear Equipment (Fire)	12,000	Free Cash
10	Mannequin (Fire)	2,450	Free Cash
11	Recreation Center Equipment	10,000	Free Cash
12	Recreation Center/Council on Aging Wall Divider	17,780	Free Cash
13	Highway Equipment	30,000	Free Cash
14	Leaf Vacuum	7,500	Free Cash
15	Basketball Hoops – Livsey Park (Town Facilities)	7,000	Free Cash
16	Utility Trailer (Public Works)	3,000	Free Cash
17	Breakroom Cabinets (Town Hall)	1,200	Free Cash
18	Special Education Reserve Fund	34,801	Free cash
19	Zoning Bylaw consultant (Planning)	25,000	Free Cash
	Total	\$987,981	

Petitioned by: Town Administrator

Motion: To transfer the sum of \$937,981 from Surplus Revenue (Free Cash) and the sum of \$50,000 from the Ambulance Reserve Fund to fund the Reserve line articles for the amounts as written.

Select Board: Recommend Adoption

Finance Committee: Recommend Adoption

9B: INCREASE AND FUND COLA BASE FOR RETIREES

To see if the Town will vote to raise and appropriate, borrow or transfer from Surplus Revenue (Free Cash) the amount of \$89,000 to increase the cost of living (COLA) base for retirees, beneficiaries, and survivors beginning July 1, 2024, from \$16,000 to \$17,000 consistent with the provisions of Chapter 188, Section 19 of the Acts of 2010.

Article Summary and Description

State law allows Massachusetts Municipal Retirement systems to increase the base pension amount upon which an annual cost of living adjustment (COLA) up to 3% can be applied. These increases in the base are required to be in increments of \$1,000 up to a maximum base amount of \$18,000. Currently the Fairhaven Retirement System's COLA base is set at \$16,000 and this article, if approved, would increase

ARTICLE 4B: FY25 GENERAL FUND ADJUSTMENTS

To see if the Town will vote to amend Article 5 of the May 4, 2024 Town Meeting “General Fund Operating Budget-FY25” as follows, or take any other action relative thereto.

1. Transfer from Surplus Revenue (Free Cash) as follows:
 - A. \$132,500 be transferred from Surplus Revenue (Free Cash) for the separation agreement with Prior Town Administrator (Department: Select Board)
 - B. \$57,000 be transferred from Surplus Revenue (Free Cash) for the Interim Town Administrator salary (Department: Select Board)
 - C. \$70,000 be transferred from Surplus Revenue (Free Cash) for Legal Cost (Department: Select Board)
 - D. \$32,000 be transferred from Surplus Revenue (Free Cash) to fund retroactive payment under an arbitration settlement with the Police Department (Department: Police Department)

Petitioned by: Interim Town Administrator

Select Board: Recommend Adoption
Finance Committee: Recommend Adoption for B and C
Yield to Petitioner for A and D

ARTICLE 5: AMEND ARTICLE 9A-19 FROM THE ANNUAL TOWN MEETING, MAY 4, 2024

To see if the town will reallocate the \$25,000 in funds for the zoning bylaw consultant to include funds for additional legal consulting and 3rd party environmental consultant services for:

- i. Contingency funds for the Community Planning Grant project, which these funds were originally requested.
- ii. To provide additional funds to allow for the addition of the property at the corner of Alden Road and David Drown Boulevard (Map 28, Lot 022B) to the 40R Plaza District.
- iii. To provide additional funds to address potential legal issues related to managing the current situation with the property located at Map 28C, Lot 071

Petitioned by: Land Use Director

Select Board: Recommend Adoption
Finance Committee: Recommend Adoption

ARTICLE 6 TOWN OPERATING BUDGETS -FY26

6A: GENERAL FUND OPERATING BUDGET-FY26

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds the amounts listed on the accompanying table to fund the Fiscal Year 2026 General Fund Operating Budget or take any other action relative thereto:

Petitioned by: Interim Town Administrator

*See Appendix A, page 28 for full budget description
any changes will be distributed at Town Meeting*

Dept. Name/Function Totals	FY2025 Budgeted	FY2026 Budget
GENERAL GOVERNMENT		
General Government Salaries & Wages	\$2,133,179	\$2,034,930.24
General Government Operating Expenses	\$1,027,339	\$1,028,100.50
Subtotal General Government	\$3,160,518	\$3,063,030.74

Select Board: At Town Meeting
Finance Committee: Recommend Adoption

	FY2025 Budgeted	FY2026 Budget
PUBLIC SAFETY		
Public Safety Salaries & Wages	\$9,049,221	\$9,082,702.83
Public Safety Operating Expenses	\$880,772	\$774,937.78
Subtotal Public Safety	\$9,929,993	\$9,857,640.61

Select Board: At Town Meeting
Finance Committee: At Town Meeting

	FY2025 Budgeted	FY2026 Budget
EDUCATION		
Subtotal Fairhaven Public Schools	\$24,702,183	\$25,256,166
Subtotal New Bedford Regional Technical HS	\$2,626,000	\$2,631,268
Subtotal Bristol County Agricultural HS	\$310,100	\$332,694

\$28,220,128.00

Select Board: At Town Meeting
Finance Committee: At Town Meeting

	FY2025 Budgeted	FY2026 Budget
PUBLIC WORKS		
Public Works Salaries & Wages	\$1,612,579	\$1,616,296.95
Public Works Operating Expenses	\$2,766,432	\$2,753,404.00
Subtotal Public Works	\$4,379,011	\$4,369,700.95

Select Board: At Town Meeting
Finance Committee: Recommend Adoption

ATTACHMENT A: SCOPE OF WORK

The Contractor, **Brovitz Community Planning & Design**, shall furnish all labor, materials, equipment, and services necessary to carry out the work described in the attached **Exhibit C – Scope of Work**, which is hereby incorporated by reference into this Agreement and made an integral part of it.

The Scope of Work outlines the professional services to be performed as part of the Town's FY25 Community Planning Grant Project to review and revise the Town's Zoning Bylaws consistent with the adopted 2040 Master Plan.

Any modification or addition to the Scope of Work shall require a written amendment to this Agreement, signed by both parties.

EXHIBIT C – SCOPE OF WORK

Fairhaven Zoning Review & Revision – FY25 Community Planning Grant

Contractor: Brovitz Community Planning & Design

Task 1: Public Participation Program

- Conduct up to 8 Internal Project Team (IPT) meetings.
- Perform stakeholder interviews to gather input from developers, property owners, residents, and board members.
- Facilitate 2 public forums to present zoning changes and build consensus.
- Provide best practice examples and development case studies to support education and decision-making.

Task 2: Orientation and Mobilization

- Conduct a joint reconnaissance tour of key zoning districts to evaluate land use and development conditions.
- Review relevant local planning documents including the Master Plan, OSRP, Housing Plan, and MBTA/ADU zoning mandates.

Task 3: Zoning Audit

- Analyze the existing Zoning Bylaw, including:
 - Format, structure, and clarity
 - Zoning districts and map accuracy

- Use regulations and intensity standards
 - General provisions such as signage, parking, and accessory uses
 - Definitions and internal consistency
- Identify opportunities to streamline the review process and modernize outdated regulations.

Task 4: Zoning Diagnostics Report

- Prepare a written report summarizing findings of the zoning audit.
- Include property and zoning district analysis, regulatory gaps, and integration of form-based or hybrid zoning best practices.
- Recommend priority revisions for short- and long-term implementation.

Task 5: Draft Zoning Bylaw Revisions

- Develop preliminary and final draft zoning amendments including:
 - Updated use tables and dimensional standards by district
 - Revisions to permit processes and review thresholds
 - Building and site design standards
 - Modernized parking and access regulations
 - Public realm, open space, and Complete Streets standards
 - Updated zoning map boundaries and overlay districts where applicable
- Deliver drafts to the Planning Director and Planning Board for review and coordination.

Deliverables

- Zoning Diagnostics Report
- Redline or clean version of updated zoning bylaw sections
- Revised zoning district maps (if applicable)
- Presentation materials for public forums and board review

Attachment B - Budget

BCPD FAIRHAVEN ZONING REVISIONS PRICE PROPOSAL	
	BCPD HOURS & PRICE
Task 1.0: Public Participation Program	
1.1. Internal Project Team Meetings (8)	24
1.2. Stakeholder Interviews	10
1.3. Public Forum and Meetings (2)	10
1.4. Zoning Best Practices Examples and Development Case Studies	4
Task Hours	48
Task 1 Budget:	\$ 7,920
Task 2.0: Orientation and Mobilization	
2.1. Field Reconnaissance Tour	4
2.2. Review Relevant Plans and Studies	4
Task Hours	8
Task 2 Budget:	\$ 1,320
Task 3.0: Zoning Audit	
3.1. Zoning Districts and Maps	8
3.2. Article I – Authority, Purpose, Administration, and Enforcement	8
3.3. Article II – Uses and Intensity Regulations	16
3.4. Article III - General Regulations	16
3.5. Article IV – Definitions	8
Task Hours	56
Task 3 Budget:	\$ 9,240
Task 4.0. Zoning Diagnostics Report	
Components: Property Assessment and Opportunity; Character Examples and Models; Methods of Integrating Best Practices; Formal vs Administrative Review; Priority Zoning Recommendations	40
Task Hours	40
Task 4 Budget:	\$ 6,600
Task 5.0: Draft Zoning Bylaws	
Components: General Zoning Provisions; Zoning District Map Revisions; Calibrated Use and Dimensional Standards; Table of Use and Special Regulations; "Smart Parking" and Access Standards; Open Space and Activation Standards; Complete Street Hierarchy and Streetscape Standard	150
Task Hours	150
Task 5 Budget:	\$ 24,750
TOTAL HOURS	302
TOTAL FEES	\$ 49,830

Ted Brovitz: \$165/hour



Town of Fairhaven Massachusetts

Office of the Select Board
40 Center Street
Fairhaven, MA 02719

D 3

Tel: (508) 979-4023
selectboard@Fairhaven-MA.gov

Flag/ Banner Policy

- 1) Any new request to fly a flag / banner on Town property must be made through the Select Board office at least thirty 60-30 days in advance of the requested flying period. The distinction made that a flag being a cloth attached by one edge to a pole or rope and used as the symbol or emblem of a country or institution or as a decoration during public festivities; a banner bears a slogan or design, hung in a public place or carried in a demonstration or procession

Any reoccurring request must be made at least 30 days in advance of the requested flying period to the Town Administrator.

- 2) The Board will only permit flags acknowledging proclamations made by the federal government and/or the Commonwealth of Massachusetts, as well as flags/banners announcing local upcoming events that are open to the public, provided they are not in support of a candidate, political party or ballot question, and are not primarily commercial or religious in nature.
- 3) The Select Board will have final say, at their own discretion, on whether any flag / banner is appropriate to be displayed on any Town Facility.
- 4) Requests will not be granted for flags/banners to be displayed for longer than 30 days.
- 5) The Select Board shall have the right, at their own discretion, and upon a vote of the Board, to remove any flag / banner prior to the end of the approved time period. The Select Board may choose, at the time of approval, to pass this authority to remove any flag / banner on to the Town Administrator, or designee.
- 6) For any time period where multiple requests are made, the requestors will share the space.
- 7) The Town will not be responsible for hanging or taking down the banner but will provide direction on where it may be hung.
- 8) The flag, as displayed, must not interfere with any aspect of the operation of any Town facility.
- 9) The Town does not, nor has it ever, intended to designate the flagpole as a public forum by permitting a third party to display a particular flag. Accordingly, nothing contained within this policy, the Town's choice of which flag(s) to raise or applications to grant or deny, or the manner in which the Town makes such decisions should be interpreted as designating the flagpole as a public forum
- 10) The requestor must present a signed, dated copy of the attached waiver along with their request to fly a flag/banner, in writing.

Adopted by vote of the Board of Selectmen on September 21, 2020
Rescinded by vote of the Board of Selectmen on June 21, 2021
Reinstated and revised by the Select Board on May 23, 2022
Revised by vote of the Select Board on March 23, 2023



TOWN OF FAIRHAVEN

FAIRHAVEN TOWN HALL AUDITORIUM RULES AND REGULATIONS

~~The Use of the~~ Fairhaven Town Hall ~~Facilities/-~~Auditorium (~~the “Auditorium”~~“Town Hall”) is available to non-profit, civic, charitable and governmental organizations for cultural or educational purposes, and for private events¹, but not for the purpose of partisan use to influence elections for office or ballot questions. However, Town government’s (the “Town”) programs and functions will have first priority in the scheduling of events in ~~Town Hall including~~ the Auditorium. Otherwise, ~~the Auditorium requests~~ will be reserved on a first come first served basis.

The following rules and regulations must be observed in the use of ~~the Auditorium~~Town Hall:

1. All requests for use of ~~the Auditorium~~Town Hall must be submitted to the Select Board on the Application for Auditorium Use form at least ~~sixty-thirty~~ (6030) days in advance of the requested event date.
2. The applicant is required to sign and complete the ~~Auditorium License~~-Application, the Release and Indemnification Agreement, and an acknowledgment that they have read, understood and agreed to comply with these rules and regulations
3. Nothing shall be sold, given, exhibited, advertised or displayed without prior permission of the Select Board.
4. Use of ~~the Auditorium~~Town Hall shall be limited to the hours of 8:00a.m. to midnight and no event may extend beyond 12 midnight or be held on any other day unless permission is granted by the Select Board.
5. No scenery shall be installed that is nailed or otherwise attached to any floors or walls of the stage or Auditorium. Set pieces, platforms, etc. must be free-standing or hung from overhead grid. No decorations may be stapled, tacked or tied to any Auditorium walls of fixtures. No walls or floors of the stage may be painted or otherwise altered. No scenery shall be installed that blocks safe access to stage or Auditorium doors or fire exits. If scenery or backdrop curtains, teasers, side legs, etc. are hung from overhead grid, all such materials must be removed following the production, and the Auditorium’s drops, curtains, etc. must be re-hung in the correct positions. All scenery materials, curtain fabrics and decorations must meet fireproof or flame-retardant regulations of Massachusetts and/or Federal and/or local code. All such materials may be subject to inspection and approval, and any such installation may be subject to inspection. Under no circumstances shall scenery or other property of a using organization be stored in the Auditorium without

¹ Private Events are defined as those functions that are closed to the general public and an admission fee is not charged. It includes such events as weddings, reunions, and birthday/anniversary parties. Use of the auditorium by private parties for the purpose of selling services and/or products is not permitted.

express permission, and in no event when such storage will interfere in the use of the Auditorium by the Town. All scenery and electrical equipment and any equipment supplying light, sound, atmospheric, i.e., water-based fog machines, or similar effects must be inspected and approved by the Chief of the Fire Department and the Building Inspector or their designees prior to the use of the stage or Auditorium. Pyrotechnic displays or artificial smoke of any sort are strictly prohibited.

6. The applicant shall be held responsible for the preservation of order and shall secure all licenses and permits require for public performances, including the provision for a police detail if required by the Select Board or the Chief of Police and food preparation and serving licenses as required by the Board of Health. Unless waived by the Select Board, Police details shall be required at all events to be attended by two hundred or more persons, all events serving alcoholic beverages, and any other events which the Select Board determine to require a police officer to maintain public order and safety. The applicant is responsible for the cost of police security. The applicant shall be required to provide liability insurance coverage and rented property insurance coverage, each in the amount of not less than \$1,000,000, naming the town as additional insured*.

****Proof of coverage must be provided to the Town Administrator at least seven days prior to the date of the scheduled event.***

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7. Consumption of Alcoholic Beverages in the Auditorium may be allowed by the Select Board under the following provisions:
If the applicant intends to sell/serve alcoholic beverages at the event, the applicant must apply for and be granted a Special "one day" license pursuant to M.G.L. Chapter 138, Section 14 and the Rules and Regulations for Special "one day" licenses of the Select Board, acting in their capacity as the Local Licensing Authority. If the applicant intends to serve alcoholic beverages but not charge for them, the applicant must obtain a special events insurance policy that provides for liquor liability coverage in the amount of not less than \$1,000,000 and that names the Town as an additional insured*.

*** Proof of coverage must be provided to the Town Administrator at least seven days prior to the date of the scheduled event.**

8. Consumption of Marijuana in any form or manner is prohibited.
9. A custodian will be required to be on duty during the event and thirty minutes prior to and following the event. The applicant is responsible for the cost of custodial services at the rate of Fifty dollars per hour (\$50).
10. ~~Unless waived by the Select Board, the~~ The applicant is responsible for paying in advance at least seven days prior to the event, ~~an Auditorium~~ the Town Hall Use Fee at a rate of ~~\$50 per hour with a minimum of three (3) hours per event for non-profit, civic, charitable and governmental organizations for cultural or educational purposes and~~ \$150 per hour with a minimum of three hours per event for private events and non-Town affiliated groups**, plus the cost of custodial services as determined by the Town Administrator. Additionally, the applicant is responsible to contact the appropriate department and for all applicable costs associated with Police Details, Fire/Emergency Management Services, Audio/Visual and Public Works fees.
11. A refundable security deposit in the form of a certified check made out the Town of Fairhaven and in the amount of the total rental fee shall be submitted at least seven days prior to event. (if the rental fee is waived by the Town, the security deposit shall be equal

to the amount of the rental fee if the fee had not been waived) The Town, at its sole discretion, may deduct from this security deposit any and all funds necessary to make repairs or clean the facility including the cost of custodial services not paid for by the applicant. The providing of a security deposit does not reduce, lessen or remove any obligation the applicant may have under the Release and Indemnification Agreement.

12. Applicant is responsible for delivery, pick-up and rental of additional chairs and tables if required. The Auditorium/Town Hall space used is to be swept clean and all trash removed after use by the applicant. The set-up and break-down of chairs and tables and additional clean-up by the custodian will be an additional charge at a rate of \$10 per hour (in addition the rate provided for in Section 9) and must be pre-arranged at least 48 hours in advance of the event. Restrooms are to be left clean after use.
13. No smoking is permitted within the Town Hall or within 15 ft. of ~~the primary~~any entrance of the building.
14. The event is limited to the occupancy limit as determined by the event and as approved by the Building Commissioner.
15. Only the preparation of light refreshments involving no cooking will be permitted in Auditorium area. Water is available for use in preparing coffee or tea. Any group serving refreshments must provide their own dishes, utensils, linens, etc.
16. The custodian is responsible for the opening and closing of the Town Hall.
17. The Select Board reserves the right to revoke permission to use ~~the Auditorium~~Town Hall for an applicant's non-compliance with the Rules and Regulations. The Select Board reserve the right to waive any or all fees under these Rules and Regulations when it is in the public interest to do so.

** Town Affiliated groups as defined by the Select Board:

- Fairhaven Improvement Association (FIA)
- North Fairhaven Improvement Association (NFIA)
- West Island Improvement Association (WIIA)
- East Fairhaven Improvement Association (EFIA)
- Whitfield-Manjiro Friendship Society
- Fairhaven Dollars for Scholars
- Town Departments, Committees, Boards, Commissions

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ADOPTED BY THE FAIRHAVEN SELECT BOARD – January 9, 2017

Revised by the Select Board on September 23, 2024

Revised by the Select Board on November 10, 2025

~~the Select Board on September 23, 2024~~



Town of Fairhaven
Massachusetts
Select Board
40 Center Street
Fairhaven, MA 02719
Tel: (508) 979-4023
Fax: (508) 979-4079
selectboard@Fairhaven-MA.gov

Release and Indemnification Agreement

In consideration of the rental from the Town of Fairhaven ("Town") of the Town Hall and or Town Hall Auditorium, the undersigned hereby releases and forever discharges the Town and its officers, agents and employees from all suits, claims and demands of any nature whatsoever, including for negligence, which he or she or his or her heirs or assigns may ever have for any personal or bodily injury, death or property damage arising out of, related to or resulting from, in whole or in part, the use of the premises as described above.

The undersigned further agrees, for him or herself and his or her heirs and assigns, to defend and indemnify the Town and its officers, agents and employees against all such suits, claims and demands by any third party, including invitees and others, and to save them forever harmless therefrom.

If any damage to the Town Hall and or Town Hall Auditorium or any equipment or appurtenance therein, results from any act or neglect of the undersigned, its agents, guests, licensees or invitees, ~~the~~ the undersigned shall be liable therefore and shall upon demand, reimburse the Town for all costs and expenses of such repairs and damages.

The undersigned hereby acknowledges that he or she has read and understands this release and Indemnification, and that if he or she is signing on behalf of another person or entity, he or she is authorized to do so and that such other person or entity intends to be fully bound hereby.

Signature: _____

Printed Name: _____

Date: _____

Before me: _____

Witness Signature



**Town of Fairhaven
Massachusetts
Select Board**

40 CENTER STREET
FAIRHAVEN, MA 02719

TEL: (508) 979-4023
FAX: (508) 979-4079
Selectboard@Fairhaven-MA.gov

APPLICANT FOR THE USE OF TOWN HALL AUDITORIUM

Name of Organization _____

Responsible Officer _____ Tel. No. _____

Address _____

Purpose of Use _____

Date Requested _____ Begin Time _____ End Time _____

REQUEST FOR AUDIO / VISUAL TECHNICIAN: YES _____ NO _____

Fee will be \$100.00 (up to three hours). Each additional hour will be charged \$25.00. Additional fee will be charged once additional hour begins. Cash or Check made out to The Town of Fairhaven

Select Board / **Town Administrator**

Police Chief **Department** Representative

Board of Health (if applicable)

Fire Department Inspection (if applicable)

Date

Building Department Inspection (if applicable)

FEES (To be completed by the Office of the Select Board)

Office Use only

Rental Fee x _____ hrs. at \$ _____ hr. = \$ _____

Refundable security deposit = \$ _____

_____ Audio \$100.00 plus _____ hrs. at \$25.00 /hr. = \$ _____

_____ Custodian x _____ hrs. at \$ _____ hr = \$ _____

_____ Police x _____ hrs. at \$ _____ hr = \$ _____

TOTAL FEES = \$ _____

I have received \$ _____ in fees and security deposit for the use of **the** Town Hall **Auditorium** on behalf of
the Town of Fairhaven from _____
Organization

Date: _____ Signed: _____
Select Board

(Security Deposit will be returned after inspection of the premises by the Select Board or its deignee, less any charge for clean up or repair.)



Monday, November 10, 2025

TOWN ADMINISTRATOR REPORT



Town of Fairhaven

Report of the Town Administrator

November 10, 2025

Financial Updates

- Department heads have begun drafting their departments future capital needs that will be incorporated into the FY27-FY31 Capital Improvement Plan. The deadline for department head submission is Wednesday, November 26th.

Project Updates

- Public Works will continue to flush fire hydrants over the next month, weather permitting. The recently completed upgrades to the water treatment plant, along with the ongoing hydrant flushing will improve the quality of water customers receive. The water quality being discharged from the plant is the highest since the water plant opened seventeen years ago. Once sediment have removed from the water lines through flushing, customers will notice the improvement to the water quality. Thank you for your patience.

Personnel Update

- There are no personnel updates this week.

Miscellaneous Updates

- Department heads met with Town Moderator Mark Sylvia to review the Town Meeting warrant articles in preparation for the Fall Town Meeting.
- The new Fire Department boat has been delivered. Fire Department staff will be training on the boat prior to the boat going into service. The boat being replaced was acquired as a Coast Guard surplus and has to be returned the State for redeployment.



Monday, November 10, 2025

MINUTES

1. Accept the Select Board Open Session minutes of October 27, 2025
2. Accept the Select Board Executive Session minutes of October 14 and 27, 2025



FAIRHAVEN SELECT BOARD

Meeting Minutes

October 27, 2025

G 1

Present: Charles Murphy Sr., Andrew Romano, Natalie A. Mello, Keith Silvia, Andrew B. Saunders and Keith R. Hickey

School Committee Present: Brian Monroe, Steph Pickup, Kelly Ochoa, Nicole Pacheco and Erik Andersen

Mr. Murphy opened the Select Board meeting at 6:32pm

Mr. Monroe opened the School Committee meeting at 6:35pm and took roll call.

A moment of silence was observed for Geraldine Cox.

SCHOOL COMMITTEE APPOINTMENT INTERVIEWS (Joint with the Fairhaven School Committee)

Interview Candidates for One School Committee Vacancy and Consider appointment.

Candidates: Donna McKenna, Krystal Lunn

Mr. Romano recused himself due to a conflict and said he also did not submit questions; he exited the Banquet Room at 6:36pm.

Mr. Monroe made a statement about an email sent to the Town Administrator and Superintendent of Schools stating that the School Committee had made its decision on who was being appointed. Mr. Monroe said that at no time has the board discussed the vote outside of this meeting, no vote has been taken and nothing decided; the School Committee acts with integrity.

Ms. Mello will represent the Select Board and Mr. Monroe will represent the School Committee in the interview process. Ms. Mello and Mr. Monroe asked each candidate the same questions in rotation. At the end of the interview, both candidates were thanked for stepping forward and they discussed the process for proceeding to a vote.

Motion: Mr. Monroe motioned to appoint Donna McKenna to the Fairhaven School Committee for a term through Town Elections in June, 2026. Ms. Pickup seconded. The motion passed (9-0-1) Mr. Romano abstained.

Motion: Ms. Pickup motioned to adjourn the School Committee meeting. Mr. Andersen seconded. The motion passed unanimously (5-0-0).

The School Committee adjourned at 6:56pm

Mr. Romano returned at 6:57pm

EXECUTIVE SESSION

Motion: Mr. Saunders motioned to enter into Executive Session pursuant to G.L. c. 30A, s. 21(a)(3) to discuss strategy with respect to litigation where the chair declares that an open session would have a detrimental effect on the Town's litigating position (NEPD v. Town of Fairhaven) and s. 21(a)(6) to consider the purchase, exchange, lease, or value of real property where the chair declares that an open session may have a detrimental effect on the Town's negotiating position (Rogers School property) and return to Open Session. Ms. Mello seconded. Roll Call Vote. Mr. Saunders, Ms. Mello, Mr. Murphy, Mr. Romano and Mr. Silvia in favor. The motion passed unanimously (5-0-0).

Meeting adjourned to Executive Session from 6:58pm to 7:24 pm

Motion: Mr. Saunders motioned to take item D3 out of order. Ms. Mello seconded. The motion passed (5-0-0).

APPOINTMENTS AND COMMUNITY ITEMS

Consider Appointment of David Darmofal to the Marine Resources Committee

David Darmofal addressed the Board and reviewed his background and interest in Marine Resources.

Motion: Mr. Saunders motioned to appoint David Darmofal to the Marine Resources Committee for a term through May, 2026. Ms. Mello seconded. The motion passed unanimously (5-0-0).

Mr. Murphy announced that the School Committee will be returning to do a roll call vote with the Board on the School Committee appointment.

PUBLIC HEARING 7:30PM

Mr. Murphy opened the public hearing at 7:30pm and read the notice.

Mr. Saunders recused himself due to a conflict and exited the Banquet Room at 7:31pm.

This hearing is to consider the approval of three concurrent transactions: An application submitted for the transfer of an All-Alcohol License from Gamache Restaurant dba Courtyard Restaurant previous owner Matthew Gamache to Sail House Tavern, LLC new owner Howard S and Linda L Plaud located at 109 Middle St, Fairhaven; *AND* a change in location from 270 Huttleston Ave. to 109 Middle St Fairhaven, MA; *AND* a pledge of license in the amount of \$100,000 to Matthew Gamache.

Attorney Michael Kehoe addressed the Select Board and reviewed the application details. The location is the former VFW and the club license is being surrendered to the state. The new location will be a full restaurant and all servers will be TIPS certified at opening. The opening date is to be determined.

Public Comment: None received

Mr. Murphy closed the public hearing at 7:35pm

Motion: Ms. Mello motioned to approve with amendment to Linda L. Plaud, not Linda I. Plaud, three concurrent transactions as follows: approve the transfer of an All Alcohol License from Gamache Restaurant dba Courtyard Restaurant previous owner Matthew Gamache to Sail House Tavern, LLC new owner Howard S. and Linda L. Plaud located at 109 Middle St, Fairhaven, AND, approve a change in location from 270 Huttleston Ave. to 109 Middle St Fairhaven, MA, AND, approve a pledge of license in the amount of \$100,000 to Matthew Gamache. Mr. Romano seconded. *Ms. Mello rescinded her motion; Mr. Romano rescinded his second.*

Motion: Ms. Mello motioned to approve three concurrent transactions as follows: approve the transfer of an All Alcohol License from Gamache Restaurant dba Courtyard Restaurant previous owner Matthew Gamache to Sail House Tavern, LLC new owner Howard S. and Linda L. Plaud located at 109 Middle St, Fairhaven, AND, approve a change in location from 270 Huttleston Ave. to 109 Middle St Fairhaven, MA, AND, approve a pledge of license in the amount of \$100,000 to Matthew Gamache. Mr. Romano seconded. The motion passed (4-0-1) Mr. Saunders abstained.

Mr. Saunders returned at 7:37pm.

REVISIT SCHOOL COMMITTEE APPOINTMENT (Joint with the Fairhaven School Committee)

Mr. Romano recused himself and exited the Banquet Room at 7:38pm.

Mr. Monroe opened the School Committee meeting at 7:39pm and took roll call, present via zoom: Steph Pickup, present in person: Brian Monroe, Erik Andersen, Kelly Ochoa and Nicole Pacheco

Mr. Murphy announced that the Select Board and School Committee are revisiting the appointment of Donna

McKenna to the School Committee, rescinding the earlier vote in order to do a roll call vote for the appointment.

Mr. Monroe rescinded his motion and Ms. Pickup rescinded her second.

Motion: Mr. Monroe motioned to appoint Donna McKenna to the Fairhaven School Committee for a term through Town Elections in June, 2026. Mr. Murphy seconded. Roll Call Vote: Mr. Saunders in favor of Donna McKenna, Ms. Mello in favor of Donna McKenna, Mr. Murphy in favor of Donna McKenna, Mr. Silvia in favor of Donna McKenna, Mr. Monroe in favor of Donna McKenna, Ms. Pacheco in favor of Donna McKenna, Ms. Ochoa in favor of Donna McKenna, Mr. Andersen in favor of Donna McKenna, and Steph Pickup in favor of Donna McKenna. Mr. Romano abstained. The motion passed (9-0-1) Mr. Romano abstained.

Motion: Ms. Pacheco motioned to adjourn the School Committee meeting. Ms. Ochoa seconded. Roll Call Vote: Mr. Andersen in favor, Ms. Ochoa in favor, Mr. Monroe in favor, Ms. Pacheco in favor and Ms. Pickup in favor. The motion passed unanimously (5-0-0).

The School Committee adjourned at 7:46pm

Mr. Romano returned at 7:47pm.

APPOINTMENTS AND COMMUNITY ITEMS

Discussion on Traffic Impact due to the Route 18/Interstate 195 Interchange Project

Lt. Kevin Swain, Officer Scott Coelho and Highway Superintendent Josh Crabb addressed the Board regarding concerns on the MassDOT road projects. MassDOT was invited and did not confirm attending tonight. Mr. Saunders explained the context of the discussion request due to the rotating closure of the exits to Route 18 for work in Interstate 195. Livable Streets requested a proactive review and for the Police to observe and report back for potential recommendations to MassDOT.

Lt. Swain advised the Board that there have been no serious issues reported recently and they are monitoring. The work on the Fairhaven/New Bedford Bridge is several years out. The department receives updates on changes to traffic patterns and project requests for mitigation and will ask for delays or alternatives as needed.

The Board asked for periodic updates and continued monitoring.

Request to Establish a Veteran Membership Category at the Fairhaven Recreation Center

Recreation Center Director Bernadette Barreira addressed the Board about establishing a Veteran Membership Category to allow the veteran rates to be same as the fees charged to the senior membership. The Board thanked Ms. Barreira for bringing this request forward and asked clarifying questions about the membership and services.

Motion: Mr. Saunders motioned to establish a Veteran Membership Category at the Recreation Center and have the rates be consistent with those charged to the senior membership as outlined in the request. Ms. Mello seconded. The motion passed unanimously (5-0-0).

Mr. Silvia thanked Ms. Barreira and staff for the Halloween event.

PUBLIC COMMENT

Ken Blanchard of Adams Street addressed the Board about the recent Massachusetts Municipal Association (MMA) report titled A Perfect Storm: Cities and Towns Face Historic Fiscal Pressures (*Attachment A*). He read excerpts on tax rates, state aid percentages, what an increase of two percentage points would mean to Fairhaven, declines in education and decreases in unrestricted aid. Mr. Blanchard said it speaks to the mis-management by state leaders and that it seems that the state leaders are waiting for towns to raise taxes and not them. He said with energy bills increasing, water and sewer rates raising due to unfunded mandates, every Select Board and town should demand raises in state aid.

Carolyn Young of Eddy Street addressed the Select Board to thank the Board of Health (BOH) with the turbine flicker nuisance and said she had questions. Did the Select Board receive the letter from the BOH? Will the BOH

ruling impact negotiations with Fairhaven Wind? She hopes the Board will hold out on any more negotiations or contract talks until all studies the BOH is doing are complete and can she get a copy of the most recent proposal from Fairhaven Wind. Things are happening and they have not seen anything and would like it made public and not done behind closed doors.

ACTION/DISCUSSION

Discussion on Atlas Tack Working Group (ATWG) meetings

Rick Trapilo addressed the Board to revisit the discussion from the last Select Board meeting. He listed the members of the ATWG: Keith Silvia, Rick Trapilo, Doug Brady, Ken Blanchard, Brian Messier, Mike Sherman, Brandon Estrella, Patricia Estrella, Kathy Melanson, David Gerber, Fernando Lemos and Patrick Carr. The meetings had been closed to the public out of an abundance of caution and after reviewing feedback about opening the meetings to the public, the ATWG will open their meetings to the public with some meetings like with EPA or DEP be protected due to their nature.

Mr. Trapilo will forward a schedule to be posted online. Brief discussion ensued about the meeting being live via zoom and in person with the recording rebroadcast versus a live broadcast and the Town Bylaw not applying to a working group. Due to challenges with advanced notice and running a zoom offsite, ad hoc meetings with three to four members are not been scheduled and will be handled similar to site visits. All records have been put on file with the Town Clerk's Office.

Mr. Hickey added that the Building Commissioner is still trying to work with the Trust on safety remediation and the fence. Mr. Hickey will check on the status.

Mr. Trapilo summarized the next steps as a comprehensive report for the Select Board and Town Administrator, develop a detailed inventory of each parcel of the forty-four acres of the site; approximately fourteen for the building and thirty for the land, understanding of the ownership and obligations and an analysis of potential future site usages.

Request by Resident to Change the Atlas Tack Working Group to a Committee

Mr. Hickey advised the Board that based on the discussion and the ATWG's willingness to open the meetings to the public, the concerns have been addressed and recommended allowing the ATWG to continue as a working group.

Brief discussion ensued on the context of the request, allowing public participation, opening the meetings and volunteer opportunities.

Ratify Collective Bargaining Agreements: Highway, Clerical

Mr. Hickey reviewed the request and added that the Memorandums of Agreement are similar to other negotiated terms and the costs fall within the amount approved for Collective Bargaining purposes.

Motion: Mr. Saunders motioned to ratify the Memorandum of Agreement between the Town of Fairhaven and Council 93 of the American Federation of State, County and Municipal Employees AFL-CIO (AFSCME), Clerical. Ms. Mello seconded. The motion passed unanimously (5-0-0).

Motion: Mr. Saunders motioned to ratify the Memorandum of Agreement between the Town of Fairhaven and Council 93 of the American Federation of State, County and Municipal Employees AFL-CIO (AFSCME), Highway.

Ms. Mello asked about a typo on the cover showing "ALF-CIO" instead of AFL-CIO. Mr. Hickey will have the correction made.

On the Motion: Mr. Saunders motioned to ratify the Memorandum of Agreement between the Town of Fairhaven and Council 93 of the American Federation of State, County and Municipal Employees AFL-CIO (AFSCME), Highway with the correction. Ms. Mello seconded. The motion passed unanimously (5-0-0).

Open Meeting Law Complaint Received October 15, 2025: Patrick Higgins

A request under the Open Meeting Law for Executive Session minutes was received from Patrick Higgins on October 4, 2025, the Board placed a review of the requested minutes on their agenda for October 14, 2025 and provided all released minutes within the requested timeframe on October 15, 2025. An Open Meeting Law complaint was received from Mr. Higgins on October 15, 2025. Town Counsel reviewed the complaint, the response and the draft provided to the Board (*Attachment B*).

Motion: Mr. Saunders motioned to accept and send the response to the Open Meeting Law complaint filed by Patrick Higgins on October 15, 2025 prepared by Petrini & Associates. Ms. Mello seconded. The motion passed unanimously (5-0-0).

TOWN ADMINISTRATOR REPORT

Mr. Hickey read his report (*Attachment C*)

- Mr. Romano asked about the duties of the staff in the positions of Land Use and Planning Director, Conservation Agent and Community Development Coordinator. Mr. Hickey said there are different responsibilities under different titles and the Town will advertise for a Planning Director based on the roles and compensation and use the Massachusetts Municipal Association website, the Town website and Assessor Association websites to advertise the openings. Mr. Hickey added that further review of roles and responsibilities would be done to determine other changes as necessary.
- The Eighth Annual Haunted Halloween event will take place on Thursday, October 30, 2025 at Town Hall.

BOARD MEMBER ITEMS / COMMITTEE LIAISON REPORTS

Mr. Saunders had no meetings to report on.

Ms. Mello reported:

- The Library met, no November meeting.
- Historical Commission has a future meeting.

Mr. Hickey added that under the personnel updates, Diane Tomassetti resigned from the Planning Board and then asked to rescind her resignation. Town Counsel reviewed the request and their opinion is that it cannot be rescinded after it has been recorded by the Town Clerk. Discussion occurred referring to Roberts Rules of Order but they do not supersede state law. Another question was whether the Select Board accepted the resignation; the Select Board does not and should not accept the resignation of an elected official.

Mr. Murphy reported

- The Sister-City Committee met and discussed ways to improve and enhance the Manjiro Festival. Jason Sardinha will be putting a timeline book together as a guide for the next Manjiro Festival in 2027.
- Lagoa has a meeting scheduled tonight

Mr. Saunders asked for the process of applying for the open Planning Board seat. Mr. Hickey advised that Ms. Hart has posted the opening, application deadlines and will place it on the November 10th agenda which will be a joint meeting with the Planning Board to appoint. The deadline for applying is October 31st at noon.

Mr. Romano reported:

- He met with Mr. Hickey to review the Use of Town Hall process and will place a draft on the next agenda for review.
- Sustainability and Town Meeting Advisory Committee did not post agendas to meet
- Belonging Committee has openings, if interested in the Belonging Committee or other opportunities, consider applying.
- Mr. Romano asked if Mr. Hickey could follow-up on the solar presentation from June and provide any updates to the Board
- Mr. Romano said he wanted to go on record about the talk lately about “secret meetings” that members of bodies took part in which includes this Board. He said it is his belief that no members of this Board took part in any secret meetings with an attempt to harm the community. If it was Mr. Murphy or Mr. Sylvia in

regards to planning, then they were requested to be there by the Interim Town Administrator and thanked them for their willingness to get involved if any meeting took place.

Mr. Silvia had no meetings to report on.

MINUTES

Motion: Mr. Saunders motioned to accept the Open Session minutes of October 14, 2025. Ms. Mello seconded. The motion passed unanimously (5-0-0).

Accept the Select Board Executive Session minutes of October 14, 2025

Tabled to the next agenda

CORRESPONDENCE

Atlas Tack Working Group Email: Karen Vilandry, President, Hands Across the River Coalition, Inc.; Whitfield-Manjiro Friendship Society, Inc. letter: Gerald P. Rooney, Chairman & CEO; Philbrick Talk Email (*Attachment D*)

Motion: Mr. Saunders motioned to enter the Select Board correspondence as listed into the record. Ms. Mello seconded. The motion passed unanimously (5-0-0).

NEWS AND ANNOUNCEMENTS

- The next regularly scheduled Select Board meeting: *Monday, October 27, 2025 at 6:30pm*

Quote:

"Small acts of kindness can make a big impact — especially right here at home." — Anonymous

Meeting adjourned to Executive Session at 8:54pm

ATTACHMENTS

- A. Massachusetts Municipal Association A Perfect Storm: Cities and Towns Face Historic Fiscal Pressures
- B. Open Meeting Law Response
- C. Town Administrator Response
- D. Correspondence: Atlas Tack Working Group Email: Karen Vilandry, President, Hands Across the River Coalition, Inc.; Whitfield-Manjiro Friendship Society, Inc. letter: Gerald P. Rooney, Chairman & CEO; Philbrick Talk Email

Respectfully submitted on behalf of the Select Board Clerk (ah)

Accepted on ____



Monday, October 27, 2025

CORRESPONDENCE

1. Contact Form: Michelle Costen
2. Letter of Thanks: Mayor Yoh Hodo-oka, Tosashimizu City, Japan

Public Comment -CPA funds

1 message

michelle costen <michcosten@gmail.com>

Mon, Oct 20, 2025 at 10:38 AM

To: selectboard@fairhaven-ma.gov, TownAdmin@fairhaven-ma.gov, Charlie Murphy <cmurphy@molifeinc.com>, ksilvia2@yahoo.com

To the Selectmen/board,

I wanted to bring it to your attention that in the 2024 Community Preservation Plan, it was stated on page 11, that the public had a Polling in 2022 and listed their "primary" concerns were involving cost of housing. This concern remains even greater today, as a well known fact, in 2025.

But when you look at page 47, the last page of this plan, where totals of appropriations are documented, 56% of appropriations went towards historic uses, and a 15% went towards housing needs. And not all of this historic maintenance was even involving buildings that are publicly owned.

Think about this?

Are town hall officials, (be they volunteers or paid positions) really listening to Fairhaven constituents?

Most of the new housing that is being planned and or developed in Fairhaven is \$750,000 and up.

We are still excluding our moderate income earners who offer vital services to the community, and who make up most of our community and population. These people would be police officers, firefighters, nurses, teaches, ambulance drivers/ EMT's. etc..Who no longer can afford to buy a house in Fairhaven. And of course, what about the elderly who cannot find affordable senior housing?

CPA funds can be used to create/or help preserve, low and moderate income housing. For seniors and people of all ages who live and work in our community.

On the first page of this community plan, you are thanking the public for being the majority funding source and who make it possible to have these funds available, and yet their Primary polling concerns are in the lowest percentage of Appropriations. ???

Public officials are not listening to their majority constituents. This is why we don't have a 2 1/2 proposition passed. Constituents don't believe that town hall officials will use it appropriately.

This is not my opinion. It's become a mathematical fact.

The proof is in the pudding.

I believe it's less than 3000 people who vote, out of Approximately 14,000 people who are registered voters.

-People don't vote because there is an inner knowing by the major majority people, that town hall officials aren't really listening to their real needs. And they're just too hard-working and busy trying to survive, to be fighting town hall all the time.

When I looked at the most recent CPC agenda, 10/15/25 of this past week, again, housing was at the bottom of the list. There were no monetary values noted on the agenda, so it's hard for the public to really know what is being distributed. But CPA funds should be transparent, and you should be putting amounts right next to the applicants name on the agenda.

Michelle Costen
Fairhaven, Ma

COMMUNITY HOUSING

The CPA statute defines “community housing” as housing for low- and moderate-income individuals and families, including senior housing. “Low-income housing” is for households whose annual income is less than 80% of the area-wide median income (AMI). “Moderate income housing” is for households whose annual income is less than 100% of the area-wide median income. The area-wide median income is determined annually by the United States Department of Housing and Urban Development.

According to the 2024 CPA Affordable Housing Income Limits, the Area wide Median Income for a Family of Four within Fairhaven’s Census Area Designation (Providence-Warwick, RI-MA MSA, New Bedford HMFA) was \$91,300. However, for housing units created with CPA funds to be counted toward Fairhaven’s 10% affordable housing goal, the units must serve those households whose annual income is less than 80% of the area-wide median income, which the CPA lists as \$73,040 for a family of four.

Fairhaven has some lower-cost market housing units, primarily rental in double and triple decker apartments, but very few of these qualify as countable affordable housing units under State law. In Massachusetts, the term “affordable housing” applies to housing units made affordable to low-and moderate-income households by a recorded deed rider that restricts sale prices and rents in perpetuity to income eligible households.

CPA funds may be expended “for the creation, preservation and support of community housing and for the rehabilitation or restoration ... of community housing,” but not including maintenance. The Fairhaven Housing Authority historically has been the local agency responsible for implementation of community housing projects.

Community Housing Resources and Needs

During the development of the Master Plan, *Fairhaven 2040* (2017), residents of the Town reaffirmed their commitment to provide affordable housing. In order to retain Fairhaven’s community character, it is critical for the Town to encourage and enable a diverse range of resident households to live here. These include municipal and school employees, people who work locally, elderly residents, the adult children of Fairhaven residents, and other first-time home buyers.

The high cost of housing continues to be a major concern of Massachusetts residents. In August of 2022, the Mass INC Polling group conducted a survey on the economic concerns of voters, and the costs of housing and living were their primary issues. Additionally, voters overall supported a shift towards more responsible development and local rent control policies.

In previous polls, such as the UMass Donahue Institute/CHAPA Housing Poll, respondents reported the cost of housing makes it hard to make ends meet; causes them to seriously consider moving out of Massachusetts; prevents elderly residents from staying in their town

DRAFT COPY - Appendix – All Approved CPC Projects

Project Name	Description	Approval Date	Categories	Status
BBC Carvalho Woods Conservation	For the Town, by and through the Conservation Commission, to purchase a conservation restriction (\$80,000) and pay for project costs and public access enhancements (\$30,000) on a 5.92 acre vacant lot at 144 Shaw Road. The CR would permanently protect the lot and allow for the creation of a walking trail from the Phoenix Bike Path near the north of the property to Shaw Road and the existing Carvalho Farm trail to the south.	05/04/2024	Open Space	In Progress
FHA – Anthony Haven Window Replacement	Replace 75 windows to preserve the integrity of the public housing complex with 24 one-bedroom apartments for seniors over 60 and handicapped/disabled tenants.	05/04/2024	Housing	In Progress
Town Hall Repairs – East Retaining Wall	Repair the Town Hall East Retaining Wall along the Walnut Street Side of the building. The repair would require disassembling the wall and accompanying wrought iron fence and sidewalk, rebuilding the stonework, fence, and sidewalk, and installing a new drainage system to mitigate future issues.	05/04/2024	Historic	In Progress

Overview of Projects By Type – Total Appropriations Calculated Based on the Community Preservation Coalition Database Listings						
Project Type	Total Appropriations	Percentage of Appropriations	Completed	In Progress	Total	Percentage of Projects
Open Space	\$1,455,915	16%	10	6	16	13%
Historic	\$5,156,830	56%	49	14	64*	53%
Housing	\$1,399,371	15%	18	4	22	18%
Recreation	\$1,244,282	13%	11	8	19	16%

*The Fort Phoenix Restoration project from 2006 was cancelled.

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The Committee wishes to thank the citizens of the Town, Town and State officials, and Committee members for their help in the development of this Plan.

For additional information on the CPA statute and how it is being applied in towns across the State, visit the Community Preservation Coalition website at www.communitypreservation.org. For information on Fairhaven's Community Preservation activity, visit the Town website at <https://www.fairhaven-ma.gov/community-preservation-committee>.



Town of Fairhaven
Select Board

On behalf of the City of Tosashimizu, I offer our sincere thanks to the Town of Fairhaven for the warm welcome and generous support extended to our delegation during the John Manjiro Festival on October 4, 2025. Your hospitality made every member of our group feel at home and deepened the friendship that connects our communities across the ocean.

First, please accept my heartfelt thanks to the people of Fairhaven for their warm reception and thoughtful kindness. Thanks to the town-wide spirit of support, our delegation felt welcomed throughout our stay.

Through the generous cooperation of Fairhaven High School, the students and staff of Shimizu High School enjoyed meaningful opportunities for exchange and learning at the school and in the community, creating unforgettable memories for everyone.

We are especially grateful to the Unitarian Universalist Society of Fairhaven for hosting our students in homestays. Sharing daily life with Fairhaven families strengthened mutual understanding and the bonds of friendship in a way that only home life can provide.

We also extend our deep appreciation to Gerry and Ayako Rooney and to the Whitfield Manjiro Friendship Society. Their steady dedication over many years has built the bridge of trust and exchange between Fairhaven and Tosashimizu. We are honored to cross that bridge together.

Looking ahead, the year 2027 will be a historic milestone. We will return to Fairhaven to celebrate the twentieth Fairhaven John Manjiro Festival, the two hundredth anniversary of John Manjiro's birth, and the fortieth anniversary of our sister city relationship. We look forward to marking this special year with you and to strengthening our cooperation in education, culture, and civic friendship. Together, we will pass this friendship to the next generation.

Once again, thank you for your kindness and partnership. We cherish this relationship and remain committed to working with you in the years to come.

With gratitude and respect,
Yoh Hodo-oka
Mayor, City of Tosashimizu
Kochi Prefecture, Japan