



FAIRHAVEN TOWN CLERK
FAIRHAVEN SELECT BOARD AGENDA

RECD 2026 JAN 14 PM2:07

January 20, 2026 6:00 p.m.
Town Hall – 40 Center Street – Fairhaven

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

A. APPOINTMENTS AND COMMUNITY ITEMS

1. Consider Appointment: Principal Assessor: Bruce Cabral
2. Use of Town Hall: Fairhaven's 214th Birthday Celebration: Sunday, February 22, 2026 from 3-6:00pm
3. Special One-Day All Alcohol License: Discover Fairhaven: Fairhaven's 214th Birthday Celebration: Sunday, February 22, 2026 from 3-5:30pm
4. Special One-Day All Alcohol License: Saint Joseph's PTO Charcuterie Making Event: Wednesday, February 11, 2026 from 6-8:30pm
5. Use of Town Hall: Fairhaven Dollars for Scholars: Scholarship Awards Ceremony: Wednesday, May 20, 2026 from 6:30-8:30pm

B. MINUTES

1. Accept the Open Session minutes of January 12, 2026
2. Accept the Executive Session minutes of January 12, 2026
3. Consider the release of the Executive Session minutes of January 12, 2026

C. NEWS AND ANNOUNCEMENTS

The next regularly scheduled Select Board meeting: ***Monday, January 26, 2026*** at 6:30pm

D. 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

January 20, 2026 6:00 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. APPOINTMENTS AND COMMUNITY ITEMS

- 1. Consider Appointment: Principal Assessor: Bruce Cabral** – Upon completion of the advertising and interview process, Town Administrator Keith Hickey is recommending the appointment of Bruce Cabral to the Principal Assessor with a tentative start date of February 9, 2026. Included in your Board materials is the resume of Mr. Cabral who has been in the assessing/appraisal profession for nearly 30 years and is an Accredited Massachusetts Assessor.

Suggested Motion:

“Move to (appoint/not appoint) Bruce Cabral as Principal Assessor.”

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: Fairhaven's 214th Birthday Celebration: Sun., Feb. 22, 2026 from 3:00 to 6:00pm** - Community Development Coordinator Alyssa Botelho has submitted an application to use the Town Hall on Sunday, February 22nd for the Town's 214th Birthday Celebration. The event is planned for outside. Use of the Town Hall will only occur if there is inclement weather.

Suggested Motion:

"Move to (approve/not approve) the Discover Fairhaven request to use the Town Hall on Sunday, February 22, 2026 from 3:00pm to 6:00pm. As a Town department, there is no rental or custodial fee."

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

- 3. Special One-Day All Alcohol License: Discover Fairhaven: Fairhaven's 214th Birthday Celebration: Sunday, February 22, 2026 from 3-5:30pm** - Community Development Coordinator Alyssa Botelho applied for a Special One-Day All Alcohol License on Sunday, February 22nd during the Town's 214th Birthday Celebration.

Suggested Motion:

"Move to (approve/not approve) the Special One-Day All Alcohol License on Sunday, February 22, 2026 from 3:00 pm to 5:30 pm."

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

- 4. Special One-Day All Alcohol License: Saint Joseph's PTO Charcuterie Making Event: Wednesday, February 11, 2026 from 6:00 pm to 8:30 pm** - The Saint Joseph School Parent Teacher Organization (PTO) applied for a Special One-Day All Alcohol License on Wednesday, February 11, 2026 from 6:00 pm to 8:30 pm for a PTO Charcuterie Making Event.

Suggested Motion:

"Move to (approve/not approve) the Special One-Day All Alcohol License on Wednesday, February 11, 2026 from 6:00pm to 8:30pm for a PTO Charcuterie Making Event at St. Joseph's School."

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

- 5. Use of Town Hall: Fairhaven Dollars for Scholars: Scholarship Awards Ceremony: Wednesday, May 20, 2026 from 6:30-8:30pm** - Fairhaven Dollars for Scholars applied for use of the Town Hall Auditorium for a Scholarship Awards Ceremony on Wednesday, May 20, 2026 from 6:30-8:30pm.

Suggested Motion:

"Move to (approve/not approve) the request to use the Town Hall on Wednesday, May 20, 2026 from 6:30pm to 8:30pm for a Scholarship Awards Ceremony. As a Town Affiliated group, only custodial fees apply."

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

B. MINUTES

1. Accept the Open Session minutes of January 12, 2026

Suggested Motion:

“Move to (accept/not accept) the open session minutes of January 12, 2026 (as presented/as amended)”

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

2. Accept the Executive Session minutes of January 12, 2026

Suggested Motion:

“Move to (accept/not accept) the executive session minutes of January 12, 2026 (as presented/as amended)”

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

3. Consider the release of the Executive Session minutes of January 12, 2026
Per G.L. c. 30A §22(g)

Suggested Motion:

“Move to (release/not release) the executive session minutes of January 12, 2026 as accepted”

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

C. NEWS AND ANNOUNCEMENTS

The next regularly scheduled Select Board meeting: *Monday, January 26, 2026* at 6:30pm

D. ADJOURN



Tuesday, January 20, 2026

APPOINTMENTS AND COMMUNITY ITEMS

1. Consider Appointment: Principal Assessor: Bruce Cabral
2. Use of Town Hall: Fairhaven's 214th Birthday Celebration:
Sunday, February 22, 2026 from 3-6:00pm
3. Special One-Day All Alcohol License: Discover Fairhaven: Fairhaven's
214th Birthday Celebration: Sunday, February 22, 2026 from 3-5:30pm
4. Special One-Day All Alcohol License: Saint Joseph's PTO Charcuterie
Making Event: Wednesday, February 11, 2026 from 6-8:30pm
5. Use of Town Hall: Fairhaven Dollars for Scholars: Scholarship Awards
Ceremony: Wednesday, May 20, 2026 from 6:30-8:30pm

Experience

Assistant Assessor

Massachusetts Accredited Assessor (MAA) # 1317

Town of Falmouth, MA September 2020 - Present

Town of Bourne, MA September 2016 - May 2018

City of Woburn, MA September 2014 – September 2016

Town of Eastham, MA (Field Appraiser) May 2012 – June 2014

- Inspected residential and commercial properties.
- Analyzed building plans, new construction progress, land plans and deeds.
- Utilized Computer Assisted Mass Appraisal (CAMA) software including Vision, Patriot (Catalis) and Pk Valuation. Geographic Information Systems (GIS) including NearMap, ESRI and MassGIS.
- Maintained records and transfer of data using MUNIS, SoftRight (Accela) and Vadar Software.
- Participated in DOR Certification process and fulfillment of DOR directives.
- Assisted taxpayers with questions related to taxation, mass appraisal, abatements, excise tax and exemptions.
- Produced customized SAP Crystal Reports and Excel spreadsheets for data analysis using SQL skills.
- Coordinated large-scale Cyclical Inspection plans which effectively eliminated departmental backlogs.
- Analyzed data, produced reports and co-directed programs resulting in substantial New Growth for each community.

Director of Assessing

Town of Bourne, MA May 2018 - March 2020

- Administered assessment of \$4.9 billion in total property value which contributed to a \$52.8 million tax levy.
- Valued Real and Personal Property.
- Managed department budget and staff of four team members, plus senior workers.
- Presented material at annual Classification Hearings to Select Board and Water District Commissioners.
- Developed projections and compiled tax rate and New Growth information for the Massachusetts Bureau of Local Assessment.
- Managed information in Massachusetts Department of Revenue (DOR) Gateway System.
- Represented the Town of Bourne at Massachusetts Appellate Tax Board (ATB).
- Managed PILOT Program.
- Coordinated abatement and exemption review processes.
- Reviewed applications for Chapter 61 (Forestry), 61A (Agricultural) & 61B (Recreational) land.
- Coordinated distribution, review and processing of Exemption forms, Income & Expense forms, 3ABC forms and Form of Lists.
- Developed Request for Proposals (RFP), in compliance with Massachusetts procurement regulations, for contractor services.
- Maintained excellent communication with Board of Assessors, town administration, municipal departments, DOR and the public.
- Delivered presentations to the Council on Aging and Veterans group related to exemptions.

Certified Residential Real Estate Appraiser

Massachusetts Certification License # 70108 (March 2001 - November 2024 in renewal)

Direct Appraisal Inc – Mashpee, MA December 1996 – November 2018

Owner / General Manager

- Appraised complex residential properties.
- Recruited, trained and supervised staff.
- Managed operations and accounting.
- Ensured compliance with USPAP, UAD, CU, Fannie Mae, Freddie Mac, FHA and other regulatory entities.
- Researched and analyzed data from sources including Multiple Listing Service (MLS), S&P/Case-Shiller, The Warren Group, Registry of Deeds.
- Marketed services and maintained client relations.
- Developed floor plan sketches with Apex Software.

Tax Software Analyst

Turbo Tax (Intuit Software, Inc) – San Diego, CA October 1994 – November 1996

- Advised software engineers on tax topics.
- Assisted with programming.
- Tested software and provided solutions to problems.
- Recommended enhancements to software.

Grants Administrator / Administrative Assistant

University of California – Office of Post Award Financial Services - Accounting Department

San Diego, CA January 1993 – March 1994

MIT (Massachusetts Institute of Technology) – Department of Earth, Atmospheric and Planetary Sciences

Cambridge, MA January 1990 – November 1992

- Monitored and reconciled research grant accounting.
- Managed research funds from sponsors such as National Science Foundation (NSF), National Oceanic and Atmospheric Administration (NOAA), National Institutes of Health (NIH), National Aeronautics and Space Administration (NASA) and corporations.
- Designed and implemented enhancements to Paradox database billing system.
- Performed office duties for group of 20 professors, researchers and students.
- Prepared budgets for research proposals.
- Maintained office equipment.
- Assisted with manuscript preparation.
- Trained new employees.

Advertising Sales Regional Manager

WKPE (Cape 104) Radio Station – Orleans, MA March 1987 – June 1989

- Trained and directed sales staff.
- Substantially increased revenue.
- Designed and recorded commercials.
- Participated in charitable organizations and events.
- Developed sales incentive programs and successful radio advertising campaigns for clients.

Accounting Clerk

Accountemps (Robert Half Company) - Lexington, MA June 1986 – March 1987

Assignments: SunLife Insurance and Honeywell Corporation

- Assisted with audits.
- Reconciled accounts.
- Administered collection policies.
- Participated in payroll management.
- Performed data entry.

Education

- Bentley College - Waltham, MA - Bachelor of Science Degree in Management 1986
- International Association of Assessing Officers (IAAO) - Kansas City, MO - Valuation Courses
- Massachusetts Association of Assessing Officers (MAAO) - Northborough, MA - Valuation and Administration Courses
- Massachusetts Board of Real Estate Appraisers (MBREA) - Boston, MA - Valuation Courses
- Appraisal Institute – Chicago, IL - Online Valuation Courses

Membership & Volunteerism

- Barnstable County Assessors Association – President 2022
- Internal Revenue Service (IRS) – Certified Volunteer Income Tax Assistant
- Massachusetts Association of Assessing Officers

Certifications, Skills and Interest

- Massachusetts Accredited Assessor (MAA) # 1317
- Microsoft Software Skills including Excel, Word and PowerPoint
- Typing Ability of 50 WPM
- Youth Sports Coach
- 10 Key Accounting Calculator Skills
- Bourne Town Administrator Award for Integrity, Service & Excellence 2020

Massachusetts Association of Assessing Officers

Be It Known That

Massachusetts Accredited Assessor

No. 1317

Is Hereby Conferred Upon

Bruce C. Cabral

On April 10, 2018

In Recognition Of Having Successfully
Completed The Prescribed Requirements
For Such Designation


MAAO President


Chairman
MAAO Professional Admissions Committee




Commissioner
Department of Revenue


Assistant Deputy Commissioner
Department of Revenue



Dear Members of the Fairhaven Select Board,

I am writing to provide context in support of the upcoming requests related to Fairhaven's 214th Birthday Celebration, planned for Sunday, February 22, from 3:00–6:00 PM, in the Town Center.

This event is being organized by the Office of Tourism, Community & Economic Development with a specific focus on the *community* aspect of our work—creating opportunities for residents to gather, reflect, and reconnect with Fairhaven's shared identity and history.

The celebration, held on the date of Fairhaven's incorporation as a Town in 1812, is intentionally designed as a relaxed, family-friendly winter event, centered on Center Street and potentially inside Town Hall. Plans include a small number of Fairhaven-focused vendors, minimal food trucks, community groups with tables, fire pits with s'mores, music, and a tented gathering area. In the event of inclement weather, the event will move fully indoors at Town Hall.

We are also exploring the possibility of appearances by notable Fairhaven historical figures to add a fun, educational element.

To further commemorate this anniversary, it would be wonderful if the Select Board would approve changing the clock tower lights to blue and white for February 22nd. If approved, I will coordinate with Building Manager Kevin Fournier.

Thank you for your consideration and continued support. I am happy to provide any additional information as needed.

Respectfully,

Alyssa Botelho
Director of Tourism, Community & Economic Development
Town of Fairhaven





**Town of Fairhaven
Massachusetts
Select Board**

40 CENTER STREET
FAIRHAVEN, MA 02719

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

APPLICANT FOR THE USE OF TOWN HALL AUDITORIUM

Name of Organization Discover Fairhaven (Office of Tourism, Community & Economic Development)

Responsible Officer Alyssa Botelho Tel. No. 508-979-4085

Address 40 Center Street

Purpose of Use Fairhaven's 214th Birthday Celebration

Date Requested February 22, 2026 Begin Time 3pm End Time 6pm

REQUESTED USE APPROVED TO AVAILABILITY:

Conditions:

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 /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 _____ hrs. at \$ _____ hr. = \$ _____

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

_____ Audio \$100.00 plus x _____ 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

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 designee, less any charge for clean up or repair.)



TOWN OF FAIRHAVEN

APPLICATION FOR SPECIAL LICENSE

General Law Chapter 138, Section 14

Date: 1-12-2026

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 Fairhaven Birthday Celebration to be held at

Center Street

(Fairhaven Town Hall in event of inclement weather)

by Discover Fairhaven (Office of Tourism, Community & Economic Development)

date Sunday, February 22nd

from 3pm to 5:30pm

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



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

MEMORANDUM

To: Select Board

Dear Board Members,

This is to request your approval for a One-Day All Alcohol License for St. Joseph's School at 100 Spring St.

On February 11, 2026 St. Joseph's School will be having a PTO charcuterie making event.

Application submitted by Tara Frost, principal of St. Joseph' School.

Thank you for your consideration.

Sincerely,

Susan Rizzo



TOWN OF FAIRHAVEN

APPLICATION FOR SPECIAL LICENSE

General Law Chapter 138, Section 14

Date: 1/7/26

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 an event _____ to be held at

Saint Joseph School - PTO charcuterie making event

by Traveller's

date Feb 11th 2026

from 6:00pm to 8:30 pm

Name of Applicant: Tara Frost

Address of Applicant: Saint Joseph School

100 Spring St. Fairhaven, ma

Telephone: 508-851-4743

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
Massachusetts
Select Board**

40 CENTER STREET
FAIRHAVEN, MA 02719

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

A 5

Today's Date
time stamped

**Jan 5, 2026,
5:43 PM**

APPLICATION FOR THE USE OF TOWN HALL

Name of Organization Fairhaven Dollars for Scholars
Responsible Officer Sherry Lopes Tel. No. 508-951-2147
Address 64 Green St., Fairhaven
Purpose of Use Scholarship Awards Ceremony
Space Requested Town Hall Auditorium
Date Requested May 20, 2026 Begin Time 6:30 pm End Time 8:30 pm
Number of attendees 75-90 (occupancy to be reviewed by Building Commissioner, not to exceed 299)

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.

Select Board / Town Administrator

Police Chief / Representative

Board of Health

Fire Department / Inspection

*Must have full review from applicable departments
prior to Select Board approval*

Building Department Inspection

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

				Office Use only
Rental Fee x <u>n/a</u> hrs. at \$ 150.00 / hr.	=	\$	<u>0</u>	(minimum 3 hours)
Plus refundable security deposit in the amount of the rental fee	=	\$	<u>0</u>	
<u> </u> Audio \$100.00 plus <u> </u> hrs. at \$25.00 /hr.	=	\$	<u>0</u>	
<u>1</u> Custodian x <u>3</u> hrs. at \$ 50.00 /hr.	=	\$	<u>150.00</u>	
<u> </u> Police x <u> </u> hrs. at \$ <u> </u> /hr.	=	\$	<u>0</u>	
TOTAL FEES	=	\$	<u>150.00</u>	

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

Organization

Date: _____

Signed: _____

Select Board Office

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

Rev: 11/20/2025

due by 5/13/26



**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:

Printed Name:

Date:

Before me:

Sherry A. Lopes
Sherry A. Lopes

1/9/20
[Signature]

Witness Signature

To be signed in the presence of Town Hall staff



TOWN OF FAIRHAVEN

FAIRHAVEN TOWN HALL FACILITIES RULES AND REGULATIONS

Use of the Fairhaven Town Hall Facilities/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, requests will be reserved on a first come first served basis.

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

1. All requests for use of Town Hall must be submitted to the Select Board on the Application for the Use of Town Hall form at least thirty (30) days in advance of the requested event date.
2. The applicant is required to sign and complete the 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 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, Auditorium or other Town Hall area. Set pieces, platforms, etc. must be free-standing or hung from overhead grid. No decorations may be stapled, tacked or tied to any walls or 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, 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 Town Hall 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 or Town Hall Facilities 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 required 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.***

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. The applicant is responsible for paying in advance at least seven days prior to the event, the Town Hall Use Fee at a rate of \$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 (see above). Additionally, the applicant is responsible to contact the appropriate department(s) 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 to the Town of Fairhaven and in the amount of the total rental fee shall be submitted at least seven days prior to event. 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 the time of application. Restrooms are to be left clean after use.
13. No smoking is permitted within the Town Hall or within 15 ft. of 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, not to exceed 299. *The balcony area is not available for use.*
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 Town Hall for an applicant's non-compliance with the Rules and Regulations. The Select Board reserves 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

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



Tuesday, January 20, 2026

MINUTES

1. Accept the Open Session minutes of January 12, 2026
2. Accept the Executive Session minutes of January 12, 2026
3. Consider the release of the Executive Session minutes of January 12, 2026



FAIRHAVEN SELECT BOARD

B 1

Meeting Minutes

January 12, 2026

Present: Andrew Romano, Natalie A. Mello, Keith Silvia, Keith R. Hickey and Anne Carreiro

Not Present: Charles Murphy Sr. and Andrew B. Saunders

Mr. Romano opened the Select Board meeting at 6:30pm

A moment of silence was observed to reflect on the heightened tensions being felt across our nation and to hope for peace, understanding, and compassion for all.

PUBLIC HEARINGS

Application for a transfer of an Annual All Alcohol Beverages Liquor License

The Public Hearing was opened at 6:32pm and Mr. Romano read the notice.

Alex Bourgeois addressed the Board via zoom about the application for a transfer of an Annual All Alcohol Beverages Liquor License from JCIR Fairhaven Corp dba South Coast Wine and Spirits 355 Huttleston Ave to Shree Ashtavinayak Inc., pledge of collateral to Rockland Trust and manager Sonalben Patel.

Public Comment: No public comments received

The Public Hearing was closed at 6:35pm

Motion: Ms. Mello motioned to approve the application for a transfer of an Annual All Alcohol Beverages Liquor License from JCIR Fairhaven Corp dba South Coast Wine and Spirits 355 Huttleston Ave to Shree Ashtavinayak Inc. Mr. Silvia seconded.

On the Motion: Ms. Mello amended her motion to approve the application for a transfer of an Annual All Alcohol Beverages Liquor License from JCIR Fairhaven Corp dba South Coast Wine and Spirits 355 Huttleston Ave to Shree Ashtavinayak Inc., pledge of collateral to Rockland Trust and manager Sonalben Patel. Mr. Silvia amended his second. The motion passed unanimously (3-0-0).

APPOINTMENTS AND COMMUNITY ITEMS

Consider Appointment: Zoning Board of Appeals, Associate Member: Cathy Melanson

Ms. Melanson addressed the Board about her application for the Associate Member on the Zoning Board of Appeals.

Motion: Mr. Silvia motioned to appoint Cathy Melanson as an Associate Member of the Zoning Board of Appeals for a term through May, 2026. No second. The motion failed.

Consider Appointment: Capital Planning Committee: Patrick Carr

Mr. Carr addressed the Board about his application and interest in the Construction Representative position on the Capital Planning Committee. Brief discussion ensued between the Board and Mr. Carr about current Town board and committee positions he holds, recusing from potential conflicts with a project, the Capital Planning Committee process, final report process, what the Town Administrator's role is with Capital Planning, current staff on Capital Planning, concern about current open investigation of the Timothy-Hiller subdivision, correspondence received from abutters to the subdivision (*Attachment A*) and the number of meetings left.

Motion: Mr. Silvia motioned to appoint Patrick Carr as Construction Representative on the Capital Planning Committee for a term through May, 2026. Mr. Romano seconded. The motion passed (2-1-0) Ms. Mello opposed.

Consider Use of Community Preservation Act (CPA) Funds to Create a Community Land Trust/Housing Trust

Michelle Costen addressed the Board about concerns with the use of Community Preservation Act funds (CPA), lack of education of Town Meeting Members on what CPA funds are, Town Meeting Members approving projects without knowledge of the CPA process, the potential to use CPA funds to purchase land and houses to help those who provide services to the community in support of the Master Plan of 2018. Ms. Costen asked the Board to educate the Town Meeting Members about CPA funds and suggested the Town use seventy percent of the funds allowed by law for urgent housing needs for median priced homes. She said there are projects totaling about one million dollars that should not be considered like air conditioning at Town Hall, a showpiece truck and pickleball court resurfacing and she asked the Board not to support or approve any lesser needs projects.

Brief discussion ensued between Ms. Costen, the Board and Mr. Hickey regarding the application process used by the Community Preservation Committee (CPC), the deadline for fiscal year 2027 projects, potential future consideration for housing project applications if they are brought forth, forming a Community Land Trust or Housing Trust (*Attachment B*), Massachusetts General Law about CPA funds, the role of the CPC to review applications and put forth projects to Town Meeting based on CPA criteria guidelines.

The Board asked Mr. Hickey to continue discussion outside of this meeting on potentially creating a Community Land Trust. Mr. Hickey explained that it does not appear to be the role of CPC to create a Land Trust, their role is to review applications and ensure the use of CPA funds is consistent with what the law allows under the CPA; the CPC has not misallocated funds for housing where applications have not been submitted.

ACTION / DISCUSSION

Review Fiscal Year 2027 Budget Calendar

Mr. Hickey presented the Board with the FY27 Budget and Town Meeting Calendar (*Attachment C*). The School Department indicated their deadlines for submitting a budget and Town Department budgets have been submitted. Town Department budgets reflect one that is level service and one that is level funded and include a summary of any impacts to services. The operational budget will be presented to the Board at the January 26, 2026 meeting. Currently the projected deficit is about one point six million dollars (\$1,600,000.00). The impacts will show what services would potentially be lost without an override.

Discussion ensued regarding the next Town election in June, 2026 and anticipation of Charter changes being approved by the legislature in time for the June ballot. The changes include adjustments to the number of seats on the Planning Board and School Committee.

Motion: Ms. Mello motioned to accept the Fiscal Year 2027 budget calendar as presented. Mr. Silvia seconded. The motion passed unanimously (3-0-0).

Fiscal Year 2027 Budget Forecast

Mr. Hickey and Ms. Carreiro addressed the Board regarding the FY27 Budget Forecast and presentation (*Attachment D*).

Discussion ensued between the Board, Mr. Hickey and Ms. Carreiro about potential Proposition 2 ½ override, educating residents about the impacts of an override as soon as possible, cuts to services and staff without an override, challenges of having about ninety percent residential property and the need for new business growth and scheduling information sessions with residents. Mr. Hickey said all suggestions are welcome.

Sign Series 27 Bond(s) through Trust (CWP-22-67/67-A) and Closing Certificate

Interim Treasurer Kerri King requested the Board sign the Sewer Improvement Bond and closing certificate for two loans the Select Board approved from the Massachusetts Clean Water Trust on March 25, 2024.

Motion: Ms. Mello motioned to sign the necessary sewer improvement bond and closing certificate paperwork presented this evening. Mr. Silvia seconded. The motion passed unanimously (3-0-0).

Consider Modifying Non-Union Employee Personal Days and Vacation Benefit to be consistent with Clerical Collective Bargaining Agreement

Mr. Hickey reviewed the request to consider amending the non-union Personnel Policy to match the benefits offered in the latest clerical collective bargaining agreement. In the clerical CBA, the number of personal days was increased from three to four and add a new tier was added to the amount of vacation earned by an employee with twenty (20) years of service or more. The new tier provided employees with twenty or more years of tenure with thirty (30) vacation days annually. For consistency purposes, Mr. Hickey is recommending non-union staff be offered the same personal day and vacation benefits. If the Board votes to approve the request, per the Town bylaws, a public hearing will be scheduled in February.

Request to Appoint a Select Board Representative for an Interview Panel for Tax Collector/Treasurer

Mr. Hickey reviewed the request with the Board.

Motion: Ms. Mello motioned to nominate Select Board member Andrew Romano to serve on the Collector/Treasurer interview panel. Mr. Silvia seconded. The motion passed unanimously (3-0-0).

Call Annual Town Meeting for Saturday, May 2, 2026

As is customary, the Select Board sets the date for the next Annual Town Meeting for the first Saturday in May.

Motion: Ms. Mello motioned to set the Annual Town Meeting date for Saturday, May 2, 2026. Mr. Silvia seconded. The motion passed unanimously (3-0-0).

Open the Town Meeting Warrant for the 2026 Annual Town Meeting

The Board opens the Annual Town Meeting Warrant for the submission of articles.

Motion: Ms. Mello motioned to open the Town Meeting Warrant for the 2026 Annual Town Meeting. Mr. Silvia seconded. The motion passed unanimously (3-0-0).

Citizen's Petition Due Date: Thursday, February 5, 2026

Citizen's Petitions can be submitted to the Town Clerk through 3:00pm on Thursday, February 5, 2026; petition forms are available at the Town Clerk's Office or online and require ten signatures of registered Town of Fairhaven voters. Town Moderator Mark Sylvia is available to answer questions for anyone considering a citizen's petition; his contact information is on the Town Moderator page on the Town website.

PUBLIC COMMENT

Bob Espindola of John Street addressed the Board via zoom. He said he appreciates the conversation and presentation on the budget and proposition 2 ½. With confusion on capital and operating budgets, Mr. Espindola asked the Board to consider a parallel discussion on Capital Planning; review what previous budget consultant Rich Bienvenue created and consider reviewing alignment of long-term capital needs and free cash that is set aside.

TOWN ADMINISTRATOR REPORT

Mr. Hickey reviewed his Town Administrator report (*Attachment E*).

- Mr. Hickey asked the Board to schedule a meeting next week to review and consider appointing the Principal Assessor candidate. The Board will review their availability for either 6:00pm on Tuesday, January 20, 2026 or 6:30p on Wednesday, January 21, 2026.

BOARD MEMBER ITEMS / COMMITTEE LIAISON REPORTS

Ms. Mello reported:

- The Library is planning a Capital Campaign with a kickoff event on February 1, 2026
- The Historical Commission met, Mr. Hickey attended and there was discussion on the Commission's purview. Also, James Edminster completed his Eagle Scout badge.
- Ms. Mello attended Superintendent Vinnie Furtado's presentation on wastewater which was informative and educational.

Mr. Romano reported:

- The Belonging Committee is working on membership and scheduling a future meeting.
- SMMPO has a future meeting.
- Mr. Romano asked if there are updates on Fairhaven Wind. Mr. Hickey is waiting on Mr. Shah to forward a presentation and will place it on the January 26, 2026 agenda. Mr. Romano asked if the flashing signs could be used to advertise it.
- Thank you to Mr. Hickey for meeting with the volunteers at the Animal Shelter and addressing concerns about donations and gift accounts.

Mr. Silvia reported:

- Commission on Disability met and discussed upcoming events. They also discussed concerns about handicap parking at the schools. Mr. Hickey received an email on this last week and Superintendent Kohler is addressing it.

MINUTES

Motion: Ms. Mello motioned to accept the Open Session minutes of December 15, 2025. Mr. Silvia seconded. The motion passed unanimously (3-0-0).

Motion: Ms. Mello motioned to accept the Executive Session minutes of December 15, 2025. Mr. Silvia seconded. The motion passed unanimously (3-0-0).

CORRESPONDENCE

Motion: Ms. Mello motioned to enter the Select Board correspondence as listed into the record (*Attachment F*). Mr. Silvia seconded. The motion passed unanimously (3-0-0).

NEWS AND ANNOUNCEMENTS

- The next regular Select Board meeting will be on Monday, January 26, 2026 at 6:30pm.

EXECUTIVE SESSION

Motion: Ms. Mello motioned to enter Executive Session Pursuant to G. L. c. 30A, s. 21(a)(7) To comply with, or act under the authority of, G.L. c. 30A, s. 22, review Executive Session minutes of 10/14/2025, 10/27/2025, 11/24/2025, 12/1/2025 and 12/15/2025 AND not to return to open session. Mr. Silvia seconded. Roll Call Vote. Ms. Mello, Mr. Romano and Mr. Silvia in favor. The motion passes unanimously (3-0-0).

Meeting adjourned to Executive Session at 8:11pm

ATTACHMENTS

- A. Email regarding appointment to Capital Planning Committee and ZBA dated January 12, 2026
- B. Massachusetts Land Trust Coalition document
- C. FY27 Budget and Town Meeting Calendar
- D. FY27 Budget Presentation
- E. Town Administrator Report
- F. Correspondence: Email: Brock Cordeiro: Thank you-An Act to reduce incidence and death from pancreatic cancer; Emails: Michelle Costen: Community Land Trust & Smaller Homes; How's CLT's work? -The Basics; One Way Parking- & Safety/Blocking Rules Needed-; CPA misappropriations-; The Role of Community Land Trusts in Promoting Housing Equity – affordablehousingact.org; Prime Home ownership opportunity; The Select Board/ Urgent Needs/CPA funds; Letter: Massachusetts Municipal Association: Annual Town Report Contest.

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

Accepted on __