



FAIRHAVEN SELECT BOARD AGENDA

August 24, 2026 6:00 p.m.

Town Hall – 40 Center Street – Fairhaven

The meeting can also be viewed on Channel 97 or on FairhavenTV.com

FAIRHAVEN TOWN CLERK
RCUD 2026 AUG 20 PM3:48

A. PUBLIC COMMENT

B. APPOINTMENTS / COMMUNITY ITEMS

1. Request from the Public Safety Complex Committee to Authorize the Town Administrator to Expend Funds for Legal Expenses Related to a Request for Qualifications (RFQ) from Article 5 of the November 19, 2025 Special Town Meeting
2. Review, Award and Execute General Obligation Bonds and Bond Anticipation Notes
3. Town of Fairhaven Electric Vehicle Community Engagement Presentation
4. Event Request: Podkowa 5K Run/Walk: Sunday, October 4, 2026
5. Use of Town Hall: Girl Scout Troop 63502 Award Ceremony, September 9, 2026 5:30-6:30pm
6. Appointment Request: Historical Commission, Associate Member: Hailey Hemingway
7. Appointment Request: Budget Working Group: Kevin Gallagher
8. Review Open Volunteer Opportunities

C. PUBLIC HEARING – 6:30PM New Class II Auto Repair/Auto Body License

Consider approval for a NEW Class II – for 2 retail cars, Auto Repair/Auto Body license. Formerly Artistic Auto Body/Artistic Towing to Stealth Collision Inc. dba Artistic Auto Body and Stealth Auto Center located at 98-99 Middle Street.

D. ACTION / DISCUSSION

1. Consider Creation of a Fairhaven Tourism Committee
2. Authorize the Town Administrator to Issue a Request for Proposals for Municipal Legal Services
3. Request a Review of the Town's Financial Forecast by the State's Financial Management Resource Bureau
4. Establish Town Administrator Goals
5. Declare Surplus Items for Town Auction on September 19, 2026 at Public Works (page 2)

E. TOWN ADMINISTRATOR

F. BOARD MEMBER ITEMS / COMMITTEE LIAISON REPORTS

G. MINUTES

1. Accept the Open Session minutes of July 27 and August 10, 2026
2. Accept the Executive Session minutes of August 10, 2026

H. CORRESPONDENCE

1. Email: Food for thought
2. Email: Budget Working Group Appointment Process-Request for the Record
3. Office of the Attorney General: OML 2026-104
4. Email: Warrantless surveillance
5. Email: Flock

I. NEWS AND ANNOUNCEMENTS

1. The next scheduled Select Board meeting will be on ***Monday, September 14, 2026*** at 6:00pm

J. EXECUTIVE SESSION

1. Pursuant to G.L. c. 30A, § 21(a)(1) To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. (Conservation Commission Chair)

K. ADJOURN

Page 1 of 2

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.

ITEM	DESCRIPTION (if applicable)	Department	#
Legal Size accordian file-packet folders	open at the top, brown	Town Hall	6
Large metal desktop file organizer	silver, approx 16" long with 4 slots	Town Hall	2
Random desktop pen/pencil holder	one clear, one light tea,	Town Hall	2
2017 Ford SUV	Ford Explorer SUV/needs radiator	Police Dept	1
11 piece ratchet set	Craftsman Ratchet Set	Police Dept	1 set
24" crescent wrench	Jobsmart Crescent Wrench	Police Dept	1
20 oz hammer	Milwaukee Hammer	Police Dept	1
Estwing Camper's Axe	Camper's Axe	Police Dept	1
Monster Wireless Speakers	Monster Wireless Speakers (new)	Police Dept	5
2005 Chevy Tahoe	Frame deemed unsafe - rot	Fire	1
Welding tanks and cart	Old units, tanks need to be tested, not needed	Fire	1
Arc Air Tool	Old unit, no longer needed	Fire	1 kit
Assorted general office supplies	assorted	Town Hall	





FAIRHAVEN SELECT BOARD AGENDA

August 24, 2026 6:00 p.m.

Town Hall – 40 Center Street – Fairhaven

The meeting can also be viewed on Channel 97 or on FairhavenTV.com

ANNOUNCEMENTS:

On March 28th, 2025, the bill to extend Open Meeting Law regulations governing remote participation has passed the MA legislature 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 97 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.

A. PUBLIC COMMENT

B. APPOINTMENTS / COMMUNITY ITEMS

1. **Request from the Public Safety Complex Committee to Authorize the Town Administrator to Expend Funds for Legal Expenses Related to a Request for Qualifications (RFQ) from Article 5 of the November 19, 2025 Special Town Meeting** - Chief Correia and Chief Dorgan will address the Board regarding the RFQ that is in the Board’s packet materials for review. They are seeking the Board’s approval to authorize the Town Administrator to expend from the Special Town meeting article.

Suggested Motion:

“Move to (authorize/not authorize) the Town Administrator to expend up to \$50,000 as approved under Article 5 of the November 19, 2025 Special Town Meeting for legal expenses related to a Request for Qualifications.”

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

2. **Review, Award and Execute General Obligation Bonds and Bond Anticipation Notes** - Treasurer/Collector Carla Mourao is seeking the Select Board to award and execute general obligation bonds and bond anticipation notes. Under the Massachusetts General Laws, in a town, a municipal Treasurer borrows with the approval of the Select Board. The principal of the Bonds is \$7,970,000 and the principal of the Notes is \$3,200,000. A summary of the projects the bonds and note are funding are listed on the following page. The Town accepted bids on the Bonds and Notes on August 19th. The financings are scheduled to settle on September 2nd.

As part of the bond sale, a bond premium was received in the amount of \$137,000. The premium occurs because investors are willing to pay more than the bond's face value, typically because the bond's stated interest rate (coupon rate) is higher than current market interest rates. A premium can effectively reduce the municipality's borrowing cost, because the municipality receives additional cash upfront while paying interest based on the bond's stated principal.

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.

The \$137,000 premium will be used to reduce the debt issuance amount to \$7,970,000 (\$7,987,421-\$17,421), \$80,000 to offset the cost of bond counsel to issue the debt and the remaining \$38,279 will be used to reduce the bond principal.

<u>Purpose</u>	<u>Article</u>	<u>Town Meeting Date</u>	<u>Debt Issuance</u>	<u>Bond Anticipation Notes</u>
Sewer Treatment Plant	10	7/25/2020	\$ 826,428	
Water Meters	16	10/21/2020	\$ 526,250	
Sewer Mains	15D	6/18/2022	\$ 1,846,909	
Sunset Beach	15C	6/18/2022	\$ 512,834	
Water Tank	14	6/18/2022	\$ -	\$ 550,000
Water Mains	9B	5/6/2023	\$ 1,100,000	
Pump Station	10B	5/6/2023	\$ -	\$ 1,000,000
Water Mains	8	5/3/2025	\$ -	\$ 800,000
High School Repair	13E	6/18/2022	\$ 2,175,000	
			\$ -	
Subtotals			\$ 6,987,421	\$ 2,350,000
<u>New Money</u>				
Water Tank	14	6/18/2022		\$ 450,000
Water Mains	6	11/19/2025		\$ 300,000
Sconticut Mains	6	11/19/2024	\$ 1,000,000	
Water Meters	16	10/21/2020		\$ 100,000
Subtotals			\$ 1,000,000	\$ 850,000
Grand Totals			\$ 7,987,421	\$ 3,200,000

The Board's packet contains additional supporting materials.

Suggested Motion:

“Move that the Board approve the sale of the Town's \$7,970,000 General Obligation Municipal Purpose Loan of 2026 Bonds of the Town dated September 2, 2026, to the winning bidder, Raymond James & Associates, Inc. at the price of \$8,104,887.16 and (ii) \$3,200,000 4.00 percent General Obligation Bond Anticipation Notes dated September 2, 2026 to the winning bidder, Truist Securities, Inc., at the price of the par amount of the notes plus a premium of \$40,320.00, all as set forth in the vote drafted by bond counsel and before the Board in writing..”

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

3. **Town of Fairhaven Electric Vehicle Community Engagement Presentation** – William Lefebvre, the Town of Fairhaven's contracted Municipal Energy Manager through the Mass Save Municipal Energy Grant Program, has prepared engagement materials to hold a community engagement event regarding electric vehicle charging infrastructure. At the beginning of the grant contract, expanding Fairhaven's municipal EV chargers was noted as a priority. To better engage and involve the public, identify best locations for future chargers, and educate residents on available incentives from Eversource, William will be tabling at the North Fairhaven Open-Air Market (Tentative) on Saturday, September 19. The purpose of this engagement is to identify what barriers exist for people to own electric vehicles, identify constraints in existing charging infrastructure, and enable residents and visitors to physically identify on a map where charging infrastructure would be beneficial.

The qualitative and quantitative metrics gathered in this engagement will be used to guide future EV charging infrastructure placement to increase usage. Increased usage will lead to greater revenue for the Town through charging fee sales and increased tourism for visitors with EVs. William has begun conversations with EV Charger developers to understand the best future pathway for the Town of Fairhaven to use that will maximize ROI.

A short PowerPoint presentation has been included in your Board materials to provide additional supporting information.

Suggested Motion:

“No motion needed.”

4. **Event Request: Podkowa 5K Run/Walk: Sunday, October 4, 2026.** Adriann Corazzini of Southcoast Heath is seeking Select Board approval for the 9th annual Southcoast Health Cancer Care Nicole Podkowa 5k on October 4, 2026. Police, Fire and Public Works support the event and have been in contact with the organizers for any specific requests or requirements for the event.

Suggested Motion:

“Move to (approve/not approve) the Podkowa 5K Run/Walk on Sunday, October 4, 2026 (as presented/as amended) with conditions or requirements of Police, Fire and Public Works.”

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

5. **Use of Town Hall: Girl Scout Troop 63502 Award Ceremony, September 9, 2026 5:30-6:30pm.** Kelsey Janak of Girl Scout Troop 63502 is seeking the use of the Town Hall auditorium on Wednesday, September 9, 2026 for a bridging ceremony. The same ceremony was held in 2025 and facilities approves of the event. A rental fee of \$150 and custodian fee of \$150 (total \$300) will be charged for the event.

Suggested Motion:

“Move to (approve/not approve) the request for the use of the Town Hall auditorium on September 9, 2026 (as presented/as amended) with any conditions or requirements from the Facilities Manager.”

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

6. **Appointment Request: Historical Commission, Associate Member: Hailey Hemingway.** Ms. Hemingway has applied for an Associate Member position on the Historical Commission. The Commission can have Associate Members, not to exceed the number of Full Members. There are currently seven full members and three associate members. Associate member terms are one-year.

Suggested Motion:

“Move to (appoint/not appoint) Hailey Hemingway as an Associate Member of the Historical Commission for a (one-year term / term through ____).”

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

7. **Appointment Request: Budget Working Group: Kevin Gallagher.**

Suggested Motion:

“Move to (appoint/not appoint) Kevin Gallagher to the Budget Working Group under category four.”

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

8. **Review Open Volunteer Opportunities.** As part of the Board’s efforts to highlight volunteer opportunities, the agenda and packet will have a list of openings that appear on the Volunteer Opportunities page of the Town’s website as of the morning the agenda is posted. The list may change as openings are identified. The Board’s process will be to announce vacancies, including resignations received since the last meeting. Interested applicants should review the page and can contact the Town Administrator’s office with any questions.

Suggested Motion:

“No motion needed”

- C. **PUBLIC HEARING – 6:30PM New Class II Auto Repair/Auto Body License** - Consider approval for a NEW Class II – for 2 retail cars, Auto Repair/Auto Body license. Formerly Artistic Auto Body/Artistic Towing to Stealth Collision Inc. dba Artistic Auto Body and Stealth Auto Center located at 98-99 Middle Street.

Suggested Motion:

“Move to (approve/not approve) the application for a new Class II Auto Repair/Auto Body License for Stealth Collision Inc. d/b/a Artistic Auto Body and Stealth Auto Center located at 98-99 Middle Street for 2 retail autos.”

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

D. ACTION / DISCUSSION

1. **Consider Creation of a Fairhaven Tourism Committee** – Jennifer Cardoza contacted the Select Board office requesting the Select Board consider establishing a Fairhaven Tourism Committee. Included in your Board materials is a detailed proposal provided by Mr. Cardoza.

Upon receiving Ms. Cardoza's email expressing her interest in a Tourism Committee, the Town Administrator shared that the Economic Development Committee has shared their interest in providing some of the activities formerly provided by the Tourism Department.

Suggested Motion (s):

Option 1

"Move the Select Board supports the establishment of a Tourism Committee and requests Ms. Cardoza and the Town Administrator work together to establish a charge for the Committee and return to the Select Board when the responsibilities of the Committee are ready for Board consideration."

Option 2

"Move the Select Board request Ms. Cardoza communicate with the Economic Development Committee to work colligatively to provide services once provided by the Tourism Department."

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

2. **Authorize the Town Administrator to Issue a Request for Proposals for Municipal Legal Services –**
At the August 10th Select Board meeting, there was an agenda item discussing the recommendation to change law firms for town counsel services. During the discussion, Board members stated general and labor counsel should be competitively bid.

Included in your Board materials is a Requests for Proposals (RFP): Legal Services, General and Labor for the period of November 1, 2026 through June 30, 2029. The Town Administrator is seeking approval for the RFP from the Select Board prior to advertising.

Suggested Motion:

"Move to (approve/amend) the Requests for Proposals (RFP): Legal Services, General and Labor and authorize the Town Administrator to advertise approved RFP."

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

3. **Request a Review of the Town's Financial Forecast by the State's Financial Management Resource Bureau –** The Town Administrator and Assistant Town Administrator/Finance Director is seeking the support of the Select Board to formally request the State's Financial Management Resource Bureau to prepare an independent five-year financial forecast. The Financial Management Resource Bureau will perform this task free of charge with consent by the governing body.

Suggested Motion:

"Move the Select Board authorize the Finance Director to send a letter signed by the Chair of the Select Board requesting the State's Financial Management Resource Bureau develop a five-year financial plan."

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

4. **Establish Town Administrator Goals** – Included in your Board material are draft Town Administrator goals for the current fiscal year. The Town Administrator is requesting the Board review the proposed goals, making any changes they deem appropriate for the upcoming fiscal year. The Town Administrator will review the progress on the approved goals quarterly with the Board.

Suggested Motion:

“Move to (approve/amend) the FY27 Town Administrator goals.”

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

5. **Declare Surplus Items for Town Auction on September 19, 2026 at Public Works** (page 2). Per the Town’s policy, items under a certain value are offered to other Town Departments and if not claimed are presented to the Select Board to be declared surplus and sent to the Town Auction that is held annually on the third Saturday in September. The list appears on page 2 of the posted agenda and immediately follows this addendum.

Suggested Motion:

“Move to declare the items as listed surplus and send to Public Works for the Town Auction on September 19, 2026.”

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

E. TOWN ADMINISTRATOR

F. BOARD MEMBER ITEMS / COMMITTEE LIAISON REPORTS

G. MINUTES

1. Accept the Open Session minutes of July 27 and August 10, 2026

Suggested Motion:

“Move to (accept/not accept) the open session minutes of July 27 and August 10, 2026 (as presented/as amended).”

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

2. Accept the Executive Session minutes of August 10, 2026

Suggested Motion:

“Move to (accept/no accept) the executive session minutes of August 10, 2026 (as presented/as amended).”

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

H. CORRESPONDENCE

1. Email: Food for thought
2. Email: Budget Working Group Appointment Process-Request for the Record
3. Office of the Attorney General: OML 2026-104
4. Email: Warrantless surveillance
5. Email: Flock

Suggested Motion:

“Move to accept the correspondence listed on the agenda.”

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

I. NEWS AND ANNOUNCEMENTS

1. The next scheduled Select Board meeting will be on *Monday, September 14, 2026* at 6:00pm

J. EXECUTIVE SESSION

1. Pursuant to G.L. c. 30A, § 21(a)(1) To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.
(Conservation Commission Chair)

K. ADJOURN

Agenda Item D 5**Declare Surplus Items for Town Auction on September 19, 2026 at Public Works**

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Monster Wireless Speakers	Monster Wireless Speakers (new)	Police Dept	5
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August 24, 2026

APPOINTMENTS AND COMMUNITY ITEMS

1. Request from the Public Safety Complex Committee to Authorize the Town Administrator to Expend Funds for Legal Expenses Related to a Request for Qualifications (RFQ) from Article
2. Review, Award and Execute General Obligation Bonds and Bond Anticipation Notes
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5:30-6:30pm
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7. Appointment Request: Budget Working Group: Kevin Gallagher
8. Review Open Volunteer Opportunities

Public Safety Complex Committee Vote Request

B 1

1 message

Todd Correia <tcorreia@fairhaven-ma.gov>

Tue, Aug 18, 2026 at 12:22 PM

To: Amy Hart <ahart@fairhaven-ma.gov>, Keith Hickey <khickey@fairhaven-ma.gov>, Andrew Romano <aromano@fairhaven-ma.gov>

Selectboard Chair,

The Public Safety Committee requests that the following action be taken at the next available Select Board meeting.

The Public Safety Committee recommends that the Select Board authorize the Town Administrator to expend up to \$50,000 from funds appropriated at the November 19, 2025 Special Town Meeting for legal expenses, the final review and issuance of a Request for Qualifications (RFQ) for professional architectural and/or engineering services, and the selection and engagement of a qualified professional consultant pursuant to the RFQ process.

The selected professional shall assist the Town in:

- 1. Conducting a needs and space assessment for the Town's Public Safety facilities, including the Police Department, Fire Department, and Emergency Management functions, based on current operational requirements, applicable codes and standards, and anticipated future needs.***
- 2. Evaluating Town-owned property to determine its suitability for the development, expansion, or relocation of a Police Station, Fire Station, or combined Public Safety facility.***
- 3. Determining whether additional privately owned property is necessary to meet the Town's identified public safety facility needs.***
- 4. Providing recommendations regarding the need for a Request for Proposals (RFP) or other appropriate procurement process to solicit privately owned property for the development of a Police Station, Fire Station, or combined Public Safety facility.***

This authorization will allow the Town Administration to proceed with the professional and legal services necessary to establish the Town's public safety facility requirements and evaluate potential locations before proceeding with future property acquisition, design, or construction.

The Public Safety Committee has reviewed and approved the following Request for Qualifications for your review and input prior to sending it to legal.

Regards,



**Todd Correia
Fire Chief**

146 Washington Street,
Fairhaven MA 02719

www.fairhavenfire.org

Office: (508) 994-1428

Direct: (978) 763-6107

Fax: (508) 994-1515



REQUEST FOR QUALIFICATIONS (RFQ)

Public Safety Facilities Needs Assessment and Strategic Planning Project



**Town of Fairhaven
40 Center Street
Fairhaven, Massachusetts 02719**

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

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Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

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Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

SECTION 1: Request for Qualifications (RFQ)

Public Safety Facilities Needs Assessment and Strategic Planning Project

Issued By:

Town of Fairhaven
40 Center Street
Fairhaven, Massachusetts 02719

Procurement Contact:

Keith Hickey
Town Administrator
Town of Fairhaven
40 Center Street
Fairhaven, MA 02719

Phone: (508) 979-4023
Email: khickey@fairhaven-ma.gov

Issue Date:

(To Be Determined)

Qualifications Due:

(To Be Determined)

SECTION 2: Procurement Process

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

The Town of Fairhaven, acting through the Office of the Town Administrator, is issuing this Request for Qualifications (RFQ) to identify the most qualified multidisciplinary consulting firm to provide professional services for the **Public Safety Facilities Needs Assessment and Strategic Planning Project**.

The Town intends to conduct this procurement in accordance with all applicable provisions of the Massachusetts General Laws governing municipal procurement, including all applicable statutes, regulations, and policies pertaining to the procurement of professional services. The Town reserves the right to determine the appropriate procurement method and statutory authority applicable to this project and to modify the procurement process as permitted by law.

The purpose of this RFQ is to identify the consultant or consulting team whose qualifications, experience, technical expertise, and demonstrated understanding of public safety facilities planning are determined to be most advantageous to the Town. Selection shall be based upon qualifications, experience, project approach, and the evaluation criteria established within this RFQ. Contract negotiations shall be conducted with the highest-ranked respondent in accordance with applicable Massachusetts law.

The Town reserves the right to reject any or all Statements of Qualifications, waive minor informalities or irregularities, request additional information or clarification from respondents, conduct interviews, negotiate with the highest-ranked respondent, cancel or amend this procurement, or take any other action determined to be in the best interest of the Town.

Issuance of this RFQ does not obligate the Town to award a contract, reimburse respondents for costs incurred in preparing a Statement of Qualifications, or proceed with any phase of the project. The Town reserves the right to modify the project scope, negotiate individual phases of work, procure future phases separately, or discontinue the project at any time, subject to applicable law and available funding.

The Town is committed to conducting this procurement through a fair, open, transparent, and competitive process that promotes public confidence while ensuring the selection of the consultant best qualified to assist the Town in planning for its long-term public safety facility needs.

Multidisciplinary Team Approach

The Town encourages responses from multidisciplinary consulting teams that collectively possess the experience and expertise necessary to successfully complete this strategic planning effort. Respondents are encouraged to demonstrate qualifications in public safety planning, municipal facility assessments, architecture, engineering, site evaluation, capital planning, public engagement, cost estimating, and other disciplines relevant to the scope of services.

The Town recognizes that the complexity of this project extends beyond traditional building design and seeks a consultant team capable of evaluating operational needs, facility requirements, site opportunities, financial considerations, and long-term strategic planning. The

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

selected Consultant shall demonstrate the ability to integrate these disciplines into a comprehensive planning process that results in practical, objective, and financially responsible recommendations.

The Town encourages innovative solutions and collaborative approaches that support informed decision-making while recognizing Fairhaven's operational needs, fiscal responsibilities, community values, and long-term public safety objectives.

Equal Opportunity

The Town of Fairhaven is committed to conducting all procurement activities in a fair, open, transparent, and nondiscriminatory manner. The Town encourages Statements of Qualifications from all qualified firms and multidisciplinary consulting teams with demonstrated expertise relevant to the scope of this project.

The Town of Fairhaven is an Equal Opportunity Employer and shall not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity or expression, age, national origin, ancestry, disability, veteran status, military service, genetic information, marital status, or any other protected classification under applicable federal or Commonwealth of Massachusetts law.

All respondents shall comply with all applicable federal, state, and local laws, regulations, executive orders, and policies relating to equal employment opportunity, nondiscrimination, affirmative action, and accessibility throughout the procurement process and the performance of any resulting contract.

The Town strongly encourages participation by Minority Business Enterprises (MBEs), Women Business Enterprises (WBEs), Veteran-Owned Business Enterprises (VBEs), Service-Disabled Veteran-Owned Business Enterprises (SDVOBEs), and other qualified small and diverse businesses consistent with applicable Massachusetts laws and procurement policies.

SECTION 3: Public Interest Statement

The Town of Fairhaven recognizes that public safety facilities represent one of the community's most significant long-term public investments. These facilities directly support the delivery of emergency services, protect the health and safety of residents and visitors, and provide critical infrastructure necessary for emergency preparedness, disaster response, and continuity of government.

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

Through this Public Safety Facilities Needs Assessment and Strategic Planning Project, the Town seeks to establish an objective, data-driven framework for evaluating current and future facility needs. The Town's objective is to ensure that future capital investments are guided by operational requirements, sound planning principles, fiscal responsibility, and meaningful public engagement.

The Town believes that decisions regarding public safety facilities should be supported by comprehensive professional analysis, transparent public discussion, and thoughtful long-range planning. This project is intended to provide Town officials and residents with reliable information to help evaluate alternatives, prioritize future investments, and ensure that public safety services remain effective, resilient, and responsive to the community's needs for decades to come.

SECTION 4: Invitation to Submit Qualifications

The Town of Fairhaven, Massachusetts ("Town"), acting through the Office of the Town Administrator, is requesting Statements of Qualifications from qualified multidisciplinary consulting firms to provide professional services for a **Public Safety Facilities Needs Assessment and Strategic Planning Project**.

The Town seeks a qualified consultant to assist in evaluating the current and future facility needs of the Fairhaven Fire Department, Fairhaven Police Department, and Emergency Management Division. The selected consultant will provide a comprehensive assessment of existing facilities, operational requirements, future service demands, and potential facility solutions to assist the Town in making informed long-term capital planning decisions.

This Request for Qualifications (RFQ) is intended to identify the consultant best qualified to perform a comprehensive public safety facilities assessment. The Town has not predetermined the ultimate solution and encourages innovative, objective, and data-driven recommendations.

The selected consultant shall possess demonstrated experience in public safety facility planning, municipal facilities assessments, architecture, engineering, strategic planning, site evaluation, public engagement, and capital improvement planning.

The Town reserves the right to reject any or all submissions, waive informalities, request additional information, negotiate with the highest-ranked respondent, or cancel this procurement if determined to be in the best interest of the Town.

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

SECTION 5: Community Profile

Town of Fairhaven

The Town of Fairhaven is a historic coastal community located in Bristol County, Massachusetts, with an estimated population of approximately **16,000 residents**. Situated along the western shore of Buzzards Bay, Fairhaven serves as a regional gateway to southeastern Massachusetts and is bordered by the City of New Bedford, the Town of Acushnet, the Town of Mattapoisett, and the waters of Buzzards Bay.

Fairhaven operates under an Elected Town Meeting form of government with a Select Board serving as the executive authority and a Town Administrator responsible for the daily administration of municipal operations.

The Town provides a comprehensive range of municipal services through multiple departments, including the Fairhaven Fire Department, Fairhaven Police Department, Emergency Management, Department of Public Works, and numerous other municipal divisions dedicated to serving residents, businesses, and visitors.

The Fairhaven Fire Department provides fire suppression, advanced life support emergency medical services, rescue operations, hazardous materials response, fire prevention, code enforcement, and emergency preparedness. The Fairhaven Police Department provides law enforcement, criminal investigations, community policing, emergency communications coordination, and public safety services throughout the community. Emergency Management coordinates disaster planning, emergency operations, and continuity of government functions in partnership with local, regional, and state agencies.

Recognizing the importance of maintaining effective public safety services for future generations, the Town has initiated this Public Safety Facilities Needs Assessment and Strategic Planning Project to objectively evaluate existing facilities, identify current and future operational needs, and develop long-term recommendations for public safety infrastructure investments.

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

SECTION 6: Project Background

The Town of Fairhaven is committed to ensuring that its public safety facilities continue to support the operational, administrative, training, and emergency response needs of the community for decades to come. As public safety responsibilities continue to evolve, the Town recognizes the importance of evaluating its facilities to ensure they remain safe, functional, efficient, and capable of supporting modern emergency services.

The Fairhaven Fire Department, Fairhaven Police Department, and Emergency Management Division provide critical services twenty-four (24) hours a day, seven (7) days a week. These services include emergency medical response, fire suppression, rescue operations, law enforcement, emergency preparedness, disaster response, public education, code enforcement, and community safety initiatives. These operations require facilities that support current service demands while remaining adaptable to future operational growth, technological advancements, regulatory changes, and community needs.

In recent years, Town officials have identified the need to undertake a comprehensive review of existing public safety facilities to determine whether current buildings continue to meet operational requirements and to identify long-term facility solutions. Rather than beginning with a predetermined outcome, the Town seeks an objective, data-driven evaluation that will assist elected officials and the community in making informed capital planning decisions.

The Town intends for this project to establish a long-range strategic roadmap that identifies facility needs, evaluates potential solutions, and prioritizes future investments in public safety infrastructure.

Initial funding for this project was appropriated by the Fairhaven Town Meeting during the May 2025 Annual Town Meeting and the November 2025 Special Town Meeting. These appropriations authorized the Town to begin the planning process necessary to evaluate current public safety facilities and future facility needs.

The Town has not retained an architect, engineer, or planning consultant for this project and seeks qualifications from multidisciplinary consulting teams capable of providing comprehensive planning, operational analysis, facility assessments, and strategic recommendations.

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

SECTION 7: Previous Planning Efforts

The Town recognizes that previous studies and planning efforts have examined municipal facilities and public safety infrastructure. The selected Consultant shall review available reports, studies, and supporting documentation provided by the Town and determine the applicability of those materials to this project.

Previous planning documents are intended to provide background information and historical context only. The selected Consultant shall independently verify all findings, assumptions, recommendations, and conclusions through its own analysis and professional judgment.

At a minimum, the Consultant shall review and consider, as applicable:

- 2018 HKT Architects Municipal Facilities Assessment
- Public Safety Facilities Committee meeting minutes and recommendations
- Existing facility assessments
- Capital Improvement Planning documents
- Existing building plans and available record drawings
- Public safety operational data and call volume statistics
- Existing staffing plans and organizational information
- Relevant Town planning documents
- Available GIS mapping, utility information, and property records

The Consultant shall identify recommendations from previous studies that remain applicable, those requiring modification, and those that are no longer appropriate based upon current operational needs, applicable codes, industry best practices, and anticipated future growth.

The final recommendations presented to the Town shall represent the Consultant's independent professional opinion and shall not rely solely upon previous planning efforts.

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

SECTION 8: Project Philosophy

The Town of Fairhaven has intentionally chosen **not** to predetermine the outcome of this project.

The purpose of this Request for Qualifications is to obtain objective professional expertise that will assist the Town in identifying the most effective long-term strategy for providing public safety facilities capable of serving the community for the next several decades.

The Town encourages innovative thinking and expects the selected Consultant to objectively evaluate all practical alternatives, including but not limited to:

- Renovation of existing facilities
- Expansion of existing facilities
- Adaptive reuse of existing municipal buildings
- Acquisition of existing commercial or institutional buildings
- Construction of new facilities
- Construction of a combined Public Safety Complex
- Construction of separate Police and Fire Department facilities
- Phased implementation strategies
- Other innovative alternatives identified during the planning process

Recommendations shall be based upon operational effectiveness, fiscal responsibility, long-term sustainability, community benefit, resiliency, lifecycle costs, and the ability to support future public safety operations.

The Town expects the selected Consultant to approach this project as a strategic planning effort rather than solely as a facility design project.

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

SECTION 9: Project Objectives

The primary objective of this project is to develop a comprehensive Public Safety Facilities Strategic Plan that will guide future capital investment decisions for the Fairhaven Fire Department, Fairhaven Police Department, and Emergency Management Division.

Specific project objectives include:

1. Evaluate the condition, functionality, and operational suitability of existing public safety facilities.
2. Identify current and projected facility deficiencies that affect operational efficiency, employee safety, emergency response capabilities, and public service.
3. Determine existing and future space requirements based upon staffing, apparatus, equipment, technology, training, and administrative needs.
4. Evaluate existing municipal buildings, Town-owned properties, and potential acquisition opportunities for future public safety facilities.
5. Develop conceptual alternatives for addressing identified facility needs.
6. Prepare planning-level cost estimates for each recommended alternative.
7. Identify implementation priorities and potential phasing strategies.
8. Conduct public engagement and stakeholder meetings throughout the planning process.
9. Present findings and recommendations to the Public Safety Facilities Committee, Select Board, Finance Committee, and other Town boards as requested.
10. Prepare a final Strategic Planning Report suitable for use in future capital planning, grant applications, and Town Meeting presentations.

SECTION 10: Scope of Services

A. General Scope

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

The selected Consultant shall provide all professional services necessary to complete a comprehensive Public Safety Facilities Needs Assessment and Strategic Planning Project for the Town of Fairhaven.

The Consultant shall assemble and manage a multidisciplinary team possessing expertise in municipal planning, public safety operations, architecture, engineering, facility programming, site evaluation, cost estimating, public engagement, and related disciplines as necessary to successfully complete the project.

The Consultant shall coordinate all work with the Town Administrator or their designee and shall work collaboratively with the Public Safety Facilities Committee, Fairhaven Fire Department, Fairhaven Police Department, Emergency Management, and other Town departments as required.

The Scope of Services is organized into three phases. The Town reserves the right to modify the scope, negotiate individual phases, or discontinue the project at the completion of any phase.

PHASE I: Public Safety Needs Assessment

The purpose of Phase I is to determine the current and future operational, functional, and facility needs of the Fairhaven Fire Department, Fairhaven Police Department, and Emergency Management Division.

At a minimum, the Consultant shall perform the following tasks:

Task 1 – Existing Facilities Assessment

Evaluate all existing public safety facilities including, but not limited to:

- Fire Headquarters
- Police Headquarters
- Emergency Management facilities
- Apparatus bays
- Administrative offices
- Training areas
- Storage areas
- Public meeting areas
- Employee support areas
- Communications and technology infrastructure

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

- Building systems
- Parking and site circulation
- Accessibility
- Security
- Building condition
- Code compliance

The assessment shall identify operational deficiencies, building limitations, deferred maintenance concerns, health and safety issues, and opportunities for improvement.

Task 2 – Operational Assessment

Meet with department leadership and personnel to evaluate operational requirements including:

- Emergency response operations
- Fire suppression
- Emergency Medical Services
- Rescue operations
- Law enforcement
- Emergency Management
- Dispatch coordination
- Administrative functions
- Community risk reduction
- Fire prevention
- Evidence management
- Fleet maintenance
- Training
- Community meeting functions

The Consultant shall identify operational challenges that may be addressed through facility improvements.

Task 3 – Staffing and Service Analysis

Evaluate:

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

- Current staffing
- Future staffing projections
- Population trends
- Call volume trends
- Service demand
- Future operational growth
- Best practices

The Consultant shall prepare recommendations for facility planning based upon anticipated needs over a minimum planning horizon of twenty (20) years, with consideration for long-term adaptability.

Task 4 – Space Needs Programming

Develop a comprehensive Space Needs Program identifying recommended square footage and functional relationships for all public safety operations.

The program shall include, but not be limited to:

Fire Department

- Apparatus bays (Wash/Repair bay)
- Administrative offices
- Fire prevention offices
- EMS office
- EMS Treatment room/Vaccination Room
- EMA office
- Shift Supervisor Office (4 desks)
- Training classroom
- Communication area/Report Writing Area
- Physical fitness
- Decontamination Fire & EMS
- Laundry Room/EMS
- Gear storage
- SCBA maintenance

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

- EMS supply storage
- Fire supply storage
- Workshop
- Dormitories
- Kitchen and day room
- Training building
- Emergency Operations Center
- Public meeting room

Police Department

- Administration
- Patrol operations
- Detective Bureau
- Evidence storage
- Interview rooms
- Records
- Holding areas
- Breakroom/Kitchenette
- IT Room/Server Room
- Reception/Dispatcher Communication Area
- Training room
- Locker rooms
- Fitness area
- Shooting range (Gun/Taser) feasibility
- Community room
- Garage Bay/Sally Port
- Garage Bay/Evidence
- Covered Carport
- Garage Bay/Storage of equipment

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

Task 5 – Existing Facility Deficiency Report

Prepare a written report identifying:

- Code deficiencies
- ADA deficiencies
- Operational deficiencies
- Safety concerns
- Security issues
- Functional limitations
- Building system deficiencies
- Deferred maintenance
- Capacity limitations

The report shall include photographs, diagrams, and supporting documentation where appropriate.

PHASE II: Facility and Property Assessment

The purpose of Phase II is to identify and evaluate feasible long-term facility solutions.

The Consultant shall objectively evaluate all reasonable alternatives including:

Existing Facilities

Evaluate the feasibility of:

- Renovation
- Expansion
- Adaptive reuse

of existing Police and Fire facilities.

Municipal Properties

Evaluate Town-owned buildings and properties for potential public safety use.

Property Acquisition

Identify and evaluate privately owned properties that may be suitable for:

- Purchase
- Lease

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

- Lease-to-purchase
- Redevelopment

Site Evaluation

For each viable alternative, evaluate:

- Site size
- Access
- Traffic circulation
- Emergency response
- Utilities
- Environmental constraints
- Floodplain impacts
- Stormwater considerations
- Future expansion potential
- Zoning
- Permitting considerations

Comparative Analysis

Prepare a comparative evaluation matrix for each alternative considering:

- Operational effectiveness
- Public safety
- Community impact
- Construction feasibility
- Capital cost
- Operating cost
- Long-term maintenance
- Expandability
- Sustainability
- Overall project risk

The Consultant shall recommend one or more preferred alternatives.

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

PHASE III: Future Design Services (Optional)

Subject to future funding and authorization by the Town, the selected Consultant may be requested to provide additional professional services including:

- Schematic Design
- Design Development
- Construction Documents
- Permitting support
- Cost estimating
- Bidding assistance
- Construction administration
- Owner representation support
- Post-construction services

The Town reserves the right to negotiate these services with the selected Consultant or procure such services through a separate procurement process in accordance with Massachusetts General Laws.

Consultant Meetings and Public Participation

Throughout all phases of the project, the Consultant shall attend meetings as required, including but not limited to:

- Public Safety Facilities Committee
- Select Board
- Finance Committee
- Capital Planning Committee
- Town Meeting (if requested)
- Public information meetings
- Department workshops
- Stakeholder interviews

The Consultant shall prepare agendas, presentation materials, meeting summaries, and responses to questions arising during the planning process.

Phase Deliverables

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

At the completion of each phase, the Consultant shall submit draft and final deliverables for Town review.

All reports shall be provided in both electronic and editable Microsoft Office formats, together with searchable PDF versions. Drawings, exhibits, GIS data, and supporting documentation shall become the property of the Town of Fairhaven upon completion of the project.

SECTION 12: Deliverables and Project Schedule

A. General Requirements

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

The Consultant shall provide all reports, presentations, drawings, cost estimates, schedules, meeting materials, and supporting documentation necessary to successfully complete each phase of the project.

All work products shall become the property of the Town of Fairhaven upon completion of the project.

Unless otherwise approved by the Town, all reports shall be submitted in both draft and final form. Draft reports shall be reviewed by the Town prior to final submission.

All electronic documents shall be provided in editable Microsoft Office formats and searchable PDF format. Drawings shall also be provided in AutoCAD and/or GIS-compatible formats where applicable.

The Consultant shall maintain complete project files throughout the duration of the project and provide all electronic data to the Town upon completion.

B. Phase I Deliverables

Public Safety Needs Assessment

At the completion of Phase I, the Consultant shall provide, at a minimum, the following:

Existing Conditions Report

A comprehensive assessment documenting existing conditions of all public safety facilities including:

- Building condition
- Functional assessment
- Operational deficiencies
- Accessibility
- Building code compliance
- Life safety considerations
- Mechanical, electrical and plumbing systems
- Site circulation
- Parking
- Security
- Deferred maintenance

Photographs shall be included where appropriate.

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

Operational Assessment Report

A report summarizing:

- Current operations
- Department interviews
- Organizational structure
- Staffing analysis
- Emergency response requirements
- Future operational needs
- Technology requirements
- Emergency Management requirements
- Operational challenges

Public Safety Space Needs Program

The Consultant shall prepare a comprehensive Space Needs Program identifying recommended square footage and functional relationships for each department.

The report shall include:

- Department-by-department space requirements
- Functional relationships
- Adjacency requirements
- Growth projections
- Twenty-year planning recommendations
- Long-term expansion considerations

Existing Facility Deficiency Matrix

Prepare a matrix identifying deficiencies including:

- Operational
- Structural
- Mechanical
- Electrical
- Accessibility

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

- Security
- Code compliance
- Employee wellness
- Training
- Storage
- Apparatus accommodation

Each deficiency shall be prioritized as:

- Critical
- High Priority
- Moderate Priority
- Long-Term Improvement

C. Phase II Deliverables

Facility and Property Assessment

Upon completion of Phase II, the Consultant shall submit:

Property Evaluation Report

Evaluation of:

- Existing Police Headquarters
- Existing Fire Headquarters
- Existing Town-owned buildings
- Municipal properties
- Privately-owned properties
- Acquisition opportunities

Each property shall include:

- Site description
- Advantages
- Limitations
- Operational suitability
- Utility availability

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

- Accessibility
- Expansion potential
- Environmental considerations

Facility Alternatives Report

Develop conceptual alternatives including:

- Renovation
- Expansion
- Adaptive reuse
- New construction
- Combined Public Safety Complex
- Separate Police and Fire facilities

Each alternative shall include conceptual floor plans or diagrams sufficient to illustrate the proposed arrangement.

Comparative Evaluation Matrix

Prepare a comparison of all viable alternatives utilizing evaluation criteria including:

- Operational effectiveness
- Public safety
- Community impact
- Constructability
- Capital costs
- Operating costs
- Long-term maintenance
- Sustainability
- Expandability
- Overall project risk

The Consultant shall identify preferred alternatives together with supporting justification.

Planning-Level Cost Estimates

Prepare planning-level cost estimates for each recommended alternative including:

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

- Property acquisition
- Design
- Permitting
- Construction
- Furnishings
- Equipment
- Site development
- Contingencies
- Escalation
- Soft costs

Cost estimates shall be prepared using current industry standards and clearly identify all assumptions.

D. Phase III Deliverables

Future Design Services (Subject to Funding)

Should the Town authorize Phase III services, anticipated deliverables may include:

- Schematic Design
- Design Development
- Construction Documents
- Updated Cost Estimates
- Bid Documents
- Permitting Support
- Construction Administration

These services are not included within the initial contract unless specifically authorized by the Town.

E. Presentations and Public Meetings

The Consultant shall prepare professional presentation materials suitable for public meetings and committee review.

At a minimum, presentations shall be made to:

- Public Safety Facilities Committee

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

- Select Board
- Finance Committee
- Capital Planning Committee
- Department leadership
- Public information meetings, if requested

Presentation materials shall include graphics, conceptual layouts, cost summaries, schedules, and recommendations.

F. Final Strategic Planning Report

The Consultant shall prepare a comprehensive Final Strategic Planning Report incorporating all work completed during the project.

The report shall include:

- Executive Summary
- Existing Conditions
- Needs Assessment
- Space Needs Program
- Property Evaluation
- Facility Alternatives
- Comparative Analysis
- Cost Estimates
- Recommended Implementation Strategy
- Phasing Plan
- Funding Considerations
- Conclusions and Recommendations

The report shall be suitable for presentation to Town Meeting and serve as the foundation for future capital planning and funding initiatives.

G. Proposed Project Schedule

The Town anticipates completing this project in approximately **eight (8) months** following issuance of a Notice to Proceed.

Milestone

Estimated

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

	Completion
RFQ Issued	Month 1
Consultant Selection	Month 2
Contract Execution	Month 2
Project Kickoff Meeting	Month 2
Existing Facility Assessment	Months 2–3
Department Interviews	Months 2–3
Public Safety Needs Assessment	Months 3–4
Space Needs Program	Month 4
Property Evaluation	Months 4–5
Alternatives Analysis	Months 5–6
Public Presentations	Months 6–7
Draft Strategic Planning Report	Month 7
Final Strategic Planning Report	Month 8

The selected Consultant may propose an alternative schedule if it demonstrates improved efficiency while maintaining the quality and completeness of the project.

SECTION 12: Submission Requirements

A. General Requirements

Respondents shall submit one (1) original signed Statement of Qualifications, six (6) bound copies, and one (1) electronic copy in searchable PDF format on a USB flash drive or other media acceptable to the Town.

Statements of Qualifications shall be enclosed in a sealed package clearly marked:

Request for Qualifications (RFQ)

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

Public Safety Facilities Needs Assessment and Strategic Planning Project

Responses shall be delivered to:

Keith Hickey

Town Administrator

Town of Fairhaven

40 Center Street

Fairhaven, MA 02719

Responses received after the deadline shall not be accepted.

B. Required Contents

Statements of Qualifications shall contain, at a minimum, the following information in the order listed:

1. Letter of Transmittal

Including:

- Name of Firm
- Principal Contact
- Address
- Telephone Number
- Email Address
- Statement committing the firm to the proposal
- Signature of an authorized representative

2. Firm Profile

Provide:

- Company history
- Office locations
- Organizational structure
- Years in business
- Areas of expertise

3. Project Team

Identify:

- Project Manager

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

- Key personnel that will be assigned to the project.
- Subconsultants
- Disciplines represented
- Individual responsibilities
- What is their current workload, and how will they manage this project?

Include resumes for key personnel.

4. Relevant Experience

Describe at least five (5) projects of similar scope completed within the last ten (10) years involving:

- Public Safety Facilities
- Police Facilities
- Fire Stations
- Municipal Strategic Planning
- Facility Needs Assessments
- Site Evaluations
- Experience with Massachusetts General Law Chapter 30B
- Experience with Historical Buildings

Include owner references with contact information.

5. Project Understanding

Describe the firm's understanding of:

- Fairhaven's goals
- Project challenges
- Proposed approach
- Public engagement philosophy

6. Proposed Work Plan

Describe:

- Methodology
- Schedule

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

- Meetings
- Deliverables
- Quality Control procedures

7. References

Provide a minimum of five (5) client references.

8. Insurance

Provide evidence of:

- Professional Liability
- General Liability
- Workers Compensation
- Automobile Liability

9. Litigation

Please list any involvement, either as a plaintiff or defendant, of any legal action and the outcome regarding contract disputes over the last 5 years.

10. Required Certifications

Include all certifications contained within this RFQ.

SECTION 13: Evaluation Criteria

An Evaluation Committee appointed by the Town shall review all Statements of Qualifications.

The Committee reserves the right to interview one or more firms prior to final ranking.

The Town intends to select the respondent determined to be most advantageous to the Town based upon demonstrated competence and qualifications.

Evaluation Criteria

Criteria

Weigh

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

	t
Public Safety Facilities Experience	25%
Qualifications of Project Team	20%
Understanding of Project	15%
Approach and Methodology	15%
Municipal Experience	10%
References	10%
Capacity to Perform	5%

The Town may consider additional factors including:

- Responsiveness
- Quality of Submission
- Demonstrated Innovation
- Availability
- Interview Performance

The Town reserves the right to request interviews with one or more respondents.

SECTION 14: Selection Process

The Town anticipates utilizing the following process:

1. RFQ Issued
2. Written Questions
3. Addenda Issued
4. Statements of Qualifications Received
5. Evaluation Committee Review
6. Interviews (if required)
7. Ranking of Respondents

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

8. Reference Checks
9. Contract Negotiations
10. Award Recommendation
11. Contract Execution

The Town reserves the right to revise this process as determined to be in its best interest.

SECTION 15: General Conditions

The Town reserves the right to:

- Reject any or all Statements of Qualifications.
- Waive informalities.
- Request clarification.
- Request additional information.
- Modify the Scope of Services.
- Negotiate with the highest-ranked respondent.
- Cancel this procurement.
- Re-advertise this procurement.
- Procure future phases separately.

All submitted materials shall become public records in accordance with Massachusetts Public Records Law unless exempt by law.

The selected Consultant shall comply with all applicable federal, state, and local laws.

The Consultant shall maintain all required insurance throughout the contract period.

The Consultant shall not assign the contract without prior written approval of the Town.

The Town shall retain ownership of all reports, drawings, studies, electronic files, and other documents prepared under the resulting contract.

Submission Checklist

Before submitting a Statement of Qualifications, Respondents shall verify that the following documents are included:

Letter of Transmittal

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

Statement of Qualifications

Firm Profile

Project Team and Organizational Chart

Resumes of Key Personnel

Relevant Project Experience

Project References

Project Understanding and Technical Approach

Proposed Work Plan and Schedule

Insurance Information

Appendix A – Certificate of Non-Collusion

Appendix B – Tax Compliance Certification

Appendix C – Certificate of Authority

Appendix D – Conflict of Interest Certification

Appendix E – Insurance Certification

Appendix F – Reference Form(s)

Appendix G – Addenda Acknowledgment

Appendix H – Required Submission Certification

Electronic Copy of the Statement of Qualifications

Town Rights

The Town reserves the right to request additional documentation, certifications, or supporting information from any Respondent prior to final selection. The Town may reject any Statement of Qualifications that is incomplete, contains material omissions, or fails to include the required certifications and forms.

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

RFQ Appendix Forms

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

APPENDIX A: CERTIFICATE OF NON-COLLUSION

I certify under the penalties of perjury that this Statement of Qualifications has been made and submitted in good faith and without collusion or fraud with any other person, in accordance with applicable Massachusetts law.

Firm Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

NOTARY ACKNOWLEDGEMENT

Commonwealth of Massachusetts

County of _____

On this _____ day of _____, 20____, before me personally appeared _____, proved to me through satisfactory evidence of identification to be the person whose name is signed above and acknowledged the foregoing instrument to be his/her free act and deed.

Notary Public

My Commission Expires: _____

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

APPENDIX B: TAX COMPLIANCE CERTIFICATION

The undersigned certifies compliance with M.G.L. c.62C, §49A.

Firm Name: _____

Federal Tax ID: _____

Authorized Representative: _____

Signature: _____

Date: _____

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

APPENDIX C: CERTIFICATE OF AUTHORITY

I certify that the individual signing the Statement of Qualifications is duly authorized to bind the Respondent.

Business Entity: _____

State of Organization: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

APPENDIX D: CONFLICT OF INTEREST CERTIFICATION

The Respondent certifies compliance with M.G.L. c.268A and that no conflict of interest exists that would impair performance of this contract.

Firm Name: _____

Authorized Representative: _____

Signature: _____

Date: _____

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

APPENDIX E: INSURANCE CERTIFICATION

Coverage	Policy Information
Professional Liability	Carrier: _____ Policy #: _____ Exp: _____
Commercial General Liability	Carrier: _____ Policy #: _____ Exp: _____
Automobile Liability	Carrier: _____ Policy #: _____ Exp: _____
Workers Compensation	Carrier: _____ Policy #: _____ Exp: _____
Umbrella/Excess	Carrier: _____ Policy #: _____ Exp: _____

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

APPENDIX F: REFERENCE FORM

Project Name: _____

Client: _____

Contact Person: _____

Phone: _____

Email: _____

Completion Date: _____

Project Description:

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

APPENDIX G: ADDENDA ACKNOWLEDGEMENT

Addendum No.	Date	Initials

Fairhaven Public Safety Facilities Needs Assessment and Strategic Planning Project

APPENDIX H: REQUIRED SUBMISSION CERTIFICATION

I certify that the information contained in this Statement of Qualifications is true and complete and that I am authorized to bind the Respondent.

Firm Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

NOTARY ACKNOWLEDGEMENT

Commonwealth of Massachusetts

County of _____

Subscribed and sworn before me this _____ day of _____, 20____.

Notary Public

My Commission Expires: _____



Town of Fairhaven, Massachusetts

40 Center Street · Fairhaven, MA · 02719

MEMORANDUM

To: Select Board

From: Carla Mourao | Treasurer/Collector

Date: August 20, 2026

Re: Agenda item 8/24: General Obligation Bonds and Bond Anticipation Notes

The Select Board is being asked to vote to award and execute general obligation bonds and bond anticipation notes. Under the Massachusetts General Laws, in a town, a municipal treasurer borrows with the approval of the Select Board.

The principal of the Bonds is \$7,970,000; principal of the Notes is \$3,200,000. \$2,165,000 of the Bonds finances the Fairhaven High School Gables project. The rest of the Bonds and all of the Notes finance various water and sewer projects.

The Town took bids on the Bonds and Notes on August 19.

The financings are scheduled to settle on September 2.

The Board's packet contains additional supporting materials.

VOTE OF THE SELECT BOARD

I, the Clerk of the Select Board of the Town of Fairhaven, Massachusetts (the “Town”), certify that at a meeting of the board held August 24, 2026, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: that the sale of the \$7,970,000 General Obligation Municipal Purpose Loan of 2026 Bonds of the Town dated September 2, 2026 (the “Bonds”), to Raymond James & Associates, Inc. at the price of \$8,104,887.16 and accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on August 1 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2027	\$180,000	5.000%	2041	\$260,000	4.000%
2028	250,000	5.000	2042	265,000	4.000
2029	260,000	5.000	2043	275,000	4.000
2030	250,000	5.000	2044	280,000	4.125
2031	260,000	5.000	2045	290,000	4.125
2032	270,000	5.000	2046	295,000	4.250
2033	280,000	5.000	2047	305,000	4.250
2034	245,000	5.000	2048	315,000	4.375
2035	220,000	5.000	2049	325,000	4.375
2036	220,000	5.000	2050	345,000	4.375
2037	225,000	5.000	2051	355,000	4.500
2038	230,000	5.000	2052	370,000	4.500
2039	240,000	4.000	2055	915,000	4.500
2040	245,000	4.000			

Further Voted: that the Bonds maturing on August 1, 2055 (a “Term Bond”) shall be subject to mandatory redemption or mature as follows:

Term Bond due August 1, 2055

<u>Date</u>	<u>Principal Amount</u>
August 1, 2053	\$375,000
August 1, 2054	320,000
August 1, 2055*	220,000

*Maturity

Further Voted: to approve the sale of \$3,200,000 4.00 percent General Obligation Bond Anticipation Notes of the Town dated September 2, 2026, and payable September 2, 2027 (the “Notes”), to Truist Securities, Inc. at par and accrued interest, if any, plus a premium of \$40,320.00.

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated August 12, 2026, and a final Official Statement dated August 19, 2026 (the “Official Statement”), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated August 12, 2026, and a final Official Statement dated August 19, 2026, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver continuing and significant events disclosure undertakings in compliance with SEC Rule 15c2-12 in such forms as may be approved by bond counsel to the Town, which undertakings shall be incorporated by reference in the Bonds and Notes, as applicable, for the benefit of the holders of the Bonds and Notes from time to time.

Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds and Notes and to comply with relevant securities laws.

Further Voted: that any certificates or documents relating to the Bonds and the Notes (collectively, the “Documents”), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a “.pdf” file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

Further Voted: that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds or the Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

Dated: August 24, 2026

Clerk of the Select Board

252026011v1

Town of Fairhaven Electric Vehicle Community Engagement

Fairhaven, MA | August 24, 2026

Introductions

Weston & Sampson



William Lefebvre

**Municipal Energy
Manager**



Current Electric Vehicle Charging

- The Town of Fairhaven currently has 3 locations that provide access to public electric vehicle charging
 - Rockland Trust (2 L2 Ports)
 - Alden Buick GMC (1 L3 Port)
 - South Coast Health System (12 L2 Ports)
 - Fairhaven DPW (2 L2 Ports)
- As of 7/1/2026, Fairhaven has 247 registered plug-in hybrid or electric vehicles

Total Active Vehicle Count

247

Average Daily Miles Driven

36.4

Total Daily VMT

8,996

Looking Ahead

- To prepare for future municipal EV installations, we are holding a community engagement event
 - Gauge public in...
 - Future potential EV charging locations
 - Barriers to EV adoption
 - Educate public in...
 - Available incentives
 - Existing resources



Community Input & Engagement

- We will be tabling at the North Fairhaven Open Air Market on September 19th
 - Interactive map with pins
 - Flyer with survey
 - Eversource provided Mass Save resource pamphlet
- Will represent the Town of Fairhaven in this effort



Importance

- Qualitative data collected will be used to help plan for future EV charging placement
- Residents and visitors are able to identify where they would like to use an EV charger
- Does not require Fairhaven to take any immediate next steps
- Enables residents to be part of the process



Electrify Fairhaven!

Where Do You Want Electric Vehicle Chargers?

Did you know?
Electric vehicles can be plugged into the same outlet as your toaster! When you need to charge while on the road, you'll find over 77,000 stations and 219,000 EV charging ports in the U.S. available to the public.
US EPA, 2026

In an effort to expand access to charging, make it easier for residents and visitors to take their electric vehicle around town, and to reduce emissions, Fairhaven wants your input on the best places for EV chargers.

Use the thumbtacks to identify locations where you would want to see EV chargers!



Electrify Fairhaven!

What Are Your Barriers to Electric Vehicle Adoption?

Whether you live in Fairhaven, or are just visiting, we want to know how to make owning an **electric vehicle**, or **EV**, easier for you. Please take this short survey to help Fairhaven understand barriers that exist in **EV** adoption.

Scan to fill out the survey!







Thank you!
Questions?

TOWN OF FAIRHAVEN - BOARD OF PUBLIC WORKS

REQUEST TO USE TOWN PROPERTY


Date of Event: 10/4/2026

Time: 7am-1pm

Name: Adriann Corazzini - Southcoast Health

Address: 200 Mill Road

City/Town/Zip: Fairhaven, MA 02719

Phone #: 508-973-5811

Email: corazzinia@southcoast.org

Location Request: See attachment.

Type of Event: Fundraising Run/Walk

Estimated Number of People Attending : 1,250

Special Requests - Additional Fee may apply:
Fees: \$25.00 non refundable - Check made payable to "Town of Fairhaven"
 \$350.00 Security Deposit for Restroom Key - Check made payable to the "Town of Fairhaven" This deposit will be returned in full at the end of your tenancy, provided there are no damages or outstanding issues with the property.

Date Paid: _____ **Receipt #** _____ **Check #** _____

Rules & Regulations: No food or alcoholic beverages are permitted on the premise.

No tents are allowed on premise.

All decorations must be removed when function is completed.

Limited amount of chairs for elderly.

Area must be cleaned when function is completed.

*unless otherwise noted.

*

Approved: _____ **Date:** _____

Not Approved: _____ **Date:** _____

Town of Fairhaven
40 Center Street
Fairhaven MA 02719

WAIVER OF LIABILITY
RELEASE AND INDEMNIFICATION

Event Information

Name of Event: Southcoast Health Cancer Care Nicole Podkowa 5k
Event Location: 206 Mill Road, Fairhaven MA 02719 - See race route attached.
Event Date(s): 10/4/2026
Event Host/Coordinator: Southcoast Health - Adriann Corazzini

Release and Indemnity

In consideration of the services of the Town of Fairhaven and my being permitted to use its park(s) and/or facilities to participate in the Event and activity referenced above and any related activities (collectively, the "**Event**"), I hereby attest that, after reading this Waiver of Liability, Release, and Indemnification completely and carefully, I acknowledge that my participation in the Event is entirely voluntary, and I further understand and agree as follows:

ASSUMPTION OF RISK/LIABILITY RELEASE AND INDEMNITY: I acknowledge that the Town of Fairhaven does not guarantee safety. I understand that incidental to my participation in the Event, I may be engaging in activities that involve the risk to me, any individual accompanying me, and to other people of property loss and damage, serious personal injury, illness, permanent disability, dismemberment, and death.

I understand these risks may result from the actions, negligence and failure to act of myself and others (including, but not limited to, other individuals in attendance at the Event) and from the condition of any property, facilities or equipment used. I also understand that there may be risks involved that are not known to me or to the Town of Fairhaven, and may not be foreseen or reasonably foreseeable by any of us at this time or at the time of the Event. I agree to assume all of the foregoing risks.

I hereby **RELEASE** the Town of Fairhaven, its officers, agents, employees, and assigns from all suits, claims, and demands of any nature whatsoever, which I, my heirs or assigns, or any third party including invitees and others, may ever have including, but not limited to, personal or bodily injury, death, or property damage arising out of, related to, or resulting from, in whole or in part, my participation in the Event.

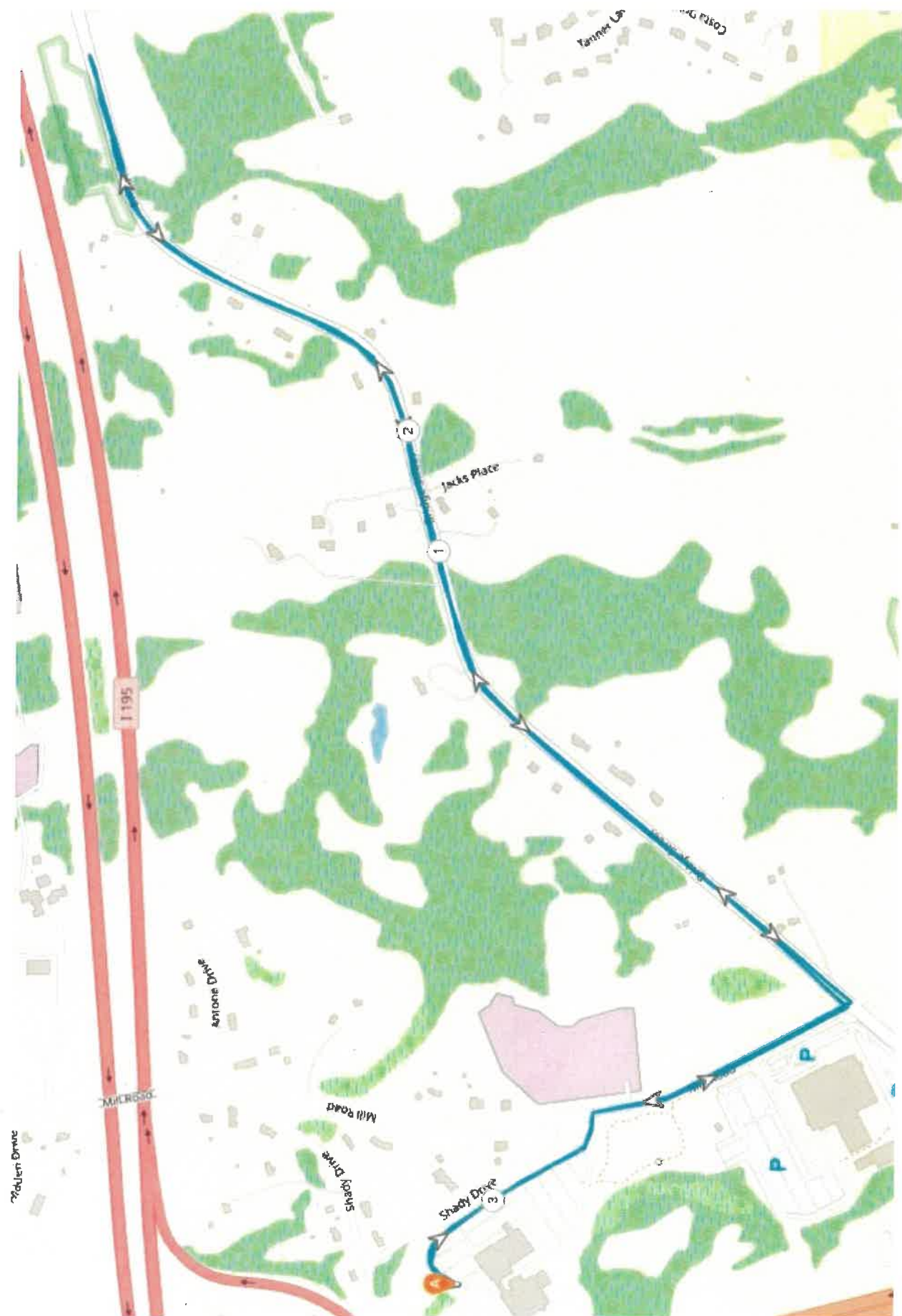
I agree to **INDEMNIFY AND HOLD HARMLESS** the Town of Fairhaven, its officers, agents, employees, and assigns from all suits, claims, and demands of any nature whatsoever, by any third party including invitees and others, including, but not limited to, suits, claims and demands arising from personal or bodily injury, death, or property damage arising out of, related to, or resulting from, in whole or in part, my participation in the Event.

I HAVE CAREFULLY READ THE ABOVE RELEASE AND INDEMNIFICATION AND UNDERSTAND THE CONTENTS THEREOF AND SIGN THIS RELEASE AND INDEMNIFICATION AS MY OWN FREE ACT.

Participant's Name: _____

Signature: _____ Date: _____

Complete Address: _____





Town of Fairhaven
Massachusetts
Office of the Town Administrator
40 Center Street
Fairhaven, MA 02719

B 5

MEMORANDUM

To: Select Board

Date: August 20, 2026

Re: Use of Town Hall: September 9, 2026 5:30-6:30pm

The office received the request below to use the Town Hall auditorium. Facilities approves and the application and payment are in process. The same organization rented the auditorium in 2025 for the same type of ceremony and the rental and custodian fees applies (grand total of \$300 for this event).

Seeking the Board's approval of this event.

Last September, my Girl Scout troop rented your gorgeous town hall auditorium for our Bridging Ceremony. The other half of the troop is Bridging to Brownies this September and we're looking to rent it again.

We would need it September 9th. The event time is 5:30-6:30, but I'd love the arrangement we did last year where we were able to set up the day before and day of if that's possible!

Let me know what else you need from us.

Thanks so much,
Kelsey Janak, Troop 63502

New submission from Volunteer Opportunities

1 message

Hailey Anne Hemingway **Hailey Anne Hemingway** <no-reply@jgpr.net>
Reply-To: haileycabral2@gmail.com
To: ahart@fairhaven-ma.gov, selectboard@fairhaven-ma.gov

Mon, Aug 17, 2026 at 11:53 AM

Full Name

Hailey Anne Hemingway

How long have you been a Fairhaven resident?

29 years

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

Historical Commission.

Have you attended a meeting of this Board or Committee?

No

Interests and Qualifications.

I am interested in joining the Fairhaven Historical Commission because I have a genuine appreciation and deep love for our Town's history. I would be honored to contribute my time to this committee. Fairhaven's history and buildings are what makes Fairhaven such a special place to call home.

Consent

☒ I agree to the privacy policy.

New submission from Volunteer Opportunities

1 message

Kevin A. Gallagher Kevin A. Gallagher <no-reply@jgpr.net>
Reply-To: kag08@hotmail.com
To: ahart@fairhaven-ma.gov, selectboard@fairhaven-ma.gov

Tue, Aug 18, 2026 at 9:16 AM

Full Name

Kevin A. Gallagher

How long have you been a Fairhaven resident?

30+ years

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

Budget Working Group, Category #4 (Public Safety.)

Very interested in assisting town officials with review of current services / organization in hopes of finding budgetary efficiencies.

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

Elected Member, Board of Health 2021-2024
Finance Committee, 2020-2021

Interests and Qualifications.

Served as Fire chief, Town of Acushnet for 19 years.

Municipal budgeting and strategic planning experience.

Responsible for merging Acushnet Fire with Acushnet EMS

Consent

I agree to the privacy policy.



Kevin A. Gallagher

PROFESSIONAL EXPERIENCE

Massachusetts Firefighting Academy — Stow, MA

Program Coordinator, Chief Fire Officer Management Program / Senior Fire Officer Forum (2021–Present)

- Coordinate a fourteen-week executive training program for Chief Fire Officers.
- Manage Senior Fire Officer Forums featuring national fire service leaders.

Instructor, Fire Officer Program (2021–Present)

Instruct in the delivery of Fire Officer I, II, III and Incident Safety Officer training programs

Bristol Community College — Fall River, MA

Adjunct Instructor, Fire Science Technology Program (2005–Present)

- Develop and deliver Fire Science curriculum.
- Member, Fire Science Technology Advisory Committee.

Town of Fairhaven — Fairhaven, MA

Elected Member, Board of Health (2021–2024)

- Responsible for municipal public health policy and regulatory oversight.

Acushnet Fire/EMS Department — Acushnet, MA

Chief of Department (Retired) (2003–2022)

- Department head responsible for Fire Code implementation, budgeting, and operations.
- Incident commander for fire, rescue, and hazmat operations.

Firefighter / Paramedic (1995–2003)

- Fire suppression, EMS, extrication, and public education duties.

EDUCATION

Harvard University, John F. Kennedy School of Government

Public Leadership Credential Program (2019)

Bristol Community College — Fall River, MA

Associate degree, Fire Science Technology (1996–2002)

University of Massachusetts Boston

Graduate Studies, Public Policy (1986)

University of Massachusetts Dartmouth

Bachelor of Arts, Political Science (1980–1985)

Board or Committee	Vacancy available	Deadline to apply
Special Bylaw Review Committee	One Member, term through completion of the project	noon on August 19, 2026, submit a volunteer application <i>note-remains unfilled beyond deadline</i>
Belonging Committee	One Member	open until filled
Board of Assessors	One Member	to complete term through 2028
Cable Advisory Committee	Two Members	open until filled
Cultural Council	One Member	open until filled
Historical Commission	Associate Members, not to exceed number of Full Members	open until filled
Lagoa Friendship Pact Committee	One Member	open until filled
Livable Streets Committee	Unlimited	open until filled



August 24, 2026

PUBLIC HEARING

Consider approval for a NEW Class II – for 2 retail cars, Auto Repair/Auto Body license. Formerly Artistic Auto Body/Artistic Towing to Stealth Collision Inc. dba Artistic Auto Body and Stealth Auto Center located at 98-99 Middle Street.



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

MEMORANDUM

To: The Select Board

From: Town Administrator Office

Date: August 24, 2026

Re: Expansion of Car Dealer/Repair

Dear Board Members,

The Fairhaven Select Board will meet on August 24, 2026 for a Public Hearing at the Town Hall 40 Center St., Fairhaven. This Public Hearing is to consider your approval for a new Class II – for 2 retail cars, Auto Repair/Auto Body license. Formerly Artistic Auto Body/Artistic Towing to Stealth Collision Inc. dba Artistic Auto Body and Stealth Auto Center located at 98-99 Middle Street. Building Commissioner has inspected the property and reviewed plans for compliance. This has been advertised and abutters have been notified.

Application submitted by Joe Wilkerson, new proposed owner.

Thank you for your consideration.

Sincerely,
Susan Rizzo



Fairhaven
NEIGHBORHOOD NEWS

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Legal Notice Fairhaven Select Board

JULY 29, 2026 BY STAFF WRITER

Town of Fairhaven

The Fairhaven Select Board will meet on August 24, 2026 for a Public Hearing at 6:30 p.m. in the Town Hall 40 Center St., Fairhaven. This Public Hearing is to consider your approval for a new Class II – for 2 retail cars, Auto Repair/Auto Body license. Formerly Artistic Auto Body/Artistic Towing to Stealth Collision Inc. dba Artistic Auto Body and Stealth Auto Center located at 98-99 Middle Street.

Fairhaven Select Board

FNN: 7/30/26, 8/6/26

...

[Click here to download the 7/30/26 issue: 07-30-26 ConcertCtr](#)

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FILED UNDER: LEGAL NOTICES



August 24, 2026

ACTION / DISCUSSION

1. Consider Creation of a Fairhaven Tourism Committee
2. Authorize the Town Administrator to Issue a Request for Proposals for Municipal Legal Services
3. Request a Review of the Town's Financial Forecast by the State's Financial Resource Management Bureau
4. Establish Town Administrator Goals for FY27
5. Declare Surplus Items for Town Auction on September 19, 2026 at Public Works (page 2)

A Citizen Proposal for a Fairhaven Tourism Committee

An idea based on Middleborough's Tourism Committee and its Discover Middleborough program

The idea: Create a volunteer Town committee focused on promoting Fairhaven, supporting community events, highlighting local businesses and attractions, and helping continue some of the tourism work that was previously done through Discover Fairhaven.

Why I am bringing this forward

Fairhaven has a lot to offer - our history, waterfront, Fort Phoenix, beautiful architecture, local businesses, restaurants, markets, festivals and community events. Until July 1, 2026, Discover Fairhaven helped bring those things together and promote them to residents and visitors. The Town has confirmed that the Office of Tourism, Community & Economic Development was eliminated effective July 1, 2026.

I think it is worth discussing whether a volunteer committee could help keep some of that work going. I am not proposing that we recreate the former department or add another paid position. This would be a group of residents willing to volunteer their time and ideas to help promote Fairhaven.

Why Middleborough?

Middleborough has an official Tourism Committee and uses **Discover Middleborough** as its public-facing tourism program. The committee promotes the town and local attractions and is involved with community events. Middleborough is still posting Tourism Committee meetings in 2026, so this is an active model that we can look at when deciding what could work here.

Fairhaven does not have to copy Middleborough exactly. I simply think it gives us a good example of how residents can be involved in promoting their town through an official volunteer committee.

What could a Fairhaven committee do?

- Help promote Fairhaven's history, waterfront, parks, attractions and local businesses.
- Keep residents and visitors aware of events happening around town.
- Work with existing groups on community events rather than competing with them.
- Help bring attention to local shops, restaurants and organizations.
- Look for ideas that encourage people to visit Fairhaven and spend time here.
- Work with the Historical Commission, Cultural Council, Economic Development Committee and other community groups when it makes sense.
- Bring new event and tourism ideas to the Select Board for consideration.

What I am suggesting for discussion

I would suggest starting with a small committee - possibly seven members - made up of residents with different interests and experience. That could include people interested in local history, events, business, tourism, marketing, recreation or community organizations.

The exact name, number of members, appointment process and committee charge do not need to be decided in this proposal. Those are things I would like the Board to discuss and determine with the Town Administrator and Town Counsel, if necessary.

One possible name is **Fairhaven Tourism Committee**. If the Town is able and interested in continuing the Discover Fairhaven name, that could also remain the public-facing identity. I think keeping the actual committee name simple makes the most sense.

How this would be different from Economic Development

Fairhaven already has an Economic Development Committee, and I do not want this proposal to duplicate their work. Economic development is focused more on business growth and development. This committee would be focused on tourism, events, town promotion and helping people discover what Fairhaven already has.

What I am asking the Select Board to do

I am asking the Select Board to consider the idea and discuss whether a Fairhaven Tourism Committee would be beneficial. If the Board is interested, I would ask that the Town Administrator and Town Counsel review the proper way to establish it and help develop a final committee charge.

This is meant to be a starting point for discussion. I am open to changes in the name, size, structure and responsibilities if the Board believes there is a better way to accomplish the same goal.

Submitted by: _____

Date: _____

Sources used for this proposal

Town of Fairhaven - Discover Fairhaven page and 2025 Annual Report; Town of Middleborough - Tourism Committee Agenda Center; Discover Middleborough - official site of the Middleborough Tourism Committee.



Town of Fairhaven
Massachusetts
40 Center Street
Fairhaven, MA 02719

Tel: (508) 979-4023
Fax: (508) 979-4079

Requests for Proposals: Legal Services, (Town Counsel) General and Labor

For the period of November 1, 2026 through June 30, 2029

August 2026

Inquiries and Proposals should be directed to:

Keith R. Hickey, Town Administrator Town of Fairhaven
40 Center Street
Fairhaven MA 02719

khickey@fairhaven-ma.gov | 508-979-4107

I. General Information

- a. Purpose- This request for proposals (RFP) is to contract legal services to be provided to the Town of Fairhaven (the Town) for the period of November 1, 2026 through June 30, 2029.
- b. Who May Respond- Only attorneys who are currently licensed to practice law in Massachusetts and maintain an office in Massachusetts, or law firms including such attorneys, may respond to this RFP. Firms may submit a proposal to be considered for general counsel, labor counsel, or both.
- c. Instructions on Proposal Submission
 - i. **Closing Submission Date:** Proposals must be submitted no later than 4:00 pm on Monday, September 21, 2026.
 - ii. **Inquiries-** Inquiries concerning this RFP should be addressed as indicated above. Phone and email inquiries are permitted.
 - iii. **Conditions of Proposal-** All costs incurred in the preparation of the proposal responding to this RFP will be the responsibility of the offeror and will not be reimbursed by the Town.
 - iv. **Instruction to Prospective Respondents-** Proposals should be addressed as directed above. Please submit in a sealed envelope clearly marked in with the following information:

Request for Proposal
Date
Sealed Proposal for Legal Services

It is the responsibility of the offeror to ensure that the proposal is received by the Town by the date and time specified above. Consideration of late proposals is at the discretion of the Select Board

- v. **Right to Reject-** the Town reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposals will be drafted based upon the factors described in this RFP.
- vi. **Notification of Award-** It is expected that a decision selecting the successful firm will be made within four (4) weeks of the closing date for receipt of the proposals. It is expected that the contract shall be for a period of November 1, 2026 through June 30, 2029.

d. **Description of Entity-** Fairhaven is located on the shore of Buzzards Bay and offers beautiful beaches, shopping and dining. Fairhaven features the most magnificent European-style public buildings. Surrounding towns are Acushnet, Mattapoisett and the City of New Bedford.

II. **Scope of Services-** The Offeror shall be readily available to perform the following legal services, as requested by the Select Board, the Town Administrator, or their designee:

1. Review, Draft, and negotiate contracts and leases
2. Advise on legal matters related to municipal government
3. Defend lawsuits, administrative claims, or other legal claims
4. Be available to attend Town Meetings as scheduled
5. Be available to attend Select Board meetings, *if needed*
6. Other legal services as needed

Offeror shall be prepared to submit a detailed billing statement for all services billed at an hourly rate, broken down into time increments of no less than a quarter hour. Offeror shall also include summaries of work performed and time spent on services performed, and by which attorney or staff member.

III. **Proposal Contents-** The Offeror, in its proposal, shall, at a minimum, include the following:

- a. **Legal Experience-** The Offeror should describe its legal experience, including the names, addresses, contact persons, and telephone numbers of at least three clients, preferably clients similar to the Town. Experience should include some municipal government work and other governmental affairs experience.
- b. **Organization, Size, Structure, and Areas of Practice-** If the offeror is a firm, it should describe its organization, size, structure, areas of practice, and office location(s).
- c. **Attorney Qualifications-** the Offeror should describe the qualifications of the attorneys to be assigned for Fairhaven, and identify the lead counsel for Fairhaven. Descriptions should include:
 - i. Professional and Educational background of each attorney
 - ii. Prior experience of the individual attorney(s) with respect to the required experience listed in the RFP. Only include attorney(s) likely to be assigned to the representation.
- d. **Price-** the Offeror's price should include information about the hourly billing rates of each attorney or other legal staff who is expected to work on the representation and charges for expenses, if any, such as legal research, copies, and faxes. The Town reserves the right to negotiate with the offeror on the structure of billing and/or any retainer fee. Offerors are strongly encouraged to submit a separate price proposal for an annual lump sum for general services, excluding litigation, and an annual lump sum for general services including litigation services.

IV. Proposal Evaluation

- a. Submission of Proposals-** All proposals should include one (1) original and two (2) copies.
- b. Evaluation Procedure and Criteria-** the Town's Select Board, in conjunction with the Town Administrator, will review all proposals. The Select Board and or the Town Administrator may request a meeting with qualified Offerors. Proposals will be reviewed in accordance with the following criteria:
 - 1. Proposed approach to scope of work
 - 2. Level of experience of the individual(s) identified to work with the Town
 - 3. The Offeror's experience with similar clients and legal matters
 - 4. Response from references
 - 5. Cost
 - 6. Interviews
- c. Exemption-** Contracts with labor relations representatives, lawyers or certified public accountants are exempt from Procurement through M.G.L. c. 30B, See M.G.L. c. 30B, § 1(b)(15). The Town reserves the right to negotiate with the offeror on the structure of billing and or any retainer fee, and all other aspects of the selection process if determined by the Town to be in the Town's best interest.

Price Proposal Form

Firm Name: _____

Required Submissions:	FY27	FY28	FY29
Hourly Rate for Lead Counsel	_____/hr	_____/hr	_____/hr
Hourly Rate for Associates	_____/hr	_____/hr	_____/hr
Hourly Rate for Paralegals	_____/hr	_____/hr	_____/hr

(Separate forms can be completed if the rate is different for general counsel versus labor counsel)

(Optional) Submissions, Annual Lump Sum:	FY27	FY28	FY29
General Counsel Only	_____/yr	_____/yr	_____/yr
General Counsel and Litigation Included	_____/yr	_____/yr	_____/yr
General Counsel and Labor Included	_____/yr	_____/yr	_____/yr
General Counsel, Labor, and Litigation Included	_____/yr	_____/yr	_____/yr

(Optional) Additional Price Considerations:

Signature

Title

Date

Contracts with labor relations representatives, lawyers or certified public accountants are exempt from Procurement through M.G.L. c. 30B, See M.G.L. c. 30B, § 1(b)(15). The Town reserves the right to negotiate with the offeror on the structure of billing and or any retainer fee.

Submission Checklist

(Does not need to be submitted; the checklist is intended to assist respondents.)

Y Price Proposal Form

Y List of Municipal References

Y Written Proposal that includes:

- Organization, Size, Structure, and Areas of Practice
- Level of qualifications and experience of all individual(s) identified to work with the Town
- Proposed approach to scope of work
- Experience with similar clients and legal matters



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

MEMORANDUM

To: Select Board

From: Assistant Town Administrator of Finance/Town Accountant Anne Carreiro

Date: August 18, 2026

Re: Financial Management Resource Bureau (FMRB)

I am asking the Select Board to request the state's Financial Management Resource Bureau (FMRB) to review our town's current financial forecast and provide expertise for future valuation forecasting.

The FMRB offers guidance, training, and consulting services at no charge to cities and towns to improve the effectiveness of financial operations. They have worked closely with municipalities across the Commonwealth to enhance and improve operations.

Previously, the town requested FMRB services for a Financial Management Review in 2012 and then a follow up in 2022.

[Home](#) > [Division of Local Services](#) > [Financial Management Resource Bureau](#) OFFERED BY [Division of Local Services](#)

Request Financial Management Resource Bureau Services

Use this form to submit a request for FMRB services.

Thank you for your interest in our services. Please note that FMRB project requests may only be made on behalf of the community's executive body/officer (i.e., select board, mayor).



Fairhaven Town Administrator Proposed FY28 Annual Goals

Performance Goals and Objectives



Goal 1 – Maintain Long-Term Financial Stability



- Develop and present a balanced FY28 operating budget.
- Update the Town's five-year financial forecast.
- Maintain structural balance between recurring revenues and expenditures.
- Identify opportunities to increase local revenues and reduce long-term operating costs.
- Continue implementation of financial policies regarding reserves, free cash, stabilization, and capital planning.
- Monitor enterprise fund finances to ensure long-term stability of water and sewer operations.



Goal 2 – Strengthen Capital Planning



- Provide a more complete multi-year Capital Improvement Plan.
- Prioritize municipal building improvements.
- Advance planning for Police and Fire facility replacement.
- Continue roadway, drainage, sidewalk, and ADA improvement projects.
- Pursue state and federal grant opportunities for capital improvements.



Goal 3 – Improve Organizational Effectiveness



- Meet regularly with department heads to review priorities.
- Continue fostering teamwork between departments.
- Evaluate opportunities to improve organizational efficiency.
- Implement technology improvements that increase efficiency and customer service.
- Review departmental policies and procedures where appropriate.



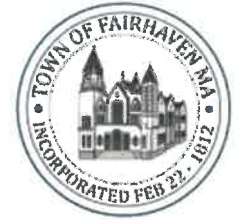
Goal 4 – Labor Relations and Human Resources



- Begin to identify recommended changes and appropriate wage and benefit schedule to present to the Select Board in preparation for upcoming negotiations of collective bargaining agreements.
- Continue regular communication with employee unions.
- Improve recruitment and retention of employees.
- Review compensation and benefit practices for long-term sustainability.



Goal 5 – Improve Public Communication and Transparency



- Continue preparation of citizen-friendly budget documents.
- Improve communication regarding major projects and financial issues.
- Increase availability of information on the Town website.
- Provide timely reports to the Select Board and residents.



Goal 6 – Economic Development



- Work with Planning and Economic Development officials to encourage appropriate commercial investment.
- Pursue redevelopment opportunities for underutilized properties.
- Review Town owned property for need and present a list of recommended properties that can be sold or leased to provide additional recurring revenues to the Town.
- Support local businesses through improved permitting and interdepartmental coordination.
- Seek grant funding for economic development initiatives.



Goal 7 – Grant Administration



- Identify and pursue applicable state and federal grants.
- Successfully administer awarded grants.
- Coordinate grant opportunities among Town departments.
- Report annually on grants received and associated financial benefits.



Goal 8 – Select Board Support



- Prepare complete and timely meeting agendas.
- Provide objective policy recommendations.
- Ensure timely implementation of Board decisions.
- Maintain regular communication with individual Board members.



Goal 9 – Community Partnerships



- Continue collaboration with regional agencies.
- Maintain positive working relationships with state legislators and state agencies.
- Support regional public safety and emergency management initiatives.
- Work cooperatively with schools, nonprofits, and community organizations.



Stretch Goals – Strategic Initiatives



- Develop a long-range financial strategy for future public safety facilities.
- Complete an organizational review of Public Works operations.
- Develop a long-term facilities master plan.
- Continue enterprise fund financial planning.
- Develop departmental performance measures (KPIs).

ITEM	DESCRIPTION (if applicable)	Department	#
Legal Size accordian file-packet folders	open at the top, brown	Town Hall	6
Large metal desktop file organizer	silver, approx 16" long with 4 slots	Town Hall	2
Random desktop pen/pencil holder	one clear, one light tea,	Town Hall	2
2017 Ford SUV	Ford Explorer SUV/needs radiator	Police Dept	1
11 piece ratchet set	Craftsman Ratchet Set	Police Dept	1 set
24" crescent wrench	Jobsmart Crescent Wrench	Police Dept	1
20 oz hammer	Milwaukee Hammer	Police Dept	1
Estwing Camper's Axe	Camper's Axe	Police Dept	1
Monster Wireless Speakers	Monster Wireless Speakers (new)	Police Dept	5
2005 Chevy Tahoe	Frame deemed unsafe - rot	Fire	1
Welding tanks and cart	Old units, tanks need to be tested, not needed	Fire	1
Arc Air Tool	Old unit, no longer needed	Fire	1 kit
Assorted general office supplies	assorted	Town Hall	





August 24, 2026
TOWN ADMINISTRATOR REPORT



Town of Fairhaven Report of the Town Administrator August 24, 2026

Financial Updates

- The Seaport Economic Council has approved an additional \$470,000 to complete the Union Wharf construction project. This additional funding, along with the \$280,000 funded at the 2026 Annual Town Meeting will complete the project. The project scope includes creating an area where people can sit and enjoy the bay.

Project Updates

- I met with City of New Bedford Director of Resilience and Environmental Stewardship Michele Paul about submitting regional brownfields grant with the city. The EPA prefers regional applications. New Bedford, Acushnet and Fairhaven will submit an application to address a brownfield site in each community.

Personnel Update

- Board of Assessor member Amanda Robinson has submitted her letter of resignation effective August 18th. The position has been added to the available Board and Commission list on the website.

Board and Commission Openings

- Below is a list of the current Boards and Commissions openings. If you are interested in applying, please visit the Town webpage at fairhaven-ma.com.

<u>Board or Committee</u>	<u>Vacancy available</u>	<u>Deadline to apply</u>
Special Bylaw Review Committee	One Member, term through completion of the project	noon on August 19, 2026, submit a volunteer application
Budget Working Group	Member Category: Category 4 – One resident with public safety experience, such as retired police, fire, EMS.	noon on August 19, 2026
Belonging Committee	One Member	open until filled
Board of Assessors	One Member	to complete term through 2028

<u>Board or Committee</u>	<u>Vacancy available</u>	<u>Deadline to apply</u>
Cultural Council	One Member	open until filled
Historical Commission	Associate Members, not to exceed number of Full Members	open until filled
Lagoa Friendship Pact Committee	One Member	open until filled
Livable Streets Committee	Unlimited	open until filled

Miscellaneous Updates

- Fairhaven Recreation is hosting a special outdoor movie night on Friday, August 28, at 7:00 PM, featuring a 55th Anniversary showing of Willy Wonka and the Chocolate Factory. Admission is just \$10 per family, and popcorn and a sweet treat are included. Bring your blankets and lawn chairs and enjoy a fun evening under the stars. Registration is available now at fairhavenrecreation.activityreg.com.
- The State Primary will be held on Tuesday, September 1, 2026. Here are some important dates and information for Fairhaven voters:
 - VOTER REGISTRATION – DEADLINE AUGUST 22
 - The deadline to register to vote or change your party enrollment for the State Primary is Saturday, August 22 at 5:00 p.m.
 - The Town Clerk's Office will be open from 9:00 a.m. to 5:00 p.m. on August 22nd for voter registration.
 - Early Voting will be held at the Town Hall, 40 Center Street on Saturday, August 22: 9:00 a.m. – 3:00 p.m. and Monday, August 24 – Friday, August 28 during regular Town Hall business hours.
 - Vote by Mail applications must be received by 5:00 p.m. on Tuesday, August 25th. Completed ballots may be returned by mail, placed in the ballot drop slot at the Town Clerk's Office, or delivered to the Town Clerk's Office. All ballots must be received by 8:00 p.m. on September 1st. Vote by Mail ballots cannot be returned at the polling location on Election Day. You can track your ballot at TrackMyBallotMA.com.

If you have questions, please contact the Fairhaven Town Clerk's Office at 508-979-4023.



August 24, 2026

MINUTES

1. Accept the Open Session minutes of July 27 and August 10, 2026
2. Accept the Executive Session minutes of August 10, 2026



FAIRHAVEN SELECT BOARD

Meeting Minutes

July 27, 2026

G 1

Present: Andrew Romano, Pam Kuechler, Andrew Saunders, Richard F. Trapilo, Assistant Town Administrator of Finance/Town Accountant Anne Carreiro and Keith R. Hickey

Not Present: Natalie A. Mello

Mr. Romano opened the Select Board meeting at 6:00pm

A moment of silence was observed in memory of Nancy A. Perry and Stephen C. Bender and for their families, friends, and all those who are grieving the loss of a loved one in our thoughts during this difficult time.

PUBLIC COMMENT

Eleanor Chew of Main Street addressed the Board on behalf of the Historical Commission to follow-up to their presentation about the Rogers School Bell, the Commission has decided not to take further action on the use of the bell at Town events or parades due to the cost.

Ms. Chew also addressed the Board as a resident, not on behalf of the Commission, about the appointment and reappointment process that has been postponed five times, she said there should be more communication and that the “two board” rule is not approved yet and should not be considered until it is.

Michelle Costen of Spring Street addressed the Board to propose a strategic shift in how CPA funds are allocated and in light of the Road to Home Act. Ms. Costen proposed allocating the majority of the CPA over 10% overflow funds to establish a new home-building initiative for purchasing land for those initiatives. Ms. Costen referred to discussion from the previous meeting about using CPA funds for air conditioning at the library and said many cannot afford air conditioning and people are more important than books.

Consider Retention or Sale of Real Property After Tax Foreclosure per MGL c. 60 §64A: French Avenue, Assessor's Parcel 27-230, 231; Harding Road - Parcel 20-161; and 5 Newbury Ave - Parcels 19-135 through 139

Treasurer/Collector Carla Mourao addressed the Board regarding the sale or retention of the three foreclosure properties. Discussion ensued with the Board about the properties, court status, which courts they were heard in, whether they were litigated or received a default judgement, overall process and timelines for any next steps.

Motion: Mr. Saunders motioned under M.G.L. c 60, s. 64A(c), to hereby move for the Town of Fairhaven sell the property located on French Avenue, Assessors' Parcel 27-230 & 231, and it be acquired by the Town upon the issuance of a foreclosure judgment by the Land Court in docket no. 17 TL 001535. Ms. Kuechler seconded. The motion passed unanimously (4-0-0).

Motion: Mr. Saunders motioned under M.G.L. c 60, s. 64A(c), to hereby move that the Town of Fairhaven sell the property located on Harding Road, Assessors' Parcel 20-161, and it be acquired by the Town as a result of a foreclosure judgment by the Land Court on June 5, 2026 in docket no. 18 TL 000173. Ms. Kuechler seconded. The motion passed unanimously (4-0-0).

Motion: Mr. Saunders motioned under M.G.L. c 60, s. 64A(c), to hereby move that the Town of Fairhaven sell the property located on 5 Newbury Avenue, Assessors' Parcel 19-135 through 139, and it be acquired by the Town upon the issuance of a foreclosure judgment by the Land Court in docket no. 18 TL 000174. Ms. Kuechler seconded. The motion passed unanimously (4-0-0).

Mr. Romano added that the Board receives packets ahead of time and for this item he reviewed whether real estate agents on the Board would have conflicts with this item and none exist at this time; if a conflict arises, he and/or Mr. Trapilo would file the appropriate paperwork with the Town Clerk's Office.

Presentation of Revised Five-Year Financial Forecast

Mr. Hickey and Ms. Carreiro reviewed the Financial Plan and advised the Board that the presentation was updated from the original packets and has also been placed online (*Attachment A*). This presentation is an early projection and the figures are expected to change. The Board asked for a presentation from the Town's audit firm at a future meeting.

Discussion included: clarification of levy limit calculations, the debt exclusion schedule, definition of non-departmental costs, the constraints of Proposition 2 ½, the impacts to towns, room tax revenue and revisiting the Town's letters for support to increase local aid in the fall. Revenue from the wind turbines and Acushnet students will be monitored.

Mr. Hickey and Ms. Carreiro advised the Board of several initiatives taking place including promoting 40R development opportunities, energy revenue and exploring regional efforts with New Bedford and surrounding communities to identify areas to share resources. Departments are pursuing revenue sources like short-term rental registration and oversight. Mr. Hickey thanked Ms. Carreiro for leading the team effort to identify alternate sources of generating revenue. Departments will be reviewing fees to align with comparable municipalities and within statutory guidelines; any revisions will be brought to the Board for review.

Discussion continued regarding municipal finance challenges, revenue and spending issues and other ways to use a wage reserve account for salaries in preparation for collective bargaining negotiations. Debate on whether the Town has a spending problem ensued, some disagreed with the characterization and Mr. Trapilo proposed implementing an immediate wage freeze, hiring freeze and postponing capital expenditures approved at Town Meeting. Mr. Trapilo asked for a three-year review of the number of employees. Mr. Hickey advised the Board that about ninety-five percent of employees are covered by collective bargaining agreements and that the School Committee has authority over their budget. Ms. Kuechler suggested joint meetings with the School and Finance Committees to brainstorm and collaborate on ideas.

Presentation of Revisions to the Atlas Tack Working Group Charge

Mr. Romano referred to an email from Mr. Hickey summarizing the EPA's response to request for additional testing (*Attachment B*). Ken Blanchard addressed the Board about the Atlas Tack Working Group's (ATWG) updated charge (*Attachment C*), past EPA test results and requests for additional testing due to the age of the building. The revised charge reflects the work to make the property viable again. Discussion ensued about the ATWG continuing their efforts to meet with the EPA to advocate for additional testing.

Motion: Mr. Saunders motioned amend the Atlas Tack Working Group as presented. Ms. Kuechler seconded. The motion passed unanimously (4-0-0).

Appointment Request: Board of Assessors: Diane Tomassetti

Diane Tomassetti addressed the Board about her interest and qualifications for the Board of Assessors. Mr. Hickey clarified that realtors can serve because the work is on all properties and if an abatement or other request for a single property could be a conflict, they can recuse themselves.

Motion: Mr. Saunders motioned to appoint Diane Tomassetti to the Board of Assessors for a term through May, 2028. Ms. Kuechler seconded. The motion passed unanimously (4-0-0).

Mr. Saunders recused himself from the next item

Appointment Request: Public Safety Complex Committee: Patrick Carr

Patrick Carr addressed the Board via zoom regarding his interest and qualifications. Discussion ensued and the Board asked clarifying questions about the vacancy.

Motion: Mr. Trapilo motioned to appoint Patrick Carr to the Public Safety Complex Committee for a term through completion. Ms. Kuechler seconded. The motion passed (2-1-1) Mr. Romano opposed, Mr. Saunders recused.

Appointment Request: Election Officers 2026-2027 Annual Term

The Board reviewed the request from the Town Clerk.

Motion: Mr. Saunders motioned to appoint the election officers as listed on page two of the agenda. Ms. Kuechler seconded. The motion passed unanimously (4-0-0).

Special One-Day Beer and Wine License: The Lions Club: August 29, 2026, 5:00-9:00pm

The Board reviewed the application, this event is a fundraiser by the Lions Club and was also held last year.

Motion: Mr. Saunders motioned to approve a special one-day beer and wine only license for The Lions Club event on August 29, 2026 from 5:00-9:00pm. Ms. Kuechler seconded. The motion passed unanimously (4-0-0).

APPOINTMENTS / COMMUNITY ITEMS

Consider Adoption of MissionSquare Retirement Deferred Compensation Plan and Trust Option as a 457(b) Deferred Compensation Plan Option for Town Employees

Mr. Hickey asked the Board to adopt the option for this deferred compensation plan for employees, it is available in other towns and is a voluntary option for employees at no cost to the Town.

Motion: Mr. Saunders motioned to adopt MissionSquare Retirement Deferred Compensation Plan and Trust Option as a 457(b) Deferred Compensation Plan Option for Town Employees. Ms. Kuechler seconded. The motion passed unanimously (4-0-0).

Call Special Town Meeting for November 17, 2026 and Open the Warrant

Mr. Romano asked Mr. Hickey to clarify differences between Annual and Special Town meeting. Mr. Hickey advised that usually a fall town meeting is for zoning versus financial articles. There is currently one potential citizen's petition that may be submitted. There is an opportunity for the Special Bylaw Review Committee to present an article. If no articles are presented to have a Special Town Meeting, the Board would be notified.

Motion: Mr. Saunders motioned to call a Special Town Meeting on November 17, 2026. Ms. Kuechler seconded. The motion passed unanimously (4-0-0).

Motion: Mr. Saunders motioned to open the warrant for Special Town Meeting on November 17, 2026. Ms. Kuechler seconded. The motion passed unanimously (4-0-0).

Consider Draft Letter to the Environmental Protection Agency (EPA) regarding New Bedford Harbor Combined Sewer Overflow (CSO) Discharge

Mr. Trapilo addressed the Board about his draft letter. He has had conversations with Mayor Mitchell and the EPA without action. At the time the letter was written there was 63 million gallons of discharge and now it is up to 124 million gallons. Mr. Trapilo said SRPEDD is drafting a letter as well. Discussion ensued about the potential impacts on the relationship with the City of New Bedford and is there a potential to have Mr. Hickey engage with Mayor Mitchell and revisit the letter at a future meeting.

Motion: Mr. Saunders motioned to table this item until August 10, 2026. Ms. Kuechler seconded. The motion passed unanimously (4-0-0).

TOWN ADMINISTRATOR REPORT

Mr. Hickey reviewed his report (*Attachment D*)

BOARD MEMBER ITEMS / COMMITTEE LIAISON REPORTS

Mr. Saunders and Ms. Kuechler had no reports

Mr. Trapilo:

- Mr. Trapilo reported he is on three SRPEDD committees: first about by-right lot reduction, next on their finance committee which is self-funded for operating expenses and also on their conservation where they are crafting a letter to New Bedford regarding closed shellfish beds. He was elected to their SMMPO

organization.

Mr. Romano:

- The Library met and discussed future plans and fundraising efforts for their projects through grants, donations and a capital campaign. While touring the library he saw the damage to the facilities from the lack of a proper heating and cooling system.
- He referred to correspondence about funding the flock cameras (*Attachment E*). Chief Dorgan will present information at the next meeting.
- Mr. Romano will be starting office hours on August 10, 2026 at 4:30pm, the location in Town Hall is to be determined

MINUTES

Motion: Mr. Saunders motioned to accept the open session minutes of July 13, 2026 as presented. Ms. Kuechler seconded. The motion passed unanimously (4-0-0).

Motion: Mr. Saunders motioned to accept the executive session minutes of July 13, 2026 as presented. Ms. Kuechler seconded. The motion passed unanimously (4-0-0).

CORRESPONDENCE

Email: Michelle Costen: Ref: Select Board Meeting 7/13-Public Response; Appropriation Process of CPA funds-Ref 7/13 SB meeting; No More Debt, a Public Comment; New Homes and Housing law targets affordability- (*Attachment F*).

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

NEWS AND ANNOUNCEMENTS

The next regularly scheduled Select Board meeting will be on **Monday, August 10, 2026** at 6:00pm

The Select Board adjourned at 8:30pm

ATTACHMENTS

- A. Presentation of Revised Five-Year Financial Forecast
- B. Update on EPA Discussion Regarding the Atlas Tack Property
- C. Proposed Updated Atlas Tack Working Group Charge
- D. Town Administrator Report
- E. Correspondence regarding Flock Cameras
- F. Correspondence: Email: Michelle Costen: Ref: Select Board Meeting 7/13-Public Response; Appropriation Process of CPA funds-Ref 7/13 SB meeting; No More Debt, a Public Comment; New Homes and Housing law targets affordability-

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

Accepted on ____



FAIRHAVEN SELECT BOARD

Meeting Minutes

August 10, 2026

Present: Andrew Romano, Natalie A. Mello, Pam Kuechler, Andrew Saunders, Richard F. Trapilo and Keith R. Hickey

Mr. Romano opened the Select Board meeting at 6:00pm

A moment of silence was observed in memory of former Fairhaven Town Clerk Elaine Rocha.

PUBLIC COMMENT

Mark Jewet of New Boston Road addressed the Board about high-speed traffic on New Boston Road. He mentioned speaking with the Board and Police Safety Officer in the past and the speeding has continued. He shared concerns about safety.

Linda Gallant of Bridge Street addressed the Board with concerns about speeding traffic on Bridge Street traveling to Route 240, accidents, impatient drivers, bikes, e-bikes and electric scooters and hazards with the speeding. She shared her concern that something is going to happen.

APPOINTMENTS / COMMUNITY ITEMS

Discussion on Flock Cameras

Chief Dorgan addressed the Board and provided background information and a brief history of the use of the system and spoke to his letter and a presentation (*Attachment A*). Mr. Romano and Ms. Mello watched a demonstration of the system at the station. Chief Dorgan reviewed the program and funding. The Board asked questions about data collection, how access to review the data and audit logs happens, how data is stored and what the process entails for requesting data from another community. Chief Dorgan agreed to hold Q&A meetings as needed at Town Hall.

Consider Revised Board/Committee Handbook

Mr. Romano summarized the recommended amendments to the Board/Committee Handbook, most of the changes were from "Selectmen" to "Select Board" or context errors. The Board discussed other grammatical amendments and how to handle the bylaw amendments currently being reviewed by the state. Some on the Board supported incorporating the spirit of Town Meeting and others supported waiting for the state's determination and suggested deferring the vote.

Motion: Mr. Saunders motioned to accept the revised Board/Committee Handbook as presented. Ms. Kuechler seconded. The motion passed (4-1-0) Mr. Trapilo opposed.

Consider Revised Appointment/Annual Reappointment Process/Policy

Mr. Romano addressed the Board about the process as outlined with suggestions for advertising online and sending to the Fairhaven Neighborhood News about town section. The Reappointments would be a separate meeting with only reappointments as their agenda item and applicants would be expected to appear before the Board.

Discussion ensued about determining eligibility for those serving on more than two boards.

Beth David of Dogwood addressed the Board to clarify the title of the section is "Around Town Happenings" in the Neighborhood News.

Motion: Mr. Saunders motioned to accept the revised appointment/annual reappointment process and revised application as amended. Ms. Kuechler seconded. The motion passed (4-1-0) Mr. Trapilo opposed.

Appointment of Members to the Budget Working Group

Mr. Romano advised the Board that he reached out to each applicant based on the seven spots. He also reached out to Pat Elliott, Chair of the Finance Committee, who will appoint a Finance Committee member if he does not serve himself. Mr. Romano called each applicant to address the Board in the order of their submission. He advised the

Board that Robert Baldwin's application came in after the deadline of noon on August 5, 2026 (the form was received at 1:49pm on August 5, 2026) and due to the agenda not being posted until August 6, 2026, he was included on the agenda. Dr. Baldwin advised the Board he would understand if his application was not considered due to being sent late.

Brief discussion ensued about the Budget Working Group (BWG) categories established by the Board and whether to appoint more than seven. Mr. Romano asked the Board whether to move forward as advertised for the seven categories or table this item to consider changes and re-advertise. Some on the Board spoke in favor of opening up for additional applicants with concerns about delays while others on the Board supported moving forward as advertised and advertising to consider additional candidates. The consensus was to proceed with interviews.

Ken Blanchard, Anne Soares, Dan Lopes, Gunner Hexum, Robert Grindrod, Jason Lanagan, Mark Rees and Robert Baldwin each addressed the Board about their application and qualifications under the category or categories each identified they were qualified for. The Board asked clarifying questions and Mr. Romano asked each candidate the same question: How will you ensure your decisions comply with applicable laws, regulations, and town bylaws, even if they conflict with your personal opinions?

Jeffrey Messier and Benjamin Reis were not present to address the Board.

By category:

1 - Finance Committee, Pat Elliott will appoint a member if he is not able to serve.

2 - Resident with CPA, accountant, auditor, CFO, or budget professional knowledge.

Motion: Ms. Mello motioned to appoint Mark Rees under category two. Ms. Kuechler seconded. The motion passed unanimously (5-0-0).

3 - Resident business owner or operations manager.

Motion: Ms. Kuechler motioned to nominate Jason Lanagan under category three. Ms. Mello seconded.

Motion: Mr. Trapilo motioned to nominate Dan Lopes under category three. No second. The motion failed.

On the Motion by Ms. Kuechler to nominate Jason Lanagan under category three. Seconded by Ms. Mello. The motion passed unanimously (5-0-0).

4 – Resident with public safety experience, such as retired police, fire, EMS.

Motion: Mr. Trapilo motioned to nominate Ken Blanchard under category four. Mr. Saunders seconded. The motion failed (2-3-0) Ms. Kuechler, Mr. Romano and Ms. Mello opposed.

Motion: Ms. Mello motioned to table category four to August 24, 2026 to consider the late application. Ms. Kuechler seconded.

Discussion ensued, Mr. Trapilo said this goes against what the Board is trying to do, there is a policy and there was a deadline. Discussion continued about the previous Board vote on the handbook and to move forward with seven appointments for the BWG. Mr. Romano stated the handbook process states the Board is under no requirement to fill a position.

On the Motion by Ms. Mello to table category four to August 24, 2026 to consider the late application. Seconded by Ms. Kuechler. The motion failed (2-3-0) Mr. Trapilo, Mr. Romano and Mr. Saunders opposed.

No other motions under category four were made.

5 – Resident with education, school finance, or school administration experience.

Motion: Ms. Mello motioned to appoint Robert Baldwin under category five. Ms. Kuechler seconded. The motion passed unanimously (5-0-0).

6 – Resident with procurement, construction, facilities, engineering, or public works experience.

Motion: Mr. Romano motioned to appoint Daniel Lopes under category six. Ms. Mello seconded. The motion passed unanimously (5-0-0).

7 – Resident IT professional

Motion: Ms. Kuechler motioned to appoint Gunner Hexum under category seven. Ms. Mello seconded. The motion passed unanimously (5-0-0).

Category four, a resident with public safety experience remains unfilled; the Board set a deadline of noon on August 19, 2026 for applications for category four. Members appointed tonight should be sworn in at the Town Clerk's Office.

The Board recessed from 7:45pm to 7:50pm

Appoint Select Board Liaison to the Budget Working Group

Members Trapilo and Romano expressed interest in the liaison role; each spoke to their interest in serving as liaison to the BWG.

Motion: Ms. Kuechler motioned to appoint Andrew Romano to the Budget Working Group. Ms. Mello seconded. The motion passed (3-2-0) Mr. Saunders and Mr. Trapilo opposed.

Mr. Saunders recused himself and left the Banquet Room for the next item

Appointment Request: Livable Streets Committee: Erin Carr

Ms. Carr addressed the Board about her interests, qualifications and answered the Board's questions.

Motion: Mr. Trapilo motioned to appoint Erin Carr to the Livable Streets Committee for a term through September, 2026. Ms. Kuechler seconded. The motion failed (2-2-1) Ms. Mello and Mr. Romano opposed, Mr. Saunders recused.

Mr. Saunders returned to the Banquet Room.

Appointment Request: Atlas Tack Working Group: Keith Silvia

Mr. Silvia addressed the Board about his interest in remaining on now that he is not a Select Board member and answered the Board's questions.

Motion: Mr. Saunders motioned to appoint Keith Silvia to the Atlas Tack Working Group for a term to expire upon completion. Mr. Trapilo seconded. The motion passed unanimously (5-0-0).

EXECUTIVE SESSION

Motion: Mr. Saunders motioned to enter Executive Session pursuant to G.L. c. 30A, § 21(a)(3) To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares (NEPD versus Town of Fairhaven); AND Pursuant to G.L. c. 30A, § 21(a)(2) [t]o conduct strategy sessions in preparation for negotiations with non-union personnel or contract negotiations with nonunion personnel: Keith Hickey, AND to return to Open Session. Ms. Kuechler seconded. Roll Call Vote, Mr. Saunders, Ms. Kuechler, Mr. Romano, Ms. Mello and Mr. Trapilo in favor. The motion passed unanimously (5-0-0).

The Select Board adjourned to Executive Session from 8:08pm to 8:27pm

ACTION / DISCUSSION

Town Counsel Heather White –Harrington Heep LLP Fee Agreement and Labor Proposal

Atty. Heather White addressed the Board, she will be joining the firm of Harrington Heep (HH) effective September 1, 2026 due to the change in focus at Petrini & Associates (P&A) where they will no longer provide General Counsel services.

Discussion ensued with the Board about the services available at HH, the deeper bench of attorneys at HH, considering HH for Labor Counsel, issuing a Request for Proposals (RFP) and the interest of the Town's current Labor Counsel firm of Mead, Talerman and Costa (MTC) to submit a proposal to provide General and Labor Counsel services to the Town.

Mr. Hickey has had the opportunity to work closely with Atty. White and shared his recommendation that staying with Atty. White through HH is in the Town and staff's best interests. Discussion continued about timelines and interim coverage. Public Works Superintendent Vinnie Furtado addressed the Board in support of retaining Atty. White based on the thoroughness of her work, especially with contracts and attention to detail. Atty. Chris Brown of HH addressed the Board and offered to answer any questions about the proposal. The consensus of the Board was to have a discussion at a later date about Labor Counsel.

Motion: Mr. Saunders motioned to approve transitioning General and Labor Counsel to Harrington Heep, LLP. Ms. Kuechler seconded. The motion passed unanimously (5-0-0).

Consideration of Retaining Petrini and Associates for Special Counsel for the Wastewater Facility Upgrades

Mr. Furtado addressed the Board about retaining P&A for counsel on the Wastewater Treatment Facility project due to the ongoing work and conflicts with a contractor that P&A is familiar with and have been handling. Atty. Chris Petrini addressed the Board via Zoom to answer questions and said that P&A's area of strength is with this type of litigation and it would be more cost effective than trying to get another firm up to speed.

Motion: Mr. Saunders motioned to retain Petrini and Associates as Special Counsel for the Wastewater Pollution Control Facility. Ms. Kuechler seconded. The motion passed unanimously (5-0-0).

Review Legal Expenses and Protocol for Authorizing Contacting Town Counsel

Mr. Trapilo thanked Mr. Hickey for the timely delivery of information and asked if all Town managers and Town Counsel are following the procedure. Mr. Hickey referred to his memo (*Attachment B*) advised the Board that Atty. White and staff are very aware of and follow the policy about contacting legal counsel. There are few exceptions and Atty. White has been a gatekeeper when a request has been made outside of the procedure.

Mr. Trapilo asked if there is room for reductions in the legal expenses. Mr. Hickey advised that a lot of the legal expenses are outside of staff's control due to litigation from the Planning Board and Zoning Board of Appeals. Some expenses have been costly and avoidable if those with the interest to put the Town first handled interactions and differences of opinion better. Mr. Hickey explained that this is a work in progress.

Mr. Romano addressed the Board regarding the vote on a Select Board liaison to the Budget Working Group and asked the Board to discuss and reconsider the item.

Motion: Mr. Romano motioned to reconsider item B5. Mr. Saunders seconded. The motion passed unanimously (5-0-0).

Mr. Romano explained his interest in being the BWG liaison, that he was surprised at the reaction and that he was withdrawing from being the BWG liaison. Brief discussion ensued about the vote, Mr. Trapilo said to let the Board's vote stand, he was impressed with those who stepped forward. Mr. Romano restated that he would withdraw as the liaison and asked for another member to step forward.

Motion: Mr. Romano motioned to appoint Rick Trapilo as Select Board liaison to the Budget Working Group. Ms. Kuechler seconded. The motion passed (4-1-0) Mr. Trapilo opposed.

Town Administrator Annual Performance Review

Mr. Romano thanked the Board for turning in their reviews. The rating scale was five categories: not applicable, needs improvement, ongoing, achieved or excelled. In seven of the eight criteria measured, Mr. Hickey scored the highest rating of excelled and in one, the score was very close at achieved. One vote under planning and organization indicated the conversation was ongoing and will be incorporated into goal setting.

Contractually, the Board can award a bonus of up to three-thousand dollars. Mr. Romano opened up for the Board to discuss.

Discussion ensued as to Mr. Hickey's overall performance and all members, with the exception of Mr. Trapilo, were in support of awarding the three-thousand-dollar bonus as outlined in Mr. Hickey's contract. Mr. Trapilo suggested deferring discussion on the bonus until later in the fiscal year once the Board has a better understanding of the Town's finances.

Mr. Hickey said a three-thousand-dollar bonus represents a 1.6% raise and is a contractual obligation that he would forego to negotiate with the Board if they were open to scheduling an Executive Session to start negotiations.

Motion: Mr. Saunders motioned to approve the Town Administrator's annual evaluation and award a bonus of three-thousand-dollars as presented. Ms. Kuechler seconded. The motion passed (4-1-0) Mr. Trapilo opposed.

Consider Select Board Proposed Amendments to the Town Administrator's Employment Agreement

Mr. Romano proposed a change to the evaluation date in Mr. Hickey's contract to align with Town elections so that the Board is able to complete the evaluation before a new Board is in place.

Motion: Mr. Saunders motioned to amend the Town Administrator's Employment Agreement to read, the evaluation should take place on or before June 1st. Ms. Kuechler seconded. The motion passed unanimously (5-0-0).

Accept the Retirement of Marcy Christ: Fairhaven Police Department

The Board reviewed the item, thanked her for her service to the Town and wished her well in her retirement.

Motion: Mr. Saunders motioned to accept the Retirement of Marcy Christ from the Fairhaven Police Department as presented. Ms. Kuechler seconded. The motion passed unanimously (5-0-0).

Establish Town Administrator Goals for FY27

The Board's packet contained FY28 draft goals and Mr. Hickey asked the Board to table the goal setting to the next meeting in order to provide the revised version for 2026-2027.

Motion: Mr. Saunders motioned to. Ms. Kuechler seconded. The motion passed unanimously (5-0-0).

Consider Draft Letter to the Environmental Protection Agency (EPA) regarding New Bedford Harbor Combined Sewer Overflow (CSO) Discharge

Mr. Hickey spoke to the outreach to New Bedford's Mayor and an update from Mr. Furtado and asked the Board to hold off at this time. Ms. Kuechler had a conversation with a Select Board member from Dartmouth where there is potential interest to work together. Mr. Hickey offered to connect with the Dartmouth Town Administrator. Mr. Trapilo advised the Board that SRPEDD is drafting a letter for the towns in SRPEDD to sign collectively.

Motion: Mr. Saunders motioned to indefinitely table item D8 until Rick Trapilo brings the item back. Ms. Kuechler seconded. The motion passed unanimously (5-0-0).

TOWN ADMINISTRATOR REPORT

Mr. Hickey reviewed his report (*Attachment C*). He met earlier today with staff from Building, Planning, Conservation, Heath, Public Works, Mr. Romano and Atty. White regarding concerns on West Island development. Heath and zoning concerns were raised and data is needed. They will look for grant funds to review and study

modifications to the septic bylaws for Spring Town Meeting 2027. Mr. Hickey will summarize the concerns for the Board, the concerns are not just about West Island, they also involve impacts to the shoreline. Other members of the Board shared that they have spoken with residents about similar concerns.

The auditor's presentation date is being coordinated, their preference is to attend via Zoom.

Mr. Hickey has met with a company regarding leasing space outdoors for internet boosters at the Recreation Center and Council on Aging location.

Mr. Hickey also met with a resident who was concerned about the deadline that was set for submissions of Citizen's Petitions. The Board can consider a future agenda item to move the deadline closer to the warrant closing.

BOARD MEMBER ITEMS / COMMITTEE LIAISON REPORTS

Mr. Saunders had no reports and asked Ms. Hart to provide a revised list of meeting dates.

Ms. Kuechler:

- Spoke with Mark Sylvia who said he would come to a meeting to discuss the status of combined sewer overflows from a state level if the Board would like to discuss.

Ms. Mello:

- The Historical Commission met and shared concerns about finding someone to use the Academy Building so it does not remain dormant
- The Public Safety Complex Committee met and will bring a request to use funds for a RFQ to the Board

Mr. Trapilo:

- Mr. Trapilo thanked Mr. Romano for the organized agendas
- He reached out to Mr. Furtado to ask if the water treatment plant is secured from attacks like malware and he said he would check and report back. He also asked Mr. Furtado about PFAS chemicals in groundwater and was told testing is done and nothing showed up.
- He asked Mr. Hickey to invite the School Superintendent and School Board to attend for the financial presentation, discuss issues with the School Department that impact the warrant and the topic of open school enrollment.
- Mr. Trapilo spoke to (*Attachment D*), his response to a letter from a Town employee.

Mr. Romano:

- He held his first monthly office hours earlier today, attended by six people, topics discussed were trash fees, the library HVAC project, what positions to cut/not fund and will share with the appropriate entities.
- He mentioned he sat in with Department Heads on a meeting regarding West Island that Mr. Hickey covered in his TA Report and had a demonstration of the Flock cameras earlier today.

NEWS AND ANNOUNCEMENTS

The next regularly scheduled Select Board meeting will be on **Monday, August 24, 2026** at 6:00pm

The Select Board adjourned at 9:57pm

ATTACHMENTS

- A. Chief Dorgan Correspondence regarding Flock Cameras
- B. Keith Hickey Memo regarding legal expenses
- C. Town Administrator Report
- D. Rick Trapilo Correspondence in response to a letter from a Town employee

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

Accepted on ____



August 24, 2026

CORRESPONDENCE

1. Email: Food for thought
2. Email: Budget Working Group Appointment Process
-Request for the Record
3. Office of the Attorney General: OML 2026-104
4. Email: Warrantless surveillance
5. Email: Flock

Food for thought

1 message

Concerned Employee <reallyexhaustedbutstillworking@yahoo.com>

Fri, Aug 7, 2026 at 10:48 AM

To: selectboard@fairhaven-ma.gov

Cc: khickey@fairhaven-ma.gov

I have written and rewritten this many, many times after casually picking up the neighborhood news for the wah may coupon. That is the end of my joking for a moment.

This is specifically in response to Mr. Trapilo's repeated comments about "efficiency" and all the stuff that directly and indirectly implies that staff is the problem.

As someone who works for the Town and has dedicated myself to serving Fairhaven, I would respectfully ask that the conversation about fiscal responsibility not lose sight of the people behind the numbers. **Town employees are not simply positions, classifications, or expenditures on a spreadsheet.** They are the people who answer residents' calls, maintain our roads and buildings, process permits and payments, respond to emergencies, care for our seniors and children, manage payroll and finances, enforce regulations, maintain public records, support our boards and committees, and keep the day-to-day operations of Town government moving.

We come to work every day with the expectation that our work matters and that our efforts are valued. A blanket hiring and wage freeze, particularly when presented without consideration of the workload, retention, recruitment challenges, cost of living, and responsibilities carried by individual departments, can understandably feel demoralizing to the very employees being asked to continue providing excellent service with limited resources.

Fiscal responsibility and employee appreciation should not be mutually exclusive. *You cannot continually ask employees to do more with less while publicly framing their wages and positions as the problem.* And using multiple social media pages to rally people around a problem that has not been fully evaluated. Reading through the comments is truly eye-opening and made me sick. I have been up all night thinking through this response and it is why I am sending it anonymously.

If Fairhaven is facing a structural financial challenge, I believe the answer should include a comprehensive examination of revenues, expenditures, efficiencies, staffing needs, service levels, unfunded obligations, capital planning, and opportunities for sustainable growth. It should also include meaningful input from the employees and department heads who understand firsthand where efficiencies can be found—and where reductions or vacancies would ultimately affect the services residents receive.

There is certainly room for government to continually ask, "Can we do this better?" But I would also encourage us to ask, "What does it take to retain the people who make this Town function well?"

I am proud to be a Town employee. I am proud of the work I do and of the many dedicated employees I work alongside. We may not always agree on how Fairhaven should address its financial challenges, but I hope we can agree that the people who serve this community deserve to be part of the solution—not characterized primarily as a cost to be controlled.

I'm going to go back to work now, smile and do the best I can and as I do every single day.

Budget Working Group Appointment Process – Request for the Record

1 message

Jennifer Cardoza <jisabel508@gmail.com>

Tue, Aug 11, 2026 at 8:53 AM

To: Keith Hickey <khickey@fairhaven-ma.gov>

Cc: Amy Hart <ahart@fairhaven-ma.gov>, selectboard@fairhaven-ma.gov, aromano@fairhaven-ma.gov, namello@fairhaven-ma.gov, pkuechler@fairhaven-ma.gov, asaunders@fairhaven-ma.gov, rtrapilo@fairhaven-ma.gov

Dear Members of the Select Board and Mr. Hickey,

I am writing regarding the application and appointment process for the Budget Working Group and, specifically, the application deadline that was advertised to the public.

I believe it is important that the Town adhere to the deadline and criteria that were publicly established for this process. No candidate should be admitted into the applicant pool after the advertised deadline has passed.

When the Town establishes and advertises a deadline, residents should reasonably be able to rely upon that deadline as applying equally to everyone. Individuals who wished to serve were given the same opportunity to review the requirements, submit their materials, and meet the established deadline.

Allowing additional candidates to enter the process after that deadline whether they are one hour late, one day late, or otherwise undermines the integrity and fairness of the process for those residents who complied with the requirements as advertised.

This concern became particularly significant during the Select Board's discussion of the Budget Working Group appointments. The Board discussed whether to expand participation or adhere to the criteria that had been established and ultimately indicated that the established criteria would be followed.

If that is the standard, it must be applied consistently.

For the Emergency Management position, an applicant who submitted their application by the deadline appeared before the Board and answered the Board's questions. The appointment was then tabled, providing an opportunity for an individual who submitted an application after the deadline to potentially be considered at a subsequent meeting.

That raises a fundamental issue of fairness.

This is not a statement regarding the qualifications, experience, or character of any individual who applied. The issue is whether the rules established by the Town apply equally to every applicant.

If an advertised deadline can be disregarded after it has passed, it puts applicants who complied with the process at a disadvantage and creates uncertainty about whether future deadlines established by the Town are actually meaningful.

It also sends a troubling message to residents who volunteer their time to serve their community. We should be encouraging residents to become involved in municipal government. People are far less likely to step forward when they believe established procedures may be changed or applied differently after they have done everything that was asked of them.

For those reasons, I respectfully request that only applications received by the publicly advertised deadline be considered for appointment to the Budget Working Group and that applications received after that deadline not be added to the candidate pool.

If the Board determines that it wants to reopen the application process, I believe the fair and transparent approach would be to formally reopen it for everyone, establish and publicly advertise a new deadline, and provide all interested residents with the same opportunity to apply.

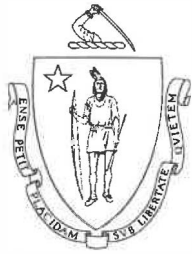
Going forward, I also respectfully request that application deadlines and eligibility criteria established by the Town be consistently enforced so that every resident participating in a public appointment process is treated according to the same standards.

Please include this correspondence in the record for the next Select Board meeting.

Thank you for your attention to this matter.

Sincerely,

Jennifer Cardoza



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THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL
ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

ANDREA JOY CAMPBELL
ATTORNEY GENERAL

(617) 727-2200
www.mass.gov/ago

August 11, 2026

OML 2026 – 104

VIA EMAIL ONLY

Andrew Romano
Chair, Select Board
Town of Fairhaven
aromano@fairhaven-ma.gov

RE: Open Meeting Law Complaint

Dear Chair Romano:

This office received a complaint from Patrick Higgins (the “Complainant”) on October 29, 2025, alleging that the Fairhaven Select Board (the “Board”) violated the Open Meeting Law, G.L. c. 30A, §§ 18-25. The complaint was originally filed with the Board on October 15¹ and former chair Charles K. Murphy² responded to the complaint, on behalf of the Board, by letter dated October 28. The complaint alleges that the Board violated the Open Meeting Law by failing to respond to a request for executive session minutes within the 10 days required by the Law.

Following our review, we resolve this complaint by **informal action**, in accordance with 940 CMR 29.07(2)(a), and find that the Board violated the Open Meeting Law in the way alleged. In reaching this determination, we reviewed the original complaint, the Board’s response to the complaint, the request for further review and the minutes of the Board’s October 14 meeting.³

¹ All dates are in 2025 unless otherwise noted.

² At the time the complaint was filed, Mr. Murphy was Chair of the Board. However, he is no longer a member of the Board.

³ The meeting minutes can be found on the “2025 Select Board Agenda and Minutes” page of the Fairhaven Select Board’s website: <https://fairhaven-ma.gov/document/select-board-2025/>.

The Open Meeting Law requires that a public body “create and maintain accurate minutes of all meetings, including executive sessions.” G.L. c. 30A, § 22(a). The Open Meeting Law further provides that “minutes of an open session, if they exist and whether approved or in draft form, shall be made available upon request by any person within 10 days.” G.L. c. 30A, § 22(c). When a public body receives a request for executive session minutes, the body must also respond to the request within 10 days. See G.L. c. 30A, § 22(g)(2). If at the time of the request the public body has not recently performed a periodic review of the requested minutes, as provided by G.L. c. 30A, § 22(g)(1), the body must perform the review and release the non-exempt minutes, or any portion thereof, not later than the body’s next meeting or 30 days, whichever occurs first. Id. If this review is required, the public body must still respond to the requester within 10 days of receiving the request, informing the requester that the public body will conduct a review to determine whether the minutes may be withheld or must be released. See OML 2023-62; OML Declination 10-15-23 (Hubbardston Select Board).⁴

Here, on October 3, the Complainant sent an email to then-Board Chair Charles Murphy requesting a “copy of the minutes of all executive sessions held by the Select Board in calendar years 2024, and 2025.” Mr. Murphy responded on October 4 acknowledging the request, writing, “I have forwarded this.” On October 5, the Complainant emailed Mr. Murphy reminding him of the 10-day requirement. The Town Administrator responded that same day stating that the Board was “aware of the timeline” and would “respond accordingly.”

During a meeting held on October 14, the Board reviewed numerous minutes of executive sessions held in 2024 and 2025 and voted to release certain of those minutes. On October 15, 12 calendar days after the Complainant’s initial request, the Board provided copies of executive session minutes. We acknowledge that the Board initially replied to the Complainant’s request within 10 days acknowledging receipt. However, the Board did not inform the Complainant that it would conduct a review of the executive session minutes. See OML 2017-159. The Board also did not provide minutes that it had previously reviewed, prior to receiving the request, and determined could be released. The Open Meeting Law requires that upon request by any person to inspect or copy the minutes of an executive session or any portion thereof, the body must respond to the request within 10 days following receipt and release any such minutes where publication would not defeat the lawful purposes of the executive session. See G.L. c. 30A, § 22(g)(2). Here, both Mr. Murphy’s and the Town Administrator’s responses were ambiguous, simply suggesting that the request had been “forwarded” and that the Board would “respond.” Therefore, we find that the Board violated the Open Meeting Law by not properly responding to a request for meeting minutes. However, we commend the Board for promptly reviewing and approving minutes for release at its next meeting.

In instances where all appropriate corrective action has already been taken, such as here where the Board provided copies of responsive meeting minutes on the day the instant complaint was filed, we urge complainants not to consume resources by requesting further review where the transparency purpose of any such complaint or review has already been addressed. See OML 2026-12; OML 2024-224; OML 2023-113; OML 2017-191; OML 2012-46. Indeed, the Open Meeting Law complaint process is designed to allow public bodies to take corrective action and

⁴ Open Meeting Law determinations and declination letters may be found at the Attorney General’s website, <https://www.mass.gov/the-open-meeting-law>.

address concerns raised in a complaint without this office's involvement. See G.L. c. 30A, § 23(b) ("At least 30 days prior to the filing of a complaint with the attorney general, the complainant shall file a written complaint with the public body, setting forth the circumstances which constitute the alleged violation and giving the body an opportunity to remedy the alleged violation."). Pursuing such complaints takes up scarce state and local resources without advancing the Open Meeting Law's goal of improved governmental transparency.

For the reasons stated above, we find that the Board violated the Open Meeting Law by failing to properly respond to a request for executive session minutes within the 10 days required by the Law. We order the Board's immediate and future compliance with the Law and caution that similar future violations could be considered evidence of intent to violate the Law.

We now consider the complaint addressed by this determination to be resolved. This determination does not address any other complaints that may be pending with the Board or with our office. Please feel free to contact our office at (617) 963-2540 if you have any questions regarding this letter.

Sincerely,



KerryAnne Kilcoyne
Assistant Attorney General
Division of Open Government

Assisted by Andrew Guay, Legal Intern

cc: Patrick Higgins (via email: patrick@openmeetinglawenforcer.com)
Fairhaven Select Board (via email: selectboard@fairhaven-ma.gov)
Fairhaven Town Administrator (via email: khickey@fairhaven-ma.gov)
Fairhaven Town Clerk (via email: clerk@fairhaven-ma.gov)

This determination was issued pursuant to G.L. c. 30A, § 23(c). A public body or any member of a body aggrieved by a final order of the Attorney General may obtain judicial review through an action filed in Superior Court pursuant to G.L. c. 30A, § 23(d). The complaint must be filed in Superior Court within twenty-one days of receipt of a final order.

Warrantless surveillance

1 message

michelle costen <michcosten@gmail.com>

Fri, Aug 14, 2026 at 3:28 PM

To: selectboard@fairhaven-ma.gov

<https://ij.org/case/san-jose-license-plate-readers/>

Happening across the US a breach in the fourth amendment.

Michelle Costen

Flock

1 message

Michelle Costen <michcosten@gmail.com>

Sun, Aug 16, 2026 at 11:10 AM

To: Andrew Romano <aromano@fairhaven-ma.gov>, selectboard@fairhaven-ma.gov, Mark Sylvia <msylvia11@comcast.net>

Dear members of Fairhaven's Select,

I am writing to express strong opposition to the surveillance cameras installed in Fairhaven, and to request an immediate removal.

Through research into automated enforcement and surveillance, I have noted that the systems faced technical limitations, such as windshield and license plate glare. To combat this, industries are increasingly adopting, advanced glare - mitigation technologies- Such as flocking technology, which is currently utilized in automotive and military applications-As it appears, to maximize data capture capabilities.

The implementation of this pervasive surveillance apparatus raises profound concerns regarding public oversight and civil liberties. Installing these systems prior to public notification, undermines transparency and directly infringe upon our fourth amendment rights. Furthermore, relying on internal privacy agreements and oaths apparently provides insufficient protection against potential misuse as evidenced by documented abuses of surveillance technology by law enforcement personnel across the country.

Given the significant risk to personal privacy and constitutional rights, I urge our Select Members to dismantle this current camera network and reject further expansion of what citizens deem as Mass Surveillance in Fairhaven.

Protection is vital but should never be at the expense of privacy for every day law abiding citizens.

It leaves a dark and creepy feeling in our town. Is that what you want?

Not to mention who is paying for Flock cameras, especially while we are in deficits? And whose idea was it to implement this in the first place?

The public needs to know.

Michelle Costen



August 24, 2026

EXECUTIVE SESSION

1. Pursuant to G.L. c. 30A, § 21(a)(1) To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. (Conservation Commission Chair)