



Fairhaven Board of Selectmen

March 4, 2013 Meeting Minutes

Present: Selectman Chairman Brian Bowcock, Vice Chairman Charles Murphy, Clerk Robert Espindola, and Administrative Assistant Anne Kakley.

Chairman Brian Bowcock called the meeting to order in the Town Hall Banquet Room at 6:35 p.m.

MINUTES

- Mr. Murphy motioned to approve the minutes of the **February 19, 2013** meeting, **open** session. Mr. Espindola seconded. Vote was unanimous. (3-0).
- Mr. Murphy motioned to approve the minutes of the **February 19, 2013** meeting, **executive** session. Mr. Espindola noted that there was one correction to fix the misspelling of a name. It was agreed that the change would be made. Mr. Espindola seconded the motion to approve the minutes, contingent upon the fixed misspelling. Vote was unanimous. (3-0).

EXECUTIVE SECRETARY'S REPORT

Mr. Osuch was on vacation, but Dr. Bowcock shared some important upcoming meetings:

- Wednesday, **March 6**, at 7:00 p.m. – Cable Access Candidates' Night at the Recreation Center/COA
- Thursday, **March 7**, at 7:00 p.m. – Finance Committee meeting at the BPW building
- Tuesday, **March 19**, at 6:00 p.m. – Rogers/Oxford Study Committee meeting, at the Town Hall

POLL WORKERS

Mr. Murphy motioned to approve poll workers for the April 1, 2013 Annual Town Election, the April 30 Special State Primary, and the June 25, 2013 Special State Election. See Attachment A for the list of poll workers. Mr. Espindola seconded. Vote was unanimous. (3-0).

TOWN HALL AUDITORIUM USE APPLICATION

The Board reviewed an application from John Kalife and Cameron Durant to use the Town Hall Auditorium for a production of "The Odd Couple" on June 6, 7, and 9. The application had already been previously approved by the Police, Fire, Health and Building departments. No food will be served at the production and any profits will be given to charity. The applicants asked for a refund on the deposit if there is no need to retain the deposit. The Board was amenable to the application and conditions. Mr. Murphy motioned to approve the application to use the Town Hall Auditorium with the understanding that the deposit would be returned if there is no need to retain it. Mr. Espindola seconded. Vote was unanimous. (3-0).

PROCLAMATION FOR CHRISTOPHER ROY

The Board recognized Captain Christopher Roy, who will be returning to Fairhaven after serving in Afghanistan. Dr. Bowcock read a proclamation for Capt. Roy into record. See Attachment B.

CDBG BUSINESS

The Board met with Town Planner Bill Roth at 6:45 p.m. Mr. Roth said that he was before the Board to close out the 2011 CDBG road project for Spring Street. He said once it was closed out, all excess money would need to be reprogrammed or returned. He asked the Board of Selectmen to approve a budget amendment to move the money into an account for a housing project. Mr. Murphy motioned to authorize the chairman to sign the fund transfer. Mr. Espindola seconded. Vote was unanimous. (3-0).

Mr. Roth also asked the Board to amend the contract with their consulting firm, Breezeway Farm Consulting, to extend the contract period to June 2013. Mr. Espindola asked if the extension would incur more costs. Mr. Roth said that it would be covered under the CDBG grant. Mr. Murphy motioned to approve the contract extension and have the Chairman sign the paperwork. Mr. Espindola seconded. Vote was unanimous. (3-0).

Mr. Roth said that under the 2012 CDBG grant for Park Avenue and Main Street, there is an agreement to have Breezeway Farm consult on the next CDBG application. Mr. Roth said that the contract should have been signed in December, but it was overlooked. This will come out of Planning and Economic Development contract for services. Mr. Murphy motioned to sign the document. Mr. Espindola seconded. Vote was unanimous. (3-0).

Mr. Roth noted that the new design of Spring Street has held up well to recent heavy rains, with drainage being greatly improved. He also said that the Community Preservation Committee had approved a \$60,000 Special Town Meeting article to hire a consultant to do a housing inventory for consideration in the next CDBG grant proposal.

MASSACHUSETTS HISTORICAL COMMISSION GRANT

The Board reviewed an application from School Business Administrator Paul Kitchen requesting a \$60,000 grant from the Massachusetts Historical Commission for windows at the High School. Clerk Espindola motioned the following:

“The Directors of the Town of Fairhaven on March 4, 2013, at which a quorum was present, the following resolution was adopted: VOTED: that Brian Bowcock, Chairman of the Board of Selectmen of this corporation be and he is hereby authorized to execute a contract, enter into contracts for project work, sign preservation restrictions, and disburse funds or designate appropriate persons to do so.”

Mr. Murphy seconded. Vote was unanimous. (3-0).

The Board also voted to send a letter along with the application confirming an Historical restriction on the High School. Mr. Murphy motioned to send the letter. Mr. Espindola seconded. Vote was unanimous. (3-0).

HANDICAP ACCESS AT HOPPY’S LANDING

At 6:59 p.m., the Board met with members of the Boat Ramp and Waterfront Recreational Committee, Shellfish Warden Tim Cox, Harbormaster David Darmofal and Doug Cameron regarding a land management agreement for fishing access at Hoppy’s Landing. The area has been surveyed for suitability for handicap access. It was determined that a pier would have to be excessively long to provide access. Instead, Mr. Cameron said that they would pursue making improvements for handicap parking at Hoppy’s, widen the causeway sidewalk, and create fishing platforms at the causeway bridge.

Mr. Espindola asked about the proposed sidewalk improvements. Mr. Cameron said that the sidewalk would be widened outward, away from the already narrow street.

The Harbormaster expressed concerns regarding safety and said that the tradition of jumping at the bridge is already a problem. He said people may be tempted to jump from the platforms as well, where the water is shallower and near rock. He suggested signage to address the safety issue. Additionally, Mr. Darmofal said he was afraid that the set-up would lead to people dashing across the street without looking. He said that they would attempt to address that issue with a handrail on the bridge to reduce the chances of someone running across the street without stopping to look for traffic. He said that they may consider staggering the platforms as well.

The next step, according to Mr. Cameron, is an RFP for a topographical survey and a survey of water depth, sidewalk dimensions, and to get a preliminary plan. That plan will then be brought back before the Board of Selectmen for review and approval. The cost will be covered by saltwater fishing fees and will not be borne by the Town. The Board and the Boat Ramp Committee thanked Mr. Cameron for his presentation. Mr. Ted Lorentzen said that the Board could observe an example of handicap-accessible fishing platforms at the Narrows bridge in Wareham.

Mr. Murphy motioned to ask Mr. Cameron to go forward with the next steps in the process of bringing handicap-accessibility to the fishing area at Hoppy’s Landing. Mr. Espindola seconded. Vote was unanimous. (3-0).

Mr. Murphy also took a moment to recognize Mr. Cox for his recent completion of certification training for Shellfish Constables.

HARBORMASTER BUDGET

The Board reviewed the Harbormaster's proposed FY14 budget. Mr. Darmofal said that the Town continues to enjoy the largest shellfish population among all towns. Because of this, they have to continue diligently monitoring catches must collaborate with the Police Department in enforcement of Town bylaws. After fixed gas figures and salary projection, Mr. Darmofal said that the budget was three (3) percent less than last year because of "improved practices".

Mr. Cox said that the cost of shellfishing buttons has increased 25 percent, but the cost of uniforms has gone down. He said that he has been using scrap metal and recycled signs from the BPW to accommodate increasing signage needs.

BUZZARD'S BAY COALITION PROGRAM

Mr. Cox said that the Coalition for Buzzard's Bay wants to have a field course in quahogging for seniors in Fairhaven. The program will teach 15-20 people how to quahog. Mr. Murphy motioned to allow the one-day request for the Coalition for Buzzard's Bay. Mr. Espindola seconded. Vote was unanimous. (3-0).

RECREATION CENTER FEE SCHEDULE

The Board met with Recreation Director Warren Rensehausen to discuss a proposed fee structure. (See Attachment C for proposed rates). Mr. Rensehausen said that the last time the Recreation fee schedule had been revised was in July 2008 and that it was time to update the list. Included in the fee increase proposal were new categories for "Teen Wellness" and "Day Passes".

Mr. Murphy said that the fee structure was in line with other facilities, and still lower than most private facilities.

Mr. Espindola said that it was a step in the direction of making the Recreation Center more sustainable. He asked if Mr. Rensehausen could look into the potential of charging a fee for ball park usage. Mr. Rensehausen said that he would look into the matter and report back to the Selectmen's Office with his findings.

Mr. Murphy motioned to approve the new fee structure. Mr. Espindola seconded. Vote was unanimous. (3-0).

Mr. Murphy motioned to have the new fee schedule take effect on May 1, 2013. Mr. Espindola seconded. Vote was unanimous. (3-0).

E-PERMITTING

The Board expressed interest in meeting with various departments that would be affected by the adoption of "e-permitting", a program that would allow residents to apply online for various permits. Although the first six months of the program would be covered by a grant arranged through Ross Perry of SRPEDD, the Board wanted to be sure that there would be a plan in place to take care of the 3 percent fee that would be incurred as a part of the e-permitting beyond the six-month trial. Dr. Bowcock suggested having Mr. Perry, the Health Agent, the Building Commissioner, the Fire Chief and the Town Planner come in to discuss the matter with the Board at the next meeting on March 11.

SELECTMEN POLICIES AND PROCEDURES

Dr. Bowcock presented to the Board a draft of Selectmen Policies and Procedures that he had drafted based on documents from other municipalities. He invited comment from the Board. The Board liked the policy and suggested adopting it after changing any references to a "Town Administrator" and changing it to read "Executive Secretary/Town Administrator", because the Town has not yet voted to change the Executive Secretary position to Town Administrator.

Mr. Murphy motioned to adopt the draft document with the changes of "Town Administrator" to "Executive Secretary/Town Administrator". Mr. Espindola seconded. Vote was unanimous. (3-0). (See Attachment D).

HARASSMENT POLICIES AND PROCEDURES

The Board accepted the draft document of Harassment Policies and Procedures. Mr. Murphy motioned. Mr. Espindola seconded. Vote was unanimous. (3-0). The Harassment policy will be available for public input.

ONLINE PAYMENT SURCHARGES

The Board reviewed a letter from Anne Morton Smith regarding fees associated with making tax payments online. Ms. Smith expressed concern for what she considered to be high surcharges for online payments. The letter was originally addressed to Tax Collector Carol Brandolini. The Board decided to invite Ms. Brandolini to speak on the topic at an upcoming meeting.

SNOW AND ICE DEFICIT SPENDING

The Board reviewed a memo from the Town Accountant regarding snow and ice deficit spending. Mr. Murphy motioned to authorize \$20,000 for snow and ice removal for FY13. Mr. Espindola seconded. Vote was unanimous. (3-0).

ASSOCIATE WIRE INSPECTOR VACANCY

The Board noted that there is a vacancy for an Associate Wire Inspector. Kevin Vasconcellos has expressed interest in the position. Both Dr. Bowcock and Mr. Murphy were supportive of appointing Mr. Vasconcellos to the position, but Mr. Espindola asked to hold off on the appointment to allow for others to apply. The appointment will be made on March 11, 2013.

OTHER BUSINESS

- Mr. Murphy asked the Board if he could represent them when communicating with the Housing Authority and department heads regarding a housing plan for seniors in the event of an emergency. The Board was supportive of this venture.
- Mr. Murphy commended NFIA award recipients: Police Officer of the Year, Sgt. Stephen Foster; Firefighter/Paramedic of the Year, Brendon Hayes; School Employee of the Year, Denise Valois; and Outstanding Public Servant, Michael Silvia.
- Mr. Murphy praised Pauline Parker for her recent recognitions in her work with the Boy Scouts.

At 8:12 p.m., Mr. Murphy motioned to enter Executive Session to discuss legal issues with representatives from the Seaport Inn. Mr. Espindola seconded the motion. Vote to enter Executive Session was unanimous. (3-0). Roll call vote: Dr. Bowcock in favor. Mr. Murphy in favor. Mr. Espindola in favor.

Respectfully,

Anne Kakley

Selectmen's Secretary

(Minutes approved 3/11/2013)

APPROVED

POLL WORKERS

Attachment A

For

Annual Town Election – April 1, 2013
Special State Primary – April 30, 2013
Special State Election – June 25, 2013

Sam [Signature]

C. Muzzy, Sr.

Robert J. Esposito

PRECINCT 1

Mary Lizotte, 16 Daniel Street, 993-3748 ----- Warden – U
Jan Lopes, 14 Homestead Avenue, 992-2564 ----- Clerk – U
Vivian Lewis, 144 Green Street, 992-0649 ----- Worker – U
Dorothy Gammans, 157 Adams Street, 992-2555 ----- Worker – U

PRECINCT 2

Amy Ryle, 8 Jarvis Avenue, 992-0451 ----- Warden – U
Mary Cunha, 201 Nasketucket Way, 993-9305 ----- Clerk – D
Lorraine Bachand, 6 Jeannette Street, 993-5905 ----- Worker – D
Sandra Melanphy, 37 Evergreen Street, 994-4241 ----- Worker – D

PRECINCT 3

Doris Francis, 123 Howland Road, 997-9687 ----- Warden – D
Elizabeth Monk, 475 Main Street, 992-2004 ----- Clerk – R
Mary Grace, 89 Spring Street, 994-5636 ----- Worker – D
Janice Sylvia, 326 Huttleston Avenue, 994-2892 ----- Worker – U

PRECINCT 4

Margaret Rogers, 13 Jarvis Avenue, 994-3607 ----- Warden – U
Donald Brazil, 805 Dana Farms, 999-2652 ----- Clerk – D
Nancy Peery, 93 Fort Street, 996-0051 ----- Worker – D
Pamela Greene, 109 Washington Street, 994-9310 ----- Worker – R

PRECINCT 5

Ilene Rego, 17 Daniel Street, 996-4066 ----- Warden – D
Eleanor Brazil, 805 Dana Farms, 999-2652 ----- Clerk – D
Martha A. Berg, 74 Reservation Road, 997-8517 ----- Worker – U
Vivian Graham, 10 Christian Street, 996-4613 ----- Worker – D

PRECINCT 6

Norma Markey, 9 Day Street, 993-3745 ----- Warden
Lillian Horsley, 180 Adams Street #46B, 994-7704 ----- Clerk –
Joan Mello, 15 New Boston Road, 994-5488 ----- Worker – D
William R. Markey, 9 Day Street, 993-3745 ----- Worker – U

RECEIVED
2013 FEB 25 P 1:21
OFFICE OF SELECTMEN
TOWN OF HAVEN MASS

PROCLAMATION

Whereas, Christopher Roy is a Captain with the United States Marine Corps; and

Whereas, Christopher Roy is an Assistant Aviation Maintenance Officer for the Marine Medium Tiltrotor VMM 161 Squadron; and

Whereas, Christopher Roy was deployed to Camp Bastion in Afghanistan from July 12, 2012 to February 3, 2013;

Whereas, Christopher Roy has served his Country with distinction, bravery and honor.

Now, Therefore, We, Brian K. Bowcock, Charles K. Murphy, Sr. and Robert Espindola, the Board of Selectmen of the Town of Fairhaven, join family, friends and fellow citizens in honoring Christopher G. Roy for his service to the United States of America and celebrate his return to Fairhaven.

Given under our hands and seal
this fourth day of March
in the year two thousand and thirteen.

Brian K. Bowcock

Charles K. Murphy, Sr.

Robert Espindola

Fee Increase Proposal

Memberships	Current - Fhvn	Proposed	Current - A/M	Proposed	Current - 6 mo	Proposed
Child	\$25	\$30	\$40	\$50	NA	NA
Senior PC	\$25	\$30	\$40	\$50	\$15	\$20
Adult PC	\$36	\$45	\$70	\$80	\$25	\$32
College	\$72	\$80	\$110	\$125	\$45	\$52
Senior full	\$72	\$80	\$110	\$125	\$45	\$52
Adult Full	\$100	\$110	\$175	\$190	\$60	\$65
Non Res Taxpayer	\$150	\$165	NA	NA	NA	NA
Teen Wellness(16 - 18)	NA	\$60	NA	\$80	NA	NA
Day Pass (with Member present)		\$10				
Rentals	Current	Proposed				
½ Gym M - F	\$25	\$35				
Full Gym M - F	\$50	\$60				
½ Gym Sat/Sun	\$35	\$45				
Full Gym sat/sun	\$60	\$70				
MP Room M - F	\$25	\$35				
MP Room Sat/sun	\$35	\$45				

**TOWN OF FAIRHAVEN
POLICIES AND PROCEDURES
BOARD OF SELECTMEN**

PURPOSE

The Board of Selectmen of the Town of Fairhaven, recognizing the need to codify the traditional and accepted working relationships among the members of the Board, between the Board and the Executive Secretary/Town Administrator, and between the Board and other Town boards, committees, officials and citizens, also recognizing the need to create policy and reduced to writing. The towns, public policies and procedures, hereby undertake to create operating procedures for the Board of Selectmen.

NATURE OF POLICIES AND PROCEDURES

These policies and procedures show contained items relating to topics that are not addressed elsewhere. Subjects that would more appropriately be addressed in a statute, by law or regulation shall not be addressed in this document.

PROCEDURES FOR ESTABLISHING POLICIES AND PROCEDURES

Draft policies and procedures shall be placed on the agenda for any regularly scheduled meeting of the Board. The Chairman of the Board is responsible for the agenda. Drafts shall be in writing and may be introduced only by a member of the Board or the Executive Secretary/Town Administrator. Upon receipt of a draft, the Board may choose to discuss the policy immediately or scheduled discussion for a future meeting. The Board may distribute a draft for comment to appropriate officials, as it deems necessary.

The Board shall not vote on any policy at the same meaning that it is first introduced. This rule may be waived if the board, by majority vote, votes that prompt action is necessary.

The Executive Secretary/Town Administrator shall be responsible for the maintenance of all policies and procedures.

AUTHORITY

The Board of Selectmen is an elected board and derives its authority and responsibilities from the statutes of the Commonwealth of Massachusetts in the bylaws of the Town of Fairhaven.

ELECTION AND QUALIFICATIONS

The Board shall consist of duly elected members, certified by the Town Clerk. Before assuming official duties, each newly elected member shall be sworn to faithful performance of official responsibilities by the Town Clerk.

VACANCIES ON THE BOARD

When a vacancy occurs in the membership of the Board of Selectmen, the Board or its remaining members may call a Special Town Election to fill the unexpired term or terms, in accordance with the Massachusetts General Laws.

ROLE OF THE BOARD OF SELECTMEN

The Board of Selectmen is responsible for policy development and review of compliance. The Board works with the Executive Secretary/Town Administrator on policy formulation and development. The board is responsible for supervising the departments of the general government that are not supervised by the other elected officials. This responsibility is delegated to the Executive Secretary/Town Administrator. Concerns and questions about the operation of departments and suggestions for

improvements shall be addressed to the Board through the Executive Secretary/Town Administrator. The responsibility for addressing these issues is thus carried out by the Executive Secretary/Town Administrator. Selectmen may be called upon to resolve disputes that are unable to be resolved on the staff level. The Selectmen may follow up on concerns or issues addressing these approved policies.

ROLE OF THE EXECUTIVE SECRETARY/TOWN ADMINISTRATOR

The Board of Selectmen appoints and enters into a contract with a Executive Secretary/Town Administrator, who functions as the Town's Chief Administrative Officer. The primary duties of the town, the ministry there shall be the day-to-day operation and administration of the general government, as outlined in the position's job description. The Executive Secretary/Town Administrator shall also assist and work on to the direction of the Selectmen in the formulation of policy. The Executive Secretary/Town Administrator must maintain a close working relationship with all members of the Board of Selectmen. The Executive Secretary/Town Administrator shall regularly brief the board on all important issues. In order to provide the town with continuity of management from the Executive Secretary/Town Administrator with job security, the Selectmen are committed to maintaining an employment agreement/contract with the Executive Secretary/Town Administrator, as permitted by state statute.

BOARD OF SELECTMEN ETHICS

1. A member of the Board of Selectmen, in relation to the community, should:
 - a. Realize that the function of a Board member is to make policy, with administration delegated to the Executive Secretary/Town Administrator.
 - b. Realize that he/she is one of the team and should abide by, and carry out all Board decisions once they are made.
 - c. Be well-informed concerning the duties of a Board member on both local and state levels.
 - d. Realize that a Board member represents the entire community at all times.
 - e. Accept the Office of Selectmen as a means of unselfish service, and not benefit personally or politically from his or her Board activities.
 - f. In all appointments, avoid political patronage and judge all candidates on merit, experience and qualifications.
 - g. Abide by the ethics laws established by the Commonwealth of Massachusetts, and not use the position to obtain inside information on matters that may benefit someone personally.
2. A member of the Board of Selectmen, in relationships with administrative officers of the Town should:
 - a. Endeavor to established sound, clearly defined policies that will direct and support the administration for the benefit of the people of this community.
 - b. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
 - c. Give the Executive Secretary/Town Administrator full responsibility for discharging the boards, dispositions and resolutions.
3. A member of the Board of Selectmen in relationships with fellow board members should:
 - a. Recognize that action at official legal meetings is binding, and that he or she alone cannot bind the Board outside of such meetings.
 - b. Not make statements or promises of how he or she will vote on matters that will come before the Board until he or she has had an opportunity to hear the pros and cons of the issue during a Board meeting.
 - c. Uphold the intent of the executive session and respect a privileged communication that exists in executive session.
 - d. Make decisions only after all facts on the question have been presented and discussed.

- e. Treat with respect the rights of all members of the Board, despite differences of opinion.

ORGANIZATION OF THE BOARD

The Chairman shall be elected annually at the first regular meeting following the Annual Town Election. The Board may elect to remove the Chairman and any subsequent meeting. A majority vote shall constitute an election. Nominations require no second. The immediate past Chairman, shall preside as Chairman pro tem until the Chairman is elected. If there is no immediate past Chairman, the senior member in terms of current service shall serve as Chairman pro tem. In the case of members with the same amount of seniority, the member receiving more votes in the most recent election shall serve as Chairman pro tem. If a vacancy occurs in the office of the Chairman, the Board shall elect a successor. The Board shall further appoint a Vice Chairman and Clerk under the same provisions stated for the Chairman.

RESPONSIBILITIES OF THE CHAIRMAN

The Chairman of the Board of Selectmen shall:

- a. Preside at all meetings of the Board. In doing so, He/she shall maintain order in the meeting room, recognized speakers, call for votes and preside over the discussion of agenda items.
- b. Sign official documents that require the signature of the Chairman.
- c. Call special meetings in accordance with the Open Meeting Law.
- d. Prepare agendas with the Executive Secretary/Town Administrator.
- e. Arrange orientation for new members
- f. Represent the Board at meetings, conferences and other gatherings, unless otherwise determined by the Board or delegated by the Chairman.
- g. Serve as spokesman of the Board at Town meetings and present the Board's positions, unless otherwise determined by the Board or delegated by the Chairman.
- h. Assign/oversee responsibilities for project and tasks to Board members, unless otherwise determined by the Board.

The Chairman shall have the same rights and privileges as other members to offer motions and resolutions, to discuss questions and devote thereon.

RESPONSIBILITIES OF THE VICE-CHAIRMAN

The Vice Chairman of the Board shall act in the place of the Chairman during his/her absence at meetings. Should the Chairman leave office, the Vice Chairman shall assume the duties of Chairman until the Board elects a new Chairman.

RESPONSIBILITIES OF THE CLERK

The Clerk shall take minutes of the Board's meetings in the absence of the Executive Secretary/Town Administrator. The Clerk shall read any correspondence or other documents required at meetings.

REGULAR BOARD MEETINGS

Regular Board meetings will be held every other Monday evening or on a day as agreed to by the Board members. The Board may meet at noontime at duly posted times and may meet for emergency meetings.

SPECIAL MEETINGS

A meeting called for any time other than regular scheduled meetings shall be known as a special meeting. The same rules as those established for regular meetings will apply. Special meetings may be called, provided that a majority of the members agree to meet and all board members are notified.

WORKING MEETINGS

The Board may conduct informal working sessions from time to time as the situation dictates. At such

meetings, which will be posted in accordance with the Open Meeting Law, no official action will be taken. A synopsis of transactions of informal meetings will be made a part of the minutes of the following regular meeting.

MEETING PROCEDURES

Meetings are to be conducted in accordance with generally accepted rules of parliamentary procedures in the Open Meeting Law. Robert's Rules of Order (rules of order newly revised) is used as a guide in matters requiring clarification or definition. It is the practice that application of such procedures be on a relatively informal basis. Due to the size of the group and the desirability of flexibility and expression of opinion, the chairperson shall use Robert's Rules as a guide.

A quorum shall consist of a majority of the Board. As a practical courtesy, action on critical or controversy matters, and the adoption of policy or appointments shall be taken, whenever practical, with the full Board in attendance. Actions and decisions shall be by motion, second and vote. Split votes will be identified by name.

The Executive Secretary/Town Administrator is expected to be in attendance at all meetings of the board, a less otherwise excused or on vacation. The Executive Secretary/Town Administrator shall attend in order to keep the Board informed and advised and recommend in all matters that fall within the jurisdiction of his/her office. He/she shall carry out the actions of the Board. As they relate to the conduct and administration of Town affairs, under his/her jurisdiction.

EXECUTIVE SESSION

If practical, executive sessions will be scheduled at the end of open meetings. Only items clearly allowed under the Open Meeting Law, shall be included in executive session. The mover of the motion must specify in the motion, to enter executive session. The reason the session is sought. A majority of the members present must vote to enter executive session by roll call. The Chairman must state whether or not the Board will reconvene in open session.

AGENDA PROCEDURES

The responsibility for coordinating and planning the weekly agenda, is that of the Chairman of the Board and the Executive Secretary/Town Administrator. Each of the Board members in the Executive Secretary/Town Administrator may place items on the agenda with the approval of the Chairman. The Executive Secretary/Town Administrator, in consultation with the Chairman, shall schedule a realistic time for each appointment, interview, conference or other scheduled item of business. All agenda items for the meeting agenda must be submitted to the Executive Secretary/Town Administrator by 12 p.m. on the Thursday preceding the meeting. Items of emergency or items received after the deadline may be included in the agenda with the chairperson stating at the beginning of the meeting that new agenda items exist.

Members of the Board, Executive Secretary/Town Administrator, staff or others who prepare background material for the meeting should make an effort to have such material available in a timely manner before the scheduled meetings. If background material and information is insufficient or complicated and or if complex memos or motions are presented at the meeting, any member should feel free to request the tabling of the item to allow careful study of the material presented.

The agenda shall be available to the public and the press at the Selectmen's office, by the end of workday on the Thursday prior to a Monday meeting. The meeting agenda shall be posted that the Town office bulletin board and the Town website that same day.

MINUTES

Minutes circulated to members of the Board on or before any Friday, shall be for approval at the next regular meeting of the board. Minutes shall contain a full statement of all actions taken by the board and of the disposition of the proposals for action. Minutes of executive session shall be separately kept and recorded in accordance with the above procedures. Minutes (other than of executive session) are open for public inspection.

APPOINTMENTS

The Board makes numerous appointments annually. Appointments are generally made for a length of one to three years. In no case, may appointments be made for more than three years unless specifically allowed by state law. Appointments are generally made after the Annual Town Meeting.

Whenever possible, the Board will seek variety and backgrounds, interest, ages, gender and geographic areas of residency, so that a true cross-section of the community will be reflected. In order to attract qualified and interested persons, vacancies will be made public as far in advance of appointment as practical. Vacancies should be advertised on the Town's website and cable bulletin board. Appointments should be based on merit and qualifications rather than political considerations.

The Executive Secretary/Town Administrator will:

1. Provide by June 1 of each year a list of appointments and vacancies to be filled by the board.
2. Notify the Chairman of the appropriate board or committee requesting recommendations regarding reappointment or filling of the vacancies.
3. Notify incumbents and request their statement of availability regarding reappointment.

The Board will interview candidates seeking an appointment for the first time to the following positions as well as all elected positions being filled to the way they can see:

1. Board of Assessors.
2. Conservation Commission.
3. Zoning Board of Appeals.
4. Any and all committees under Board of Selectmen jurisdiction.

Appointments will normally be made only when all members of the Board are present. Appointments will be made by majority vote of the Selectmen.

Relations with other town departments, boards, committees and commissions

The Board of Selectmen is aware that coordination and cooperation is needed among the Town's major departments, boards, committees and commissions. Not only in the day-to-day operations of government but also to:

1. Set Town-wide goals and priorities
2. Identify and anticipate major problems and work together towards their resolution
3. Develop a process for dealing with state and county government

Therefore, as the executive board, historically responsible for the overall leadership and coordination of town affairs, the Selectmen will:

1. Regularly scheduled meetings with department heads in the chairman of major boards and committees to carry out functions.
2. Regularly scheduled meetings of the Selectmen, department heads and school committee

- including the regional school district.
3. The Executive Secretary/Town Administrator is responsible for it to Board communication in the day-to-day operation of government. The Executive Secretary/Town Administrator shall develop a process for exchange of information and the provisions for advice and recommendations among the departments, boards, committees and commissions with common interest, which may include but not limited to the exchange of minutes, the establishment of a central repository for data, studies and reports in the coordination of members or staff of boards, committees or commissions with one another around common projects.
 4. Appoint certain members of the Board of Selectmen to act in a representative role defined above.

RELATIONSHIP WITH CITIZENS

The Board recognizes that it both represents and is accountable to all the citizens of Fairhaven. It is the Board's policy to make every effort to strengthen communications with its citizens. Measures will be instituted to increase citizen participation, encourage citizen input into governmental decisions and to keep citizens informed of all actions contemplated or taken by the board in the town meeting, which will affect them.

To this end the following steps may be taken:

1. An individual citizen or group of citizens may request an appointment before the board by contacting the Executive Secretary/Town Administrator, the chairman of the board and stating precisely the reason for the appearance in the action desired and naming a spokesman for the group. The chairman is guided by the rules and regulations set down by the Attorney General regarding the open meeting law and by Robert's rules. Participants shall be given the opportunity to make a reasonable presentation through the spokesman. And to express opinions and asked for pertinent information. Background data shall be prepared by the boards and departments concerned. Prior to the appointment in so far as possible, so that all parties involved can have a reasonable understanding of the subject matter. Citizens are encouraged to written materials submitted to the Board prior to the meeting.
2. In considering matters of citizen concern, the chairperson under jurisdiction of the open meeting law, may allow public comment. But not allow the meeting to become a public hearing unless duly posted.
3. All citizen questions are to be answered promptly by the Executive Secretary/Town Administrator. Questions and concerns relating solely to the Office of the Selectmen shall be answered promptly by the Chairperson, after consultation with the board.
4. All-time points are to be in writing and referred to the Selectmen's Office for action or recommendation.
5. In an emergency situation where common sense dictates that the Board member receiving the complaint deal directly with the department head, Board member shall inform the Executive Secretary/Town Administrator and the other Board members of the issue and its disposition as soon as reasonably possible.

Adopted:

Town of Fairhaven
Board of Selectmen