



# Fairhaven Board of Selectmen

## March 11, 2013 Meeting Minutes

**Present:** Selectman Chairman Brian Bowcock, Vice Chairman Charles Murphy, Clerk Robert Espindola, Executive Secretary Jeffrey Osuch and Administrative Assistant Anne Kakley. Also present: Ross Perry of SRPEDD, Mark Durfee, Thomas Richards, Wayne Fostin, Timothy Francis, Karen Isherwood and Chelsea Isherwood.

Chairman Brian Bowcock called the meeting to order in the Town Hall Banquet Room at 6:03 p.m.

### MINUTES

- Mr. Espindola motioned to approve the minutes of the **March 4, 2013** meeting, **open** session. Dr. Bowcock seconded. Motion passed. (2-0).
- Mr. Espindola stated that he had edits for the **March 4, 2013** meeting minutes, **executive** session. Mr. Espindola motioned to table and correct the minutes for the next meeting. Dr. Bowcock seconded. Motion passed. (2-0).

### EXECUTIVE SECRETARY'S REPORT

In his report, Mr. Osuch updated the Selectmen on the following meetings:

- Tuesday, **March 12** –
  - 10:00 a.m. – Wood School Job Meeting
  - 12:00 p.m. – Economic Summit Meeting
  - 3:30 p.m. – Mattapoisett River Valley Advisory at BPW
  - 4:30 p.m. – Mattapoisett River Valley Water District at BPW
- Wednesday, **March 13** –
  - 9:00 a.m. – Delta Elevator inspection at Town Hall
  - 12:00 p.m. – Manager's meeting at Freetown
  - 5:00 p.m. – New School Committee Meeting
- Thursday, **March 14** –
  - 7:00 p.m. – Finance Committee
- Friday, **March 15** –
  - 8:00-10:00 a.m. – MMA Legislative Breakfast meeting at Westport Fire Station
  - 9:00 a.m. – Meeting at New Bedford Voke

- 1:30 p.m. – MassDOT District 5 – 195 meeting in Taunton
- Tuesday, **March 19** –
  - 10:00 a.m. – Wood School Job Meeting
- Wednesday, **March 20** –
  - 1:00 p.m. – Fire Union Negotiations
- Thursday, **March 21** –
  - 7:30 to 9:00 a.m. – Forum meeting at Quest Center
  - 7:00 p.m. – Finance Committee

### **ASSOCIATE WIRE INSPECTOR**

There was a vacancy for an Associate Wire Inspector for the Town of Fairhaven. Kevin Vasconcellos was the only applicant. Mr. Espindola motioned to appoint Kevin Vasconcellos to the position of Associate Wire Inspector. Dr. Bowcock seconded. Vote passed. (2-0)

### **E-GOVERNMENT**

At 6:08 p.m., the Board met with Building Inspector Wayne Fostin, Fire Chief Timothy Francis, SRPEDD CPO Ross Perry, Thomas Richards and Mark Durfee of GeoTMS to discuss a three (3) percent permitting fee that would be associated with the adoption of “E-Government” through GeoTMS, after the six month grant period is over.

Mr. Perry said that instead of buying the license outright, which would be costly for the Town, the Town could give 3 percent of all permitting fees to GeoTMS in exchange for full use of the online permitting program.

Mr. Murphy joined the meeting at 6:12 p.m.

Mr. Espindola asked what kinds of infrastructure upgrades would be necessary for the e-Permitting implementation. Mr. Durfee said that there would need to be “connectivity” with the Fire Department. GeoTMS would also need to work with the Town’s I.T. to facilitate the process.

Mr. Osuch asked when the fees would kick in. Mr. Perry said that he thought it would be at the end of the six-month trial. Discussion ensued regarding how much departments collect in fees. Mr. Fostin estimated that the Building Department collects over \$200,000 annually in fees. Mr. Perry said that in FY2011, the Building Department collected about \$216,000 in fees, and the Fire Department collected \$34,000 in fees. It was estimated that, all departments considered, the e-Permitting fee would total about \$9,000 to \$10,000, if adopted.

In comments, Mr. Fostin said that he was experienced with GeoTMS and that the e-Permitting “would be a very useful tool, especially in the Building Department.”

Chief Francis confirmed with the GeoTMS representatives that the 3 percent fee would not include burn permits, which are free. The GeoTMS representatives also said that the bandwidth

required for online permitting would be “minimal”. The Selectmen favored creating a revolving account to collect the 3 percent for GeoTMS fees.

Mr. Perry encouraged the Board to go forward with the contract now. Mr. Espindola asked if there would be an escape clause at the end of the six-month period if the Town did not wish to continue with the e-Permitting. Mr. Durfee confirmed that there was an escape clause.

Discussion ensued regarding the possibility of “Terminal Services” alongside the e-Permitting, and the relative cost.

Mr. Murphy motioned to sign the contract with GeoTMS. Mr. Espindola seconded. Vote was unanimous. (3-0).

### **UPCOMING MEETINGS**

The Board reviewed their schedules to come up with times for upcoming meetings. The following dates were agreed upon:

March 18, March 25; April 3, April 22, April 29; May 4 (Annual Town Meeting), May 6, May 20; June 3, June 17; July 1. The Board may also conduct meetings on April 8, 9 or 10 and April 16.

These dates are tentative and may change in the future.

### **SPECIAL TOWN MEETING ARTICLE DEADLINE**

The Board set a deadline for Special Town Meeting articles. All articles for the May 4, 2013 Special Town Meeting must be received by the Selectmen’s Office by Thursday, March 21, at 4:00 p.m. Mr. Murphy motioned to declare this deadline. Mr. Espindola seconded. Vote was unanimous. (3-0).

### **SUSTAINABILITY REVOLVING ACCOUNT ARTICLE**

Mr. Espindola presented the Board with a draft article for the Annual Town Meeting warrant. See Attachment A for the article. Mr. Murphy motioned to accept the article for the Annual Town Meeting warrant. Mr. Espindola seconded. Vote was unanimous. (3-0).

### **ADJOURNMENT**

Mr. Murphy made a privileged motion to adjourn the meeting at 8:45 p.m. Mr. Espindola seconded. Vote was unanimous. (3-0).

### **POLICIES AND PROCEDURES**

The Board determined that it would have to postpone discussion on policies and procedures. Mr. Murphy motioned to table the discussion to the next meeting. Mr. Espindola seconded. Vote was unanimous. (3-0).

At 6:39 p.m., Mr. Murphy motioned to enter Executive Session to discuss legal issues with the Seaport Inn, and to conduct interviews with candidates for the Town Treasurer/Finance Director, not to reconvene into open session Mr. Espindola seconded the motion. Vote to enter Executive Session was unanimous. (3-0).

Upon Mr. Osuch's recommendation, the vote to enter Executive Session not to reconvene was rescinded. Mr. Murphy motioned to reconsider not reconvening. Mr. Espindola seconded. Vote was unanimous. (3-0).

At 6:39 p.m. Dr. Bowcock motioned to enter Executive Session to discuss legal issues with the Seaport Inn, to conduct interviews with candidates for the Town Treasurer/Finance Director, and to discuss a legal issue regarding e-mail, with the possibility of reconvening after Executive Session if there was still time before the adjournment time of 8:45 p.m. Mr. Murphy seconded. Vote 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 3/18/2013)