

**TOWN OF DARTMOUTH  
MASSACHUSETTS**



Select Board's Agenda  
August 24, 2020

- 6:30 p.m.     **Open Meeting via Remote Access**  
                  **YouTube link will be posted to Town Website the day of the Meeting**
- 6:15 p.m.     Executive Session pursuant to M.G.L. Ch. 30A, Sec. 21.  
                  (See attached agenda)
- 6:30 p.m.     Pledge of Allegiance to the Flag  
                  Moment of Silence  
                  Signing of the Warrant

**I.     Appointments:**

- 6:30 p.m.     Class II Application- M&G Custom Mini Corp- Michele Lareau

**II.    New Business:**

- A. COA Produce Distribution Program
- B. Bristol County Advisory Board Member
- C. John Sousa- Resignation from Planning Board
- D. Planning Board Vacancy
- E. Keith Kauppila - Resignation from Historical Commission
- F. Polling Location Changes
- G. Signing of the Election Warrant
- H. Update Board on Mail in Voting

- I. Interim Director of Development Contract
- J. 40 Sable Avenue – Letter from Chris
- K. Charter Review Committee Appointments
- L. Board of Public Works Vacancy

**III. Old Business:**

- A. Bliss Corner Update
- B. Covid-19 Update
- C. Fishing Pier
- D. Town Clerk Update

**IV. Minutes:**

**V. Information**

**VI. Invited Attendees**

*Class II Application*

**Michele Lareau**

*COA Produce Distribution Program*

**Amy Dipietro**

*Board of Public Works- Letters of Interest*

**Brian Hawes**

**Richard Alves**

**David Hickox**

**Doug Roscoe**

**John Price**

**Robert Almy**

**Kevin Murphy**

*Town of Dartmouth*  
Office of the Select Board  
Shawn MacInnes, Town Administrator  
Phone (508) 910-1813 / Fax (508) 910-1839

**LICENSE APPLICATION SIGN-OFF SHEET**

DATE: 8-10-2020

APPLICANT: Michele Lareau

D/B/A: M & G Custom Mini Corp

ADDRESS: Reed Road    PARCEL: 163/20

**Class II**

**CONSERVATION**

Permitting or approval needed from your department?

\_\_\_\_\_ YES      X   NO

EXPLAIN:

NO ADDITIONAL ACTIVITY EXTENT ANTICIPATED BEYOND  
CONSENT FOOTPRINT OF RECORD.

Signature



**TOWN COLLECTOR**

Does the applicant have any outstanding tax issues?

\_\_\_\_\_ YES      X   NO

EXPLAIN:

Signature



*Town of Dartmouth*  
Office of the Select Board  
Shawn MacInnes, Town Administrator  
Phone (508) 910-1813 / Fax (508) 910-1839

**LICENSE APPLICATION SIGN-OFF SHEET**

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APPLICANT: Michele Lareau

D/B/A: M & G Custom Mini Corp

ADDRESS: Reed Road    PARCEL: 163/20

Class II

**PLANNING BOARD STAFF**

Permitting or approval needed from your department?

  ✓   YES               NO

EXPLAIN:

Site plan review application for change of use  
if it exceeds 10 parking spaces (1 per 150 sq ft gfa)  
\_\_\_\_\_  
\_\_\_\_\_

Signature   *CL Hardy*



*Town of Dartmouth*  
Office of the Select Board  
Shawn MacInnes, Town Administrator  
Phone (508) 910-1813 / Fax (508) 910-1839

**LICENSE APPLICATION SIGN-OFF SHEET**

DATE: 8-10-2020

APPLICANT: Michele Lareau

D/B/A: M & G Custom Mini Corp

ADDRESS: Reed Road      PARCEL: 163/20

Class II

**ELECTRICAL**

Permitting or approval needed from your department?

\_\_\_\_\_ YES      ☒ NO

EXPLAIN:

*No new structure*

Signature \_\_\_\_\_

**BOARD OF HEALTH**

Permitting or approval needed from your department?

\_\_\_\_\_ YES      \_\_\_\_\_ NO

EXPLAIN:

Signature \_\_\_\_\_

*Town of Dartmouth*  
Office of the Select Board  
Shawn MacInnes, Town Administrator  
Phone (508) 910-1813 / Fax (508) 910-1839

**LICENSE APPLICATION SIGN-OFF SHEET**

DATE: 8-10-2020

APPLICANT: Michele Lareau

D/B/A: M & G Custom Mini Corp

ADDRESS: Reed Road      PARCEL: 163/20

## Class II

Licenses issued by the Select Board may require permits, variances or considerations from other Town Offices. This sheet must be completed and submitted along with the license application or the license application will not be accepted.

**DIRECTOR OF INSPECTIONAL SERVICES/ZONING ENFORCEMENT OFFICER**

Will a Special Permit or Variance be required from the Zoning Board of Appeals?  
Permitting or approval needed from your department?

☒ YES      ☐ NO

EXPLAIN:

A site plan review will be required for the new use if it exceeds  
10 parking spaces.

Signature

DD

**PLUMBING & GAS**

Permitting or approval needed from your department?

☐ YES      ☒ NO

EXPLAIN:

No new structure

Signature

DD

*Town of Dartmouth*  
Office of the Select Board  
Shawn MacInnes, Town Administrator  
Phone (508) 910-1813 / Fax (508) 910-1839

**LICENSE APPLICATION SIGN-OFF SHEET**

DATE: 8-10-2020

APPLICANT: Michele Lareau

D/B/A: M & G Custom Mini Corp

ADDRESS: Reed Road    PARCEL: 163/20

Class II

**POLICE DEPARTMENT**

Licenses which are described in M.G.L. Chapter 138 "Liquor Laws", and other licenses which are described within M.G.L. Chapter 140 require the approval of the Chief of Police prior to the approval of the Board of Selectmen.

APPROVED

☒ YES

☐ NO

EXPLAIN:

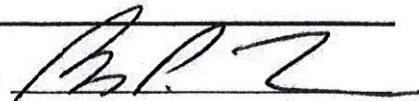
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Signature



8/11/2020



TOWN OF DARTMOUTH  
CLASS 11

License Application

☒ New

☐ Renewal

PLAT # 143 LOT # 20

**Instructions**

EVERY QUESTION MUST BE ANSWERED WITH FULL INFORMATION AND ANY FALSE STATEMENTS MAY RESULT IN REJECTION OF THE APPLICATION OR REVOCATION OF THE LICENSE. INCLUDE A COMPLETE DESCRIPTION AND PLAN OF THE PREMISES TO BE LICENSED. FRONT SIDE AND REAR YARD MEASUREMENTS ARE REQUIRED. IF ANY BUILDINGS ARE LOCATED ON THE PREMISES, MEASUREMENTS AND USE OF SAID BUILDING(S) IS REQUIRED. ALSO INDICATE WHERE VEHICLES ARE TO BE DISPLAYED, STORED OR REPAIRED. ANY RESOURCE AREAS SUCH AS WETLANDS, PONDS, LAKES, STREAMS, WELLS, SEPTIC SYSTEMS, ETC., ARE TO BE SHOWN.

**A. OWNERSHIP**

1. NAME OF BUSINESS TO BE LICENSED: \_\_\_\_\_

M + G Custom Mini Corp

2. NAME OF APPLICANT: Michele D Lareau

President 8/6/20  
Title Date

3. BUSINESS ADDRESS: \_\_\_\_\_

4. BUSINESS TELEPHONE: 508-415-5309

5. IS LINE ONE (1) OF THE ABOVE (CHECK THE APPROPRAITE ONE):

☐ AN ASSOCIATION ☐ A CORPORATION ☐ A PARTNERSHIP

a. PRESIDENT: michele D Lareau

ADDRESS: 21 Sherbrook Rd TELEPHONE: 508 415-5310

b. SECRETARY: Same

ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

c. TREASURER: Same

ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

6. FEDERAL ID#: 83-1622948

-PLEASE INCLUDE A CERTIFIED COPY OF ARTICLES OF INCORPORATION



PLEASE GIVE A COMPLETE DESCRIPTION OF YOUR LICENSE PREMISES:

M & G Custom Mini Corp  
Michele D Lareau

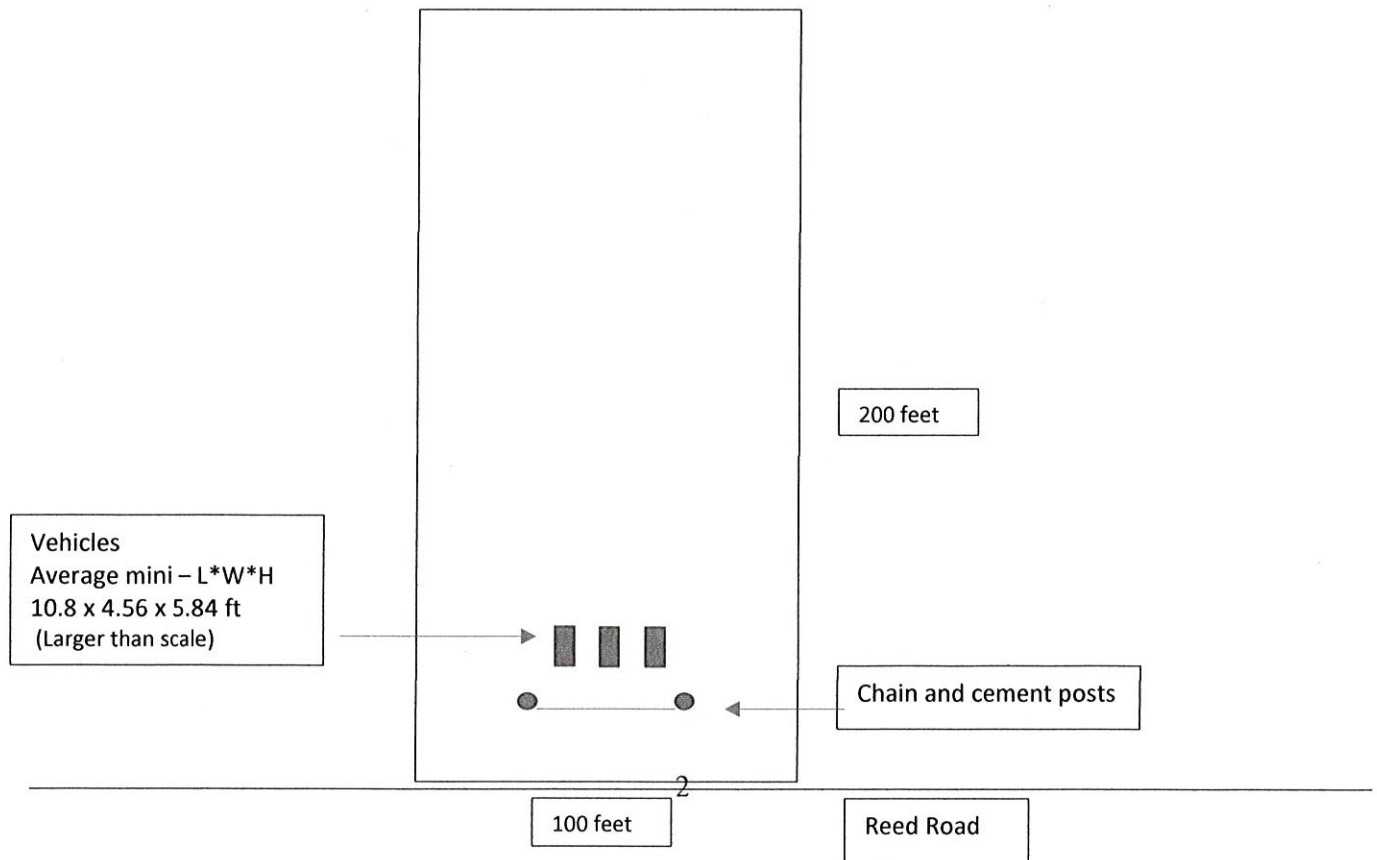
Re: Plat 163 Lot 20  
Land Area 20,000 SF

The premises is zoned General Business, on Reed Road just north of the Reed Rd/Rt 6 intersection.

In an agreement with the abutting neighbor, a privacy fence has been installed along the north property line. I agreed to the placement of the fence being installed a few feet over onto my side of the border to allow for maximum height and privacy for the said abutting neighbor.

My hope is to have the vehicles lined up in the front, centered, just behind the security chain. This would allow for an entrance and an exit to the property (one to the left side, one to the right side). Normally 2-3 vehicles would be shown for sale, never more than 4 vehicles out for sale at one time.

At this time, I have discontinued purchasing vehicles to sell. My intention at this time is to clear out the vehicles I currently own.



7. IF LINE ONE (1) OF THE ABOVE IS AN INDIVIDUAL, PLEASE LIST FULL NAME AND HOME ADDRESS:

- a. NAME: \_\_\_\_\_
- b. ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_
- c. DO YOU HAVE A BUSINESS CERTIFICATE ON FILE WITH THE TOWN CLERK'S OFFICE?  
IF YES, INCLUDE A COPY OF CERTIFICATE. ☐ YES ☒ NO

B. ANY DOCUMENTS THAT YOU MIGHT HAVE ON THE PROPERTY SUCH AS SPECIAL PERMITS, VARIANCES, ETC. PLEASE ATTACH COPIES OF ALL PERTINENT DOCUMENTS.

ANY INCORRECT STATEMENTS SHALL BE CAUSE FOR DENIAL OR REVOCATION. THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

AUTHORIZED SIGNATURE: Michele D Lareau TITLE: President  
SIGNED UNDER PENALTIES OR PERJURY

DATE: 8/6/20 RESIDENCE: 21 Sherbrook Rd  
CITY OR TOWN: No. Dartmouth STATE: MA  
CONTACT TELEPHONE NUMBER: 508-415-5310 HOME: 508 999 0977  
OFFICE NUMBER: 508 415 5309

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PERSON WHO ACTUALLY PREPARED THIS FORM:

NAME: Michele D Lareau  
PLEASE PRINT

SIGNATURE: Michele D Lareau

ADDRESS: 21 Sherbrook Rd  
No Dartmouth

RELATIONSHIP TO THIS BUSINESS: President DATE: 8/6/20



**The Commonwealth of Massachusetts**  
**William Francis Galvin**

No Fee

Secretary of the Commonwealth, Corporations Division  
 One Ashburton Place, 17th floor  
 Boston, MA 02108-1512  
 Telephone: (617) 727-9640

**Statement of Change of Supplemental Information**

(General Laws, Chapter 156D, Section 2.02 AND Section 8.45; 950 CMR 113.17)

**1. Exact name of the corporation:** M & G CUSTOM MINI CORP

**2. Current registered office address:**

Name: MICHELE D. LAREAU

No. and Street: 21 SHERBROOKE ROAD

City or Town: NORTH DARTMOUTH

State: MA

Zip: 02747

Country: USA

**3. The following supplemental information has changed:**

Names and street addresses of the directors, president, treasurer, secretary

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
PRESIDENT	MICHELE D LAREAU	21 SHERBROOKE ROAD NORTH DARTMOUTH, MA 02747 USA
TREASURER	MICHELE D LAREAU	21 SHERBROOKE ROAD NORTH DARTMOUTH, MA 02747 USA
SECRETARY	MICHELE D LAREAU	21 SHERBROOKE ROAD NORTH DARTMOUTH, MA 02747 USA
VICE PRESIDENT	MICHELE D LAREAU	21 SHERBROOKE ROAD NORTH DARTMOUTH, MA 02747 USA
DIRECTOR	MICHELE D LAREAU	21 SHERBROOKE ROAD NORTH DARTMOUTH, MA 02747 USA

Fiscal year end:

December

Type of business in which the corporation intends to engage:

IMPORT AUTOMOBILES

Principal office address:

No. and Street: 21 SHERBROOKE ROAD

City or Town: NORTH DARTMOUTH

State: MA

Zip: 02747

Country: USA

g. Street address where the records of the corporation required to be kept in the Commonwealth are located (post office boxes are not acceptable):

No. and Street: 21 SHERBOOKE ROAD

City or Town: NORTH DARTMOUTH

State: MA

Zip: 02747

Country: USA

which is



☒ its principal office

☐ an office of its transfer agent

☐ an office of its secretary/assistant secretary

☐ its registered office

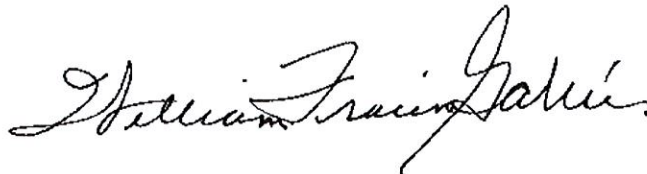
Signed by MICHELE D. LAREAU , its PRESIDENT  
on this 22 Day of May, 2020

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All Rights Reserved

THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify that, upon examination of this document, duly submitted to me, it appears that the provisions of the General Laws relative to corporations have been complied with, and I hereby approve said articles; and the filing fee having been paid, said articles are deemed to have been filed with me on:

May 22, 2020 10:06 AM

A handwritten signature in black ink, reading "William Francis Galvin". The signature is written in a cursive style with a large, stylized initial 'W'.

WILLIAM FRANCIS GALVIN

*Secretary of the Commonwealth*



**The Commonwealth of Massachusetts**  
**William Francis Galvin**

No Fee

Secretary of the Commonwealth, Corporations Division  
 One Ashburton Place, 17th floor  
 Boston, MA 02108-1512  
 Telephone: (617) 727-9640

**Statement of Change of Registered Agent/Registered Office**

(General Laws, Chapter 156D, Section 5.02 AND Section 15.08; 950 CMR 113.21)

1. Exact name of the corporation: M & G CUSTOM MINI CORP

2a. Current registered agent name: GLENN W CORMIER

2b. Current registered office address: 21 SHERBROOKE ROAD NORTH DARTMOUTH, MA 02747

3. The street address of the corporation registered office in the commonwealth and the name of the appointed registered agent at that office:

*(The corporation may not appoint itself registered agent. Registered agent may be an individual, including any officer of the corporation, or a different corporation.)*

Name: MICHELE D. LAREAU

No. and Street: 21 SHERBROOKE ROAD

City or Town: NORTH DARTMOUTH

State: MA

Zip: 02747

Country: USA

The street address of the registered office of the corporation and the business address of the registered agent are identical as required by General Laws, Chapter 156D, Section 5.02.

I, MICHELE D. LAREAU, registered agent of the above corporation, consent to my appointment as the registered agent of the above corporation pursuant to G. L. c. 156D, Section 5.02.

This certificate is effective at the time and on the date approved by the Division, unless a *later* effective date not more than *ninety days* from the date and time of filing is specified:

Time:

Signed by MICHELE D. LAREAU, its PRESIDENT  
 on this 21 Day of May, 2020

THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify that, upon examination of this document, duly submitted to me, it appears that the provisions of the General Laws relative to corporations have been complied with, and I hereby approve said articles; and the filing fee having been paid, said articles are deemed to have been filed with me on:

May 21, 2020 03:10 PM

A handwritten signature in black ink, reading "William Francis Galvin". The signature is written in a cursive style with a large, stylized initial "W".

WILLIAM FRANCIS GALVIN

*Secretary of the Commonwealth*





**The Commonwealth of Massachusetts**  
**William Francis Galvin**

Minimum Fee: \$100.00

Secretary of the Commonwealth, Corporations Division  
One Ashburton Place, 17th floor  
Boston, MA 02108-1512  
Telephone: (617) 727-9640

**Articles of Amendment**

(General Laws, Chapter 156D, Section 10.06; 950 CMR 113.34)

Identification Number: 001337163

1. Exact name of corporation: MG CUSTOM MINI CORP

2. Registered office address: 21 SHERBROOKE ROAD NORTH DARTMOUTH, MA 02747 USA

These Articles of Amendment affecting article(s):

☒ Article 1    ☐ Article 2    ☐ Article 3    ☐ Article 4    ☐ Article 5    ☐ Article 6

(Specify the number(s) of articles being amended(I-VI))

4. Date adopted: 7/20/2018

5. Approved by:

☐ the incorporators.

or

☒ the board of directors without shareholder approval and shareholder approval was not required.

or

☐ the board of directors and the shareholders in the manner required by law and the articles of organization.

6. State article number and text of the amendment.

**ARTICLE I**

The exact name of the corporation, **as amended**, is:  
(Do not state Article I if it has not been amended.)

M & G CUSTOM MINI CORP

**ARTICLE II**

The purpose of the corporation, **as amended**, is to engage in the following business activities:  
(Do not state Article II if it has not been amended.)

**ARTICLE III**

*Amendments to Article III cannot be filed on-line at this time*

**ARTICLE IV**

If more than one class of stock is authorized, state a distinguishing designation for each class, **if amended**. Prior to the issuance of any shares of a class, if shares of another class are outstanding, the Business Entity must provide a description of the preferences, voting powers, qualifications, and special or relative rights or privileges of that class and of each other class of which shares are outstanding and of each series then established within any class.

(Do not state Article IV if it has not been amended.)

## ARTICLE V

**As amended**, the restrictions imposed by the Articles of Organization upon the transfer of shares of stock of any class are:

*(Do not state Article V if it has not been amended.)*

## ARTICLE VI

**As amended**, other lawful provisions for the conduct and regulation of the business and affairs of the business entity, for its voluntary dissolution, or for limiting, defining, or regulating the powers of the business entity, or of its directors or stockholders, or of any class of stockholders:

*(Do not state Article VI if it has not been amended.)*

The amendment shall be effective at the time and on the date approved by the Division, unless, a *later* effective date not more than *ninety days* from the date and time of filing is specified:

**Later Effective Date:** 7/21/2018 **Time:** 00:00 AM

**Signed by** MICHELE D LAREAU, its OTHER OFFICER  
**on this 20 Day of July, 2018**

THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify that, upon examination of this document, duly submitted to me, it appears that the provisions of the General Laws relative to corporations have been complied with, and I hereby approve said articles; and the filing fee having been paid, said articles are

deemed to have been filed with me on:

July 20, 2018 03:01 PM

A handwritten signature in black ink, reading "William Francis Galvin". The signature is written in a cursive, flowing style with a large initial 'W'.

WILLIAM FRANCIS GALVIN

*Secretary of the Commonwealth*





**The Commonwealth of Massachusetts**  
**William Francis Galvin**

Minimum Fee: \$250.00

Secretary of the Commonwealth, Corporations Division  
 One Ashburton Place, 17th floor  
 Boston, MA 02108-1512  
 Telephone: (617) 727-9640

**Articles of Organization**

(General Laws, Chapter 156D, Section 2.02; 950 CMR 113.16)

**Identification Number:** 001337163

**ARTICLE I**

The exact name of the corporation is:

MG CUSTOM MINI CORP

**ARTICLE II**

Unless the articles of organization otherwise provide, all corporations formed pursuant to G.L. C156D have the purpose of engaging in any lawful business. Please specify if you want a more limited purpose:

**ARTICLE III**

State the total number of shares and par value, if any, of each class of stock that the corporation is authorized to issue. All corporations must authorize stock. If only one class or series is authorized, it is not necessary to specify any particular designation.

Class of Stock	Par Value Per Share Enter 0 if no Par	Total Authorized by Articles of Organization or Amendments		Total Issued and Outstanding
		<i>Num of Shares</i>	<i>Total Par Value</i>	
CNP	\$0.00000	1,000	\$0.00	100

G.L. C156D eliminates the concept of par value, however a corporation may specify par value in Article III. See G.L. C156D Section 6.21 and the comments thereto.

**ARTICLE IV**

If more than one class of stock is authorized, state a distinguishing designation for each class. Prior to the issuance of any shares of a class, if shares of another class are outstanding, the Business Entity must provide a description of the preferences, voting powers, qualifications, and special or relative rights or privileges of that class and of each other class of which shares are outstanding and of each series then established within any class.

**ARTICLE V**

The restrictions, if any, imposed by the Articles of Organization upon the transfer of shares of stock of any class are:

**ARTICLE VI**

Other lawful provisions, and if there are no provisions, this article may be left blank.

**Note: The preceding six (6) articles are considered to be permanent and may be changed only by filing appropriate articles of amendment.**

#### ARTICLE VII

The effective date of organization and time the articles were received for filing if the articles are not rejected within the time prescribed by law. If a *later* effective date is desired, specify such date, which may not be later than the *90th day* after the articles are received for filing.

**Later Effective Date: Time:**

#### ARTICLE VIII

The information contained in Article VIII is not a permanent part of the Articles of Organization.

**a,b. The street address of the initial registered office of the corporation in the commonwealth and the name of the initial registered agent at the registered office:**

Name: GLENN W CORMIER  
No. and Street: 21 SHERBROOKE ROAD  
City or Town: NORTH DARTMOUTH State: MA Zip: 02747 Country: USA

**c. The names and street addresses of the individuals who will serve as the initial directors, president, treasurer and secretary of the corporation (an address need not be specified if the business address of the officer or director is the same as the principal office location):**

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
PRESIDENT	GLENN W CORMIER	21SHERBROOKE ROAD NORTH DARTMOUTH, MA 02747 USA
TREASURER	MICHELE D LAREAU	21 SHERBROOKE ROAD NORTH DARTMOUTH, MA 02747 USA
SECRETARY	GLENN W CORMIER	21SHERBROOKE ROAD NORTH DARTMOUTH, MA 02747 USA
VICE PRESIDENT	MICHELE D LAREAU	21 SHERBROOKE ROAD NORTH DARTMOUTH, MA 02747 USA
DIRECTOR	MICHELE D LAREAU	21 SHERBROOKE ROAD NORTH DARTMOUTH, MA 02747 USA
DIRECTOR	GLENN W CORMIER	21SHERBROOKE ROAD NORTH DARTMOUTH, MA 02747 USA

**d. The fiscal year end (i.e., tax year) of the corporation:**  
December

**e. A brief description of the type of business in which the corporation intends to engage:**

IMPORT AUTOMOBILES

**f. The street address (*post office boxes are not acceptable*) of the principal office of the corporation:**

No. and Street: 21 SHERBROOKE ROAD  
City or Town: NORTH DARTMOUTH State: MA Zip: 02747 Country: USA



**g. Street address where the records of the corporation required to be kept in the Commonwealth are located (post office boxes are not acceptable):**

No. and Street: 21 SHERBOOKE ROAD

City or Town: NORTH DARTMOUTH

State: MA

Zip: 02747

Country: USA

**which is**

☒ its principal office

☐ an office of its transfer agent

☐ an office of its secretary/assistant secretary

☐ its registered office

**Signed this 17 Day of July, 2018 at 6:00:06 PM by the incorporator(s).** *(If an existing corporation is acting as incorporator, type in the exact name of the business entity, the state or other jurisdiction where it was incorporated, the name of the person signing on behalf of said business entity and the title he/she holds or other authority by which such action is taken.)*

MICHELE D LAREAU

THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify that, upon examination of this document, duly submitted to me, it appears that the provisions of the General Laws relative to corporations have been complied with, and I hereby approve said articles; and the filing fee having been paid, said articles are

deemed to have been filed with me on:

July 17, 2018 05:58 PM

A handwritten signature in black ink, reading "William Francis Galvin". The signature is written in a cursive style with a large, prominent initial "W".

WILLIAM FRANCIS GALVIN

*Secretary of the Commonwealth*





THE DARTMOUTH COA IS  
PLEASED TO CONTINUE TO  
OFFER FREE FRESH PRODUCE  
BOXES TO ALL MEMBERS IN  
THE DARTMOUTH  
COMMUNITY IN NEED

AVAILABLE FOR PICKUP  
EACH WEDNESDAY AT  
QUINN ELEMENTARY  
FROM 11-1PM

CALL 508-999-4717  
FOR INFO  
WHILE SUPPLIES LAST

# **USDA FARM TO FAMILIES**





MARC J. SANTOS, ESQUIRE  
CLERK OF THE BOARD


*The Commonwealth of Massachusetts*  
OFFICE OF THE  
**COUNTY COMMISSIONERS OF BRISTOL COUNTY**  
P.O. BOX 208  
TAUNTON, MASSACHUSETTS 02780  
TEL: (508) 824-9681  
FAX: (508) 821-3101

COMMISSIONERS

CHAIRMAN  
PAUL B. KITCHEN  
FAIRHAVEN

JOHN R. MITCHELL  
FALL RIVER

JOHN T. SAUNDERS  
NEW BEDFORD

**TO:** Towns of Bristol County  
**FROM:** Maria V. Gomes, Administrator   
**DATE:** August 5, 2020  
**RE:** Bristol County Advisory Board Members

Please  
Pick new  
member.  
John H.  
Last Year

Good Afternoon,

In order to maintain an accurate list, the Bristol County Commissioners' Office would like to update the directory of the Members of the Bristol County Advisory Board. Please fill out the form below and email or fax the information back to us **as soon as possible**. If you have any questions, please don't hesitate to contact our office.

Thank you.

City/Town: \_\_\_\_\_  
Advisory Board Member: \_\_\_\_\_  
(Please Print) \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

mgomes@countyofbristol.net

## Christine Amaral

---

**From:** Shawn MacInnes <[smacinn@town.dartmouth.ma.us](mailto:smacinn@town.dartmouth.ma.us)>  
**Sent:** Tuesday, August 11, 2020 9:48 AM  
**To:** Christine Amaral; Melanie Perry  
**Subject:** FW: [EXTERNAL] Resignation

For 8/24 meeting. Recognition of John and discussion of appointment of fill in.

**Shawn MacInnes**  
Town Administrator  
Town of Dartmouth  
400 Slocum Road  
Dartmouth, MA 02747  
508-910-1813  
<https://www.town.dartmouth.ma.us/>

---

**From:** Christine O'Grady <[cogrady@town.dartmouth.ma.us](mailto:cogrady@town.dartmouth.ma.us)>  
**Sent:** Monday, August 10, 2020 6:54 PM  
**To:** Shawn MacInnes <[smacinn@town.dartmouth.ma.us](mailto:smacinn@town.dartmouth.ma.us)>  
**Subject:** Fwd: [EXTERNAL] Resignation

FYI

Christine O'Grady

Begin forwarded message:

**From:** Kevin Melo <[KMelo@southernmass.com](mailto:KMelo@southernmass.com)>  
**Date:** August 10, 2020 at 6:47:49 PM EDT  
**To:** Christine O'Grady <[cogrady@town.dartmouth.ma.us](mailto:cogrady@town.dartmouth.ma.us)>  
**Subject:** FW: [EXTERNAL] Resignation

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**From:** John Sousa <[john.sousa@comcast.net](mailto:john.sousa@comcast.net)>  
**Sent:** Monday, August 10, 2020 4:50 PM  
**To:** 'Lorri-Ann' <[lorrimiller412@gmail.com](mailto:lorrimiller412@gmail.com)>; Kevin Melo <[KMelo@southernmass.com](mailto:KMelo@southernmass.com)>; 'Steve Taylor' <[staylor@densefog.com](mailto:staylor@densefog.com)>; 'Margaret Sweet' <[masssweet@gmail.com](mailto:masssweet@gmail.com)>; Frank S. Gracie. III <[fgracie@town.dartmouth.ma.us](mailto:fgracie@town.dartmouth.ma.us)>; 'Shawn McDonald' <[smcdonald@town.dartmouth.ma.us](mailto:smcdonald@town.dartmouth.ma.us)>; 'Stanley Mickelson' <[smickelson@town.dartmouth.ma.us](mailto:smickelson@town.dartmouth.ma.us)>; John Haran - Dartmouth, Town of <[jharan@town.dartmouth.ma.us](mailto:jharan@town.dartmouth.ma.us)>; David Tatelbaum <[dtatelbaum@town.dartmouth.ma.us](mailto:dtatelbaum@town.dartmouth.ma.us)>  
**Cc:** 'Anthony C Savastano' <[anthony@savastanolawfirm.com](mailto:anthony@savastanolawfirm.com)>; Buddy Baker-Smith <[buddy.bakersmith@gmail.com](mailto:buddy.bakersmith@gmail.com)>  
**Subject:** [EXTERNAL] Resignation

Hi All,



It is with great regret to inform you all of my decision to resign my position on the Dartmouth Planning Board, effective immediately. I would like to take this opportunity to say that making this decision has been difficult, as serving on the board has been such a positive and rewarding experience for me over the years.

It has been an honor and a great privilege to serve as an elected official of this fine Town for the past 28 years, and offer my best wishes for its continued success.

I apologize for any inconvenience that my resignation may cause.

Sincerely,  
John Sousa

NOTICE OF CONFIDENTIALITY This e-mail and any attachments thereto are intended only for use by the addressee(s) named herein and may be proprietary and/or legally privileged. If you are not the intended recipient of this e-mail, you are hereby notified that any dissemination, distribution or copying of this email, and any attachments thereto, without the prior written permission of the sender is strictly prohibited. If you receive this e-mail in error, please immediately telephone or e-mail the sender and permanently delete the original copy and any copy of this e-mail, and any printout thereof.

(h) Filling of vacancies in elected offices.

- (1) Multiple member body. If there is a vacancy in a board consisting of two or more members, other than the select board, the remaining members shall forthwith give written notice of the existence of any such vacancy to the select board. After one week's notice of the date on which the vote shall be taken, the select board with the remaining members or member of such board shall fill such vacancy by a joint vote. If such notice is not given within thirty days following the date on which said vacancy occurs the select board shall, after one week's notice, fill such vacancy without participation by the remaining members of the multiple member body. The person chosen to fill any such vacancy shall serve in such office until the next regular town election at which the balance of the unexpired term, if any, shall be filled by the voters.
- (2) Town officer. If there is a failure to elect, or if a vacancy shall occur in the office of town clerk the select board shall, in writing, appoint some suitable person to serve in such office until the next town election. If there is a failure to elect, or if there is a vacancy in the office of, the Town Moderator, then the Town Meeting may appoint some suitable person to serve in such office until the next annual election; provided, that any such appointment must be at a Special Town Meeting that has been called for that purpose. **[Amended by Town Meeting 6-3-2014, approved by voters 4-7-2015]**
- (i) Recall of elected Town officers. That an affidavit signed by at least 2000 registered voters, including 15 from each precinct, be filed with the Town Clerk containing the name and title of the Elected Town Officer whose removal is sought.

If the affidavit is determined to be valid, the Town Clerk shall thereupon deliver to the first 10 names on the affidavit a blank petition form to be used for the collection of petition signatures. The petitions forms must be returned to the Town Clerk within 20 days of their issuance and must contain the signatures of at least 20% of the number of persons registered to vote as of the date of the most recent town election.

If the petition is determined to be valid, provision shall be made for a special recall election to be held within 90 days but no sooner than 65 days thereafter, except in the event that a regular

**Keith W Kauppila**  
**One High Street**  
**South Dartmouth, MA 02748**  
**kww@kwkauppila.com**  
**(508) 984-5115**

August 17, 2020

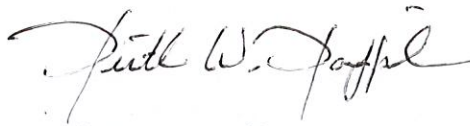
Frank S. Gracie III  
Chairman  
Town of Dartmouth Select Board  
Town Hall  
Dartmouth, Massachusetts 02747

Re: Resignation – Dartmouth Historical Commission

Dear Chairman Gracie:

I am member of the Dartmouth Historical Commission. I am in the process of moving to Westport. I have been registered to vote in Westport and therefore must resign from my position on the Dartmouth Historical Commission.

Thank you for the opportunity to have served. Best regards,

A handwritten signature in cursive script, reading "Keith W. Kauppila".

Keith W. Kauppila

cc: Judith Lund, Chair Dartmouth Historical Commission



## Melanie Perry

---

**From:** Shawn MacInnes <smacinn@town.dartmouth.ma.us>  
**Sent:** Wednesday, August 19, 2020 2:03 PM  
**To:** Christine Amaral; Melanie Perry  
**Subject:** FW: polling location

For Monday's packet on polling locations.

**Shawn MacInnes**  
Town Administrator  
Town of Dartmouth  
400 Slocum Road  
Dartmouth, MA 02747  
508-910-1813  
<https://www.town.dartmouth.ma.us/>

---

**From:** anthony@savastanolawfirm.com <anthony@savastanolawfirm.com>  
**Sent:** Wednesday, August 19, 2020 1:51 PM  
**To:** Shawn MacInnes <smacinn@town.dartmouth.ma.us>  
**Subject:** polling location

SECTION 11. Notwithstanding section 24 of chapter 54 of the General Laws or any other general or special law to the contrary, the select board, ...may, by recorded and public vote, change any polling place to be used at the primary election or the general election at least 20 days prior to the date of the primary election or general election if it is determined that the public convenience or public health would be better served... In making a decision to change a polling place, the select board, .. shall evaluate and report on whether such change would have a disparate adverse impact on access to the polls on the basis of race, national origin, disability, income or age, and not later than 3 days prior to changing a polling place, shall make publicly available on its website and at the office of the town ... clerk a report on its evaluation. When the polling places have been designated pursuant to this section, the board of registrars shall post on the municipal website and at other such places as it may determine, a description of the polling places and shall notify voters by using an electronic means, to the extent available, such as via email or reverse 911 call.

Anthony C. Savastano  
Anthony C. Savastano Attorney At Law, P.C.  
404 County Street  
New Bedford, MA 02740  
Tel. (508) 992-7000  
Fax. (508) 984-1492

This electronic mail transmission contains information from the law firm of Anthony C. Savastano Attorney-At-Law, P.C. which is intended to be confidential and/or privileged. This information is intended to be for the use of the addressee only. Note that any disclosure, printing, photocopying, distribution or use of the contents or attachments of this e-mailed information by persons other than the addressee or an agent of the addressee, is unauthorized and prohibited. If you have received this electronic mail in error, please notify us immediately via electronic mail reply to the sender or by telephone (collect 508-992-7000).

As of 2020

<b>PRECINCT #</b>	<b>LOCATION</b>	<b>ADDRESS</b>	<b>TELEPHONE #</b>	<b>CONTACT</b>
1	North Branch Library	211 Cross Road	508-999-0728	Lynne Antunes
2	Smith Mills Church Hall	11 Anderson Way	508-994-6422	Martha
3	Dartmouth Bible Church	52 Morton Avenue	508-999-4960	Lynn Brown
4	Dartmouth Bible Church	52 Morton Avenue	508-999-4960	Lynn Brown
5	Town Hall	400 Slocum Road	508-910-1800	Clerks Office
6	Senior Citizen Center (COA)	628 Dartmouth Street	508-999-0749	Amy DiPietro
7	DYAA - Crapo Field	225 Russells Mills Road	508-994-9240	Jim Vieira
8	Southworth Library	732 Dartmouth Street	508-999-0726	Lynne Antunes
9	Senior Citizen Center (COA)	628 Dartmouth Street	508-999-0749	Amy DiPietro

COMMONWEALTH OF MASSACHUSETTS  
WILLIAM FRANCIS GALVIN,  
SECRETARY OF THE COMMONWEALTH  
WARRANT  
STATE PRIMARY – SEPTEMBER 1, 2020

BRISTOL, SS.

To either of the Constables or Police Officers of the Town of Dartmouth.

GREETING:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Dartmouth who are qualified to vote in the State Election, to vote at their respective precincts, viz:

Precinct	Location
1	North Branch Library – 211 Cross Road
2	Smith Mills Church Hall – 11 Anderson Way
3	Dartmouth Bible Church – 52 Morton Avenue
4	Dartmouth Bible Church – 52 Morton Avenue
5	Town Hall – 400 Slocum Road
6	Senior Citizen Center – 628 Dartmouth Street
7	DYAA – Crapo Field – 225 Russells Mills Road
8	Southworth Library – 732 Dartmouth Street
9	Senior Citizen Center – 628 Dartmouth Street

On **Tuesday, the second day of September, 2020** from 7:00 AM to 8:00 PM for the following purpose:

To cast their votes in the State Primary for the candidates of political parties for the following offices:

<i>SENATOR IN CONGRESS</i>	<i>FOR THIS COMMONWEALTH</i>
<i>REPRESENTATIVE IN CONGRESS</i>	<i>NINTH DISTRICT</i>
<i>COUNCILLOR</i>	<i>FIRST DISTRICT</i>
<i>SENATOR IN GENERAL COURT</i>	<i>2<sup>ND</sup>. BRISTOL &amp; PLYMOUTH</i>
<i>REPRESENTATIVE IN GENERAL COURT</i>	<i>NINTH BRISTOL DISTRICT</i>
<i>REGISTER OF PROBATE</i>	<i>BRISTOL COUNTY</i>
<i>COUNTY COMMISSIONERS</i>	<i>BRISTOL COUNTY</i>
<i>COUNTY TREASURER</i>	<i>BRISTOL COUNTY</i>

And you hereby are directed to serve this warrant by posting an attested copy of the same in the Town Office Building not less than seven days before the day appointed for said State Election.

Herof fail not and make return of this warrant with your doings thereon to the Town Clerk at the time and place of holding said State Election.



Given under our hands at said Dartmouth this 24<sup>TH</sup>. day of August, 2020.

**Select Board of Dartmouth**

\_\_\_\_\_  
Frank S. Gracie, III, Chairman

\_\_\_\_\_  
Shawn D. McDonald, Vice Chair

\_\_\_\_\_  
Stanley M. Mickelson,

\_\_\_\_\_  
John Haran

\_\_\_\_\_  
David A. Tatelbaum

*August 24, 2020*

A true copy.

Attest:

\_\_\_\_\_  
*Greg Barnes*  
*Acting Assistant Town Clerk*

August 24, 2020

I have this day posted an attested copy of the within warrant in the Town Office Building at \_\_\_\_\_ .M. on August \_\_\_\_\_, 2020 in accordance with the instructions therein.

\_\_\_\_\_  
Dartmouth Police Officer – Badge # \_\_\_\_\_



## **INTERIM DIRECTOR OF DEVELOPMENT EMPLOYMENT AGREEMENT**

This agreement ("Agreement") is made and entered on the date set forth below, by and between the Town of Dartmouth, a municipal corporation organized under the laws of the Commonwealth of Massachusetts, acting by and through its Select Board (hereinafter called the "Town"), and Cody Haddad of 133 Thrasher Street, Taunton, Massachusetts 02780 (hereinafter called the "Employee"). The Town and the Employee are collectively referred to as the "Parties."

WHEREAS, the Town is a municipality organized under the laws of the Commonwealth of Massachusetts;

WHEREAS, the Employee, as of the date of this agreement, will be employed by the Town as the Interim Director of Development, a position that is subject to supervision by the Select Board and/or the Town Administrator, and that is subject to appropriation by Town Meeting;

WHEREAS, the Employee's current appointment is on an interim basis scheduled to conclude on August 26, 2021;

WHEREAS, the Town desires to employ the Employee as Interim Director of Development of the Town of Dartmouth; to secure and retain these services; to provide sufficient inducement for the Employee to remain in this position; to encourage effective, professional and efficient performance of duties and responsibilities of that position by ensuring the Employee's morale and security; to deter nonfeasance, malfeasance, and dishonesty in this position; to require and secure for the Town the full and undivided efforts of the Employee; and to provide a just and reasonable provision for the termination of the Employee's services as either party may desire;

WHEREAS, the Employee agrees to continue to serve as Interim Director of Development of the Town on the terms and subject to the benefits, inducements, and conditions set forth in this Agreement;

WHEREAS, the Town desires to appoint the Employee as Board of Appeals Consultant for a three-year term, to run concurrent with the term of this Agreement; and

WHEREAS, the Employee agrees to serve as Board of Appeals Consultant.

IN CONSIDERATION of the mutual covenants and agreements set forth herein, the Town and Employee agree as follows:

1. EMPLOYMENT:

- A. The Town hereby employs the Employee as Interim Director of Development of the Town to perform the functions, duties,

responsibilities, and powers of that position all as delegated, assigned, or established by or under, but not limited by, personnel policies, the Employee's Job Description (attached hereto and incorporated herein as Exhibit "A"), Federal laws, General Laws of the Commonwealth of Massachusetts, Special Acts of the Massachusetts General Court, Town By-laws, the Dartmouth Town Charter, as amended, and as shall from time to time be assigned to the Employee by the Town through the Town Administrator or the Select Board acting through the Town Administrator.

- B. The Employee shall faithfully, diligently, professionally, and fully perform and fulfill all of the functions, duties, responsibilities and powers of the Interim Director of Development of the Town, as delegated and assigned to the Employee herein, including but not limited to those in the Employee's Job Description (attached hereto and incorporated herein as Exhibit "A"), Federal laws, General Laws of the Commonwealth of Massachusetts, Special Acts of the Massachusetts General Court, Town By-laws, the Dartmouth Town Charter, as amended, and as shall from time to time be assigned to the Employee by the Town through its Select Board and/or Town Administrator. The Employee shall devote full-time to fulfilling those duties and responsibilities.
- C. The Employee shall not engage in other work or employment within the Town of Dartmouth or otherwise that would in any way conflict or interfere with the full-time services, responsibilities and duties of the Interim Director of Development. The Employee agrees to request and secure the Town's prior approval of any part-time employment opportunity apart from their duties as Interim Director of Development that the Employee may wish to pursue. The Town agrees that it may not unreasonably withhold such approval so long as there is no apparent or potential impact on the ability of the Employee to totally fulfill the responsibilities of the office of Interim Director of Development, and that there is no real or apparent conflict of interest created by the acceptance of such part-time employment.
- D. Should the Employee become incapacitated for an extended period, the Town may, at its discretion, appoint an acting Interim Director of Development who will serve until such time as the Employee is able to resume full-time duties.
- E. The Town hereby employs the Employee as Board of Appeals Consultant of the Town to perform the functions, duties, responsibilities, and powers of that position all as delegated, assigned, or established by or under, but not limited by, personnel policies, the



Employee's Job Description (attached hereto and incorporated herein as Exhibit "D"), Federal laws, General Laws of the Commonwealth of Massachusetts, Special Acts of the Massachusetts General Court, Town By-laws, the Dartmouth Town Charter, as amended, and as shall from time to time be assigned to the Employee by the Town through the Town Administrator or the Select Board acting through the Town Administrator.

- F. The Employee shall faithfully, diligently, professionally, and fully perform and fulfill all of the functions, duties, responsibilities and powers of Board of Appeals Consultant of the Town, as delegated and assigned to the Employee herein, including but not limited to those in the Employee's Job Description (attached hereto and incorporated herein as Exhibit "A"), Federal laws, General Laws of the Commonwealth of Massachusetts, Special Acts of the Massachusetts General Court, Town By-laws, the Dartmouth Town Charter, as amended, and as shall from time to time be assigned to the Employee by the Town through its Select Board and/or Town Administrator. The Employee shall devote full-time to fulfilling those duties and responsibilities.

2. TERM:

- A. The Employee is hereby appointed as Interim Director of Development for a term of One (1) year commencing on the commencement date of August 26, 2020 and continuing through August 26, 2021 ("Term"). The Employee is hereby appointed as Board of Appeals Consultant of the Town for the same term.

3. PERFORMANCE EVALUATION:

- A. The Employee shall receive a written annual performance evaluation, which shall be conducted by the Town Administrator semi-annually. The findings of each performance evaluation shall be documented in writing by the Town Administrator, a copy of which shall be provided to the Employee, and shall become part of the personnel file of the Employee.
- B. Said performance evaluation will address successes and failures, strengths and weaknesses, areas of required improvement, and whether the Employee has satisfactorily met the goals and objectives of the position of Interim Director of Development, as determined and established in writing by the Town Administrator in his discretion from time to time.
- C. Throughout the Term, the Employee and the Town Administrator shall meet as often as necessary, but not less than quarterly, to review the



performance of the Employee and review and discuss issues, concerns, problems and the general progress of the Town. Any issues, concerns, or problems that require corrective action or remediation by the Employee in order to ensure successful performance will be documented.

4. EXTENSION OR CONTINUATION OF EMPLOYMENT BEYOND CONTRACT TERM:

- A. Upon the expiration of the Term, if the Parties have failed to successfully negotiate and enter into a new Employment Agreement or an agreement to extend this Agreement and the Employee remains employed with the Town, the Employee shall be regarded as an at-will employee. If the Employee becomes an at-will employee, they shall continue to receive the salary set forth herein, inclusive of any benefits, cost of living adjustment or other salary increase granted hereunder during the Term, until the Employee is terminated, resigns, or a successor is appointed.

5. COMPENSATION:

- A. The Town agrees to pay the Employee for services rendered hereunder an annual total salary as provided in Subparagraph 5.B. below, and payable in installments at the same time and in the same manner as other employees of the Town, subject to the availability of Town appropriations,
- B. The annual total salary, as Interim Director of Development and Board of Appeals Consultant inclusive, to be paid to the Employee for each term year of the Agreement shall be as follows:

Year 1:           \$70,000

There shall be no cost of living adjustment for any term year of the Agreement.

6. DISCIPLINE AND CONCLUSION OF EMPLOYMENT:

A. RESIGNATION

The Employee may resign from the Position by providing the Town not less than thirty (30) days written notice prior written notice. Said written notice must be personally served upon the Chairperson of the Select Board via either hand delivery or certified mail, return receipt requested. Service by certified mail is deemed to be served on the date that it is received by the Chairperson. Failure to give such notice shall result in forfeiture of any benefits that have been accrued pursuant to this Agreement.

B. DISCIPLINE

The Select Board may remove or suspend the Employee from the Position for good cause in accordance with the provisions of Section 6-9 of the Town Charter. Any other discipline of the Employee shall be within the discretion of the Select

Board, and shall not be subject to a hearing or review

C. TERMINATION OF THE AGREEMENT

This Agreement shall terminate concurrently with the removal or resignation of the Employee from the Position, or with the expiration of the Term, whichever occurs first. If the Agreement is so terminated prior to the conclusion of the Term, then the Town shall not be required to compensate the Employee for the remainder of said Term, whether by salary, fringe benefits, or otherwise.

7. FRINGE BENEFITS:

A. The Employee shall have the following fringe benefits:

1. Vacation Leave: For each year of the contract, the Employee shall receive ten (10) vacation days annually (2 weeks) to be earned at the rate of 0.833 days per month. Vacation days shall not be allowed to carry over in excess of ten (10) days into the next fiscal year. The Employee shall schedule vacations and notify the Town Administrator at least one month in advance. The Employee shall obtain the Town Administrator's prior approval for any vacation periods that will extend beyond two (2) consecutive weeks.
2. Unused Vacation: Any unused vacation time will be compensated at the per diem rate at the expiration of this Agreement or at termination of employment, whichever is later.
3. Sick Leave: The Employee shall receive sick leave at the rate of 1<sup>1</sup>/<sub>4</sub> days per month for a total of fifteen (15) days per fiscal year. Unused sick leave shall be accumulated from year to year without limitation. Upon resignation, retirement or termination for other than good cause, the Employee shall be paid at the rate of twenty (20) percent of the Employee's per diem for the remainder of unused accumulated sick leave days.
4. Holidays: The Employee shall be entitled to paid holidays as described in the Town of Dartmouth's Personnel By-laws and Rules and Regulations as afforded other administrative personnel of the Town and any other day that may be declared a holiday by the Governor of the Commonwealth of Massachusetts, General Court, or the Town, acting through its Select Board.
5. Bereavement Leave: The Employee shall receive three (3) days of bereavement leave in the event of death of a member of their immediate family as is reasonably necessary for the purpose of arranging for and attending funeral services. Immediate family shall be as defined in the Town of Dartmouth's Personnel By-laws and Rules and Regulations for these purposes.
6. Personal Days: The Employee shall receive three (3) personal days



per fiscal year to be taken for personal emergency and necessity. Personal days shall not be carried over to the following year.

7. Retirement: The Employee shall be entitled to the Town Retirement Contribution in the Bristol County Retirement Board pursuant to Massachusetts General Laws.
8. Health and Life Insurance Benefits: The Employee shall receive the same health and life insurance benefits provided to other Town non-union employees.
9. The Employee's abuse of the fringe benefits described in Section 7(A) herein are subject to progressive discipline procedures as currently exists or which may be subsequently instituted by the Town. The Employee's use of any leave, whether by vacation, sick leave, or otherwise, shall be previously approved by the Town Administrator. Said approval shall not be unreasonably withheld.

8. HOURS OF WORK:

- A. The Employee's regular workweek shall be a minimum of forty (40) hours per week with additional work hours to attend managerial and executive meetings, Select Board meetings and related matters, other Town Board and Committee meetings, and to attend to emergency matters requiring the Employee's supervisory and management skills as may from time to time be designated by the Town Administrator or the Select Board acting through the Town Administrator or which the Employee in their discretion determines to attend, during off-duty hours as required. Such additional hours may occur outside of regular workweek hours and are not subject to further pay or compensatory time off. The Employee shall make themselves available to be contacted by the Town outside of the Employee's regular work week.

9. CODE OF ETHICS AND CONFIDENTIALITY:

- A. The Employee agrees to abide by the International City Management Association "Code of Ethics", a copy of which is attached hereto and incorporated herein as Exhibit "C". The Employee further agrees to abide by any conflict of interest laws, including but not limited to Massachusetts General Laws c. 268A, and any ethics or conflict of interest policies as may be established from time to time by the Town as applicable to the position of Interim Director of Development.
- B. The Town entrusts the Employee with confidential information and the Town relies on the Employee not to disclose same inappropriately. The Parties agree that the remedy of damages alone is inadequate for a breach or violation of any provision of this Agreement by the Employee and that any breach or violation would cause the Town irreparable harm. Accordingly, in the event of a breach or threatened breach by the Employee of any provision of this section or any confidential Town



matter, the Town may seek injunctive or other equitable relief, without necessity of posting bond, restraining any further or continued breach or violation. The Town's right to an injunction shall be cumulative and in addition to, and not in lieu of, any other remedies to which the Employee may be entitled including, but not limited to, specific performance and damages. The confidentiality provisions in this Agreement shall continue notwithstanding the conclusion of the Employee's employment with the Town, for any reason and whether by termination or resignation.

10. RIGHTS OF MANAGEMENT:

- A. Except to the extent that there is contained in this Agreement an express and specific provision to the contrary, all of the authority, power, rights, jurisdiction and responsibility of the Town are retained by and reserved exclusively to the Town including, but not limited to, the rights to manage the affairs of the Town and maintain and improve the efficiency of its operations; to determine the methods, means, processes and personnel by which operations are to be conducted; to determine the schedules and the assignment of employees to work; to determine the qualifications for all jobs; to establish new job classification, new job duties and new job function; to require from each employee the efficient utilization of their services; to hire, promote, assign, retain, discipline, suspend, demote, and to discharge employees; and to promulgate and enforce reasonable rules and regulations pertaining to operations and employees.

11. INDEMNIFICATION

- A. The Town shall indemnify and save harmless the Employee from personal financial loss and expense, including reasonable legal fees and costs, if any, as provided for in M.G.L. c. 258, § 13, said statute having been accepted by the Town on April 7, 1980.

12. MISCELLANEOUS PROVISIONS:

- A. The Employee shall be subject to a physical examination and random drug screening.
- B. Upon the conclusion of the Employee's employment, for any reason and regardless of whether the Employee is terminated or resigns, the Employee shall promptly return to the Town all papers, documents, materials and property, including any cell phone and laptop computer, in their possession or under their control and which were obtained in the course of their employment with the Town.
- C. This Agreement shall be construed, interpreted and the rights of the Parties determined in accordance with the laws of the Commonwealth of Massachusetts, without giving effect to any choice of law provision or rule that would cause the application of the laws of any jurisdiction other than the Commonwealth of Massachusetts (other than the conflict of laws principles thereof).

- D. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- E. This Agreement contains the entire agreement between the parties hereto and with respect to the subject matter hereof and supersedes any and all prior agreements, offers, Memorandum of Understanding, understandings, negotiations and discussions, whether written or oral, between the Parties with respect to the subject matter hereof. This Agreement may not be amended, modified, supplemented, rescinded, or waived in any respect except by an agreement in writing executed by the Parties in the same manner as this Agreement. No waiver of any of the provisions of this Agreement shall be deemed or shall constitute a continuing waiver unless otherwise expressly provided. The Parties expressly acknowledge that they have not relied upon any prior agreements, understandings, negotiations and discussions, whether oral or written.
- F. If any particular provision of this Agreement shall be adjudicated by a court of competent jurisdiction to be invalid, prohibited or unenforceable for any reason, such provision, as to such jurisdiction, shall be ineffective, without invalidating the remaining provisions of this Agreement or affecting the validity or enforceability of this Agreement or affecting the validity or enforceability of such provision in any other jurisdiction. The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, which shall continue in full force and effect.
- G. Upon the Town's written election, any dispute arising hereunder shall be submitted to binding arbitration, mediation, or any other form of alternative dispute resolution and the Parties agree that each party shall bear their or its own costs and expenses for any alternative dispute resolution. In the event that the Town elects alternative dispute resolution relative to this Agreement, the Town shall be entitled to contemporaneously pursue equitable relief, including injunction(s), temporary restraining order(s), and the like, in a court of competent jurisdiction. The Parties agree that in the event any litigation arises in connection with this Agreement, jurisdiction will lie in a court of competent jurisdiction in Bristol County, Massachusetts.
- H. The Section headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement. The parties participated jointly in the negotiation and drafting of this Agreement and the language used in this Agreement shall be deemed to be the language chosen by the Parties to express their mutual intent. If any ambiguity or question of intent or interpretation arises, then this Agreement will accordingly be construed as drafted jointly by the Parties to this Agreement, and no presumption or burden of proof will arise favoring or disfavoring any party to this Agreement by virtue of the authorship of any of the provisions of this Agreement.

IN WITNESS WHEREOF, the Parties hereto being duly authorized have executed and delivered this Agreement under seal as of the day and year first written above.

**TOWN OF DARTMOUTH SELECT BOARD:**

_____	_____
Frank S. Gracie III, Chairperson	Date

_____	_____
Shawn D. McDonald, Vice Chairperson	Date

_____	_____
John Haran	Date

_____	_____
Stanley M. Mickelson	Date

_____	_____
David Tatelbaum	Date

**EMPLOYEE:**

_____	_____
Cody Haddad	Date



**EXHIBIT "A"**  
**EMPLOYEE'S JOB DESCRIPTION**  
**(NEXT PAGE)**

**Position Title:** Director of Development

### **Statement of Duties**

Position is responsible for the supervision and administration of the Community Development and Grant Department. Work includes developing and managing special projects, strategic planning, coordinating work with developers and organizations, conducting research, making recommendations, and managing department operations and personnel.

### **Supervision**

The Director of Development works under the administrative direction of the Executive Administrator. He/she establishes short-range plans and objectives, own performance standards, and assume direct accountability for department results. The supervisor is consulted only where clarification, interpretation, or exception to municipal policy may be required. The Director of Development exercises control in the development of departmental policies, goals, objectives and budgets, and is expected to resolve all conflicts which arise and coordinate with others as necessary.

Employee has access to confidential personnel files and lawsuit information of the department.

Position may be responsible for the supervision of one (1) full-time employee located in the same office. Employee recommends hiring and firing, and disciplines and evaluates employee. The nature of work and volume fluctuates due to project schedules. Employee is required to work outside of normal business hours on a daily basis and/or at night at least six nights per month.

### **Job Environment**

Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area. The Director of Development uses judgment and ingenuity to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies. Assignments typically concern such matters as studying trends in the field for application to the

Community Development/Grants Department  
Director of Development  
FLSA Exempt  
20 March 2012

work; assessing services and recommending improvements; planning long-range projects; devising new techniques for application to the work, recommending policies, standards or criteria.

Errors could result in delay or loss of service and legal repercussions.

The position has occasional contact with the public in person, in writing and on the telephone. The purpose for contact is to explain processes and procedures, resolve conflicts, respond to inquiries, and/or give or receive information.

The position has daily contact with other town departments, boards, commissions, local, state and federal agencies, developers, and organizations. The purpose for contact is to make presentations, coordinate and plan work, discuss situations of mutual concern, solve problems, and provide information and assistance. Contacts are made in person, on the telephone, or in writing.

#### **Position Functions**

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

1. Oversee and implement all the duties of the Department of Development including Community and Economic Development; Community Development Block Grant; Grant Development; Alternative Energy and Green Communities; Affordable Housing; Community Relations, and Project Management
2. Manage various special projects/assignments: These presently include: Dartmouth Community Park; Skateboard Park; Russell's Mills Library Renovation; preparation and selling of Schofield Farm (agricultural preservation restriction required); strategy and selling of Dutch Belt Farm (agricultural preservation restriction required).
3. Administer the Community Development Block Grant; supervise Grant Clerk and Housing Rehab Inspector, as needed.
4. Develop/coordinate (if consultants are used) the development of an Housing Production Plan and Housing Trust fund and develop and implement strategies to increase affordable housing in Town. Responsible for all filings with the state

Community Development/Grants Department  
Director of Development  
FLSA Exempt  
20 March 2012



relating to Affordable Housing.

5. Work with other departments and boards and research and prepare grant applications and other materials, and to manage the grant award as required.
6. Develop and implement a strategic Community and Economic Development Plan for the Town.
7. Coordinate with other department heads to develop a streamlined review process for new businesses in town and promote a pro-business atmosphere in the town.
8. Perform strategic research on issues directly for Executive Administrator, some of which may be of a sensitive nature.
9. Serve as the point person for developers seeking to do businesses within the Town.
10. Respond to and resolve citizen and public concerns and questions in a timely and effective manner.
11. Develop and implement a plan that will result in the Town being designated a "Green Community". Oversee ultimate management of that program.
12. Serve as the Town's liaison to Alternative Energy Committee, Agricultural Preservation Trust Council, and Community Preservation Committee, as needed
13. Represent the Select Board at SRPEDD meetings. Represent the Town at various professional and community meetings, and other board/agency meetings.
14. Cultivate formal and informal partnerships/working relationships with area businesses, University of Massachusetts at Dartmouth, and community, regional and state groups and agencies.
15. Serves as liaison between Community Preservation Committee and town departments.
16. Prepares reports, correspondence and maintenance of records as required.

## **Recommended Minimum Qualifications**

### **Physical and Mental Requirements**

Employee primarily works in a moderately loud office, with occasional site visits required. Employee is required to sit, talk and listen/hear, and use hands up to 2/3<sup>rd</sup> of the time; reach, stand, walk, climb, balance, stoop, kneel, crouch, crawl, and taste or smell up to 1/3<sup>rd</sup> of the time. Employee seldom lifts up to 30lbs. Normal color vision is required for the position. Equipment operated includes an automobile, office machines and computers.

### **Education and Experience**

A candidate for this position should have a Bachelor's Degree in Planning, Public Administration or related field, and at least five (5) years of responsible experience in planning, public policy, grant development, workforce development; or any equivalent combination of education and experience.

### **Licenses/Certifications Required:**

- Valid driver license

### **Knowledge, Skills and Abilities**

A candidate for this position should have knowledge of the following:

- Municipal government
- Strategic planning
- Real Estate Development
- Short and long term planning
- Economic Development and Community Housing Needs
- Pertinent state, federal, and local laws and codes

Skill in:

- Verbal, written and presentation communication skills
- Financial Analysis
- Problem Solving
- Project Management

And ability to:

Community Development/Grants Department  
Director of Development  
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Dartmouth, Massachusetts

- Build Consensus
- Multi-task and meet deadlines
- Work with elected officials and community groups
- Develop collaborative working relationships with others

Community Development/Grants Department  
Director of Development  
FLSA Exempt  
20 March 2012



**EXHIBIT "B"**  
**INTENTIONALLY OMMITTED**

**EXHIBIT "C"**  
**INTERNATIONAL CITY MANAGEMENT ASSOCIATION CODE OF ETHICS**  
**(NEXT PAGE)**



## ICMA Code of Ethics with Guidelines

The ICMA Code of Ethics was adopted by the ICMA membership in 1924, and most recently amended by the membership in April 2015. The Guidelines for the Code were adopted by the ICMA Executive Board in 1972, and most recently revised in June 2015.

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

**Tenet 1.** Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

**Tenet 2.** Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.

### GUIDELINE

Advice to Officials of Other Local Governments. When members advise and respond to inquiries from elected or appointed officials of other local governments, they should inform the administrators of those communities.

**Tenet 3.** Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.

### GUIDELINES

Public Confidence. Members should conduct themselves so as to maintain public confidence in their profession, their local government, and in their performance of the public trust.

Impression of Influence. Members should conduct their official and personal affairs in such a manner as to give the clear impression that they cannot be improperly influenced in the performance of their official duties.

Appointment Commitment. Members who accept an appointment to a position should not fail to report for that position. This does not preclude the possibility of a member considering several offers or seeking several positions at the same time, but once a bona fide offer of a position has been accepted, that commitment should be honored. Oral acceptance of an employment offer is considered binding unless the employer makes fundamental changes in terms of employment.

Credentials. An application for employment or for ICMA's Voluntary Credentialing Program should be complete and accurate as to all pertinent details of education, experience, and personal history. Members should recognize that both omissions and inaccuracies must be avoided.



**Professional Respect.** Members seeking a management position should show professional respect for persons formerly holding the position or for others who might be applying for the same position. Professional respect does not preclude honest differences of opinion; it does preclude attacking a person's motives or integrity in order to be appointed to a position.

**Reporting Ethics Violations.** When becoming aware of a possible violation of the ICMA Code of Ethics, members are encouraged to report the matter to ICMA. In reporting the matter, members may choose to go on record as the complainant or report the matter on a confidential basis.

**Confidentiality.** Members should not discuss or divulge information with anyone about pending or completed ethics cases, except as specifically authorized by the Rules of Procedure for Enforcement of the Code of Ethics.

**Seeking Employment.** Members should not seek employment for a position having an incumbent administrator who has not resigned or been officially informed that his or her services are to be terminated.

**Tenet 4.** Recognize that the chief function of local government at all times is to serve the best interests of all of the people.

#### **GUIDELINE**

**Length of Service.** A minimum of two years generally is considered necessary in order to render a professional service to the local government. A short tenure should be the exception rather than a recurring experience. However, under special circumstances, it may be in the best interests of the local government and the member to separate in a shorter time. Examples of such circumstances would include refusal of the appointing authority to honor commitments concerning conditions of employment, a vote of no confidence in the member, or severe personal problems. It is the responsibility of an applicant for a position to ascertain conditions of employment. Inadequately determining terms of employment prior to arrival does not justify premature termination.

**Tenet 5.** Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.

#### **GUIDELINE**

**Conflicting Roles.** Members who serve multiple roles – working as both city attorney and city manager for the same community, for example – should avoid participating in matters that create the appearance of a conflict of interest. They should disclose the potential conflict to the governing body so that other opinions may be solicited.

**Tenet 6.** Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.

**Tenet 7.** Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.

#### **GUIDELINES**

Elections of the Governing Body. Members should maintain a reputation for serving equally and impartially all members of the governing body of the local government they serve, regardless of party. To this end, they should not participate in an election campaign on behalf of or in opposition to candidates for the governing body.

Elections of Elected Executives. Members shall not participate in the election campaign of any candidate for mayor or elected county executive.

Running for Office. Members shall not run for elected office or become involved in political activities related to running for elected office, or accept appointment to an elected office. They shall not seek political endorsements, financial contributions or engage in other campaign activities.

Elections. Members share with their fellow citizens the right and responsibility to vote. However, in order not to impair their effectiveness on behalf of the local governments they serve, they shall not participate in political activities to support the candidacy of individuals running for any city, county, special district, school, state or federal offices. Specifically, they shall not endorse candidates, make financial contributions, sign or circulate petitions, or participate in fund-raising activities for individuals seeking or holding elected office.

Elections relating to the Form of Government. Members may assist in preparing and presenting materials that explain the form of government to the public prior to a form of government election. If assistance is required by another community, members may respond.

Presentation of Issues. Members may assist their governing body in the presentation of issues involved in referenda such as bond issues, annexations, and other matters that affect the government entity's operations and/or fiscal capacity.

Personal Advocacy of Issues. Members share with their fellow citizens the right and responsibility to voice their opinion on public issues. Members may advocate for issues of personal interest only when doing so does not conflict with the performance of their official duties.

**Tenet 8.** Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.

#### **GUIDELINES**

Self-Assessment. Each member should assess his or her professional skills and abilities on a periodic basis.

Professional Development. Each member should commit at least 40 hours per year to professional development activities that are based on the practices identified by the members of ICMA.

**Tenet 9.** Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

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**Tenet 10.** Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

**GUIDELINE**

Information Sharing. The member should openly share information with the governing body while diligently carrying out the member's responsibilities as set forth in the charter or enabling legislation.

**Tenet 11.** Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.

**GUIDELINE**

Equal Opportunity. All decisions pertaining to appointments, pay adjustments, promotions, and discipline should prohibit discrimination because of race, color, religion, sex, national origin, sexual orientation, political affiliation, disability, age, or marital status.

It should be the members' personal and professional responsibility to actively recruit and hire a diverse staff throughout their organizations.

**Tenet 12.** Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

**GUIDELINES**

Gifts. Members shall not directly or indirectly solicit, accept or receive any gift if it could reasonably be perceived or inferred that the gift was intended to influence them in the performance of their official duties; or if the gift was intended to serve as a reward for any official action on their part.

The term "Gift" includes but is not limited to services, travel, meals, gift cards, tickets, or other entertainment or hospitality. Gifts of money or loans from persons other than the local government jurisdiction pursuant to normal employment practices are not acceptable.

Members should not accept any gift that could undermine public confidence. De minimus gifts may be accepted in circumstances that support the execution of the member's official duties or serve a legitimate public purpose. In those cases, the member should determine a modest maximum dollar value based on guidance from the governing body or any applicable state or local law.

The guideline is not intended to apply to normal social practices, not associated with the member's official duties, where gifts are exchanged among friends, associates and relatives.

Investments in Conflict with Official Duties. Members should refrain from any investment activity which would compromise the impartial and objective performance of their duties. Members should not invest or hold any investment, directly or indirectly, in any financial business, commercial, or other private transaction that creates a conflict of interest, in fact or appearance, with their official duties.

In the case of real estate, the use of confidential information and knowledge to further a member's personal interest is not permitted. Purchases and sales which might be interpreted as speculation for quick profit should be avoided (see the guideline on "Confidential Information"). Because personal investments may appear to influence official actions and decisions, or create the appearance of impropriety, members should disclose or dispose of such investments prior to accepting a position in a

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local government. Should the conflict of interest arise during employment, the member should make full disclosure and/or recuse themselves prior to any official action by the governing body that may affect such investments.

This guideline is not intended to prohibit a member from having or acquiring an interest in, or deriving a benefit from any investment when the interest or benefit is due to ownership by the member or the member's family of a de minimus percentage of a corporation traded on a recognized stock exchange even though the corporation or its subsidiaries may do business with the local government.

Personal Relationships. Member should disclose any personal relationship to the governing body in any instance where there could be the appearance of a conflict of interest. For example, if the manager's spouse works for a developer doing business with the local government, that fact should be disclosed.

Confidential Information. Members shall not disclose to others, or use to advance their personal interest, intellectual property, confidential information, or information that is not yet public knowledge, that has been acquired by them in the course of their official duties.

Information that may be in the public domain or accessible by means of an open records request, is not confidential.

Private Employment. Members should not engage in, solicit, negotiate for, or promise to accept private employment, nor should they render services for private interests or conduct a private business when such employment, service, or business creates a conflict with or impairs the proper discharge of their official duties.

Teaching, lecturing, writing, or consulting are typical activities that may not involve conflict of interest, or impair the proper discharge of their official duties. Prior notification of the appointing authority is appropriate in all cases of outside employment.

Representation. Members should not represent any outside interest before any agency, whether public or private, except with the authorization of or at the direction of the appointing authority they serve.

Endorsements. Members should not endorse commercial products or services by agreeing to use their photograph, endorsement, or quotation in paid or other commercial advertisements, marketing materials, social media, or other documents, whether the member is compensated or not for the member's support. Members may, however, provide verbal professional references as part of the due diligence phase of competitive process or in response to a direct inquiry.

Members may agree to endorse the following, provided they do not receive any compensation: (1) books or other publications; (2) professional development or educational services provided by nonprofit membership organizations or recognized educational institutions; (3) products and/or services in which the local government has a direct economic interest.

Members' observations, opinions, and analyses of commercial products used or tested by their local governments are appropriate and useful to the profession when included as part of professional articles and reports.

**EXHIBIT "D"**  
**BOARD OF APPEALS CONSULTANT JOB DESCRIPTION**  
**(NEXT PAGE)**

**EXHIBIT D**  
**BOARD OF APPEALS CONSULTANT**

**JOB DESCRIPTION**

- Supervise the daily work of the Zoning Staff Assistant/Principal Clerk during office hours, including signing payroll/vacation/sick forms and purchase of office supplies
- Assist the Principal Clerk in reviewing applications, and review meeting agendas, public hearing ads, minutes, decisions and other documents, as required.
- Make recommendations to the Zoning Board of Appeals Chairman as to which cases should be recommended to Town Counsel.
- Work with Town Counsel, as required and as requested by the Board Chairman, including attendance at selected meetings of the Zoning Board of Appeals, as required
- Act as staff liaison for the Board in communication with other Town Departments, Town Counsel, the Petitioner/Applicant or Representative, and outside agencies.
- Communicate with the Chairman and the Board regarding information relating to Board cases and activities.



## **Dartmouth ‘zombie’ house a nightmare for years for its neighborhood**

**By Tim Dunn Contributing Writer**

Posted Aug 8, 2020 at 3:49 PM

Updated Aug 8, 2020 at 3:49 PM

Property has deteriorated but officials say nothing can be done to address its condition

DARTMOUTH — What’s being dubbed by neighbors a ‘zombie home’ has the residents of a quiet Dartmouth neighborhood unsuccessfully seeking answers from local and state officials about what can be done about the deteriorating house.

With overgrown grass and shrubs, an abandoned car in the driveway, and a completely destroyed interior that neighbors fear is filled with mildew and possible rodent infestation, the residents say they are fed up with the “hazardous eyesore” in the middle of their working class neighborhood.

“We live in a small community, like most people in Dartmouth, with an average income,” said Lauren Downing of Sable Avenue. “Over the years, we’ve tried to address the issue with the town and they’ve just passed it off, and I understand because there’s a lot of things going on. But, my concern now is more environmental as time goes on.”

Located across from the property, Downing isn’t the only neighbor hoping to see the structure torn down. Another resident of the neighborhood, Maureen Rogers, has been living next door to the property for 16 years. She says the house already had tarps covering portions of the damaged roof when she moved into her current home in 2004.

“It’s probably been empty, with nobody there, for about three or four years. There were people living there, an elderly gentleman and a younger couple with kids,” Rogers said, also confirming that the disrepair of the property began before the home was finally deserted.

According to Health Director Chris Michaud, the Board of Health can only inspect a property from the street due to expectation of privacy. He said that based on what the board could analyze from the street, no health or safety violations can be detected that would allow the town to take action.

“What we can see from the street, from both sides of Sable Avenue, you can see the front of the house and there’s a breach in the fence that allows you to see into the backyard. At this point in time all we’re able to see is unkempt landscaping on the property,” Michaud said.

“If there was a breach in the back of the house that we can’t see from one side, but a neighbor could see from another, then that’s something we can address if that neighbor brings it to our attention.”

When it comes to photographs taken by neighbors of the disrepair inside the home, Michaud said that he is unable to verify, for certain, if the pictures were of the property at 40 Sable Avenue.

“They have pictures of inside the property, allegedly. I have to verify that. I could take those pictures and send them to the city or town where you live and say that it exists at your property,” Michaud said. “We have to go on fact. I don’t see any breaches in the property where there’s a back wall that’s caving in.

Dartmouth Administrator of Assessing Richard Gonsalves said that the Board of Assessors has notes on the property’s condition, adding that it’s been evaluated every year. He said town records indicate the property is owned by a Robert J. Morrow and that 40 Sable Ave. is listed as his primary residence.

But both Downing and Rogers said the property owner had died of cancer, and as a result, “the house began to deteriorate.”

The Standard-Times was able to confirm Morrow’s death with the Town Clerk’s office. Principal Clerk Kelly Thompson said Morrow died on July 21, 2012 in Dartmouth and was cremated at Riverside Crematory in Fairhaven.

Downing said she was informed by the town that the property taxes are up to date.



But, according to Dartmouth Treasurer and Director of Budget & Finance Greg Barnes, tax payments have been missed for the third and fourth quarter of fiscal year 2020. He said that it's unlikely however that would enable a foreclosure on the home — especially during a pandemic where late payments are a commonality in many communities.

“When one owes a few thousand in taxes, the likelihood of somebody actually being foreclosed on is not good. They have paid their taxes through the second quarter of 2020, so the earliest they'd get a tax title would be in the summer and then it'd be a long process after that,” Barnes said, explaining that the town would have to wait an additional six months to foreclose on the property through Massachusetts Land Court — what he said could be a “very slow process.”

“We're fortunate, even in a pandemic, that the vast majority of taxpayers have paid their taxes, but it's not atypical to have some missed payments from residents. We still have quite a number of taxpayers we're still trying to get collection on for the end of fiscal year 2020,” he said.

Barnes said he was unable to determine whether a tax payment had been filed for the August 1 quarterly due date.

A follow-up with the Board of Assessors found Murrow continues to be listed as the owner of the property. But with Morrow dead since 2012, it is not clear who had been paying the property taxes up through fiscal year 2019 (the last time they were paid).

Barnes said that unless informed otherwise, the town continues to send the tax bills to the address of the listed owner, Robert Morrow.

“As a town, we continue to send it to the owner of record. So, unless the town somehow is informed differently, then it continues to go to the same address,” he said. “It may change ownership, so whoever gains ownership is ultimately responsible for the property, so it doesn't stay with the (deceased) individual.”

The Town Collector's Office said all property taxes paid in FY19 were paid in cash, leaving no record of who provided the payment. Administrative Clerk Jen Garrant added that the last payment made by a recorded source was in 2018. “A mortgage company (Wells Fargo) was paying the taxes. The last payment we received from them was in January of 2018.”

“There is no record for cash payments,” she said. “Anyone could've paid for it,” she said.



Briana Curran, Wells Fargo Vice President of Communications & Community Relations for New England, said records indicate the loan for the home was paid off in 2018, leaving the company without any knowledge of it since.

"When we looked into this, our records show that the loan was paid in full in 2018 and we released our lien at that time. Given the timing, we would not know anything beyond this and have had no role regarding the property after it was paid off," Curran said.

Administrative Clerk Garrant said that since missed payments on property taxes haven't yet reached the point of delinquency, "the town can't do anything about it."

As for any building code violations, that's unclear as Building Commissioner David Riquinha said he doesn't have any knowledge of 40 Sable Avenue.

Downing said that she's been in contact with the Attorney General's regional office in New Bedford about the property and has sent in photographs and a video detailing the property's regressed state. She said the AG's Office was unable to help her.

The Attorney General's Office said that Downing had inquired about use of the office's Abandoned Housing Initiative (AHI). AHI "works closely with municipal governments to identify and turn around blighted, and abandoned homes." No one in the AG's office would speak by name on the case but an official said that in order to accept a property into the program and move forward with the rehabilitation process, a referral is needed from the municipality the home is located at.

The neighbors say the problems with the property go beyond aesthetics, health and safety. Rogers said that her property values have been affected adversely.

"We had a home appraisal done a couple years ago and we were told by the bank that the price of the appraisal would have been a little bit higher if it wasn't for the vacant house next door," Rogers said.

Downing said she will continue to look for a solution until something is done.

"I don't know who (else) in government to contact, but I'm going to keep going until somebody pays attention to this," she said. "I know there's zombie properties all over, I get that, but at what point do we say, 'Enough is enough?'" she said.

## Charter Review Committee Appointees

### 8/20/2020

Appointing Authority	Appointee	E-mail
Selectboard		
Selectboard		
Finance Committee	Terri Hamm	thamm11176@gmail.com
Finance Committee	Brian O'Hare	broh12345@gmail.com
School Committee	Mary Waite	marywaite@dartmouthschools.org
School Committee	Heidi Brooks	hsbrooks25@comcast.net
Moderator	Steve Melo	harbormaster@dartmouthharbormaster.com
Moderator		
Planning Board	Stephen Taylor	staylor@densefog.com
Ex Oficio		
Ex Oficio		
Ex Oficio		

## Christine Amaral

---

**From:** Brock Cordeiro <bncordeiro@comcast.net>  
**Sent:** Thursday, June 25, 2020 5:29 PM  
**To:** Select Board  
**Subject:** Letter of Interest

**Brock N. Cordeiro**  
15 Sagamore Drive  
Dartmouth, MA 02748-1261  
508-264-1600 – Cell Phone  
508-979-8930 – Home Phone  
[BNCordeiro@comcast.net](mailto:BNCordeiro@comcast.net)

June 25, 2020

Office of the Select Board  
Town of Dartmouth  
400 Slocum Road  
Dartmouth, MA 02747

### **RE: Charter Review Committee**

Dear Select Board:

Please accept this as my letter of interest and qualifications seeking an appointment to the Charter Review Committee for the Town of Dartmouth.

I have a lengthy history living, working, and serving the Town of Dartmouth. I am a lifelong resident of Dartmouth, residing at 15 Sagamore Drive in Apponagansett Village for the past 42 years. My family has resided at this address for nearly 50 years. I graduated Dartmouth High School in 1996 after previously being a student of Dartmouth Middle School and the Job S. Gidley Elementary School.

After graduating DHS, I remained in Dartmouth becoming a student at the University of Massachusetts – Dartmouth where I graduated in 2001 with a Bachelor of Arts degree in History. I earned my Master of Arts degree in History from UMass Boston in 2004. While a graduate student in Boston, my Master's thesis was focused upon the Town of Dartmouth (*Paul Cuffe: A Study of His Life and the Status of His Legacy in Old Dartmouth*).

Regarding my service to the town, I have been elected from the Dartmouth Town Meeting since April 2000 (first within the 5<sup>th</sup> precinct and then redistricted to the 7<sup>th</sup> precinct). Currently, I serve upon the Dartmouth Housing Authority, as the appointee of Governor Charlie Baker, since April 2017. I serve both as the Treasurer of the Housing Authority (July 2018) and its representative to the Dartmouth Community Preservation Commission (September 2019). I also serve upon the town's UMass Dartmouth Partnership Committee (December 2015). Previously, I was appointed by the Select Board to serve upon the Dartmouth Historical Commission (September 2007 through June 2013) and I was appointed by the Town Moderator to serve upon the Dartmouth Personnel Board (June 2003 to June 2007).



My service to Dartmouth-affiliated groups includes volunteering as a member of the Dartmouth Education Foundation (July 2003 to June 2007) and being a member of the Knights of Columbus, in the Fourth Degree, serving councils representing the Catholic parishes of Dartmouth. I have been a member of the Dartmouth Republican Town Committee since 2000, serving several years as its Chairperson and I have been elected to represent Dartmouth as the Massachusetts Republican State Committee Man for the Second Bristol and Plymouth State Senate district since March 2007.

Beyond town service, I am a member of the Statewide Advisory Council to the Massachusetts Commission for the Deaf and Hard of Hearing as first appointed by Governor Baker in April 2017. I am also the Chairperson of the Special Legislative Commission to Study Pancreatic Cancer (February 2019), first serving as the designee of House Minority Leader Bradley H. Jones, Jr. (November 2015). I wrote the legislation that first established and then later empowering the Commission. Governor Baker also appointed me as a Notary Public (July 2017) and a Commissioner to Qualify Public Officers (December 2017). I am a volunteer for the American Cancer Society Cancer Action Network and the Pancreatic Cancer Action Network since 2014. My volunteer activities also include being a performer at King Richard's Faire in Carver, MA since 2015.

My work experience includes currently being employed by the Bristol County Sheriff's Office (400 Faunce Corner Road in Dartmouth) since May 2010. I am the Sheriff's Administrative & Legislative Assistant. I also serve as an Auxiliary Deputy Sheriff in both Bristol County and Plymouth County. Previously, I was employed by Walmart #2157 in Dartmouth from July 1996 to November 2010. I have also worked as a substitute teacher for both Dartmouth High School and Old Rochester Regional High School, during the 2005-2006 academic year. I also worked as a G.E.D. instructor for the Massachusetts School of Information Technology in 2006. I earned a Massachusetts Educator License (Provisional for grades 5-12 since August 2005).

I have spent my adult life committed to serving the Town of Dartmouth. I ask for your consideration as I would be honored to be appointed by the Dartmouth Select Board to the Charter Review Committee. Thank you.

Sincerely,

Brock N. Cordeiro

# DARTMOUTH MASSACHUSETTS



Office of the Select Board  
*Shawn McDonald, Chair*  
*Stanley Mickelson, Vice-Chair*  
*John Haran*  
*Frank Gracie*  
*David Tatelbaum*



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[www.town.dartmouth.ma.us](http://www.town.dartmouth.ma.us)  
**Shawn MacInnes**  
Town Administrator

Email: [smacinnnes@town.dartmouth.ma.us](mailto:smacinnnes@town.dartmouth.ma.us)

## MEMORANDUM

TO: Finance Committee  
School Committee  
Planning Board  
Town Moderator

FROM: Shawn MacInnes  
Town Administrator

RE: Charter Review Committee  
Member Appointment

DATE: June 30, 2020

Every 10 years, the Town of Dartmouth appoints members of the community to review the Town's Charter and make recommendations for amendments to Town Meeting for consideration. Any amendments approved by Town Meeting are then be placed on the ballot for Dartmouth voters to consider. The makeup of the Charter Review Committee is as follows:

- Charter Review Committee – 9 Members
  - Selectboard – 2 Appointees
  - Finance Committee – 2 Appointees
  - School Committee – 2 Appointees
  - Planning Board – 1 Appointee
  - Town Moderator – 2 Appointees

As member of a board or committee with Charter Review Committee appointing authority, you are receiving this memorandum as notification that on June 22, 2020 the Selectboard voted to solicit letters of intent from members of the public interested in being involved with the Charter Review. The deadline for responses is July 31, 2020. Please note that the current Charter states that "persons appointed by the said agencies may, but need not, be members of the agency by

# DARTMOUTH MASSACHUSETTS



Office of the Select Board

*Shawn McDonald, Chair*

*Stanley Mickelson, Vice-Chair*

*John Haran*

*Frank Gracie*

*David Tatelbaum*



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**Shawn MacInnes**  
Town Administrator

Email: [smacinnest@town.dartmouth.ma.us](mailto:smacinnest@town.dartmouth.ma.us)

which they are designated". That being stated, if you would like to review any of the public applicants prior to making your board or committee appointments, please let this office know, and we will share the information. The Selectboard will solicit final recommendations from boards and committees for review at a Selectboard meeting in late August.

Lastly, the Charter Review is a lengthy process, commencing after the Spring Town Meeting 2020 and concluding after presenting to Fall Town Meeting in 2021. This needs to be clearly noted so those interested understand the commitment.

Please contact me if you have any questions regarding this process.

Cc: Selectboard  
Town Counsel



## **Questions about eCode360? Municipal users Join us daily between 12pm and 1pm**

[HISTORY: Adopted by the Town Meeting of the Town of Dartmouth as indicated in article histories. Amendments noted where applicable.]

## **Article I Boards, Commissions and Committees**

[Adopted 5-25-1999, approved 9-7-1999 (Art. 43 of the 2011 General By-Laws)]

### **§ 76-1 Residency required for voting members.**

No person other than a resident of the Town of Dartmouth shall serve as a voting member on any town board, commission or committee. Town employees who are non-residents may serve as ex-officios.

**The Town of Dartmouth**  
**Charter Review Process 2020**

**Charter Review Committee Establishment**

1. Charter Review Requirement per Town Charter
  - a. Required by Charter every 10 Years
    - i. Last done 2010
2. Charter Review Committee Make Up
  - a. Charter Review Committee – 9 Members
    - i. Selectboard – 2 Appointees
    - ii. Finance Committee – 2 Appointees
    - iii. School Committee – 2 Appointees
    - iv. Planning Board – 1 Appointee
    - v. Town Moderator – 2 Appointees

\*\*Persons appointed by the said agencies may, but need not, be members of the agency by which they are designated

3. Procedure for creating Charter Review Committee
  - a. Publish that the Town is seeking individuals interested in being on Charter Review Committee.
    - i. Applicants required to submit a statement of interest and qualifications

\*\*Note that the Charter Review is a lengthy process, commencing after the Spring Town Meeting 2020 and concluding after presenting to Fall Town Meeting in 2021. This needs to be clearly noted so those interested understand the commitment.

- b. Once the Select Board has received statements of interest, list will be distributed to Finance Committee, Planning Board, School Committee and the Moderator for appointment.

**Charter Review Committee Procedures**

- Once the Committee starts to meet, the committee will determine their process for Charter review.
  - Prior review committee utilized focus groups and public hearings.
- Each Charter change requires an individual article to be submitted on the fall 2021 Town Meeting Warrant.
- It is expected that the Review Committee will give a presentation to Town Meeting Members on the proposed revisions and answer all questions.

- Articles with charter amendments that are approved by 2/3 Town Meeting Members will appear on the ballot in the next local election (April 2022), pending approval from the Attorney General and Department of Housing and Community Development.
- The Amendments that receive a majority of votes in the local election will become active July 1, 2022.

#### **Proposed 2020 Charter Review Timeline**

- April 2021: CRC delivers proposal to Town Counsel
- June 2021: CRC files suggested revisions with Town Clerk
- July 2021: Select Board hold a public hearing on the proposed revisions
- August/September 2021: Select Board writes a report on the Public Hearing and CRC writes a Charter Review Report
- October 2021: CRC presents revisions to Town Meeting for approval
- October 2021: Approved revisions sent to Attorney General and Department of Housing and Community Development
- March 2022: Charter Review Report is made available to Town Voters.
- April 2022: Town Election to vote on revisions.
- July 1, 2022: Revisions approved in the Town wide election become active.



**Christine Amaral**

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**From:** Brian Hawes <bhaw902@gmail.com>  
**Sent:** Monday, July 13, 2020 2:39 PM  
**To:** Shawn MacInnes; Select Board  
**Subject:** Board of Public Works ---

Good afternoon ---

I have received copies of two resumes from individuals interested in joining the BPW --- both resumes present people who appear competent and experienced --- John Price and Robert Almy would likely add a whole new level of competence to the BPW --- therefore I would like to step aside and allow both positions to be filled by these two men or another more competent applicant --- please accept this as my resignation if the Select Board wishes to fill two board seats ---

Thank you ---

Sincerely ---

Brian E. Hawes Chairman  
Dartmouth Board of Public Works

July 21, 2020

RE: Brian Hawes Rescinding resignation request

Shawn MacInnes Town Administrator

Select Board Members

I have reconsidered my resignation --- the decision to resign was made in haste assuming the Select Board decision to fill a vacancy was to be made within hours --- since then I have received phone calls and emails as well as personal connections all urging me not to resign ---

Perhaps the strongest argument for not resigning is that boards should be balanced --- not all engineers --- not all business people --- not all laborers --- we now have a board member with very strong DPW engineering experience as the current Mansfield DPW Engineer --- I feel I add some balance to the board that is needed --- the old time Dartmouth resident whose family ancestry has been involved in various town government positions for nearly 150 years --- at the age of 74 I have lived in Dartmouth for 60 of those years --- therefore my background and heart is here in Dartmouth --- I have been a Town Meeting member --- a Planning Board member --- a Precinct Warden in several elections --- and served on several committees --- I know the town and the townspeople --- and I love Dartmouth ---

I have found that the decisions of the Board of Public Work are generally quite routine due to the excellent management and shared information provided by DPW Director David Hickox and his staff ---

Therefore, this my decision is to rescind my resignation request ---

Thank you ---

Brian E. Hawes

Chairman Dartmouth BPW

## Christine Amaral

---

**From:** Shawn MacInnes <smacinn@town.dartmouth.ma.us>  
**Sent:** Tuesday, July 21, 2020 11:52 AM  
**To:** Brian Hawes; Select Board  
**Subject:** RE: Brian Hawes --- rescinding resignation request ---

Thanks Brian. I'll let the Selectboard know.

**Shawn MacInnes**  
Town Administrator  
Town of Dartmouth  
400 Slocum Road  
Dartmouth, MA 02747  
508-910-1813  
<https://www.town.dartmouth.ma.us/>

---

**From:** Brian Hawes <bhaw902@gmail.com>  
**Sent:** Tuesday, July 21, 2020 10:35 AM  
**To:** Shawn MacInnes <smacinn@town.dartmouth.ma.us>; Select Board <selectboard@town.dartmouth.ma.us>  
**Subject:** Brian Hawes --- rescinding resignation request ---

Attached is a letter requesting that my resignation request be rescinded --- I am sorry if this issue has caused anyone any problem or inconvenience ---

Brian



July 11, 2020

Shawn MacInnes  
Town Administrator  
Town of Dartmouth  
400 Slocum Road  
Dartmouth, MA 02747

Dear Mr. MacInnes and Select Board Members:

I have come to understand there will be an opening on the Board of Public Works, and I would like to express my interest in being appointed to serve on that body. I believe my time as a Finance Committee member from 2012 to 2018 has prepared me well to understand the operations and issues of the DPW, but I am eager to learn more about that town department and make a contribution as a member of the Board. Please let me know if you would like any additional information.

Sincerely,

A handwritten signature in black ink, appearing to be 'DR' followed by a long horizontal stroke.

Doug Roscoe

87 Shipyard Lane  
South Dartmouth, MA 02748  
508-542-0199  
droscocoe101@gmail.com

**JPw**

---

**JOHN W. PRICE**  
**327 DARTMOUTH WOODS DRIVE**  
**DARTMOUTH, MASSACHUSETTS 02747**  
**(978) 430-5555 Cell**

June 17, 2020

Select Board  
Town of Dartmouth, Massachusetts  
400 Slocum Road  
Dartmouth, MA 02747

Dear Board Members:

Enclosed please find a copy of my resume for your consideration as an appointed member of the Board of Public Works in the Town of Dartmouth.

With my previous experience in the public and private sector, I believe I have the necessary requirements for this position. I would welcome the opportunity to speak with you further regarding this appointment.

I wish to thank you for your time and consideration.

Very truly yours,

John W. Price

Enclosure

**JOHN W. PRICE**  
327 Dartmouth Woods Drive  
Dartmouth, Massachusetts 02747  
978 – 430 - 5555 (C)  
E-mail: [jprice01545@gmail.com](mailto:jprice01545@gmail.com)

## **OBJECTIVE**

Serve in an administrative capacity that will benefit from strong business credentials, development and implementation of funding programs, and significant liaison skills,

## **PROFESSIONAL EXPERIENCE**

**Town of Hampton, New Hampshire**

2008 – 2011

### **DIRECTOR OF PUBLIC WORKS**

Served under the direction of the Town Manager. The Director is the chief administrative officer of the department. Responsible for the budgetary control, assigning and directing the work program for: highways, sewer distribution and treatment, storm drainage control, sanitary landfill and refuse collection. Responsible for planning, directing, coordinating, controlling and staffing all the activities of the department. Is also responsible for the effective operations of the department; the enforcement of rules and regulations; the completion and forwarding of reports; and for departmental relations with local citizens, local and state governments, and other related agencies.

### **OPERATIONS MANAGER**

Served under the general direction of the Director of Public Works. Additional duties included coordinating planning for and oversee the operation of each division within the department, manage departmental operations within budgetary constraints, review and evaluate programs to maintain cost effectiveness. Ability to make judgments and effective decisions; ability to establish and maintain effective relationships with Federal, State, County and local agencies, consultants, contractors, municipal officials, employees and the general public.

**Town of Rowley, Massachusetts**

2003 – 2008

**PARKS & RECREATION DEPARTMENT** – Services Coordinator (20 hours per week)

**ACCOUNTING DEPARTMENT** – Assistant Town Accountant (16 hours per week)

**HIGHWAY DEPARTMENT** – Unskilled Laborer (24 hours per week) 2003 – 2004

**Massachusetts Bay Transportation Authority (MBTA)**

2001 - 2002

### **EXECUTIVE COORDINATOR/ ADMINISTRATIVE COORDINATOR**

Served as project liaison within and outside the MBTA. Additional duties included: worked with limited supervision to perform research, analysis and evaluation; assisted the manager in planning, coordinating and monitoring of special projects; acted as liaison between manager and departments or external contacts relating to special projects; and coordinated the implementation of programs and procedures, and related administrative responsibilities.



**PROFESSIONAL EXPERIENCE (continued)**

**Commonwealth of Massachusetts, Metropolitan District Commission (MDC)** 1999 - 2000

**PROGRAM COORDINATOR**

Coordinated and monitored assigned program activities; analyzed data concerning agency programs; provided technical assistance and advice to agency personnel and others; responded to inquiries; and maintained liaison with numerous public agencies.

Served as MDC representative to the team of public agencies, led by Massachusetts Emergency Management Agency (MEMA), and including the Massachusetts State Police, for the coordination and logistical execution of agency responsibilities to ensure public safety and the protection of agency property during major public events, weather related situations, emergency preparedness initiatives, and any emergency declared by the governor.

**Earth Tech, Inc.,** Concord, Massachusetts

1969 to 1998

Recognized nationally as the fastest growing environmental, infrastructure and remediation engineering consulting firm, Earth Tech merged with Whitman & Howard, Inc., New England's oldest engineering firm, in April 1996.

**BUSINESS DEVELOPMENT MANAGER 1982 to 1998**

Expanded new business in the public and private sectors, resulting in a substantial growth of client base and significantly increasing annual revenues. This effort was accomplished utilizing an established, extensive network of personal and business contacts in concert with awareness and knowledge of state, federal and community programs under consideration.

Regularly assessed the traditional architectural/engineering and infrastructure needs of clients as well as innovative approaches to public works programs such as design/build and design/build/finance. Secured current information on such programs to ensure clients' possession of the latest in trends and regulations in this ever-changing arena.

Served as liaison, on behalf of clients and the company, with state and federal agency personnel to navigate, expedite and monitor legislative initiatives and requirements, maintain project deadlines and promote goodwill. This proactive, direct approach to open communication and client satisfaction assured continued project success and promoted opportunities for future contractual relationships.

Maintained program status updates and equated this data with accounting information for market analysis and forecasting. Coordinated marketing activities at national, regional and local conferences and exhibits.

**PROFESSIONAL EXPERIENCE (continued)**

Coordinated arrangements for specialized workshops and seminars developed to inform clients of current regulations and innovative approaches to their public works projects and to facilitate dialogue among clients and regulators. Maintained active participation, through membership and committee work, in professional organizations to enhance corporate visibility, demonstrate personal commitment, remain informed of the latest state and federal regulations, and enhance a growing client network.

**SUPERVISOR, SUPPORT SERVICES 1969 to 1982**

Directed all support personnel activities for word processing, mail processing and receptionist operations. Conducted recruitment, hiring and training for these staff positions; scheduled staff to meet deadlines while maintaining an effective support program.

Managed the physical plant, including equipment procurement. Negotiated contracts for purchase or lease of all office equipment. Implemented a consolidated company fleet system to provide more efficient use of vehicles.

**EDUCATION**

FEMA Emergency Management Institute  
Belford University, Bachelor of Business Administration in Accounting  
Bentley College, Waltham, Massachusetts  
A.I.B., Banking and Accounting

**AFFILIATIONS**

Society of American Military Engineers-Former National Director,  
Past Regional Vice President and Past President, Piscataqua Post  
Institute of Management Accountants-Past President, Boston Chapter  
American Public Works Association-Member, New England Chapter

**COMMUNITY ACTIVITIES**

Lawrence Memorial Hospital, Medford, Massachusetts-Former Member, Board of Overseers  
Catholic Charities of the North Shore of Massachusetts (Lynn) – Former Board Member  
Commonwealth of Massachusetts Housing Appeals Committee appointed by the  
Governor of the Commonwealth to be the Selectman representative.  
Town of Reading, Massachusetts:  
Former Chairman, Board of Selectmen  
Former Chairman, Board of Public Works

Former Precinct Chairman and Town Meeting Member

Former Member of the Finance, Recreation and School Construction Committees



## ROBERT ALMY, PG

### Background

2013-Present  
Senior Project Manager  
Weston & Sampson

2010-2013  
Program Manager  
GEI Consultants

2008-2009  
Senior Environmental Specialist  
SAIC Incorporated

1990-2008  
Manager  
Santa Barbara County Water Agency  
Director, County "Project Clean Water"

1983-1990  
Planning Department Deputy Director  
Santa Barbara County Energy Division

1981-1983  
Project Hydrogeologist  
Dames & Moore

1977-1981  
Hydrogeologist  
Water Resources Department  
State of Oregon

### Education

1977  
Master of Science  
Geology (geochemistry, igneous petrology)  
Western Washington University

1973  
Bachelor of Arts  
Geology (minor chemistry)  
University of California, Santa Barbara, CA

### Professional Registration

Registered Professional Geologist:  
California #3802

Registered Engineering Geologist  
Oregon #E-684

### Certifications / Training

Advanced natural resource conflict resolution,  
Center for Dispute Resolution, 1990

Hazardous Waste Site Investigation,  
USEPA, 1981

Numerical Simulation of Ground Water  
Systems,  
USGS, 1981

### EXPERIENCE

Mr. Almy has 40 years of experience managing coastal dependent and water-related programs. He has demonstrated leadership in interagency processes, the development of solutions to regulatory and resource management challenges, and the development of public information including compliance and training manuals. His areas of expertise include groundwater, integrated regional water management, stormwater pollution, water conservation, environmental review, and program development.

### EXAMPLE PROJECT EXPERIENCE

Evaluation of applicability of AWWA Water Audit methodology to small and medium sized water suppliers, Massachusetts (2014) - Mr. Almy led a team to evaluate the efficacy of American Water Works Association (AWWA) water audit process promulgated in 2011 and the basis of loss control in AWWA Manual M 36. Under a State grant, the Acton Water District and Lincoln Water Department were subject to an audit that was then compared to other audits, including annual reporting pursuant to the Water Management Act. The water audits identified improvements in data handling that would reduce apparent losses and could increase revenue. Mr. Almy used the results of the audits were the basis of a series of training sessions hosted by the Massachusetts Water Works Association.

Application of AWWA Water Audit methodology to 18 public water suppliers, Massachusetts. (2015-2018) - Mr. Almy was part of an ongoing state DEP process to perform Level 1 and Level 2 water audits pursuant to American Water Works Association (AWWA) Manual M 36 and the Water Research Foundation Real Loss Component Analysis. Under a series of State grants, annual data were used to perform a comprehensive water audit and develop recommendations for improved control of both real and apparent losses.

Water Management Permit renewals: Towns of Orleans and Chatham, Abington Rockland Joint Water Works (2016-2018) - Mr. Almy prepared permit renewal applications, responded to "Order to Complete" letters, and developed mitigation plans for public water suppliers pursuant to the Massachusetts Water Management Act.

Mr. Almy managed the second phase of the Truro Integrated Water Resources Management Plan for the Town of Truro, Massachusetts (2015-2018). The Town initiated the IWRMP because of its concern over long term ground water quality, specifically the effect of septic systems on Nitrate levels. The project included public outreach efforts, a detailed assessment of ground water near East Harbor, evaluation of possible town-wide methods of controlling water quality, and development of storm water treatment measures as possible demonstration projects.



*Presentations & Publications*

- 2016  
Almy, R. B; *The Real Value of Water Audits*.  
Journal of the New England Water works  
Association
- 2009  
Almy, R. B and Poucher, S.; *Applying Existing  
Technology to Site Selection, Impact  
Assessment and Long-term Monitoring for  
Coastal Wind Farms*. Abstract. Rhode Island  
Natural History Survey, 13th Annual  
Conference Rhode Island's Off-Shore Marine  
Ecosystem and the Potential Impact of  
Alternative Development
- 2001  
Lyndon C. Lee, Peggy L. Fiedler, Scott R.  
Stewart, Robert R. Curry, Douglas Partridge,  
Jeffrey A. Mason, Robert B. Almy, Darcy L.  
Aston, Maureen E. Spencer, and Ethan M.  
Inlander; *Reference-based assessment of the  
functions of riverine waters/wetlands in the  
south coast of Santa Barbara County,  
California*
- 1991  
Almy, R. B., Johnson, D. N. and Vrat, D.;  
*Changing Role of Local Government in the  
Development of Outer Continental Shelf  
Resources*, in Proceedings, Coastal Zone 91,  
The Seventh Symposium on Coastal and  
Ocean Management
- 1987  
Almy, R. B. and Strachan, S. *Petroleum  
Development in Santa Barbara County:  
Socioeconomic and Jurisdictional Setting*, in  
Proceedings, Coastal Zone 87, The Fifth  
Symposium on Coastal and Ocean  
Management.
- 1987  
Almy, R. B., Scott, M. A. and Strachan, S.  
*Mitigation of Impacts and Reduction of Hazards  
Associated with Specific Coastal Petroleum  
Development Projects*, in Proceedings, Coastal  
Zone 87, The Fifth Symposium on Coastal  
and Ocean Management.
- 1985  
Almy, R. B. *Geologic Issues in Environmental  
Impact Assessments*, Geological Society of  
America, Abstracts with Programs.
- 1981  
Almy, R. B., and Oberlander P. E.; *Basalt  
Aquifer Characteristics, Ground Water Ages  
and Implications of Large-Scale Groundwater  
Withdrawal in the Columbia Plateau Region,  
Oregon*. Geological Society of America,  
Abstracts with Programs.
- 1981  
Almy, R. B. *Ground Water Resources of the  
Grants Pass and Cave Junction Areas, Rogue  
River Basin, Oregon*, Oregon Water  
Resources Department Open File Report.

**EXAMPLE PROJECT EXPERIENCE (CONTINUED)**

Development and evolution of a regional water efficiency program, Santa Barbara County, CA (1991-2006) - Mr. Almy established and guided development of the county-wide regional water efficiency program involving both urban and agricultural users. The program included aggressive public outreach and education, consistent interagency coordination, and integration with supply planning and met emerging state mandates.

Project Clean Water (surface-water quality) Program, Santa Barbara County, CA (1998- 2006) - Mr. Almy established "Project Clean Water" to improve urban water quality throughout Santa Barbara County. Under his management, the program 1) instituted comprehensive educational programs, 2) developed and instituted an illicit discharge detection and control program, 3) developed local land use and construction site regulations and monitoring for stormwater control, 4) performed a comprehensive survey of public facilities, and 5) installed and operated treatment control facilities at seven locations.

NPDES compliance programs, Santa Barbara County, CA (1999-2008) - Under contract with four incorporated cities within Santa Barbara County, Mr. Almy led county staff in the development of Phase 2 NPDES Storm Water Management Plans. He coordinated an initial water quality assessment and community-led problem definition process in each city.

Lower Santa Ynez River Climate Change Adaptive Management Plan, Santa Barbara County, CA (2013 to 2014) - Mr. Almy led development of a simplified methodology for identifying climate change risk and cost-effective response for small and medium water suppliers. The work was funded under a grant from NOAA and used three public suppliers in the Lompoc Valley as test cases. The project included definition of climate change indices specific to the Santa Ynez watershed, a streamlined methodology to prioritize risk and effective response, as well as integration of potential responses with existing planning and capital improvement processes. The project involved close collaboration water management agencies and the public.

Climate Change Vulnerability Assessment and Adaptation Planning Project (2016), Lynn Economic Development and Industrial Corporation (EDIC)- Mr. Almy served as lead scientist for this resilience planning project, which involves identifying and prioritizing projects and regulatory/policy changes that will provide long-term increases in coastal resiliency. The overall project objective is to minimize current and future risks, and to provide a mechanism to integrate these considerations into all future planning efforts. The final work product will serve the community by identifying climate change vulnerability and risk; increasing public support for allocating resources for smart planning and development; evaluating specific measures to improve coastal resilience; and supporting development of sustainable elements of the Waterfront Plan.

Courses Taught      **EXAMPLE PROJECT EXPERIENCE (CONTINUED)**

, 2005 to 2007 (4-hour course)  
*Protecting Ground Water Quality*, UC Davis  
 "Short Course" for agriculturalists

March 2004 and March 2005 (8-hour course)  
*Current Issues in Storm-water Regulation in California, Municipal Storm Water Programs (Phase I and II)*, Lorman Seminars

1989-2008  
 Lecturer, *Environmental Impact Assessment*  
 1 semester course. Environmental Studies  
 Program, University of California, Santa  
 Barbara, CA

Other

1970-Present  
 Lacrosse referee, certified observer

2017- 2019  
 Volunteer,  
 Lynnfield Recreational Path Committee

1/2019- 6/2020  
 Chairman, Board of Commissioners  
 Lynnfield Center Water District

DCAMM Statewide Resilience Master Plan (2017) - Mr. Almy was a principal investigator for developing a resilience master plan for state facilities in the ownership portfolio of the Massachusetts Division of Capital Asset Management and Maintenance (DCAMM). The team developed a process for addressing climate change adaptation and implementing resilient design strategies for facilities management, major public building construction, and real estate services under the purview of DCAMM.

Northern Cities Management Area Annual Report, Northern Cities Technical Group, San Luis Obispo County, CA (2011-2013) - Mr. Almy served as project manager and principle investigator for the ongoing annual evaluation of groundwater supplies and development of a formal Annual Report submitted annually to the court as part of an adjudication of the Santa Maria basin.

Santa Barbara County Area-wide Integrated Regional Water Management Plan (IRWMP), Santa Barbara County Water Agency, Santa Barbara County, CA (2005-2013) - Mr. Almy served as the project manager responsible for the preparation of the Santa Barbara County IRWMP to meet the requirements of the Integrated Regional Water Management Planning Act of 2002 (SB 1672).

Watershed Planning, Santa Barbara County, CA (2001-2008) - Mr. Almy was instrumental in developing watershed plans in three critical streams on the South Coast of the Santa Ynez Mountains in Santa Barbara County. He established the proposed scope of each plan, assembled a local stakeholders' group, obtained funding, and managed the overall planning process.

Development of CWA 303(d) listings and TMDLs, Santa Barbara County, CA (2000-2006) - Mr. Almy represented the County of Santa Barbara during state agency identification of impaired water bodies.

Water Supply Feasibility Assessment Report, Glastonbury, CT (2011) - Mr. Almy evaluated the adequacy of a proposed ground-water supply system in complex terrain and developed an alternative evaluation based on water balance techniques used by the US Geological Survey in similar terrain in the Puget Sound area, Washington.

Poso Creek Integrated Regional Water Management Plan (IRWMP), Semitropic Water Storage District, Wasco, CA (2010, 2012) - Evaluated the environmental impacts associated with the implementation of groundwater banking and exchanges amongst and between Friant, Cross Valley Central Valley Project (CVP) and Non-CVP Agricultural Contractors within the Poso Creek Integrated Regional Water Management Plan Area. Mr. Almy was part of the team to successfully apply for a \$17m grant from the Department of Water Resources.



**EXAMPLE PROJECT EXPERIENCE (CONTINUED)**

Shoreline Stabilization Projects, (CERCLA- and DERP-related) Southern Chesapeake Bay, VA (2009) - Mr. Almy evaluated shoreline retreat using historical and projected oceanographic conditions as a basis for design of shoreline stabilization at a former ordnance depot. Two areas of the site, including a closed landfill, were threatened by ongoing erosion and slope failure. Consistent with state and federal guidelines, a "living shoreline" approach to stabilization was employed.

Subsurface Contamination Assessment, (DERP-related) Active Military Base, MD (2009) - Mr. Almy provided an assessment of geologic conditions leading to development of iron flocculation in a stream adjacent to a closed landfill. Iron flocculation was demonstrated to be a natural phenomenon, thereby avoiding extensive and expensive monitoring for potential contaminants from the nearby landfill.

## Christine Amaral

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**From:** Shawn MacInnes <smacinnnes@town.dartmouth.ma.us>  
**Sent:** Thursday, July 9, 2020 12:43 PM  
**To:** Christine Amaral; Melanie Perry  
**Subject:** FW: Board of Public Works

For packet

**Shawn MacInnes**  
Town Administrator  
Town of Dartmouth  
400 Slocum Road  
Dartmouth, MA 02747  
508-910-1813  
<https://www.town.dartmouth.ma.us/>

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**From:** Kevin Murphy <kevinnmurphy@gmail.com>  
**Sent:** Thursday, July 9, 2020 8:31 AM  
**To:** Shawn MacInnes <smacinnnes@town.dartmouth.ma.us>; Stanley Mickelson <smickelson@town.dartmouth.ma.us>  
**Cc:** Brian Hawes <bhaw902@gmail.com>; David Hickox <dhickox@town.dartmouth.ma.us>  
**Subject:** Board of Public Works

Gentleman;

It has been brought to my attention that there is an opening on the Board of Public Works.

I would like to apply for that opening.

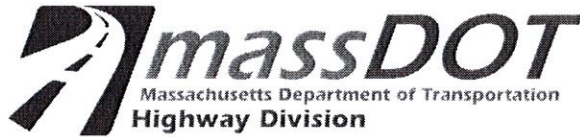
As you are aware I am currently the chairman of the Fire District 1 Prudential Committee, a Town Meeting member, and a member of the Waterways Commission.

I'm sure you know I have dedicated many hours to aid in Town endeavors and never missed a meeting I was scheduled to attend.

In addition I'm a former licensed Construction Supervisor in the State of Massachusetts.

I'm retired and have the time necessary to be a productive member of the board.

Regards;  
Kevin Murphy



## **City/Town Construction Notification Form**

MassDOT will be conducting work in your community in the near future. The following project information is being forwarded to you for distribution to affected City/Town Departments.

**Project Location (City/Town):** Dartmouth

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**Estimated Start Date of Work:** Summer/Fall 2020

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**Project Type:** Scheduled and Emergency Resurfacing and Related Work at Various Locations

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**Resident Engineer and Contact Information:** Amy Aveiro, Cell # 774-286-9013

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**Description of Work:** RT 6 NB, 464 State Rd Brazilian Grill. (Frost Heave repair, 100FTx2 Travel Lanes)

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**Contractor and Contact Information:** Lawrence Lynch PH. # (508) 548 – 1800, Superintendent Robert Cunha PH. # (508) 364 – 1827

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**Hours of Operations (Day/Night):** 7:00am to 3:30pm, Monday thru Friday

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**Description of Traffic Management:** Various Traffic Management Plans and Lane Closures as needed

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**Estimated Duration of Work:** 1 Month +/- (Weather Dependent)

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**Additional information: MassDOT & Lawrence Lynch will be following the COVID 19 guidelines that are on our website. MassDOT will also have an inspector on every project to ensure best practices are being followed. Please see attached link for COVID 19 guidelines on construction sites.**

**<https://www.mass.gov/covid-19-guidelines-and-procedures-for-all-construction-sites-and-workers-at-all-public-work>**

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