

SELECTMEN'S MEETING AGENDA*

Monday, July 6, 2020

Executive Session 5:45 P.M.

Regular Meeting 6:30 P.M.

REMOTE PARTICIPATION ONLY

OPEN PUBLIC FORUM – NEW STEPS – PLEASE READ

For those members of the public wishing to make comment you may do so by;

1. First, send an email to comment@town.harwich.ma.us (send emails at any time after the meeting agenda has been officially posted)
 - a. In the subject line enter "request to speak, your name"
 - b. In the body of the email please indicate which specific agenda item you wish to speak on. No further detail is necessary.
2. The meeting will close to new attendees promptly at the scheduled start time for the meeting, generally 6:30pm. It will remain closed to new attendees until agenda items with scheduled speakers are reached. This is to minimize interruptions. You may join prior to (6:30) or when the meeting has been opened up. **You may participate using your computer and the GoToMeeting interface or simply using your phone.** Connection information can be found below.
3. After the Chairman has opened the floor to those wishing to speak callers will be taken in the order the emails are received.

Use *6 to mute and unmute your phone.

When you join the meeting by phone you should turn off Channel 18 or your computer if streaming the meeting.

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I. CALL TO ORDER

II. EXECUTIVE SESSION

- A. Pursuant to MGL, c. 30A section 21 (a) paragraph 1 to discuss complaints against a public employee
- B. Pursuant to MGL, c. 30A section 21 (a) paragraph 2 to conduct strategy sessions for contract negotiations for non-union personnel – Finance Director, Fire Chief-elect and Police Chief

III. PLEDGE OF ALLEGIANCE

IV. WEEKLY BRIEFING

- A. Covid-19 Updates
- B. Update on ongoing efforts by the Town in support of the business community

V. PUBLIC COMMENTS/ANNOUNCEMENTS (Not earlier than 6:30 P.M.)

VI. NEW BUSINESS

- A. Staffing levels in Administration Department

VII. OLD BUSINESS

- A. Update on Fiscal Year 2021 outlook ahead of the 2020 Annual Town Meeting on Monday, September 28, 2020
- B. Hiring Freeze – impact on vacant positions:
 1. Building Department (Community Development) – Executive Assistant
 2. Council on Aging – Social Services Coordinator
 3. Fire Department – Fire Fighter/Paramedic
 4. Health Department – Health Inspector (Part-time)
 5. Police Department – Emergency Telecommunications Dispatcher
 6. Water Department – Distribution Laborer

VIII. TOWN ADMINISTRATOR'S REPORTS

- A. Departmental Reports

IX. SELECTMEN'S REPORT

X. ADJOURNMENT

**Per the Attorney General's Office: The Board of Selectmen may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following "New Business." If you are deaf or hard of hearing or a person with a disability who requires an accommodation contact the Selectmen's Office at 508-430-7513.*

Authorized Posting Officer:

Patricia Macura, Admin. Secretary

Posted by: _____

Town Clerk

Date: _____

July 1, 2020

OLD BUSINESS

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039



Joseph F. Powers, *Interim Town Administrator*

732 MAIN STREET, HARWICH, MA

MEMO

TO: Board of Selectmen

FROM: Joseph F. Powers, *JF* Interim Town Administrator

CC: Carol Coppola, Finance Director

RE: Certain vacant positions relative to current hiring hold

DATE: July 6, 2020

Below is a list of currently vacant positions which were funded in Fiscal Year 2020 and are proposed for funding in Fiscal Year 2021. The positions below were identified by the respective department heads as critical hiring needs. I have attached an additional spreadsheet which provides a cursory look at salary implications absent “fringe benefits” for the Board’s review.

- Building Department (via Community Development) – Executive Assistant (HEA, Grade 7)
- Council on Aging – Social Services Coordinator (HEA, Grade 8)
- Fire Department – Fire Fighter/Paramedic (IAFF)
- Health Department – Health Inspector, Part-time permanent/no benefits (HEA, Grade 10)
- Police Department – Emergency Telecommunications Dispatcher (NEBPA, FY’ 21, step 1 –4)
- Water Department – Laborer (IAMAW, Grade WL)

Potential Salary levels for vacant positions

POSITON	BARGAINING UNIT	MINIMUM (YR)	MAXIMUM (YR)	MEDIAN (YR)
Executive Assistant	HEA	\$45,500.00	\$56,729.40	\$51,114.70
Social Services Coordinator	HEA	\$47,920.60	\$59,659.60	\$53,790.10
Fire Fighter/Paramedic	IAFF	\$57,937.02	\$72,102.07	\$65,019.55
Health Inspector (Part-time)	HEA	\$28,612.48	\$35,647.04	\$32,129.76
Emergency Telecommunications Dispatcher	NEBPA	\$45,199.64	\$52,844.13	\$49,021.89
Laborer	IAMAW	\$40,040.00	\$48,125.00	\$44,082.50
TOTAL		\$265,209.74	\$325,107.24	\$295,158.49

Notes: Assumes a fifty-two week payroll year and none of the figures above factor in "fringe benefits"




Town of Harwich COUNCIL ON AGING

Harwich Community Center □ 100 Oak Street □ Harwich, MA 02645
Tel: 508-430-7550 Fax: 508-430-7530

m e m o

TO: Board of Selectmen

CC: Joseph Powers, Interim Town Administrator

FROM: Emily Mitchell, Council on Aging Director 

DATE: July 1, 2020

RE: **Ongoing Impact of COA Social Services Coordinator Vacancy**

On March 30, 2020 I was notified by the now former COA Social Services Coordinator that she was resigning from the position effective April 24, 2020. I requested an exemption to the hiring freeze in light of the essential nature of this position, generally in providing core services for older adults and caregivers in the Town of Harwich and specifically in response to increased needs due to COVID-19.

In my initial request, I outlined some of the anticipated impacts of COVID-19 on the older adult population of Harwich. We are now seeing and working to respond to all of the concerns we predicted. Extended isolation and closures of COA and community programming have exacerbated existing physical, cognitive, and mental health concerns. Seniors bear the most significant health and mortality risks associated with the virus, which in addition to the direct physical effects, dramatically increases fear and anxiety. Medical appointments for all but essential-to-life care have been canceled, delayed, or switched to a telemedicine format (which requires access to the required technology and knowledge of how to use it). We've witnessed this impact most directly with physical and occupational therapy, chronic disease management, eye care, podiatry care, and more – further impacting day to day wellness and functioning. More seniors than ever are facing significant financial hardships due to lost jobs or anticipated revenue sources and are directly confronting food and housing insecurity.

The above examples are only some of the direct and dire consequences Harwich seniors are facing in response to the COVID crisis. These are overlaid on top the always extant needs of older adults in our community (who comprise 53% of the year-round population of the town), particularly those who are at the highest risk. These include socialization, transportation, nutrition, health and wellness, in home care, caregiving support, case management, assistance with health, legal, and housing concerns, support in completing benefits applications, information and referral to local, state, and federal agencies and providers, and direct clinical support and client advocacy. All of these needs are essential and are critical to the mission of the Council on Aging.

In the absence of a Social Services Coordinator, many of these needs are not being met. To address these needs effectively, it is critical to fill this vacancy quickly and permanently with a qualified, credentialed professional who has extensive knowledge of the needs of older adults and local agencies and providers.

Enclosed I have included a breakdown of the essential functions performed by the Social Services Coordinator and I've highlighted the functions we are not able to meet with existing staff and volunteer support. Many of the functions that have been absorbed by existing staff have come at a cost to the essential functions of those positions. Also enclosed is my initial memo dated March 30, 2020 requesting an exemption to the hiring freeze for this position. I am happy to provide any additional information the Board may need in consideration of this request at any time.

Thank you very much.



Town of Harwich COUNCIL ON AGING

Harwich Community Center □ 100 Oak Street □ Harwich, MA 02645
Tel: 508-430-7550 Fax: 508-430-7530

m e m o

TO: Joseph Powers, Interim Town Administrator
Robert Lawton, Interim Assistant Town Administrator

CC: Meggan Eldredge, Health Director

FROM: Emily Mitchell, COA Director

DATE: March 30, 2020

RE: **Request for Exemption to Hiring Freeze to fill COA Social Services Coord. Vacancy**

On Monday, March 30, 2020, I was notified by the current COA Social Services Coordinator that she will be resigning from the position effective April 24, 2020.

This position plays an invaluable role in providing professional and clinical support to older adults and caregivers in our community. They provide this support through outreach, home visitation, counseling, advocacy, and information and referral to relevant area agencies and organizations. They also assist people with benefits applications including SNAP (food stamps), Fuel Assistance, Caleb Chase, and others. They are our primary point of contact with and source for providing continuity of care to the most at-risk members of our community.

These services are always essential to the mission and operations of the COA, but their value is heightened under our current state of emergency. The biggest risk factors for many seniors are isolation and comorbid mental and physical health concerns. Because the current circumstances require extended isolation and have created a great deal of fear and anxiety, people are facing enhanced challenges related to their mental health and wellness. As income, housing, health, access to essential goods and services, and connection to family and community support grow increasingly more precarious, a greater number of people than ever require consistent professional follow up to ensure that they are safe and getting their basic needs met.

Because of the essential nature of the position and the fact that its scope will continue to expand dramatically in the coming weeks and months, I formally request that the position be posted immediately and filled as quickly as possible, despite the hiring freeze that is otherwise in effect. While the functions of many positions can be temporarily absorbed by other staff members, that is not true of this position. It requires particular credentials, skills, and knowledge to be performed effectively and to serve the needs of the community.

I had the opportunity to speak briefly with the Health Director Meggan Eldredge, copied here, and she agrees fully that it is a critical component of our emergency response to fill this position as quickly as possible. This is an urgent action that is necessary to support the health and well-being of our community in light of present and future circumstances. This role is essential not only to our department, but to the town's crisis response overall. If I can provide any additional information about the position itself, or the urgency of filling it as quickly as possible, I am happy to do so at any time.



Town of Harwich COUNCIL ON AGING

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COA Social Services Coordinator Essential Functions

Note: Highlighted functions are those currently **not** being met due to the vacancy in this position.

Outreach

- Identifying seniors/caregivers not previously on COA radar with unmet needs or in need of support
- Presence in community
- Referrals from local agencies, HPD/HFD, senior housing, health care providers, neighbors, etc. (critical to have relationships with these stakeholders to effectively serve as point person to receive referrals. Requires consistency, continuity, follow up)

Community Based Services

- Home visits to meet with seniors/family/caregivers*
- Home safety assessments*
- Needs assessments
- Assistance planning for current and future needs

Advocacy Role

- Advocate on behalf of seniors/family/caregivers with wide variety of parties (family, health care providers, landlords, health insurance companies, senior or affordable housing facilities, etc.)**
- Assist clients in the often arduous, circular, and piecemeal process of putting additional services in place with direct advocacy and often extensive follow up to agencies and providers

Direct Supportive Services

- General social support
- Professional/clinical support – 1:1 and facilitated groups
- Crisis intervention
- Assistance in preparing benefits and other applications (SNAP, Mass Health, Social Security, unemployment, senior/affordable housing, mortgage/rental assistance, supplemental Senior Care Options supplemental insurance, fuel assistance, etc.)**
- Assistance with Town specific applications (Caleb Chase awards, senior tax exemption/tax work off)**
- Administer Brown Bag Program

Response to Critical Needs

- Needs that can be addressed at COA
 - Limited, essential transportation (grocery stores, pharmacy, bank, Family Pantry, limited medical, COA programs)
 - Limited nutrition support (daily meal, Brown Bag program)
 - Socialization
 - Education
 - Fitness/health/wellness
 - Access point to other services (limited legal consultations, meetings with other agencies, SHINE, Social Security)
- Needs that CANNOT be addressed at COA (require referrals, applications, and follow up to put these services in place with other specialists/providers/agencies)
 - In home care (assistance with meal preparation, grocery shopping, basic chores, medical care)
 - Providing in home caregiver
 - Professional case management
 - Access to appropriate and specialized health insurance and health care providers
 - Legal guardianship
 - Ensuring safety of senior living in their own home and/or taking steps to transition senior into alternative living situation when it is no longer safe for them to remain in their home
 - Addressing physical and mental health barriers to holistic wellness

Information and Referral**

- Aging services providers (e.g. Elder Services of Cape Cod and the Islands, private home care agencies)
- Professional case and program management providers (e.g. Homeless Prevention Council, Lower Cape Outreach, HECH)
- Financial Assistance
- Healthcare providers (PCPs, specialists)
- Hospice care
- Housing options (senior, affordable, assisted living, nursing homes, etc.)
- Specialized local non-profits/agencies (Alzheimer's Family Support Center, HPC, Sight Loss Services, WE CAN, Independence House, etc.)
- Senior Care Options Programs

Education

- Provide 1:1 and programmatic education on wide variety of age-related topics (advanced directives, general health/wellness, community resources, housing options, homecare and caregiving options, legal and financial topics, and more)
- Special interest and support group facilitation

*On hold due to COVID-19

**Occurring on a limited basis with existing staff



**Town of Harwich
Board of Health**

732 Main Street Harwich, MA 02645
508-430-7509 – Fax 508-430-7531
E-mail: health@town.harwich.ma.us

To: Board of Selectmen
CC: Joseph Powers, Interim Town Administrator
Board of Health
From: Meggan Eldredge, Health Director
Date: July 1, 2020
RE: Health Inspector Vacancy

It is with great disappointment that I inform you of the resignation of Mark Polselli, our Health Inspector. He has tendered his resignation, effective July 9th citing both personal and professional reasons for leaving. This permanent year round position is 19 hours per week without benefits. The fact that benefits are not offered influenced Mark's decision to leave and has been a reason for previous inspectors to vacate the position as well. The knowledge and skill required to fill this position does not lend itself to part-time work.

The demands of the department have expanded, not only recently during the pandemic, but overall. The workload on the Sr. Health Agent includes a never ending pile of permit reviews, septic inspections, complaint inspections and correspondence with builders, contractors and engineers. The part-time Health Inspector has been responsible for reviewing Real Estate Transfer Inspection Reports and inspecting food establishments and swimming pools.

It would be extremely beneficial to change this part-time position to a full time Health Inspector. I need a full time position to fully manage the community sanitation programs which currently lack quality and quantity due to the limited amount of time staff has.

In doing so, I propose to eliminate the Other Purchased Services line item in the Health budget. This line item is used to hire contractors to witness test holes and perform inspections on an as-needed basis. Contractors require additional staff time to coordinate tasks and perform follow-up. With a full time Inspector, contractors would not be needed and the community sanitation programs would be able to be overseen properly.

I am requesting, at a minimum, to fill the part-time year round Health Inspector position. Ideally, however, I request to enhance the services of the Health Department by adding 16 hours per week to this position, making it a 35 hour per week job which would include benefits. The breakdown of costs are below.

Part-time inspector	\$39,066.07
Other Purchased Services Contractor	\$6,900.00
Total FY 21 budget for inspectional services	\$45,966.07
Full-time inspector (HEA B10, step 1)	\$53,744.60
Other Purchases Services	\$0.00
Total FY 21 budget for inspectional services	\$53,744.60
Cost difference between full and part time	\$7,778.53 (excluding benefits)

Thank you for your time and consideration, I look forward to discussing this request with you soon.

Town of Harwich, Massachusetts

Position Title: Health Inspector

Department: Health

Statement of Duties

Provides technical assistance to the Health Director in carrying out a variety of environmental and public health programs, inspections and monitoring responsibilities.

Essential 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. Inspects food service establishments to ascertain compliance with state and local laws, codes and regulations; makes investigations and proposes proper compliance measures and procedures; prepares necessary reports; prepares advisory letters and letter orders for Board Agent signature.
2. Witnesses and oversees soil tests, including deep hole and percolation tests, to determine adequacy of sites for the installation of private sewage disposal systems, including new, repaired and replacement systems; may approve or disapprove or approve with conditions; reviews and comments on proposed sub-surface sewage system design plans and specifications.
3. Perform inspections of inns, motels, lodging houses, swimming pools, whirlpools, saunas, public schools, landfills, nursing homes, bathing beaches and other facilities to ensure compliance with laws and codes; Investigates complaint relating to health-related issues.
4. In all investigations and inspections, prepares required reports in detail in order that board of health has sufficient documentation in instances where potential court action may be necessary; appears in court as witness where required.
5. May investigate reports of communicable diseases.
6. Keeps abreast of new developments in the fields of environmental and public health.

Supervision

Incumbent works under the general direction of Health Director, conferring with director on work assignments and policy interpretations. A great deal of the daily work is carried out with independence, but incumbent must keep superior informed of unusual situations and conditions. Generally, work products are receive and approved readily. Incumbent is expected to be conversant on laws and regulations, including all revisions t same. Work is reviewed through face-to-face meetings with health director, and through periodic and special reports.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree in environmental science or related field from an accredited college or university, or the ability to obtain degree within an aggregable timeframe, and two years directly related work

Town of Harwich, Massachusetts

experience in public or environmental health, or the equivalent of education and experience. Candidate must be in good physical health and possess a valid driver's license. Candidate must be able to demonstrate possession of the required knowledge, skills and abilities.

Licensing and Certification

Valid Massachusetts vehicle operator's license.

Knowledge, Skills and Abilities

A candidate for this position should have:

- Working knowledge of federal, state and local laws, codes and regulations relating to environmental and public health;
- Working knowledge of environmental and public health principles, practices, procedures and techniques;
- Ability to make investigations and inspections and prepare necessary reports; Ability to understand and explain laws, codes and regulations relating to environmental and public health programs;
- Ability to apply physical effort in field work associated with inspections and investigations;
- Ability to receive, understand and carry out instructions and directions of superior(s), and the
- Ability to communicate with others effectively both orally and in writing.

Tools and Equipment Used

Equipment operated includes: soil testing equipment, ladders, computers, software, fax machine and other general office equipment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk ; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk, see or hear. The employee must occasionally lift and/or move up to 75 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office setting and in the field. In the field, frequently, incumbent must tread on rough terrain and unstable soil conditions. Incumbent is expected to exert physical effort in lifting heavy

Town of Harwich, Massachusetts

septic tank covers (circa 50 lbs.) as the inspector of sub-surface sewage disposal system. A great deal of in town travel is required.

While performing the duties of this job, the employee is frequently exposed to extreme heights, underground and confined spaces and deep holes up to ten feet; dilapidated and/or filthy structures and buildings; outside weather conditions, extremes in temperature, humid condition; fumes, gases or airborne particles; raw sewage, insects, poison ivy and other weed and plant life; blood borne pathogens or other diseases.

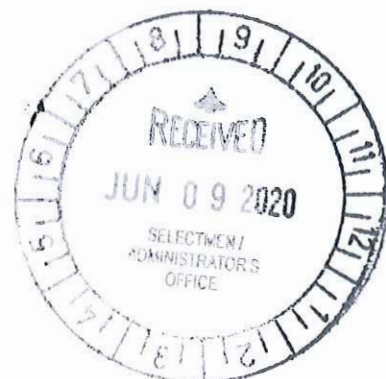
The employee is exposed to mental stress due to the need for attention to details and accuracy; deadlines; and the constant exposure to upset people while enforcing regulations and the like.

External and Internal applicants, as well as position incumbents who become disabled as defined under the American With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

TOWN
ADMINISTRATOR'S
REPORTS



Chase Library Association
7 Main Street
P.O. Box 457
West Harwich, MA 02671



June 3, 2020

Mr. Larry Ballantine, Chair
732 Main Street
Harwich, MA 02645

Dear Mr. Ballantine,

I write to share with you and the members of the select board some very exciting and helpful news received by Chase Library. The Town of Harwich has been very supportive of the efforts expended by the Trustees of Chase Library and we wish to share our good news with you.

Beginning in September 2019, Chase Library engaged in a fairly extensive selection process to ultimately receive a matching grant from the Commonwealth: specifically, The 1772 Foundation and Preservation Massachusetts. This grant allows for the repair, restoration and painting of the exterior of Chase Library. The Trustees learned in April that it had been selected for this historic preservation award, one of 14 recipients from an initial field of 81 applicants.

Chase Library is very grateful to The 1772 Foundation and Preservation Massachusetts for enabling the trustees to continue their good stewardship of the library for in doing so we preserve not only the building but also the history of the people who settled here and made this community what it is today.

I would be grateful if you would share this information. A publicity notice is attached.

Sincerely,

Patricia A. Tworek
President, Board of Trustees

Publicity Notice:



2020 Massachusetts Historic Preservation Grant Program

Chase Library in West Harwich is the proud recipient of a 2020 Historic Preservation Matching Grant.

In September 2019, the 1772 Foundation in cooperation with Preservation Massachusetts announced funding for preservation projects in the Commonwealth: a 2020 Historic Preservation Matching Grant Program open to all non-profit organizations. Specifically, 1:1 matching grants of up to \$10,000 were made available for historic preservation projects of exterior work only: exterior painting, finishes and surface restoration, fire detection/lighting/security systems, repairs to/restoration of porches, roofs and windows, repairs to foundations and sills, and chimney and masonry re-pointing.

Chase Library submitted the required one-page Letter of Inquiry, and in January was notified that their project, from among the 81 submitted projects, was selected to complete the next step - the full application process. Preservation Massachusetts administered the grant program, reviewed the 26 full applications, and made final award recommendations to the 1772 Foundation in April 2020. The 1772 Foundation approved grants for fourteen projects across Massachusetts.

The Chase Library is a small, quaint library which has been serving the village of West Harwich and its environs for 115 years. Begun in 1905 by the wives of Caleb Chase and John Nickerson, Salome Chase and Ruth Nickerson grew their library, relocated, wrote by-laws, and incorporated. The Chase Library Association was born in April 1907. Subsequently, Dr. Nickerson donated a parcel of land and Caleb Chase provided the funding to build a library.

The Chase Library building, built in 1911, is the only single-purpose built library in the Town of Harwich. On December 29, 2014, the National Park Service (NPS) placed the Chase Library on its National Register of Historic Places, making the library the third National Register building in Harwich.

The library is a non-profit, trustee-run, public library. It continues to exist with the backing of the people of Harwich who favorably support an annual town warrant granting the library \$10,000 toward operating costs. Volunteers conduct fund-raising events to fully meet expenses. Funds for maintenance are generally tight and only the most necessary improvements are made.

The Historic Preservation Matching Grant Program has allowed the library's Trustees to contract with Certa Pro of Cape Cod for the exterior painting of the library, which was last done in 1997. At this time, Chase Library has an approved Community Preservation Act proposal which will hopefully be presented at the 2020 Town Meeting now scheduled for September. The proposal seeks to restore and preserve the library building's original front door and entrance. Taken together, these two projects will restore the Chase Library building to its original beauty and character. The Library is grateful to the 1772 Foundation and Preservation Massachusetts for this grant which enables Chase Library to preserve the history of the people of Harwich and serve as a welcoming sight to those entering our historic Town.

OFFICE OF THE TOWN ADMINISTRATOR

Joseph F Powers, *Interim Town Administrator*

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA



MEMO

TO: David Nixon, Chairman of the Community Preservation Committee

FROM: Joseph F. Powers, *JFP* Interim Town Administrator

RE: Rescinding of CPC Funds for the Community Center

CC: Carol Coppola, Finance Director

DATE: June 30, 2020

The Town of Harwich is returning the unused funds from Article 52; Public Storage Facility in the Harwich Community Center Basement in the amount of \$120,275.40. These funds were approved by Town Meeting, May7, 2018.

Thank you to you and your committee colleagues for your patience and cooperation in this matter.