

SELECTMEN'S MEETING AGENDA\*

Friday April 3, 6:30 P.M.

**REMOTE PARTICIPATION ONLY**

**Public can access meeting at Channel 18 (Broadcasting Live)**

**OPEN PUBLIC FORUM**

For those members of the public wishing to make comment you may do so by a combination of email and phone by;

1. First, send an email to [comment@town.harwich.ma.us](mailto: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 Jane Doe"
  - b. (Replace Jane Doe with your name) No need to add any more detail to email
2. Please wait until the Chairman has opened this agenda item for Open Public Forum
3. Dial: 646-749-3122
4. Enter Access code: 368-148-389
5. Please be patient and eliminate any background noise
6. Callers will be taken in the order the emails are received
7. When your name is called use \*6 to unmute yourself

**I. CALL TO ORDER**

**II. OLD BUSINESS**

- A. COVID-19 Updates: Presenters: Joe Powers, Interim Town Administrator; Meggan Eldredge, Health Director
- B. Discussion of public safety staffing – David Guillemette, Chief of Police

**C. OPEN PUBLIC FORUM**

- A. See dial in instructions above

**III. CONSENT AGENDA**

- A. Vote to nominate Jennifer Harrington, Animal Control Officer, as Animal Inspector for the Town of Harwich
- B. Vote to re-appoint Jacqueline Etsten as Harwich's Representative to the Cape Cod Commission effective April 25, 2020 through April 24, 2023

**IV. NEW BUSINESS**

- A. Discussion and possible vote of support for the Public Advisory Question by the Board of Selectmen as follows: *This question is not binding*

*Shall the Town of Harwich direct the Board of Selectmen to communicate to Governor Baker and the State Legislature with respect to the Pilgrim Nuclear Power Station on Cape Cod Bay that the Governor and Legislature employ all means available to ensure that: (1) spent nuclear fuel is secured in better quality dry casks and hardened onsite storage; and (2) spent fuel pool and casks are protected with heightened security to prevent intrusion in order to protect the health, welfare, and economic interests of the Town of Harwich, its inhabitants and visitors.*

Yes \_\_\_ No \_\_\_

- B. Discussion and possible vote to place the following question on the 2020 Annual Town Election ballot:
- C. Discussion and possible vote on proposed April Board of Selectmen Meeting Dates;
  - Tuesday, April 7<sup>th</sup>
  - Thursday, April 9<sup>th</sup>
  - Monday, April 13<sup>th</sup>
  - Thursday, April 16<sup>th</sup>
  - Wednesday, April 22<sup>nd</sup>
  - Friday, April 24<sup>th</sup> – A brief COVID-19 update
  - Monday, April 27<sup>th</sup>
  - Friday, May 1<sup>st</sup>

**V. CONTRACTS**

**VI. TOWN ADMINISTRATOR'S REPORTS**

**VII. SELECTMEN'S REPORT**

**VIII. 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:

Posted by: \_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Patricia A. Macura, Admin. Secretary

Date: \_\_\_\_\_ April 1, 2020



# HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

Tel 508-430-7541 Fax 508-432-2530




DAVID J. GUILLEMETTE  
Chief of Police

KEVIN M. CONSIDINE  
Deputy Chief

## Memorandum

**TO:** Board of Selectmen  
Joe Powers  
*Interim Town Administrator*

**FROM:** David J. Guillemette  
*Chief of Police* 

**DATE:** April 2, 2020

**SUBJECT:** Police Department Staffing

The staffing situation at the Police Department is currently stable. We are down one dispatch position and two patrol positions with a trainee due to graduate the police academy in July.

The impact of the open position in dispatch has been mitigated by the remaining dispatchers adjusting their work schedule to more evenly cover the open shifts created by the vacancy. This adjustment results in 2 open shifts a week that are filled with overtime. That overtime expense will be offset by the salary budgeted for the open position through the end of the fiscal year.

The impact of the two open patrol positions has been minimal because of the unique circumstances we find ourselves in with the COVID-19 crisis. The following factors have allowed us to maintain normal staffing while actually spending less overtime:

- Schools are closed and SROs are available for patrol
- There are very limited court appearances required
- There is no training scheduled
- There is very limited vacation time being taken
- The department is still at its off-season staffing level

Once these factors begin to change we will most likely experience an increase in overtime but it should be manageable.

I certainly would like to see our department back to full staff but there are a number of challenges to the hiring process at this time when you consider social distancing limitations. Face to face interviews would not be recommended. Field training of both dispatchers and patrol officers requires interaction inside the social distance guideline.

The department does have a continuity of operations plan established should we begin to see reductions in staffing due to illness or quarantines.



# HARWICH FIRE DEPARTMENT

## MEMORANDUM

Norman M. Clarke Jr., **Chief of Department**  
David J. LeBlanc, **Deputy Fire Chief**

<b>Date</b>	April 1, 2020
<b>To:</b>	Joe Powers, Interim Town Administrator
<b>From:</b>	Chief Clarke
<b>Subject:</b>	Staffing/Hiring – Fire Department

The Fire Department is currently fully staffed with all positions filled. The only anticipated vacancies are in the part-time clerk position sometime in May and when the Chief retires in July.

Staff is currently deployed in the following manner:

4 shifts of 8 personnel. Included 1 Captain (HQ), 1 Lieutenant (Sta. 2) and a minimum of 4 paramedics. There are a minimum of 7 personnel on duty at all times.

1 Fire Prevention Officer and 1 EMS Officer that work Monday through Thursday from either 7 to 5 or 8 to 6.

1 Administrative assistant that works Monday through Thursday from 8 to 2:30

1 Part Time Clerk that works 8 to 12 on Monday and Friday and 1 to 4 Tuesday through Thursday.

The Chief and Deputy work full time day shift hours as well as being available when not on duty.



# HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

Tel 508-430-7541 Fax 508-432-2530



DAVID J. GUILLEMETTE  
Chief of Police

KEVIN M. CONSIDINE  
Deputy Chief

To: Larry Ballentine, Chairman Board of Selectmen

From: Deputy Chief Kevin M. Considine 

Date: March 24, 2020

Re: Nomination of Jennifer L. Harrington to Animal Inspector

Attached please see a copy of the Nomination Application for the State Department of Agriculture to nominate Jennifer L. Harrington to the position of Animal Inspector for the Town of Harwich. Duties performed by the Animal Inspector include but are not limited to getting a good census of farm animals in town each year while performing barn inspections to ensure the proper care of said animals, animal bite reports, quarantines of animals and rabies control.

Jennifer is the current Animal Control Officer and the duties of Animal Inspector have run concurrent with this position in out town,. The term for the appointment runs from May 2, 2020 – April 30, 2021, I am asking that the Board of Selectmen as the appointing authority of the town vote to support this nomination. Thank you.

\*\*\*



**The Commonwealth of Massachusetts**

Department of Agricultural Resources  
Division of Animal Health  
251 Causeway Street, Suite 500  
Boston, MA 02114-2151

**Nomination of Inspector of Animals**

In accordance with the Massachusetts General Laws Chapter 129, sections 15 and 16, nominating authorities of each city and town are required to nominate one or more inspectors of animals by April 1, 2020. Please complete or make necessary changes and return this form to the above address. The Director will review your nomination and, assuming appointment is confirmed, will return to you a Certificate of Appointment. Please submit one form for each person nominated. Any city or town not in compliance is subject to a penalty of \$500.

City or Town of Harwich

3/6/2020

To the Director, Division of Animal Health, Department of Agricultural Resources

In accordance with the provisions of section 15 of Chapter 129, General Laws, as amended, the following nomination of inspector of animals for the year ending April 30, 2021 is sent for your approval:

**Inspector of Animals**

Name: Robert Hadfield  
Mail Address: 183 Sisson Rd.  
Harwich, MA - 02645  
Phone: (508) 430-7541 Fax: (508) 432-2530  
Email: rhadfield@harwichpolice.com

**Inspector: (Note all changes here)**

Name: JENNIFER L. HARRINGTON  
Mail: 183 SISSON ROAD  
HARWICH, MA 02645  
Phone: 508.430.7541 Fax: 508.432.2530  
Email: JHARRINGTON@HARWICHPOLICE.COM

**Nominating Authority**

Contact: Christopher Clark  
Office: Town Administrator's Office  
Mail: 732 Main St.  
Harwich, MA - 02645  
P: (508) 430-7513 F: (508) 432-5039  
Email: cclark@town.harwich.ma.us

**Nominating Authority: (Note all changes here)**

Contact: LARRY BALLANTINE, CHAIRMAN  
Office: BOARD OF SELECTMEN  
Mail: 732 MAIN ST.  
HARWICH, MA 02645  
Phone: 508.430.7513 Fax: 508.432.5039  
Email: \_\_\_\_\_

**Acceptance of Nomination of Inspector of Animals (must be notarized)**

I hereby accept my nomination as Inspector of Animals for the City or Town of Harwich, and if and when I am appointed, I solemnly swear to faithfully perform the duties of that office, all of which are listed in General Laws Chapter 129, and Massachusetts Regulations 330 CMR 10.00-10.10 (rabies regulations).

Name (print) Jennifer L. Harrington

Signed [Signature]

COMMONWEALTH OF MASSACHUSETTS

Barnstable,ss

Date: 3/16/2020

Then personally appeared the above-named Jennifer Harrington and acknowledged the foregoing instrument to be his or her free act and deed, before me.

[Signature]

Notary Public

My commission Expires: 11/09/2023

**Appointment of Inspector of Animals (Division of Animal Health use only)**

Notice is hereby given that I, Michael Cahill acting under authority of sections 15 and 16 of Chapter 129 of the General Laws, as amended, hereby approve the nomination of \_\_\_\_\_ as Inspector of Animals for the City or Town of Harwich, Massachusetts.

Date Approved: \_\_\_\_\_

Director, Division of Animal Health

THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114  
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



CHARLES D. BAKER  
Governor

KARYN E. POLITO  
Lt. Governor

KATHLEEN A. THEOHARIDES  
Secretary

JOHN LEBEAUX  
Commissioner

March 6, 2020

**RE: NOMINATION OF INSPECTOR OF ANIMALS**

Nominating Authority:

Enclosed is the nomination form for the Inspector of Animals for your city or town. **This form is due back to the Division of Animal Health by April 1, 2020.** The appointment will run from May 1, 2020 until April 30, 2021. If more than one inspector was appointed for your city or town, there is a separate form provided for each. If you are nominating the same inspector(s) this year, **be sure that all of the contact information is complete and still correct.** Any corrections should be made in the space provided on the right. If you will be nominating a new inspector, that person's information should be entered in the space provided on the right. Submit a separate form for each inspector nominated. Also, be sure that all of your (nominating authority) information is complete and correct. Any changes to your information should be made in the space provided to the right.

Once all of the contact information is confirmed to be correct, all that is needed is to **have the nominee sign the form**, accepting the nomination and swearing to faithfully perform the duties of that office. **The nominee's signature must be notarized.** In many cases the city or town clerk is a notary.

After the nominee's signature has been notarized, simply **return the form to the Division of Animal Health at the address listed at the top of the form.** The Division of Animal Health will send back confirmation of the inspector's appointment. **Please note that regardless of when the most recent appointment was made, it is only valid through April 30, 2020.** This nomination will cover the year starting May 1, 2020 and run until April 30, 2021.

If you have any questions, please call Elsie Colon at (617) 626-1810

Thank you,

Michael Cahill, Director  
Division of Animal Health

Monday, March 30, 2020

Dear Mr. Powers

Please see this cc of the message to the Board of Selectmen:

Dear Sirs

I am requesting that the Board of Selectmen vote to re-appoint me to the Cape Cod Commission for another term of three years. I was originally appointed in April of 2014 and then again in 2017. I have been active in Commission affairs and served on two Committees, including the revision of the Regional Policy Plan.

I can provide a copy of my resume if you wish; there is probably one in your files but if not, I will drop one off.

Thank you for your consideration,

Sincerely yours

Jacqueline (Jackie) Etsten



JACQUELINE ETSTEN  
(formerly AICP Certified)

## **WORK EXPERIENCE**

### **1986 to 2011. Planning Director (Interim) and Principal Planner, Town of Barnstable**

#### **Staff liaison**

Assigned as staff at different times to Boards and Commissions including Planning Board, Zoning Board of Appeals, Site Plan Review, Old Kings Highway Historical Commission, Historical Commission.

Planning Board: reviewed plan applications. Obtained assistance to create data base of 830 subdivisions, mapped plan locations, determined completion and any securities. Revised Subdivision Rules and Regulations and wrote a Development Agreement between Board and Developer to ensure completion, time frames and security fail- safe provisions.

Wrote Site Plan Review Ordinance which is a coordinated staff review of plan applications.

Wrote many Zoning Ordinances together with several Boards and Committees. As implementation of the Local Comprehensive Plan, 31/32 Ordinances were approved in two years. Developed comprehensive groundwater protection plan.

Staff to ad hoc committees including Smart Growth Committee, Water Quality Committee (water suppliers), Hyannis Harbor Plan, Three Bay Area Management Plan, Comprehensive Plan Committee and Comprehensive Plan Implementation Committee.

#### **Contract Administration:**

Parking Management Plan for Hyannis on street parking and parking lots

Study on the fiscal impact of prototype land uses.

Obtained funding of study of Main Street Hyannis: one way versus two traffic flow.

Three Bay Management Plan: Oversaw consultant plan for south coastal nitrogen management, surrounding land use, docks and piers, and moorings. Ensured that nitrogen management outside sewerage area was included in town's Waste Water Management Plan.

Small Cities Program: Assigned to program after State deemed the town in non-compliance. Worked with town and State to bring the program into compliance. Wrote application for new funding.

**1986: Cape Cod Planning and Development Commission:** Hazardous Waste Planner.

**1972-1986: Co-owner, operator of family bookstore.**

**1978-1979: Cape Cod Community College Part time Faculty.**

**1966-1971: Town of Brookline, Junior Planner and then Associate Planner.**

Duties included review of plans for the Planning Board. Wrote summaries of sections of Community Renewal Plan. Lodging house review committee. DPW facility.

**1966: Avis Airmap:**

Air photographic interpretation.

**1964-1966: Harvard Business School**

Research Assistant responsible for research and analysis of bank locations and related data within the Boston Metropolitan area.

**Gloucester City (UK) Planning Department.**

Paid Intern

### **Education**

B.Sc. London University - Kings College and London School of Economics Joint School. Study experience in Holland and Germany  
AICP certified.

### **Volunteer Organizations**

1983-1988 Appointed member of Harwich Planning Board including terms as Chairman and Vice Chairman.

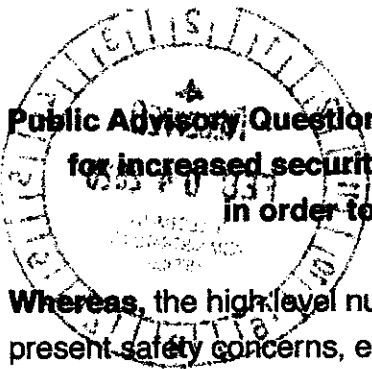
Developed a creative writing program for Harwich Junior High School.

Appointed to sub-committees of Harwich School Committee.

Harwich representative to the Cape Cod Commission.

### **Skills**

- Excellent writing skills, policy development and ordinance/bylaw development.
- Research and data analysis.
- Cartography, graphic representation, site, landscape and architectural design.
- Land use laws, MGL Ch 40A and Ch 41
- Computer skills: Word processing, Excel spread sheet, Access Data base, Power Point and rudimentary GIS mapping skills.
- Contract administration



**Public Advisory Question for the 2020 Spring Town Ballot or ~~Town Meeting Warrant~~  
for increased security at the Pilgrim Nuclear Power Station on Cape Cod Bay  
in order to protect the public and the environment**

**Whereas**, the high level nuclear waste will remain at Pilgrim for decades or more in dry casks that present safety concerns, each holding half the radioactive cesium released at Chernobyl;

**Whereas**, the spent fuel pool remains full and is vulnerable to terrorist attack or accident that could cause radioactive contamination rendering our communities uninhabitable;

**Whereas**, due to lack of proper security on the property, there has been open access beyond the posted 'No Trespassing' signs to within line-of-sight of dry casks and spent fuel pool;

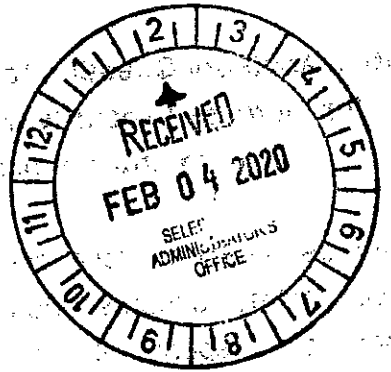
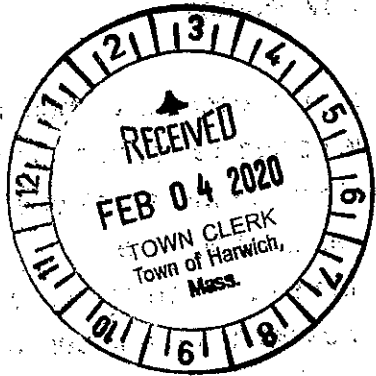
**Whereas**, during decommissioning, the Nuclear Regulatory Commission has abdicated its responsibility to protect the public by approving exemptions requested by new Pilgrim owner Holtec for reduced offsite liability insurance, cybersecurity, and offsite emergency planning;

**Whereas**, safety is a human right;

**Whereas**, citizens of the Town of Harwich find this to be an unacceptable threat to our health and safety and must be resolved in the most timely manner;

**Therefore**, shall the people of the Town of Harwich direct the local government to communicate to Governor Baker and the State Legislature to employ all means available to ensure that: (1) spent nuclear fuel is secured in better quality dry casks and hardened onsite, storage; and (2) spent fuel pool and casks are protected with heightened security to prevent intrusion in order to protect the health, welfare, and economic interests of the Town of Harwich and its inhabitants and visitors?

Print Name	Signature	Print Street address
Elaine Dickinson	Elaine Dickinson	56 Hillcrest Drive
Arthur Dickinson	Arthur Dickinson	56 Hillcrest Drive
JOSEPH W. TOWLE	Joseph Towle	90 NEEL Rd
Rosemary Shields	Rosemary Shields	93 Bay Rd
Janet M. Croskery	Janet M. Croskery	93 Bay Rd
Kimberly J. Conner	Kimberly J. Conner	21 Black Loch Drive
Judith Miller	Judith Miller	229 Church St.
Amy L. Harris	Amy L. Harris	4 Chapel Hill Lane
Dean Panko	Dean R. Panko	32 Long Pond Dr.
Peter MAGUIRE	Peter Maguire	54 Sterling Road
Joseph P. McParland	Joseph P. McParland	4 Joe Anne Way
John E. O'Brien	John E. O'Brien	91 Depot Rd



I hereby certify that the 12 twelve names are those of registered voters in the Town of Harwich

Date: February 5, 2020

Anita N. Doucette  
Town Clerk

**Public Advisory Question for the 2020 Spring Town Ballot or ~~Town Meeting Warrant~~  
for increased security at the Pilgrim Nuclear Power Station on Cape Cod Bay  
in order to protect the public and the environment**

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**Whereas**, the spent fuel pool remains full and is vulnerable to terrorist attack or accident that could cause radioactive contamination rendering our communities uninhabitable;

**Whereas**, due to lack of proper security on the property, there has been open access beyond the posted 'No Trespassing' signs to within line-of-sight of dry casks and spent fuel pool;

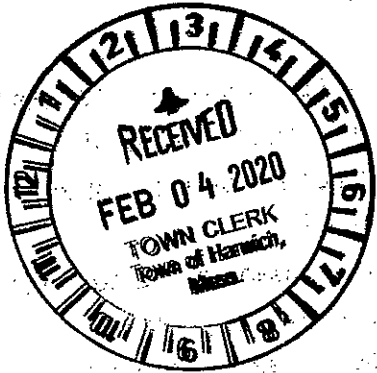
**Whereas**, during decommissioning, the Nuclear Regulatory Commission has abdicated its responsibility to protect the public by approving exemptions requested by new Pilgrim owner Holtec for reduced offsite liability insurance, cybersecurity, and offsite emergency planning;

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Print Name	Signature	Print Street address
✓ Diane Turco	<i>Diane Turco</i>	157 Long Road
✓ Thomas Turco	<i>Thomas Turco</i>	157 Long Road
✓ Roberta Colyer	<i>Roberta Colyer</i>	6 Seaward Lane
✓ Donna Pihl	<i>Donna Pihl</i>	8 Carlson Ln
✓ Donatavano	<i>Donna Pihl</i>	500 Rt 28
✓ PEGGY ROSE	<i>Peggy Rose</i>	87 GREY NECK RD
✓ MARIA RITA RUDDEN	<i>Maria Rita Rudden</i>	259 SPRUCE RD
Rosanne Shapiro	<i>Rosanne Shapiro</i>	339 Leightons Lane
JANET CYMBALA	<i>Janet S. Cymbala</i>	19 Surrey Lane
✓ Cherran Armstrong	<i>Cherran Armstrong</i>	1000 ROUTE 28
✓ James Armstrong	<i>James Armstrong</i>	1000 RT 28
✓ Conole Ridley	<i>Conole Ridley</i>	115 Kendvick Road



I hereby certify that the 12 twelve names are those of registered voters in the Town of Harwich.

Date February 5, 2020

Anita N. Doucette

Anita N. Doucette  
Town Clerk

**Part I** ADMINISTRATION OF THE GOVERNMENT

**Title VIII** ELECTIONS

**Chapter 53** NOMINATIONS, QUESTIONS TO BE SUBMITTED TO  
THE VOTERS, PRIMARIES AND CAUCUSES

**Section 18A** NONBINDING PUBLIC OPINION ADVISORY QUESTIONS  
ON LOCAL BALLOTS

Section 18A. As used in this section "governing body" shall mean, in a city, the city council acting with the approval of the mayor subject to the provisions of the charter of said city, in a town having a town council, the town council, and in every other town the board of selectmen.

A nonbinding public opinion advisory question may be placed on the ballot for a regular municipal election in any city or town no later than the thirty-fifth day preceding such election: by vote of the city council of such city, with approval of its mayor where so required by the city charter; by vote of the board of selectmen of a town or by vote of the town council of a town having a town council or by vote of the annual town meeting; or in conformity with the following provision of this section:

A proposal to place a nonbinding public opinion advisory question on the ballot for a regular municipal election in any city or town may be presented to the governing body thereof on a petition signed by at least ten registered voters of the city or town. If such governing body shall not approve said petition at least ninety days before said election, then the question may be so placed on said ballot when a petition signed by at least ten per cent of the registered voters of the city or town, but in no case less than twenty such voters, requesting such action is filed with the registrars, who shall have seven days after receipt of such a petition to certify the signatures. Upon certification of the signatures, the city or town clerk shall cause the question to be placed on the ballot at the next regular municipal election held more than thirty-five days after such certification.

The procedures established by this section shall be available to any city or town; provided, however, that if an alternative procedure is prescribed by a home rule charter, optional plan of government, or special act applying to such city or town, relative to the placing of public opinion questions upon the local ballot, then such alternative procedure shall apply.



**Proposed**  
**Board of Selectmen**  
**April 2020 Board Calls**

Tuesday, April 7<sup>th</sup>

Thursday, April 9<sup>th</sup>

Monday, April 13<sup>th</sup>

Thursday, April 16<sup>th</sup>

Wednesday, April 22<sup>nd</sup>

Friday, April 24<sup>th</sup> – A brief COVID-19 update

Monday, April 27<sup>th</sup>

Friday, May 1<sup>st</sup>