



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

CC: Department Heads

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: April 2, 2021

IMPORTANT NOTICES TO ALL DEPARTMENTS

- Spring Town Meeting will be held on June 5th
Grafton High School Football Field
The Special starts at @ 11:00 a.m. and the Annual at 11:30 a.m.
- The Special warrant closed April 7th at 4:30 p.m.
- The Annual warrant closes April 21, at 4:30 p.m.

TOWN ADMINISTRATOR

- William and Evan toured the Community the Harvest Project. It was a great tour and Evan is one step closer to driving their tractor.
- William continues to work on the Warrants for Town Meeting, and we are homing in on a first draft for Department Head Review.
- Salary and Classification – The provisional list of Positions have been sent to all Department Heads for review.
- The Energy Aggregation RFP is in progress with contract signing on April 14th.
- Bond Rating – Grafton received a AA+/Stable rating from Standard and Poor's this week.

- The IFBs for Grafton Common Improvements as well as Chip and Crack Sealing have been issued.

ADMINISTRATION & FINANCE

Town Accountant

- Attended Enterprise Fund Workshop. Seminar discussed the brief history, adopting an enterprise fund, enterprise budget and indirect cost allocation, and DOR enterprise reporting.
- Attended Women Leading Government Meeting. Meeting agenda featured women at various stages in their careers who shared their experiences on reaching top management positions and the challenges they still face as local leaders.
- Continue working with our auditors Scanlon & Associates, Auditors were onsite this week collecting more data from the School Dept.
- Continued working on revenue projections and salary budgets.
- Assisted TA with Police Alliance and GMEA Union negotiations.

Treasurer/Collector

No Report Submitted

Principal Assessor

No Report Submitted

Town Clerk

The Local Election is currently scheduled for Tuesday, May 18th from 8 am - 8 pm and the following candidates will appear on the ballot:

Select Board (1- 3 year term)

Raymond E. Mead

Planning Board (2- 3 year terms)

Robert Hassinger- (candidate for re-election)

Justin B. Wood- (candidate for re-election)

School Committee (2- 3 year terms)

Laura I. Often- (candidate for re-election)

Elizabeth Anderson Spinney- (candidate for re-election)

Library Trustees- (3- 3 year terms)

Douglas S. Bowman- (candidate for re-election)

Stephanie M. Teixeira

Aaron M. Vandesteen- (candidate for re-election)

Town Moderator- (1- 2 year term- to fill a vacancy)

Dawn C. Anderson

Grafton Housing Authority- (1- 5 year term)

James J. Gallagher- (candidate for re-election)

PUBLIC SAFETY

Police Department (3/21/21 – 3/27/21)

357 log entries were made including 38 - 911 calls, 10 alarm calls, 26 ambulance calls, 2 animal complaints, 118 business/area checks, 2 disturbance call, 6 fraud/ID theft complaints, 1 motor vehicle accident, 1 arrest, 53 motor vehicle stops and 5 well-being checks.

7 License to Carry Firearms applications were received. Weekly Chief's Column posted on the types of Massachusetts Traffic Citations. Training included MPTC online in-service training for all officers, Legal Updates and Roll Call Bulletins. Officers continue to attend the Fair and Impartial Policing (FIP) program hosted by the MPTC being held at the Southbridge Hotel and Conference Center.

On Thursday, April 1st, all officers attended firearms training at the Grafton DPW facility located at 64 Old Westboro Road. Training took place in the Blue Line Corporation's Mobile Firearm's Training Range, a self-contained 48-foot trailer designed for live-fire training. Officers were subjected to several realistic virtual scenarios which tested their de-escalation techniques and firearm's proficiency. The training ran from 8:00 am through 6:00 pm.

Fire Department

No Report Submitted

Department of Public Works (Including Engineering, Cemetery & Sewer)

The Highway division of the DPW has relocated the new facility at 64 Old Westboro Road. Residents should be aware that the administrative office which was at the town hall has also relocated to the new facility. The Brush Dump will be open starting April 3rd. The recycling drop off area will operate (Saturdays only) at the Upton Street facility. Main Street Improvements Project Easement compensation checks were sent to affected property owners. If residents have any questions, they should contact the DPW Director. The Select Board voted to approve the takings at their meeting held on February 16, 2021. Checks were mailed March 25th. Project related utility work will be happening on random days over the next few weeks.

Highway Department

Routine Operation and maintenance of town owned infrastructure. The recent warm weather has created many potholes which the staff continues to repair, please call the DPW office to report any potholes. The staff has begun street sweeping operations, drainage system repairs, and winter damage repairs

Cemetery and Parks

Routine department functions including, trash pick-up, construction and painting of replacement fencing, grounds maintenance, and installation of three gravestones/markers. Provided services for one funeral. Continue to repair areas from winter burials.

Sewer Department

Routine operation and maintenance of the towns wastewater treatment and collection system. Routine administrative functions including quarterly billing, collection issues, final billing, and resident questions and requests. Provided inspection services and reviews for new service connections and new subdivisions.

Engineering

No report submitted

Health Department

As of April 1, Grafton has been informed of a total of 1,089 confirmed positive COVID-19 cases since case tracking started in early 2020. As of the Commonwealth's last weekly COVID-19 risk report (dated April 1), Grafton is still at a YELLOW status this week, and a similar level of cases continues to occur in many surrounding communities.

The Worcester DPH nursing staff contacts any confirmed positive cases to review the protocols for proper isolation and quarantine with the cases and monitor each case per protocol. The nurses also contact any close contacts of each case regarding the appropriate protocols.

The Commonwealth moved into Phase 4 Step 1 of the reopening plan on March 22. In addition, the Commonwealth changed the Travel Order to a Travel Advisory effective March 22. More information on these updates and other current COVID-related orders and standards can be found at <https://www.mass.gov/info-details/reopening-massachusetts>

The Commonwealth announced the expected timeline for vaccine eligibility for the remaining groups, and also made some updates to the eligibility groups. For more information on the timeline and updated groups, visit <https://www.mass.gov/covid-19-vaccine>

The regional site at Worcester State University has offered to provide 25% of their weekly allotment (approximately 6,000 doses) for Worcester and the Alliance to hold special clinics. This is in addition to the special teacher and staff 4 days of clinics they are providing to the Alliance. Karyn Clark (Alliance) will be having weekly meetings with the groups leading this site to discuss planning special clinics based on those who are still having difficulty securing a vaccine or one near our geographical area (as well as all eligible phases and those coming online as eligible soon), with more information to come once logistics of these clinics and communication methods for them has been

finalized. Other smaller locations (e.g., additional CVS locations) continue to come online and offer vaccine appointments based on vaccine availability. There are continued concerns across the Commonwealth and country with the very limited vaccine dose availability.

DEVELOPMENT SERVICES

Building/Zoning

The Building Department had a very productive week with the addition of our new plan reviewer. We have expedited and issued several large projects throughout the town, mostly new construction single-family dwellings. We are now starting the plan review for a new 40 B project which consist of three large buildings, three stories in height, fully sprinkled in North Grafton.

Planning

This week, the Planning Department completed administrative tasks for the Planning Board. Staff is continuing review of the RFP proposal received for the 17 & 27 Upton Street DPW facility in coordination with the Town Administrator's office and local Boards and Committees. In addition, staff is coordinating with CMRPC and the Select Board to submit the revised OSRP per the comments provided by Melissa Cryan, Grant Programs Supervisor. Additionally, staff continued coordination of the Local Rapid Recovery Plan Program. The consultant and staff conducted a preliminary site visit on April 2, 2021.

The Planning Department has continued to coordinate with residents and developers on a number of ongoing development projects in various stages. Staff met with additional restaurants applying for Temporary Outdoor seating and prospective tenants of 109 Creeper Hill Road.

The Planning Department also attended a Physical Development Committee Meeting, hosted by the Central Massachusetts Regional Planning Commission (CMRPC), in support of our District Local Technical Assistance (DLTA) request of \$4,500 for further development of the draft Mill Overlay Zoning. We note the preliminary discussions of the committee reduced the amount awarded to \$3,500 with additional hours to be made up via Local Planning Assistance (LPA). Grafton currently maintains the maximum LPA hours with 24 available for the fiscal year.

Conservation

Staff reviewed applications which will be before the Commission at their 4/6 and 4/20 meetings. The Agent conducted site inspections and worked on the Green Communities and MVP grant applications. Phone calls and emails were fielded from residents and applicants.

COMMUNITY SERVICES

Recreation Department

Registration is open for spring programming for preschoolers to adults; esports, April vacation programs, yard game rentals, hiking trips, and more. View the brochure [HERE](#). Our summer brochure has arrived! View the brochure [HERE](#). Information on the operation of Silver Lake plans to be announced later this spring. Summer job openings have been posted [HERE](#) and include Beach Directors and Supervisors, Lifeguards, and Summer Program Counselors. Make sure to follow us on [Facebook](#) for the latest updates.

Council on Aging

Working on a Fallon Health Grant application for funding to continue to offer free medical rides for Grafton seniors and those disabled. Attended a presentation on Medicare. Working on the monthly March Worcester Regional Transit Authority report. Worcester County Sheriff Lew Evangelidis and Central Massachusetts Agency on Aging presented the Senior Center with 150 "File of Life" magnetic cards for seniors. Started to research what is needed to join AARP's Network of Age Friendly Communities. Support continues to be provided to seniors daily.

Library

We put out 191 bags for no-contact curbside pickups, put out 20 adult DIY lavender journaling kits, and delivered 17 items to 5 Home Delivery patrons. 16 Families took Nature Scavenger Hunt activities. There are another 14 available. Tomorrow's Fun Friday craft is Water Beads.

This week we created a short animated tutorial on how to create an account and access Freegal at <https://tinyurl.com/7wcuhx7v>. Have you tried Freegal yet? Freegal is a digital music service. Grafton Library cardholders can register for an account and then stream up to 3 hours of music a day and download 3 songs – to keep! – each week. Create playlists and select favorites at <https://grafton.freegalmusic.com/home>.

We updated the Museum Pass overview page at <https://graftonlibrary.org/passes/> -- Davis Farmland, Garden in the Woods, and USS Constitution are opening soon!

Southwick Zoo has increased their pass price by \$250 and is only providing a \$5 discount this year, making it not cost effective to provide. Don't forget to check availability with the museum first, then check our website for pass availability and the discount code before you make your reservation with the museum.

We continue to prepare for our Community Read – online discussions start soon! In celebration of the library's construction project and National Library Week, The Friends of the Grafton Public Library encourage everyone in town to participate in this year's Community Read. Stop by the Grafton Public Library's temporary location (53 North Main Street, North Grafton MA –the old St. Andrew's Church) to pick up a copy of

the adult, young adult and / or children's Community Read title using our no-contact curbside pickup and attend any of the virtual Community Read events. The book discussions will be held on Slack: <https://graftonpubliclibrary.slack.com/>. Learn more about public library services of the past and how libraries change lives by reading this year's Community Read selections. The adult title is *The Giver of Stars* by JoJo Moyes, the young adult title is *A Kind of Paradise* by Amy Rebecca Tan, and the children's title is *That Book Woman* by Heather Henson, illustrated by David Small. Please register for programs online at graftonlibrary.org/events, visit the Community Read page at www.graftonlibrary.org/communityread or call the Library at 508-839-4649. If you have any questions about how to read or listen to the digital titles, how to get a physical copy of the book or how participate in the events, contact the Grafton Public Library at info@graftonlibrary.org or 508-839-4649.

Wondering what to read next? As part of our year-long reader's advisory training, we have launched GPL Select, a concierge service to connect you with your next read, album, movie, or series! Complete the form at <http://bit.ly/GPLSelect>.

Just in time for April Fool's Day, we debuted the newest addition to our Library of Things – CATS for loan! Visit <https://graftonlibrary.org/cats/> for more information.

Veterans Services

No Report Submitted

GCTV

This week's activities include, the return of Grafton Minute by Minute, featuring a chat with new TA Evan Brassard, and Management Analyst William Blake. In addition, Andy Deschenes stopped by for a chat about the Library project.

Business to Business with Jay Hunter was recorded in studio so we could review the last five episodes and get Jay's perspective on what he has accomplished so far. Jack Kelley recorded a dress rehearsal of a new program that he will unveil in the coming weeks.

GCTV Staff continues to maintain coverage for all GGTV Gov. events whether LIVE or on Zoom, and all special events or projects for the TA's office.

CONSTRUCTION PROJECTS

Library project

- Interior painting ongoing, several areas both floors
- North elevation painting is complete.
- Electricians are installing light fixtures and other finish items.
- Ceramic tile is being installed in bathrooms
- Interior glazing is 80% complete.
- Millwork installation ongoing - window seats and wood trim.

- Construction trailers have been removed ahead of site work remobilizing
- Precast concrete bench installation on SW side is 15% complete.

Municipal Center guardrail/ramp project

- Project bids due 4/8

Common Improvements project

- Project bids due 4/21

IMPORTANT DATES TO REMEMBER

Upcoming Select Board Meetings

April 6th (Business Meeting)

April 13th (Workshop)

April 20th (Business Meeting)

Upcoming Department Head Meetings

April 7th at 10:00 a.m.

April 21st at 10:00 a.m.