



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: April 16, 2021

IMPORTANT NOTICES TO ALL DEPARTMENTS

- Town Meeting will be held on June 5th at 11:00 a.m. on the Grafton High School Football Field
- The Local Election Date has been moved to Saturday, May 22nd. Polls will be open from 8:00 a.m. to 5:00 p.m. Polling Locations remain the same.

TOWN ADMINISTRATOR

- This week we were able to close the bid and execute a contract for the Grafton Energy Choice Program. More details to come in the next few weeks.
- Evan worked with the MMA Policy Committee on Energy and the Environment on various items moving through the legislature.
- Met with various residents and business owners and issues important to them.
- Continued work and the budget, Special Town Meeting Warrant, and Annual Town Meeting Warrant

ADMINISTRATION & FINANCE

Town Accountant

- TA & I met with MIIA Rep to go over FY22 insurance renewal proposal.
- Continued working on revenue projections and salary budgets.
- Continued to assist TA with Police Alliance and GMEA Union negotiations.
- Finance Team has started to meet with vendors on the Chart of Account conversion the Finance Team will be undertaking in the upcoming fiscal year. This week we met with Munis to see their live demo on the Tax Application Suite.
- Posted a newly created position for the Accounting Dept -Financial Analyst on the MMA and Indeed website.

Treasurer/Collector

No Report Submitted.

Principal Assessor

- 1) Completed exemptions for FY 2021. Entered data into Gateway for MDM-1 and Veteran's exemptions. The tax exemptions granted for FY2021 were \$168,979.54 which is an increase of \$7,827.05 from 2020. The Town will be reimbursed \$60,038.94.
- 2) Commercial cyclical inspections
- 3) Entered Deeds and verified ownership.
- 4) Continuing 2020 sales analysis for FY 2022 values.
- 5) Continuing field inspections for cyclical, building permits and sales verification.

Town Clerk

The Town Clerk's office is busy preparing for the Annual Local Election postponed to Saturday, May 22. Updated information has been posted to the website and shared with local media outlets. A mailer will be sent to voters on April 21st to notify them of the charter change question and seats up for re-election that will appear on the ballot in addition to updated election/town meeting information.

Mail in voting envelopes have been prepared for any voter requesting mail in ballots to date. No candidates withdrew as of 5pm on April 15th, so ballot information has been sent to the printer to begin the process of printing mail-in and official ballots.

Discussions on a new ballot drop box for ballots and any Town Clerk related documents have occurred. We hope to have one purchased and installed for the upcoming election. After receiving feedback about the current boxes chute and lock, it was decided a new drop box is needed.

The voter engagement survey has gone live to obtain feedback about voting behavior and how to utilize the funds awarded from Senator Bertonazzi. The survey will be available until April 30th and then data will be analyzed and discussed.

Wave 2 of dog licensing for 2021 has begun. The 2020 dog licenses expired March 31st, but dog owners can register their dog without a late fee before June 1st.

Reminders to staff and board/committee members were sent to complete and submit their conflict-of-interest certificates, sign off and open meeting law sign off due Friday, April 9th. We have many board/committee members who have not completed the training and sign off forms.

Police Department (4/4/21 – 4/10/21)

423 log entries were made including 46 - 911 calls, 14 alarm calls, 30 ambulance calls, 2 animal complaints, 148 business/area checks, 4 disturbance call, 6 fraud/ID theft complaints, 4 motor vehicle accident, 2 arrests, 52 motor vehicle stops and 8 well-being checks.

10 License to Carry Firearms applications were received. Weekly Chief's Column posted on Distracted Driving. Training included MPTC online in-service training for all officers, Legal Updates and Roll Call Bulletins. Officers and staff also attended annual CPR and AED recertification held in the police station training room.

The Police Department began deploying extra patrols targeting distracted driving. The effort is part of a statewide enforcement and education campaign funded by a grant through the Highway Safety Division (HSD) of the Executive Office of Public Safety and Security (EOPSS) to reduce crashes, injuries and fatalities caused by distracted driving.

Fire Department

No Report Submitted

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

No Report Submitted

Engineering

Bids were received and opened for the Milford Road Sidewalk Project. Construction is expected to begin in the near future. The Main Street Project has been advertised for bids and the project is on schedule.

Health Department

As of April 15, Grafton has been informed of a total of 1,130 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 15), 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.

For more information on the vaccine eligibility timeline and updated groups for Massachusetts, visit <https://www.mass.gov/covid-19-vaccine>

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, even more so now given the pause on using the Johnson & Johnson vaccine until further notice.

DEVELOPMENT SERVICES

Building/Zoning

No Report Submitted

Planning

This week, the Planning Department completed administrative tasks for the Planning Board and Affordable Housing Trust. 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 to submit the revised OSRP per the comments provided by Melissa Cryan, Grant Programs Supervisor.

Staff met with representatives of Tufts Veterinary School to discuss minor use changes to existing structures on campus and representatives of Highfields Estates Subdivision to discuss the Road Acceptance process. Staff also met with representatives of GSX, LLC and the Affordable Housing Trust to discuss preliminary negotiations regarding the affordable housing component of the 17 & 27 Upton Street proposal as submitted to the Town.

Staff coordinated with the Building Department regarding ongoing noise complaints at 20 Milford Road being generated by activity outside the specified hours of operation. The Business owners have been notified of the allowable hours of operation per their Special Permit with the Planning Board on multiple occasions. Further enforcement action may be sought.

Staff attended a webinar, "Workshop of regional approaches to affordable housing", hosted by the Massachusetts Housing Partnership (MHP) and a webinar, "RRP Program Administrative Capacity I", hosted by Street Sense.

Conservation

No Report Submitted

COMMUNITY SERVICES

Recreation Department

Registration is open for summer programming for preschoolers to adults; sports, STEM, family paddling nights, yard game rentals, and more. 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, Parking/Snack Bar Attendants, Summer Program Counselors (PT/sub) and a seasonal office assistant. Damage was done to the Airport fields by the contractors who recently installed ADA accessible routes and the town is working with

all parties to address this matter quickly and efficiently; the playground is accessible but ask everyone to remain off the field at this time. Recreation and Senior Center will be hosting Parking Lot Bingo on April 23 at 10am at the Municipal Center; a few spots remain, seniors can register by contacting the Senior Center. Make sure to follow us on [Facebook](#) for the latest updates.

Council on Aging

Finalized the May Senior Center newsletter and sent it to press for printing. Received notification that the Senior Center was awarded a \$1,000 grant from Tufts University for free medical van rides for seniors and those disabled. MySeniorCenter was updated with Grafton individuals who will be eligible for Medicare this year and have not visited the Senior Center. Working on volunteer appreciation gifts for Senior Center volunteers, mainly Meals on Wheels drivers and kitchen help. National Volunteer Week is April 18 – 24th. Support continues to be provided to seniors daily.

Library

We put out 164 bags and delivered 11 items to four Home Delivery patrons. Our Community Read continues with multiple book discussions and craft activities, including a seed bomb this week. Visit www.graftonlibrary.org/communityread for details.

We updated the museum pass page again, as attractions change weekly: www.graftonlibrary.org/passes. We continue to celebrate National Poetry month with online programs and DIY programs available for pickup on the curbside porch. Visit www.graftonlibrary.org/events for details.

We worked on the 2021 summer reading program: this summer's reading theme is *Tails & Tales* and we want to feature the pets of Grafton! If you'd like to have your pet featured on the Library's social media pages (Facebook, Instagram, and Twitter) comment on the pinned thread on our Facebook page with a photo, your pet's name and gender. If you want to share any fun facts, favorite hobbies, or toys about your pet, we'd love that too! Photos will be shared throughout the summer.

The Director worked on the budget, the March MPLCP report, meeting room policy, construction photo uploads, FF&E for the under construction library, the ESCBO Solar Panel grant application, the May Library Newsletter (sign up at and updated the MBLC Library Directory).

A reminder: Our library catalog Evergreen will be unavailable during a software update from Sunday, 4/18 at 5:15 PM and will be down for part or all of the day on Monday, 4/19. We will post to social media when it's back up and running. EZProxy bypass will be in place, which means Overdrive and other electronic resources should still work. Staff will not be available due to the Monday holiday.

We fielded several questions from residents anxious to get back to browsing and in-

person programming, like storytime. As of Thursday 4/15, only 37 libraries report in 343 communities are offering in-person browsing, and only one library has reported offering in-person library programming. MBLC regularly updates this site with COVID-19 information: <https://mblc.state.ma.us/covid/index.php>

Libraries are opening on an individual basis dependent on their unique ability to meet social distancing, cleaning and other requirements set by the Commonwealth. We anticipate opening for browsing by appointment this summer at 35 Grafton Common, and appreciate your patience and understanding. In the meantime: Your Grafton Library Card is good at 150 C/W MARS member libraries: <https://www.cwmars.org/memberlibraries> and you can use your ID and Grafton Library Card to get a card in any of the other 8 library networks. Visit <https://libraries.state.ma.us/libraries/search> to find a library.

Veterans Services

No Report Submitted

GCTV

This week's activities include, two episodes of Bus Stop Weather hosted by Julia Koshivos. We had the opportunity to host Sophie Kling who will take over for Julia when she heads off to college.

Jack Kelley recorded the first episode of his new program titled "This Week in Grafton Government". In addition to that, he recorded his second new show that will be airing the week of April 19th. (title not yet released).

Bob recorded an interview with Paul Cook of Town Clerks Office. Part of the "Grafton Minute by Minute "get to know you" series.

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 90% complete
- Electricians are installing light fixtures and other finish items. Lights have been turned on.
- Ceiling tile installation is ongoing.
- Ceramic floor tile installation at lobby/hallway ongoing
- Millwork installation ongoing - cabinets, countertops, window seats.
- Carpet installation has begun
- Sitework is progressing - crushed stone at sidewalks, loam at planting beds

Municipal Center guardrail/ramp project:

-Anticipating a project kickoff meeting next week.

Common Improvements project:

-Project bids due 4/21; total of 11 plan holders to date. 'Historic' light fixtures are in fabrication.

IMPORTANT DATES TO REMEMBER

Upcoming Select Board Meetings

April 20th (Business Meeting)

May 4th (Business Meeting)

May 11th (Workshop)

Upcoming Department Head Meetings

April 21st at 10:00 a.m.

May 5th at 10:00 a.m.