



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: April 23, 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., with polling locations remaining the same.

TOWN ADMINISTRATOR

This week was another busy one in the Town Administrator's Office:

- William completed the second phase of Procurement Officer training.
- Evan met with various residents to discuss ongoing concerns.
- Evan attended the Metro West Building Officials Meeting as well as a 40b Affordable Housing Workshop.
- Evan attended an American Rescue Plan Seminar as well as the Economic Development Committee Meeting, and the Fire Chief Search Committee Meeting.
- Department heads met for the bi-weekly staff meeting and continued their reading of "Leadership is an Art".
- The Department met with various residents and business owner regarding various concerns and opportunities.

ADMINISTRATION & FINANCE

Town Accountant

- Attended American Rescue Plan Act webinar presented from the National League of Cities. Below is link to presentation if anyone is interested. Webinar went into detail on all the other APRA Grant funding that is also available to local municipalities.
[https://41g41s33vxdd2vc05w415s1e-wpengine.netdna-ssl.com/wp-content/uploads/2021/04/NLC MMA ARPA Webinar Presentation 4.21.21.pdf](https://41g41s33vxdd2vc05w415s1e-wpengine.netdna-ssl.com/wp-content/uploads/2021/04/NLC_MMA_ARPA_Webinar_Presentation_4.21.21.pdf)

- Continued working on revenue projections and salary budgets.
- Continued to assist TA with Police Alliance and GMEA Union negotiations.
- Received FINAL FY20 Basic Financial Statement along with our FINAL FY21 74/75 GASB audit (OPEB).

Treasurer/Collector

No Report Submitted.

Principal Assessor

No Report Submitted.

Town Clerk

No Report Submitted.

PUBLIC SAFETY

Police Department

No Report Submitted.

Fire Department

No Report Submitted.

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

No Report Submitted.

Engineering

No Report Submitted.

Health Department

As of April 22, Grafton has been informed of a total of 1,143 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 22), 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.

As of April 19, all people age 16+ who live, work, or study in Massachusetts are eligible to receive the COVID-19 vaccine. For more information on the vaccine and how to find a vaccination location, visit <https://www.mass.gov/covid-19-vaccine>

Additional vaccination locations of varying sizes continue to come online and offer vaccine appointments based on vaccine availability.

There are continued concerns across the Commonwealth and country with the limited vaccine dose availability, even more so given the pause on using the Johnson & Johnson vaccine until further notice.

DEVELOPMENT SERVICES

Building/Zoning

The Building Department has processed various permits this week.

Planning

This week, the Planning Department completed administrative tasks for the Planning Board, Affordable Housing Trust and Economic Development Commission. The Economic Development Commission voted to sponsor a Warrant Article to increase the number of available marijuana retail licenses, the Affordable Housing Trust is reviewing development concepts for 25 Worcester Street and the Planning Board is reviewing updates for the Town's Subdivision Rules and Regulations. In addition, staff is continuing to coordinate with CMRPC to submit the revised OSRP per the comments provided by Melissa Cryan, Grant Programs Supervisor.

Staff met with representatives of 124 Worcester Street to discuss biotech development potential, as well as representatives of 109 Creeper Hill Road to discuss potential redevelopment and facility improvements. Staff also met with the project consultant for the Local Rapid Recovery Plan (LRRP) Program and is anticipating a public engagement forum in mid-May. Details to follow.

Staff attended a webinar, "Regional public education and outreach MVP proposal", hosted by the Central Massachusetts Regional Planning Commission (CMRPC), regarding a joint grant application for member communities, and a webinar, "RRP Program Administrative Capacity II", hosted by Street Sense.

Conservation

Staff prepared for the Commission's 4/20 meeting, attended, and worked to issue the resulting documents. Phone calls and emails were fielded from residents and applicants. The Agent conducted site inspections and worked on the Municipal Vulnerability Preparedness grant application. Samantha Lyon resigned from her position as Conservation Assistant. The vacancy will be posted as soon as possible to seek a replacement.

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. Make sure to follow us on [Facebook](#) for the

latest updates.

Council on Aging

Organized and delivered volunteer appreciation gifts for Senior Center volunteers, mainly Meals on Wheels drivers and kitchen help. National Volunteer Week was April 18 – 24th. The Grafton Senior Center and the Recreation Department held a Parking Lot Bingo on Friday, 4/23. The Senior Center updated its transportation services to include Sutton on Tuesdays. Support continues to be provided to seniors daily.

Library

The Library had many take home activities available for curbside pickup during April School Vacation Week and presented an Earth Day program online.

We continued to work on Summer Reading Program planning and invite residents to post a pic of their pet to our Facebook Page for a future activity:

<https://m.facebook.com/GraftonPublicLibraryMA/>

Veterans Services

No Report Submitted.

GCTV

This week's activities included a "Meet the Candidate" segment with Laura Often of School Committee, she is running for re-election this May.

Jack Kelley recorded the first episode of "Planet Grafton" hosted by Ed Prisby. So far this program has been attracting numerous views on our YouTube channel. The entire crew went out and recorded on "Business 2 Business, with Jay Hunter" on the grounds of the soon to be open Discerned Cannabis dispensary.

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

No Report Submitted

IMPORTANT DATES TO REMEMBER

Upcoming Select Board Meetings

May 4th (Business Meeting)

May 11th (Workshop)

May 18th (Business Meeting)

Upcoming Department Head Meetings

May 5th at 10:00 a.m.

May 19th at 10:00 a.m.