



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: August 6, 2021

Town Administrator

- Continued to work on the Classification and Compensation Study with Department Heads.
- Met with GSX regarding process for 17 & 27 Upton Street.
- Held walkthrough with Technology Vendor to build plan for modernization.
- Attended IT Committee Meeting to discuss new financial software.
- Met with consultant regarding wayfinding in village district.
- Attended Library meeting to review carpet concerns.

ADMINISTRATION & FINANCE

Finance Director/Town Accountant

No Report Submitted

Treasurer/Collector

- Excise Tax Commitment 3 for 2021, totaling 661 bills, will be mailed Mon. Aug. 9th and due Wed. Sept. 8th.
- 20 MLC requests have been received/processed this week.
- Roughly 94% of Q1 RE taxes have been collected, though payments continue to trickle in.
- Finishing up reconciliation and year-end reports like the statement of indebtedness.

Principal Assessor

- 1) Completed data entry of all Income & Expense forms for income valuation for commercial properties.
- 2) Preparing and making Interim adjustment in Vision database for FY 2022 valuation

- 3) Held Board meeting, voted to cover the OBRA costs for Senior & Veteran Work Off participants out of the Overlay.
- 4) Cody taking Course 200 Thursday and Friday, for 2 weeks
- 5) Entered deeds for July, prepared and mailed sales questionnaires.
- 6) Processed 1 Abutters request.
- 7) Processed 12 MV abatements.
- 8) Field inspections for 14 cyclicals, 13 building permits and 3 sales verifications.

Town Clerk

Dog License Reminder postcards have been mailed out to all households that show a dog that has not been registered to date. Individuals have until Friday, August 20th to license their dog or contact the office to notify us the dog is no longer at the address before Animal Control starts the citation process. We have had a great response to updating our records and residents registering their dogs.

Indexing of vital records is ongoing and we have started organizing our plans and map file with help from our long-term helper, Olie, with the Senior Work Off program.

Committee/board members are taking their oath of office as re-appointments or new members.

2021 Street Lists are available for purchase for \$10.00 a book. An electronic version is available for any departments who would like a copy.

We continue to assist many residents and individuals with vital requests, dog licensing, marriage licenses, business certificates, public records requests, notaries, and town related information.

We still have several board/committee members who have not completed the conflict-of-interest training and sign off.

PUBLIC SAFETY

Police Department (7/25/21 – 7/31/21)

380 log entries were made including 63 - 911 calls, 14 alarm calls, 36 ambulance calls, 4 animal complaints, 157 business/area checks, 4 disturbance calls, 2 fraud/ID theft complaints, 3 motor vehicle accidents, 13 motor vehicle stops and 3 well-being checks.

Several License to Carry Firearms applications were received. Weekly Chief's Column posted on Dealing with Neighbors with Barking Dogs. Officers and staff received legal updates on current court decisions and roll call notices including Commonwealth Fusion Center bulletins.

Fire Department

No Report Submitted

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

Public Works

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 is open Saturdays during the summer from 9am-1pm. The recycling drop off area has also relocated to 64 Old Westboro and will operate Saturdays 8:00am-1:00pm and Tuesdays and Thursdays from 10:00am-2:00pm. Seasonal paving continues in a North Grafton neighborhood and on several streets in South Grafton. The Milford Road sidewalk installation is underway and should be completed by the end of August. Main Street improvements project related utility work will continue on random days over the next few months.

Highway Department

Routine Operation and maintenance of town owned infrastructure and equipment. The staff continues street sweeping operations, drainage system repairs, grass mowing, roadside brush mowing, and line painting.

Cemetery and Parks

Routine department functions in including, trash pick-up, construction and painting of replacement fencing, and grounds maintenance. Provided support for three funerals. Asst. recreation dept with ongoing park improvements and seasonal programs.

Sewer Department

Routine operation and maintenance of the towns wastewater treatment and collection systems. 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

Sidewalk construction is continuing on Milford Road and the reconstruction of Murray, Farnum and Messier Streets has begun.

Health Department

As of August 5, Grafton has been informed of a total of 1,212 confirmed positive COVID-19 cases since case tracking started in early 2020. The number of new cases continues to increase some in Grafton, surrounding communities and the State compared to recent weeks. Individuals are strongly advised to continue to exercise precautions, especially given the Delta variant circulating throughout the country and increasing case counts.

Worcester County and surrounding areas are now considered to be “substantial risk” areas for COVID transmission per the CDC’s classification methods. Given this elevated risk level, the CDC advises that all individuals wear face masks when indoors in public places (regardless of vaccination status). In addition, Massachusetts released a mask advisory that fully vaccinated individuals are advised to wear face masks when indoors

(and not in your own home) if you have a weakened immune system, or if you are at increased risk because of your age or an underlying medical condition (or if someone in your household falls into those criteria).

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 12+ who live, work, or study in Massachusetts are eligible to receive the COVID-19 vaccine. For more information on the vaccines and how to find a vaccination location, visit <https://www.mass.gov/covid-19-vaccine>. Vaccination is strongly recommended.

As a reminder, the mosquito and tick season is upon us.

- For mosquitoes, please remember the 5 D's. Dress in long sleeves and pants, when possible, especially during periods of mosquito activity. DEET is an effective repellent. Dawn and Dusk are the most active periods for mosquitoes. Drain water from containers regularly. Please visit the Grafton Board of Health website for more information, helpful tips, and information on the services the Central Mass Mosquito Control Project offers.
- For ticks, use DEET or another effective repellent. Do a tick check on each person in your family who has been outside, especially the hard to see areas (e.g., hairline, scalp, armpits). If you have pets, check them for ticks after each time they have been outdoors.

DEVELOPMENT SERVICES

Building/Zoning

We are delighted to share some wonderful news from the Building Department. The initial plan review has begun for 8 Pine Street, which includes, 317 apartment units, 10,000 sq. feet of commercial space, a 5-story garage, and other amenities. We are very excited about this project.

Planning

No Report Submitted

Conservation

No Report Submitted

COMMUNITY SERVICES

Recreation Department

Silver Lake Beach will be closing for the season on August 15th. Fall programming has been in the works and will be announced late August with registration opening September 1st

The summer concert series is ongoing on Wednesdays and is held at Nelson Park, 6 Prentice Street, N. Grafton 01536. Join us from 6:30 p.m. to 8:00 p.m. for fantastic free entertainment. Anzio's Brick Oven Pizza and Mooving Cow will be onsite with concessions available for purchase. Handicap parking is available in the Nelson Library parking lot. General parking is available along Prentice St. and across the street in the large grass area.

- August 11: The Band from U.N.C.L.E
- August 18: Big Chief
- August 25: Claflin Hill Symphony

Please contact the department with any questions at recreation@grafton-ma.gov or 508-839-5335 x 1156, visit our website at GraftonRec.com, and follow us on Facebook (@graftonRecDept) for the latest updates.

Council on Aging

The July Worcester Regional Transit report was completed and emailed to the WRTA. For July 2021 the Senior Center provided 393 rides; compared to 83 rides for the month of July 2020. Pay as You Throw bags were distributed to those individuals who are part of the low income PAYT program. A new senior exercise program "Gentle Cardio Chair Barre" started on August 5th and will continue to be held on Thursdays at 12:00 pm in the Municipal Center gym. Support, advocacy, and guidance was provided to seniors daily.

Library

Beth worked with moving company W.B. Meyer to oversee location of materials at the new library and continued to bring punch list items and errors to Andy's attention. She fielded meeting room requests (the policy is not yet approved), attended Building Committee, took phone calls with the Trustee and Friends and Capital Campaign Chairs, and delegated projects to staff: Circulating Mobile WiFi set up, Library Hours comments review, and volunteer form revision.

Staff will get training on the new automated materials handler on Thursday.

This week the Children's Room staff have been focused on packing, moving, attending webinars, and repainting library carts. We also hosted a Bunny LEGO mini build.

Cyndi and Marilyn watched a webinar on manga, and Cyndi watched additional webinars on homeschooling and board books.

Allison delivered summer programming, worked on Winter Reading Program planning, and put out Summer Reading Program kits on Wednesday & Thursday evening and Saturday morning. Kits will be available for pick up at the former St. Andrews location, 53 N. Main Street, for pickup next week as well: Wednesday & Thursday 4-8pm and Saturday 10am-2pm.

Heidi answered reference questions, museum pass questions, program and kit questions and questions about library accounts as well as queries about materials returns (please hold items) and database questions. She continued to pack up the Reference area for the move back to the Common and was at the temporary location to let the movers in and lock up after they left for the day.

Jane updated the list of local AA/NA meetings –

<https://docs.google.com/document/d/1wiYRrHhUX3QtdZJCUfMNRuNMN3m6SznZXbzo31O3y3c/edit?usp=sharing>

Susan and Sarah attended the Grand Reopening Committee meeting on Tuesday. The Committee decided to move forward only with a Ribbon cutting ceremony on Friday October 1 at 11am and postpone the Saturday October 2 events for families to a 1-year anniversary celebration next August, and a Jerome Wheelock evening birthday celebration in June 2022.

Veterans Services

No Report Submitted

GCTV

An in-studio interview with Sen. Michael Moore. Topics covered included Covid-19, Cyber Security Commission and Sports Gambling Bill.

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

- The move of materials from the Interim Library back to the new building will be complete by 8/6-Furniture has been delivered and set up.
- Bookshelves are 90% installed; material supply issues are holding up the remaining amount.
- Security system is on including interior and exterior cameras.

Common Improvements Project

- Asphalt sidewalks removed and re-graded for brick
- All trenching has been backfilled
- Brick has been delivered

Municipal Center Access Project

- Concrete ramp work is ongoing

IMPORTANT DATES TO REMEMBER

Upcoming Select Board Meetings
August 10, 2021 (Workshop)
August 17, 2021 (Business Meeting)

Upcoming Department Head Meetings
August 18th at 10:00 a.m.