



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: August 13, 2021

Town Administrator

- Closed on 8 Pine Street.
- Participated in a site walkthrough for the closing of the temporary Library.
- Continued work on the Wage and Classification Study with the Collin's Center.
- Submitted our final report for the FY21 Earmark, used to upgrade technology at the Fire Department.
- Met with residents to help address and solve issues.

ADMINISTRATION & FINANCE

Town Accountant

No Report Submitted

Treasurer/Collector

- Excise Tax Commitment 3 for 2021, totaling 661 bills, was mailed Mon. Aug. 9th and due Wed. Sept. 8th.
- 18 MLC requests have been received/processed this week.
- 8 tax titles liens were redeemed, and Instrument of Redemptions were signed, notarized, and mailed out for recording.
- The Treasurer Collector & Assistant Treasurer Collector attended the MCTA's annual school at UMass Amherst.
- Completed the statement of indebtedness for year- end reports.

Principal Assessor

- 1) Interim adjustments are completed and updated for FY2022 valuations.
Submitted LA3 and corresponding reports to the DOR for approval.

- 2) Prepared exemption forms and letters for Seniors, veterans, blind and hardships, will be mailed September 1st.
- 3) Prepared forms, applications, and maps for Chapter land filings, will be mailed September 1st due October 1st.
- 4) Received notice of Intent from 9 George Hill Road to convert 1.488 acres to residential. The Town has option to purchase the land at full and fair market value to be determined by an impartial appraisal performed by a certified appraiser hired at the expense of the municipality.
- 5) Submitted a request to the Bureau of Municipal Finance Law for permission under the provisions of Ch. 58 § 8 to abate the outstanding taxes for FY 2008, 2009 and 2010 for 18 ½ Snow Road totaling \$4,850.53.
- 6) Cody taking Course 200 Thursday and Friday, Monday the 16th taking test.
- 7) Entered 21 deeds for August,
- 8) Processed 3 Abutters request.
- 9) Processed 10 MV abatements.
- 10) Field inspections for 11 cyclicals, 10 building permits and 2 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.

Green Dragon Bindery visited the office to update our list of archives for the Record Preservation Project funded through CPC. We will continue to preserve town records and repair ones in need.

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

336 log entries were made including 71 - 911 calls, 19 alarm calls, 33 ambulance calls, 2 animal complaints, 98 business/area checks, 13 disturbance calls, 1 fraud/ID theft complaint, 5 motor vehicle accidents, 18 motor vehicle stops and 4 well-being checks.

2 License to Carry Firearms applications were received. Weekly Chief's Column posted on Pedestrian Safety Tips. Officers received legal updates on current court decisions and roll call notices including Commonwealth Fusion Center bulletins.

This week, I attended the Fire Chief Search Committee meeting., met with the new Executive Director and Assistant Director of Tufts Public Safety for introductions and to discuss continued cooperation between our two agencies and attended an online meeting with Town of Sutton officials and state engineers to discuss future construction plans for the Depot Street Bridge in Sutton.

Though school is on summer break, our School Resource Officer continues to be active in school-related matters including: Meeting with the Worcester School Safety Director to discuss various school safety topics and training, Meeting with Kevin Gallagher and Tony Lemay regarding installation of crosswalk lights at GHS and SGES, providing presentations to campers at MSES and NSES about various safety topics, meeting with the MedStar Ambulance Field Supervisor about getting Stop the Bleed training for staff at all schools, meeting with the high school principal about ALICE training for students and staff and the current bullying program and drug education for students.

Fire Department

No Report Submitted

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

No Report Submitted

Engineering

No Report Submitted

Health Department

As of August 11, Grafton has been informed of a total of 1,219 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 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

No Report Submitted

Planning

This past two weeks, the Planning Department completed administrative tasks for the Planning Board and Affordable Housing Trust. Staff completed the Operating Expense Report and other required documentation for the 8 Pine Street closing, is developing a first draft Complete Streets Policy to be reviewed by the Planning Board prior to final referral to the Select Board, and is reviewing the Planning Board's proposed amendments to the Subdivision Rules and Regulations.

Staff attended a number of final interviews with local stakeholders regarding preliminary project ideas developed by the Local Rapid Recovery Plan (LRRP) Program.

Staff also attended a meeting with representatives of GSX, LLC regarding 12 & 27 Upton Street as well as a zoom call regarding 8 Pine Street. Staff also met with representatives of the Polish National Heritage Association regarding potential relocation of the WWII monument and 49 & 51 North Main Street regarding a potential parking lot expansion.

Staff helped coordinate initial processing of the 43D application for 244 Worcester Street, and is currently working on "Request for New Units" applications to the Department of Housing and Community Development on behalf of the Zoning Board of Appeals in order to add recently completed projects to the Subsidized Housing Inventory. Staff is also working to reconvene the Hazard Mitigation Plan Committee in order to proceed with the Hazard Mitigation Plan Update.

Finally, staff will be conducting an Erosion Control Inspection and Heritage Tree Site Walk on 8/12 in regards to the 88 Adams Road Definitive Subdivision (The Ridings).

Conservation

The Agent worked to issue the resulting documents from the Commission's 7/13 meeting and review applications filed for the Commission's 9/21 meeting. Site inspections were conducted and inquiries from residents and applicants were fielded. The Department is happy to welcome Jan Taylor who began working as the new Conservation Assistant.

COMMUNITY SERVICES

Recreation Department

Silver Lake Beach is now closed for the season.

The summer concert series is ongoing on Wednesdays and is held at Nelson Park, 6 Prentice St., Grafton, MA 01519. Join us from 6:30-8pm 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 18: Big Chief
- August 25: Claflin Hill Symphony

Fall and winter programming will be announced the week of August 23 with registration opening on September 1.

Please contact the department with any questions at recreation@grafton-ma.gov or 508-839-5335 x1156, visit our website at GraftonRec.com, and follow us on Facebook (@GraftonRecDept) for the latest updates.

Council on Aging

Participated in a SHINE Health Benefits University presentation which included: Medicare Basics and Public Benefits, Prescription Advantage, and MCPHS Pharmacy

Outreach. Began working on the September Senior Center newsletter. Worked with a few participants who are in the senior tax work-off program to arrange job assignments. Received a second quarter payment of \$275.60 from the Planet Aid box located on Providence Road. Support and advocacy have been provided to seniors daily.

Library

The Library relocation continued: WB Meyer delivered the final load of items to 35 Grafton Common on Tuesday; only the book drop and outdoor plants remain to be moved. CTA Construction's last day on site is Friday. Construction fencing was removed Monday and the DPW promptly scheduling mowing—thanks Paul! Now that construction vehicles and fencing are out of the way, the final phasing of landscaping in the front can be completed, to be finished this fall and next spring, depending on requirements of the various plants.

We are still waiting on phone installation, a final keying meeting, A/V training, security gate installation at the Common entrance, final HVAC training for thermostat adjustments, and the rest of the shelving and furniture to arrive and get installed. It is unclear as of Friday August 13 if we are still on target to open to the public in ten days.

Beth worked on the Wage and Classification study, had many, many impromptu problem-solving meetings with assuage staff concerns, met with Neil Trahan to set up iMacs in the Teen Maker Space, began unpacking her office, and worked with Andy on final procurement of office supplies and miscellaneous FF&E.

On Thursday, staff were trained on the new Automated Materials Handling (AMH) equipment by Bibliotheca rep, Joe Souza.

Heidi held down the fort at St. Andrews, letting the movers in, answering phones and continuing to pack up the reference and circulation areas. She attended the "Not Just For Young Adults" Book Group and facilitated the discussion of *Elatsoe*, by Darcie Little Badger, answered reference questions, curbside pickup questions, questions about library accounts, where they can return materials and how to place holds since they can't be picked up in Grafton, as well as bibliographic instruction with regard to digital books.

764 items were added in the 2 weeks before we packed. Donna set up the Tech Services office, and unpacked lots of new materials.

As the Circulation office is starting to take shape, staff are waiting for the office shelving to be installed so that the office supplies will have a home. Multiple discussions on special displays and workflow took place. Susan and Sandhya processed the holds that were generated, bagged the holds and contacted those patrons for curbside pickup between 8/6-8/11, with staggered curbside shifts by the team. Susan helped with the Wage and Classification Questionnaire to Jane, Ranjita and Allison P as well as prepped the Audiobooks and DVD orders before leaving for vacation.

Susan, Sandhya and Allison P worked on the Franklin T9 Mobile HotSpot setup. Sandhya initiated communication with a T-Mobile rep regarding setup issues. Hotspots should be available for checkout next month.

Sandhya continued to work on Museum Passes (some registrations went through, despite our passes being blocked) as well as answered questions from Facebook patrons. Allison P updated the newsletter pictures with alt texts for screen readers, set up Adult Circ laptops' printing capability and also priced and placed an order for the Mind, Body & Spirit display. Everyone took part in moving the plants from 53 North Main Street to 35 Grafton Common.

Jane, Ranjita, Sandhya and Allison P finalized their individual Wage and Classification Questionnaires as well as watched the accompanying video. Jane watched a webinar on "Privacy, Confidentiality, and Intellectual Freedom in the Library." Ranjita watched two webinars, "Crash Course on Romance" and "Crash Course on Historical Fiction." Allison has been setting up the Teen Services office at 35 Grafton Common and unpacking, advising on collections placement and continuing to work on the Winter Reading Program (scheduling teen programs), and assumed responsibility for getting this week's kits out for pickup at 53 North Main Street on Wed/Thu evenings and Sat. Several LEGO kits labeled for specific, pre-registered patrons were taken from the porch, which prohibits the people who signed up for a Zoom LEGO build from having the materials to participate in the build along program. We ask again: Summer Reading Program kits are very clearly labeled with signage to distinguish between free for anyone and on hold for an individual. Please do not take designated kits or materials unless it has your name on it.

Sarah refurbished old library carts with fresh paint and organized the new Children's Room. Staff adjusted CR furniture placement and set up new workstations and computers. Jen, Cyndi, Mare, and Sarah continued to unpack and organize at 35 Grafton Common and packed some final items at 53 North Main Street.

Jen, Cyndi, and Sarah began brainstorming fall programming. Kristin worked on LEGO build prompts and began to brainstorm school partnership opportunities. Sarah and Allison presented the last LEGO mini build of the summer. Summer kits continued to be available for pick up at 53 North Main Street on Wed/Thu and Sat.

Sarah communicated with Apple Tree Arts and YFCP about fall programming.

Sarah communicated with patrons via program reminders and answered questions regarding programming and registration.

Jen, Cyndi, and Mare worked on Wage and Classification Questionnaire with Sarah's help.

Veterans Services

No Report Submitted

GCTV

This week's activities included a new segment of Business to Business with Jay Hunter. Jay interviewed Lakis "Lucky" Theoharis of Pepperoni Express.

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

IMPORTANT DATES TO REMEMBER

Upcoming Select Board Meetings
August 17, 2021 (Business Meeting)
September 7, 2021 (Business Meeting)

Upcoming Department Head Meetings
August 18th at 10:00 A.M.