



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: August 20, 2021

IMPORTANT NOTICES TO ALL DEPARTMENTS

- Draft Articles for the Fall Town Meeting should be submitted to the Town Administrators Office by September 1.

Town Administrator

- Worked with Jushi and Nature's Remedy to facilitate signing of new HCA.
- Worked with the Planning Department and GSX on the development of 8 Pine Street.
- Reviewed Emergency Plans for Municipal Center and other municipal facilities.
- Met with Building and Planning to review 43D Development process.
- Attended MMMA Annual Summer Meeting in North Andover.
- Attended Public Health meeting at Polar Park.
- Discussed various concerns with residents of the Town.

ADMINISTRATION & FINANCE

Town Accountant

- Accountant's Office is starting to close FY21 books and is in the process of rolling forward fund balances into FY22.
- FY21 yearend cash has been reconciled with Treasurer/Collector office.
- Continue to work on FY21 Account Receivable & Trust reconciliation with the Treasure/Collector's Office.
- Met with IT Tech Committee regarding the new financial software. Will be conducting IT references for the vendors. Meeting was to formulate the standard questions that will be asked.
- Attended a Civix Business & Revenue Manager GASB 87 Module webinar. While the decision to lease or purchase an asset is not new, the accounting and financial

reporting implications of the decision are changing. The Governmental Accounting Standards Board (GASB) issued Statement No. 87, Leases, which outlines new requirements for governmental entities when it comes to lease accounting. GASB 87 is effective for fiscal years beginning after June 15, 2021. GASB 87 replaces operating and capital lease categories with a single model for lease accounting based on the concept that leases are a means to finance the right to use an asset.

- Please see below link for Asure Force Supervisor Training. Training went into details on editing timecards, submitting leave requests, configure proxy options for when supervisors are on vacation, and report options.

<https://asuresoftware.sharepoint.com/:v/s/AsureExternal/EbHcCLP4kwJliR6mNTA5Td8B95scdaiaXB3RLGGYM78TaQ?e=9w5Ciw>

- Met with the Select Board to discuss the new financial software the finance team would like implemented. Discussion points were costs of implementation, pros & cons for, and ultimately what it will provide for the Town of Grafton, that is a standardized chart of accounts that comply with UMAS Manual, transparency with accounting reporting to DOR, and improve the accountability for the finance Departments.
- Attended a Harpers Payroll webinar on Independent Contractors: Avoiding Misclassification. Topics included: reasons you have for classifying workers as independent contractors instead of as employees, the differences between these two classifications, and the related DOL and IRS tests.
- Attended Equitable COVID-19 Response & Recovery which covered recent updates to the Equitable COVID-19 Response and Recovery Job Aid, including updates on the FEMA Review Process

Treasurer/Collector

- Excise Tax 2021 Commitment 2 & 2019 Commitment 21, totaling 356 bills were sent to the Kelley & Ryan for collection
- 16 MLC requests have been received/processed this week.
- 2 tax titles liens were redeemed, and Instrument of Redemptions were signed, notarized, and mailed out for recording.

Principal Assessor

- 1) Received approval of the LA3 and corresponding reports from the DOR.
- 2) Submitted the LA4 and LA13 for approval of values and growth.
- 3) Mailed exemption forms and letters for Seniors, veterans, blind and hardships.
- 4) Mailed forms, applications, and maps for Chapterland filings, due October 1 st.
- 5) Received response from the Bureau of Municipal Finance Law for the outstanding taxes for FY 2008, 2009 and 2010 for 18 ½ Snow Road totaling \$4,850.53. More information is required from the Town, it appears the request will be denied. Sent information to our Attorney, Accounting and Treasure/Collector.
- 6) Entered 15 deeds for August,

- 7) Processed 3 Abutters request.
- 8) Processed 12 MV abatements.
- 9) Field inspections for 8 cyclicals, 9 building permits and 3 sales verifications.

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department (8/8/21-8/14/21)

326 log entries were made including 38 - 911 calls, 17 alarm calls, 21 ambulance calls, 8 animal complaints, 96 business/area checks, 7 disturbance calls, 2 fraud/ID theft complaint, 14 motor vehicle accidents, 28 motor vehicle stops and 8 well-being checks.

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

On Tuesday, I attended the Central MA Chiefs of Police Association Annual Conference held in Gardner. Topics covered included Police Reform, P.O.S.T. and Resilience and Wellbeing Skills for First Responders.

Fire Department

No Report Submitted

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

No Report Submitted

Engineering

- Eversource continues doing gas work on Main Street,
- Milford Road sidewalk project is progressing,
- Continue working on Fitzpatrick Road culvert project. Notice of Intent hearing was held on 8/17,
- Messier, Murray and Farnum Streets have been reconstructed,
- Magnolia Lane has been milled in preparation of resurfacing,
- Streets within the Sunrise and Powerline neighborhood have also been milled in preparation of resurfacing,
- Continue to work with town staff and departments on other projects and day to day activities.

Health Department

As of August 19th, Grafton has been informed of a total of 1,237 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.

The FDA recently authorized and the CDC also recommended that individuals who are moderately to severely immunocompromised receive an additional dose of mRNA vaccine COVID-19 vaccine after the initial 2 doses. More details can be found at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/recommendations/immuno.html>.

As a reminder, the mosquito and tick season is still 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

The Building Department processed several buildings, electrical, plumbing, mechanical and gas permits. Thursday was an unusual day as the Town of Grafton was under a tornado warning. The department worked swiftly and diligently with the Town Administrator's staff, to assure the safety of staff and visitors during the tornado warning.

Planning

No Report Submitted

Conservation

Staff prepared for, attended, and worked to issue the resulting documents from the Commission's 8/17 meeting. Staff reviewed applications filed for the Commission's 9/21 meeting. Site inspections were conducted and inquiries from residents and applicants were fielded.

COMMUNITY SERVICES

Recreation Department

Join us for the last concert of the summer on August 25th with the Clafin Hill Symphony from 6:30 p.m. to 8:00 p.m. at Nelson Park. Anzio's Brick Oven Pizza and Mooving Cow will be onsite with concessions available for purchase. Handicap parking is available in the Nelson Parking lot. General Parking is available along Prentice Street and across the street in the large grass area.

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

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

Attended the monthly Worcester Regional Transit Authority Advisory Board meeting. Sealed, labeled, and mailed the September Senior Center newsletters. Staff met with James Tarr from the Collin's Center to discuss job descriptions for the town's wage and classification study. Attended a presentation on Goal Setting and Daydreaming which was given by Joe Glover, CEO of ArchAngel Leadership & Executive Coaching. Advocacy and support was provided to seniors daily.

Library

The library is unable to open to the public as planned on Monday August 23, 2021 due to delays in raw materials, fabrication, and shipping. Without the remaining shelving, we cannot put away relocated items or finish shelving the collections.

Additionally, COVID, weather and other vendor issues have delayed various installations and trainings on the A/V System, new Xerox copiers, key cards and alarm/security camera, printer release software, and PC reservation software. Phones are not yet installed. While there are several punch list items we can work around, we cannot plan workflow, or learn and practice systems that have not yet been implemented, nor open to the public if it is not safe to do so.

Construction specialists from the Massachusetts Board of Library Commissioners -- our grant funders -- visited this week to review the project. They were pleased with the design and had some feedback. MBLC advised remaining closed completely for two full weeks AFTER everything is set up so staff have time to acclimate - MBLC does not condone the partial opening we had intended and said we must either be fully open at 60 hours/week or closed, which puts us into September for reopening to the public. Dates will be announced as soon as possible. In the meantime, please continue to hold materials at home and us digital resources shared at www.graftonlibrary.org/digital.

We know how disappointing this is for the community, key stakeholders and donors. Please know staff are doing everything in their power to ready for open day, we miss you, and thank you for your patience.

A ribbon cutting ceremony is still on schedule for 11am Friday October 1. Further celebrations will take place next summer.

All staff (not on vacation) attended a key training and were interviewed for the Wage and Compensation study. All staff are reading *Mistress of the Art of Death* by Ariana Franklin for our next reader's advisory training in September. In medieval Cambridge, England, Adelia, a female forensics expert, is summoned by King Henry II to investigate a series of gruesome murders that has wrongly implicated the Jewish population, yielding even more tragic results. As Adelia's investigation takes her behind the closed doors of the country's churches, the killer prepares to strike again.

Heidi answered questions about library accounts, holds, readers' advisory, kits, when we will be open, where they can return materials. She updated library accounts and made new ones for patrons. She attended the weekly staff meeting and took the minutes. Heidi attended the Daytimers' Book Group discussion of *Cat Shout For Joy* by Shirley Rousseau Murphy and the GPL Mystery Book Group discussion of *Dead as a Dinosaur*, by Frances and Richard Lockridge.

Allie initiated contact with the Princh Rep - Ronnie in Denmark and got Princh installed and set up. Jane and Sandhya attended training and then they set up the four patron computers and bookmarked Princh on them. Allie also connected the receipt printers to

staff computers and installed Hatch.

Allie worked on the September newsletter. Jane set up circ desk, made a video on how to use the Automated Materials Handler using Canva. Ranjita helped set up the circ desk, unpacked, and cleaned out the refrigerator and freezer at St. Andrews. Susan, Allie, Jane and Ranjita all helped reorganized the magazines in the Historic Reading Room.

Sandhya completed work on Wi-Fi hotspots, read through Interlibrary Loan (ILL) resources, added new items on Library of Things, and worked on a Reader's Advisory assignment.

The Children's Staff continued to work on setting up their space. Allison did final Summer Reading Program kit pickup Wednesday & Thursday.

Veterans Services

No Report Submitted

GCTV

A new episode of "Business to Business with Jay Hunter" was recorded this week. The Grafton business featured was Donut Star, and Bob DeToma filled in for Jay. Bob chatted with owners Sodavid Sam and Liduchdy Kit.

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.

IMPORTANT DATES TO REMEMBER

Upcoming Select Board Meetings

September 7th (Business Meeting)

September 14th (Workshop)

September 21st (Business Meeting)

Upcoming Department Head Meetings

September 8th 10:00 a.m.