



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: August 27, 2021

Town Administrator

- Attended a Farm Tour with Senator McGovern.
- Met with GSX regarding 27 Upton Street.
- Met with developer and company on possible 124 Westboro Road facility.
- Responded to various resident concerns.
- Reviewed project status with outgoing OPM.

ADMINISTRATION & FINANCE

Finance Director/Town Accountant

No Report Submitted

Treasurer/Collector

- Payments and calls have come in for Excise Tax 2021 Commitment 2 & 2019 Commitment 21 that were put on warrant with our Deputy Collector.
- 21 MLC requests have been received/processed this week.
- 4,749 Q1 Sewer Bills are being approved today and will be mailed out Mon., Aug. 30th and are due Wed., Sept. 29th.

Principal Assessor

- 1) The LA4 and LA13 were approved by the DOR.
- 2) Notification of MVE Exemption Reimbursement Approval was received on 8/23 in the amount of \$ 764.27.
- 3) Received and reviewed 31 personal exemption applications.
- 4) Met with the Finance Team, Mary L and Amy, reviewed policy to abate uncollectable MV for the Board of Assessors to sign at next meeting Discussed Host Agreements

with marijuana facilities, MJ's Market will commence soon. Updates on the conversion to the Vadar system and our next steps.

- 5) Revised and updated the Data Collection Manual for the Board to review.
- 6) Processed **22** Abutters request.
- 7) Processed 41 MV abatements.
- 8) Field inspections for 8 cyclicals, 9 building permits and 11 sales verifications.

Town Clerk

Approximately 475 dogs have been registered since sending out the licensing reminder mailer from Animal Control. Our Animal Control Officer will begin visiting households of any unregistered dogs to date in attempt of getting them licensed.

Census 2020 data from Umass Donahue Institute is available at:

<https://www.sec.state.ma.us/census2020/index.html>.

An interactive map to view Grafton data or by city/town can be found at:

https://donahue.umass.edu/data/pep/dashboards/census2020_dashboard.html.

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 (8/15/21 – 8/21/21)

373 log entries were made including 64 - 911 calls, 14 alarm calls, 25 ambulance calls, 0 animal complaints, 138 business/area checks, 5 disturbance calls, 2 fraud/ID theft complaint, 6 motor vehicle accidents, 24 motor vehicle stops and 3 well-being checks.

4 License to Carry Firearms applications were received. Weekly Chief's Column posted on Back-to-School Safety Tips for Students, Parents and Motorists. Officers received legal updates on current court decisions and roll call notices including Commonwealth Fusion Center bulletins. Officer Alves attended School Resource Officer Training in Maynard.

Extra officers and dispatchers were assigned to duty on Sunday (8/22) in anticipation of Tropical Storm Henri making landfall. Fortunately, there were minimal issues resulting from the storm and no major damage was reported.

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 10:00 a.m. -2:00 p.m. Seasonal paving continues on several streets in all areas of town. 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. Staff continues clean-up from the past weeks rain and windstorms, and the replacement of a collapsed culvert on George Hill Road.

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. Our seasonal staff member is off to college, and we wish Joe well with his new adventure.

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

No report submitted

Health Department

As of August 26, Grafton has been informed of a total of 1,247 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 has been issuing building, electric, mechanical, gas and plumbing permits.

Planning

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

Staff attended a number of workshops with designated "subject matter experts" regarding the 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 and met with representatives of the Fisherville Mill Redevelopment Corporation, Magnolia Drive Preliminary Subdivision, and 45 Creeper Hill Road, regarding potential and ongoing projects.

Staff continues to coordinate processing of the 43D application for 244 Worcester Street and is 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.

Conservation

Staff 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

Our fall and winter programs have arrived. View a brochure [HERE](#). Registration opens September 1 at 9am. NEW Teen Barre, NEW Adult Horse 101, pre-school, youth afterschool, weekend, and vacation week programs, and more plus all your favorite events are back!

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

Council on Aging

Dr. Tina Theroux and her staff provided ice cream with toppings for Grafton seniors. Approximately 40 seniors attended the event and were very appreciative, especially since it was such a hot day. The Senior Center has a variety of face masks available for seniors who either forget one or needs a replacement. Support, advocacy, and guidance was provided to seniors daily.

Library

The Library remains unable to open to the public as planned on Monday August 23, 2021 due to delays in raw materials, fabrication, and shipping. Staff attended a training on the Xerox copier.

Library Director Beth Gallaway worked on PR, the annual ARIS report (required for State Aid), Trustee meeting prep, contacted Bibliotemps about temp staff, reviewed applications for three of the four vacancies, and began scheduling interviews. She attended two donor tours, Construction team, Policy Committee, Friends Board, and Board of Library Trustees, and a staff meeting as well as had many impromptu conversations around issues related to IT, security, alarms, policy, procedure, and logistics.

The Children's staff looked at collection flow and rearranged shelving to create a more intuitive browsing experience. They also measured shelving in the program room storage closet and calculated the number of storage bins that would be needed for craft material organization.

Sarah continued to refurbish library carts and began compiling Summer Library Program stats for submission to MLS.

Mare continued to prepare her paperwork for the para librarian level 2 application due this fall and attended the "State of Reader's Advisory" webinar.

Jen worked on booking rooms for upcoming programs later this fall/winter and the Children's Room newsletter.

Allison took some vacation time and worked on new fall challenges on Beanstack and the September fall newsletter. She also put out this week's activity kits at the temporary location. This is the final week of summer programming!

Heidi answered reference questions, questions about library accounts, passwords, holds, where they can return materials, what happened to the book I returned in the AMH and why isn't it off my record? She updated library accounts and made new ones for patrons – we had a record 51 new library card registrations in July.

Donna added 319 items to the system, packaged, processed, and cataloged the 5 hotspots from MBLC and continued to organize the Tech Services office.

Eileen worked on bills, called newspaper delivery to find out why papers are not arriving at the new location, canceled the fax line at 53 N. Main Street, and provided some ARIS stats to Beth.

Circulation staff continue to unpack as far as we are able, pending shelving and storage space.

Allie has been working on the Body-Mind-Spirit canvases (while listening to our next Readers Advisory selection!), after much research on the best type of adhesive system, painting the boards to match the walls, and organizing the paintings. Allie was designated the Princh point person, and she spent time setting it up on the staff computers. IT needs to set it up on each patron computer. Allie also completed the September newsletter.

Sandhya and Jane spent time reorganizing the magazines, PB FIC books, fiction and non-fiction graphic novels, and paperbacks in the Reading Room. Sandhya also updated museum pass information on Tixkeeper, helped organize the Friends' area, labeled furniture to be moved, and looked through Comcat and Clio records.

Jane unpacked boxes and organized supplies, moved chairs, labeled furniture to be moved, and attended a webinar: MLS Live: Library for the Commonwealth, helped organize the Friends area, and transcribed training notes into the Google drive.

Susan oversaw the Reading Room shifts, organized her desk space, communicated with C/W MARS and Optima about our changed opening dates, developed a work plan for the week for our page, Taylor, ran a report of all material due between 8/24-31, and also ran a report on all of our material that is non-holdable.

Taylor shelf-read and his mom repotted library indoor plants. Thank you to Carolyn Dee!

Veterans Services

No Report Submitted

GCTV

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:

- We continue to wait for the remainder of the metal shelving from the manufacturer, which is impacting the opening of the library.
- Final paving was done, parking lot striping to happen within the next few days, weather permitting.
- An adjustment to the detention pond is nearly complete, pending subcontractor availability and weather.

- Landscaping of the front of the building will start in mid-September; start was delayed due to design documents and finding a local contractor available to do the work.

Common Project:

- Contractor has been waiting for a shipment of granite to arrive so the brick work can begin. They plan on starting September 7th.
- Lights and light poles are still several weeks out but once the brick sidewalks are done and grass is seeded the Common will re-open.

Municipal Center Accessibility:

- Concrete ramp has been completed.
- Guardrail shop drawings are with the architect.

Adams Road Barn Demolition:

- Project awarded to Page Construction, expect work to begin immediately after contract is signed in mid-September

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.