



## MEMORANDUM

### OFFICE OF THE TOWN ADMINISTRATOR

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TO: Select Board

FROM: Evan Brassard  
Town Administrator

RE: Administrator's Weekly Report

DATE: December 3, 2021

#### **IMPORTANT NOTICES TO ALL DEPARTMENTS**

- Submit Budgets by December 17<sup>th</sup> 4:00 p.m.
- Department Head Budget Review Meetings Jan 6<sup>th</sup> 10:00 a.m. – 2:00 p.m.

#### Town Administrator

- Met with representatives from Tufts and Mass Development regarding science park properties.
- Attended Central MA Veteran's District Quarterly Meeting.
- Completed upload of FY2022 Capital Plan to ClearGov and Pushed out FY2023 Capital Budget to Department Heads.
- Compiled Municipal Solid Waste and Bag Fee Data.
- Reviewed and pushed out Job Descriptions to Department Heads for review as part of Salary and Classification Study.
- Continued license application processing.

#### **ADMINISTRATION & FINANCE**

#### Town Accountant/Finance Director

- Computing revenue projections for FY23. Motor Vehicle Commitment had an increase of 6.4% from FY20 to FY21. FY22 commitment will be released in February. Revenue projections for MVX in FY22 is currently 8,854,831. I expect an increase of 1-2% for FY23. Meals Excise revenue decreased 19.32% from FY20 to FY21. However, things are looking up as there was a revenue increase of 48.89% from Q1 FY21 to Q1 FY22. FY22 revenue projection was 130K.
- Accounting Office is concurrently working on the Schedule A Reporting and the Town Report for the Accounting Dept.

- Will be meeting with department heads in late December to research older accounts. I would like to review all accounts with department heads to determine which accounts should be closed prior to the conversion.
- This Monday, we welcomed our new Treasurer/Collector Madeline Goodrich to the Finance Team. We will host a light welcoming breakfast for Maddie to introduce her to the Municipal Building Staff and all Department Heads.
- Attended a Harpers Payroll Webinar on ACA & Year End for preparation of W-2 reporting.
- Town of Grafton will be participating in the Turbo Tax 2021 form Import program. Employees will have the ability to automatically import their W-2 data into TurboTax.
- Will start conducting Assessor interviews next week.
- Attended Solid Waste Master Plan Webinar. Discussion was based on the big picture view for the Commonwealth of MA. Master plan is updated every 10 years, and the current one runs through 2030. Where does it go? Commonwealth has seven municipal waste combustions, five landfills, and 200 Waste Transfer Stations.
- Pushed out the FY23 General Fund & Sewer Enterprise Fund to Department Heads. Budgets are due back to Accounting no later than Friday December 17<sup>th</sup> @ 4pm. Please reach out to me if you have any questions.
- Met with Kearsarge to go over the Town Net Metering Credit process and allocation. Will be reallocating NMC's in the upcoming few months after an analysis is completed on all of Grafton's electrical accounts kWh usage.

#### Treasurer/Collector

Q2 Sewer Bills mailed 11/29/2021 due 12/29/2021

8 MLS requests have been received/processed

October cash recon completed and balanced with Accountant

Steady flow of call and payment traffic online and in house

#### Principal Assessor

No Report Submitted (position vacant at this time)

#### Town Clerk

Grafton's precinct map for 2020 was brought to the Select Board for approval on Tuesday night. After discussions, the Board approved the proposed map staying with 5 precincts. Material was sent to the state for approval or returned for changes. The LEDRC meeting to approve Grafton's map was on Wednesday, November 17<sup>th</sup>. After this meeting we will find out the outcome of our map.

Initiative Petitions received have been certified.

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. Skip Currier has been volunteering to scan maps and plans organized to start the digitizing

process of our records.

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 (11/14/21 – 11/27/21)

693 log entries were made including 111 - 911 calls, 34 alarm calls, 65 ambulance calls, 6 animal complaints, 231 business/area checks, 7 disturbance calls, 4 fraud/ID theft complaint, 12 motor vehicle accidents, 55 motor vehicle stops and 12 well-being checks.

7 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on Safety Tips for Holiday Shopping and Tips for Protecting Your Mail and Packages This Holiday Season.

Training included mandatory MPTC online in-service training for all officers including Human Trafficking, De-Escalation and Use of Force, Police Responding to Emergencies of Those with a Mental Illness, Cultural Competency, Suicide & QPR Certification, Critical Incident Stress Management and Mental Wellness. Officers also received legal updates on current court decisions and roll call notices including Commonwealth Fusion Center bulletins.

Sgt. Crosby attended MA Police Accreditation Commission Standards training and Coplink investigative applications training at the Commonwealth Fusion Center. Officer Niford continued his FTO observations and Dispatcher Bellevue will complete her training in the communications center this week.

Effective December 3<sup>rd</sup>, Officer Robert Collette will be officially retired as a full-time officer with the Grafton Police Department after 36 years of service. He will continue as a part-time officer working special duty details. We offer our congratulations to Officer Collette for his dedication and service and wish him well in all his future endeavors.

## Fire Department

No Report Submitted

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

No Report Submitted

## Engineering

- Countryside Road reconstruction has been completed. Loaming operations have begun today
- Milford Road sidewalk project punch list site walk taking place today
- Crack sealing was performed on several streets in town
- Continue working with Eversource and consultant on Fitzpatrick Road culvert project
- Continue working on updates to Pavement Management System
- Continue working on Year 4 NPDES Permit requirements
- Continue to work with town staff and departments on other projects and day to day activities

## Health Department

As of December 2, Grafton has been informed of a total of 1,643 confirmed positive COVID-19 cases since case tracking started in early 2020. The number of new cases continues to increase further in Grafton, surrounding communities and the State, and the new variant of concern (Omicron) has been identified in the US already. Individuals are strongly advised to continue to exercise precautions (e.g., wearing masks, social distancing, frequent hand washing), especially given the Delta variant circulating throughout the country, increased case counts, and the new Omicron variant.

Worcester County and surrounding areas are considered to be “high 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.

For more information on the COVID-19 vaccines and how to find a vaccination location, visit <https://www.mass.gov/covid-19-vaccine>. Vaccination is strongly recommended.

The FDA has authorized and the CDC also recommended that individuals 18+ years are eligible for a COVID-19 vaccine booster. More details on the eligible populations and

timing can be found at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/booster-shot.htm>

The FDA authorized and the CDC also recommended that children ages 5-11 years get vaccinated for COVID-19. Currently, the only vaccine authorized for children ages 5-11 years is the Pfizer vaccine. More details can be found at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/recommendations/children-teens.html> and <https://www.mass.gov/info-details/covid-19-vaccinations-for-children-ages-5-11>.

In addition, the FDA 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>.

Flu shots are available at pharmacies and other locations (e.g., doctor's office).

## **DEVELOPMENT SERVICES**

### Building/Zoning

The building department has been issuing building, electric, mechanical, gas and plumbing permits.

### Planning

The past two weeks, the Planning Department completed administrative tasks for the Planning Board. Staff met with a prospective Developer for 5 Millennium Drive, held a preconstruction meeting with representatives of 8 Pine Street and met with representatives of Tufts and Mass Development regarding the Grafton Science Park. In addition, staff attended a Public Hearing on the 2nd proposed amendment to the Central Massachusetts Metropolitan Planning Organization's Transportation Improvement Program (CMMPO TIP), hosted by the Central Massachusetts Regional Planning Commission (CMRPC), as well as met with representatives of the Pet Rock Festival regarding potential relocation sites in Grafton.

Staff is continuing coordinating with representatives of the 244 Worcester Street 43D application, as well as developing a number of proposed zoning changes for the Spring Town meeting as well as an RFP for the Master Plan Update in coordination with the Select Board, Planning Board and other local stakeholders and will be seeking additional input shortly. Staff is also submitting an LRRP Funding Assessment Community Application related to the Local Rapid Recovery Plan (LRRP) (Application Deadline December 17, 2021), continuing review of potential to use 2022 MassTrails Grant Round for additional study and design related to the conceptual Blackstone River bikeway and potential connections to Northbridge and Sutton (Application Deadline February 1,

2022), as well as applying for Tier II funding via the Complete Streets Program for Development of a Prioritization Plan (Application Deadline April 1, 2022).

### Conservation

- Reviewed applications filed for Commission's 12/7 meeting
- Updated templates and workflows in Viewpoint
- Worked on Green Communities grant projects
- Worked on FY23 budget
- Conducted site inspections
- Fielded inquiries from residents and applicants

## **COMMUNITY SERVICES**

### Recreation Department

Grafton Celebrates the Holidays is this Sunday, December 5! Enjoy family fun while supporting participating businesses, churches, and non-profit organizations. You'll find more than 20 Frosty Stops (just look for the Snow Bear logo!), plus a Craft & Vendor Fair from 10am-2pm with local goods, a map of decorated homes and businesses for viewing and voting, Santa's arrival on the common and more holiday fun! View the Event Brochure [HERE](#).

Have you seen our new winter brochure? NEW afterschool, teen, and adult programs (including an adult pickup games program - all your favorite camp and recess games..come be a kid again!). Check it all out [HERE](#).

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

### Council on Aging

Attended a webinar on *Using the Medicare.gov Plan Finder*. Homefield Credit Union delivered 50 turkey meals prepared by Post Office Pub to seniors who were going to be alone on Thanksgiving. Lori Girard of Houlden Farms also delivered 10 meals on Thanksgiving Day. Dr. Tina Theroux brought to the Senior Center 20 bags containing food items for a Thanksgiving meal and a \$25 Stop & Shop gift card. Also, different departments from Grafton High School brought to the Senior Center 10 extravagant Thanksgiving baskets. All Thanksgiving bags and baskets were distributed to our Grafton seniors. The December newsletters were sealed, labeled, and mailed. The November Worcester Regional Transit report was completed and emailed to the WRTA. The Senior Center was decorated for the holidays, and we have been preparing the Holiday Drive-Thru luncheon to be held on Friday, December 10<sup>th</sup>. The Senior Center Holiday Gift Card Drive is underway and many gift cards have already been received. We are requesting gift cards to local businesses for our Grafton Seniors. The gift cards need to be received at the Senior Center by December 13<sup>th</sup>. Unibank has a Giving Tree for seniors in the

lobby of their North Grafton branch. There are approximately 45 tags with the needs of a senior printed on them. Gifts need to be received at Unibank no later than Friday, December 17<sup>th</sup>. Wellness checks, support, advocacy, and guidance was provided to seniors daily.

### Library

Library Director Beth Gallaway worked on logistics for the Ribbon Cutting and Dedication, scheduled for December 17, 2021 at 11am, and for Grafton Celebrates the Holidays – the Library will be open on Sunday from 12-4pm with crafts, activities and Friends fundraisers.

Beth worked with Signet on door and security issues, ordered non-fiction and office supplies, worked on MBLC reports and the FY2023 Action Plan, and met with IT, the construction team, and various staff members. She spoke with middle school principal Roseanne Kurposka regarding tween behavior issues, including theft of library property and disrespect towards staff. Beth ran a staff meeting and assignment on addressing behavior concerns to practice working with the public regarding masks. Beth updated the Library's Continuity of Operations Plan (COOP), worked on the FY23 budget, reviewed the Draft Group Visits policy, delegated procedures manual updates and other tasks, and did a Koopmans run purchased seasonal decorations for GCTH.

Borrower services staff covered the lobby and the adult circulation desk, managed the AMH system, helped patrons navigate self-check in, self-check out, room reservations, copier use, finding items on the shelves, answered questions about material, registered new borrowers, checked out museum passes, managed materials requests outside the local CW MARS network, finalized a seasonal display, created signage for new fiction and display, reminded people to keep their masks on, processed delivery daily, placed holds, documented questions and comments from the public, and monitored youth behavior in the adult spaces.

We had a volunteer help move the Large Print books from their temporary location to their permanent home in the Large Print/New Material room. Museum passes have been updated with new closures, times and pass/ticket policies. The December Newsletter was completed and sent. Printing & Wi-Fi is working now and there is no charge for printing until the end of the year. Masks are available for sale for \$1 at the library. Orders were placed for new Large Print, DVDs, audio books and Overdrive content.

This week Heidi hosted the "Reads Well with Others" Book Group Monday evening to discuss ***Christmas at Little Beach Street Bakery***, by Jenny Colgan. She also facilitated The Inspirational Book Group Tuesday evening to discuss ***Angles on Earth: inspiring stories of fate, friendship, and the power of connections***, by Laura Schroff and Alex Tresniowski.

Heidi answered reference questions, created library cards for people and worked on

holiday library displays.

Sarah presented a preschool storytime and toddler time programming, shepherded a Young Scientists virtual program, created a prerecorded storytime for North Grafton Elementary School and gave the viewing link to the teachers, ran two sessions of Button Art programming during the day off for school conferences, purchased solar lights for the walkway to the Children's Amphitheatre, purchased and installed seasonal lights on the circulation desks for the upcoming GCTH program, communicated with staff about program coverage, and assisted patrons.

Jen worked on the January newsletter, updating EventKeeper and Room Keeper bookings, ran a Library Babies program, assisted patrons, and gave a tour to a local Cub Scouts pack. Cyndi organized the Children's Library of Things, assisted patrons, notarized documents, decorated for GCTH, and helped with volunteers. Kristin collaborated with the lower elementary schools in an outreach capacity and prepped for her three book club sessions. Mare coordinated with volunteers and assisted patrons. Stacie assisted patrons, created book displays, and continued to acclimate herself to the Children's Room.

#### Veterans Services

No Report Submitted

#### GCTV

We recorded two Bus Stop Weather segments, hosted by Freshman Sophie Kling. We recorded a promo announcing our participation in GCTH, and our Open House. We look forward to families stopping by, recording a holiday greeting in front of our green screen, and touring the studio. Capped off with recorded coverage of Santa's arrival at the Common.

Bob DeToma introduced the GCTV interns to School Committee at their Nov. 30<sup>th</sup> meeting. They are Sophia Kling (Freshman), Cadence Tucker and Madi Otis (both Juniors).

As always, 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**

December 7, 2021 (Business Meeting)

December 4, 2021 (Business Meeting)

#### **Upcoming Department Head Meetings**

December 8, 2021, at 10:00 a.m.