



## MEMORANDUM

### OFFICE OF THE TOWN ADMINISTRATOR

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TO: Select Board

FROM: Carter Terenzini  
Temporary Town Administrator

RE: Administrator's Weekly Report

DATE: December 4, 2020

CC: All Departments

#### IMPORTANT NOTICES TO ALL DEPARTMENTS

- Annual Town Reports due January 29, 2021

#### Business Meetings or Workshops

(This is where we provide basic information or expand upon memorandum enclosed in your packet).

#### TOWN ADMINISTRATOR

In keeping with our issues on trash, we received a report on bag supply shortages at various vendors from time to time. Unfortunately, the ordering is the responsibility of the retailer. The stores carry these as a convenience and must pay for them even before they sell out, so we are certain they are trying "just in time" delivers. However, as supply issues arise this could prove problematic with the holiday upon us. We will be sending out a reminder to all retailers to carefully consider the timing needed to stay in stock. We have received a request to purchase 127 Westboro Road. We are reviewing with town departments and will place it before you in the next few weeks. I met with the School Superintendent to review revenues and the sharing thereof. Budget hearings have commenced. We dealt with a potential COVID case and all is according to protocol.

#### ADMINISTRATION & FINANCE

##### Town Accountant

No Report Submitted

##### Treasurer/Collector

No Report Submitted

### Principal Assessor

- 1) 11/23 RECAP submitted to DOR. Tax rate of \$17.18 for FY2021
- 2) 11/24 RECAP Approved by DOR
- 3) Committed Pro Forma Tax for 13 Centennial Drive to the T/C in the amount of \$24,338.86, CPA \$ 364.21
- 4) Scheduled billing file with Softright for 12/3
- 5) Board meeting 12/4
- 6) Interviews for Finance Director 5 candidates
- 7) Accompanied Bob Berger to 9 Glen Street for issues on work being done without permits
- 8) Field Inspections for permit sign offs, sales, and commercial properties
- 9) Department attended WCAA Annual meeting

### Town Clerk

No Report Submitted

## **PUBLIC SAFETY**

### Police Department

691 log entries were made including 54 - 911 calls, 18 alarm calls, 38 ambulance calls, 4 animal complaints, 289 business/area checks, 9 disturbance calls, 39 fraud/ID theft complaints, 6 motor vehicle accidents, 3 arrests and 38 motor vehicle stops.

27 License to Carry Firearms applications were received. Weekly Chief's Column posted on National Grid Payment Scams and Holiday Shopping Safety Tips. Training included PowerPhone Emergency Medical Dispatch Recertification for Dispatcher Cindy Mercier, MPTC Instructor Development for Officer Dave Sullivan and SWAT training for Lt. Minardi. Legal updates to include the District Attorney's Law Enforcement Bulletin and Use of Force – Failure to Intervene for all personnel.

The department was awarded a Municipal Road Safety Grant from the Executive Office of Public Safety and Security (EOPSS) in the amount of \$19,984.00. The grant will be utilized for extra traffic patrols and to purchase pole mounted radar speed sign equipment to be deployed throughout the town to discourage speeding.

### Fire Department

No Report Submitted

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

#### Public Works

The Highway division of the DPW continues the process of moving into 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 and is open by appointment. The recycling drop off area will continue to operate at the Upton Street

facility through the winter. The resident winter sand pick up area will also remain at the Upton Street facility. The brush dumps last day of operation for the season was November 28th.

#### Highway Department

Routine Operation and maintenance of town owned infrastructure. Maintenance staff continues to install new and existing equipment at the new facility. New speed advisory signs were installed in various neighborhoods. Assistance was provided to the recreation dept for Grafton Celebrates the Holidays.

#### Cemetery and Parks

Fall cemetery and park cleanup continues. Year end a maintenance for winter storage of mowing equipment is complete. Weekly collection of fallen leaves has finally ended. Provided services for two funeral and installed two stone. Assisted the rec dept with park improvements and set up for Grafton Celebrates the Holidays

#### Sewer Department

Routine operation and maintenance of the towns wastewater treatment and collection system. Routine administrative functions including billing and 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 December 3, Grafton has been informed of a total of 323 confirmed positive COVID-19 cases since case tracking started earlier this year. As of December 3, Grafton is at a Yellow status on the State's weekly report, and a similar increase in cases is occurring in surrounding communities and the State. 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.

The Alliance worked with the Alliance towns to purchase mobile vaccine units to be stored in the Alliance towns in anticipation of upcoming COVID-19 vaccine distribution.

The Board of Health and Alliance are continuing to monitor the case counts in town and surrounding communities to identify whether any recommendations or policies should be updated or implemented above and beyond the State restrictions and guidelines.

The Board of Health, Select Board and Alliance had a joint meeting as part of Tuesday's Select Board meeting to discuss COVID-19.

The various annual flu vaccine clinics for town employees, the schools, and citizens have been completed.

The annual permit renewal applications are in the process of being sent out by the Health Department.

## **DEVELOPMENT SERVICES**

### Building/Zoning

The Building Department processed roughly 19 building permits and 22 mechanical permits including: electric, plumbing, and gas. We also processed a zoning permit.

### Planning

This week and the previous, the Planning Department completed administrative tasks for the Planning Board and Affordable Housing Trust. Staff continued work on formulation of the FY22 Budget which was reviewed in draft form with the TAs office. Staff is completing minor adjustments to the proposed budget per the meeting with the TAs office and a summary budget memo will be forthcoming shortly.

Staff has coordinated with CMRPC on finalization and distribution of advertising materials for the OSRP forum scheduled for December 17th at 7pm via zoom (<HTTPS://ZOOM.US/J/91624475508>), and assisted in interviews of candidates for the Management Analyst and Communications Specialist position.

Staff has also continued coordinating with businesses to address impacts of COVID-19. At this time, it is our understanding that businesses in receipt of temporary outdoor operations have either gained extended approval or ceased outdoor operations. Staff is evaluating opportunities in coordination with local businesses to pursue the expanded Shared Winter Streets and Spaces Grant Program (<https://www.mass.gov/shared-winter-streets-and-spaces-grant-program>) to further bolster local businesses and public spaces. Staff is also preparing an application for the Local Rapid Recovery Planning Program on behalf of Grafton while simultaneously reaching out to CMRPC about potential for "group plans" to remain engaged in the regional conversation and in tune with alternative opportunities.

### Conservation

Staff prepared for the Commission's meeting on 12/1 and then worked on issuing the resulting documents after the meeting. The Agent conducted numerous site inspections. Phone calls and emails were fielded from residents and applicants. Staff attended trainings on spatial LiDAR and improving relationships between staff and Commissions.

## COMMUNITY SERVICES

### Recreation Department

Grafton Celebrates the Holidays will be held on December 6. Visit [tinyurl.com/GCTH2020](https://tinyurl.com/GCTH2020) for event information. ADA improvements in parks and playgrounds continues. New winter programming will be launched in the next few weeks.

### Council on Aging

Interviewed 7 candidates for the position of Management Analyst/Communications Specialist with Jen Andersen and Chris McGoldrick. The December Senior Center newsletter was printed and mailed. Completed the WRTA monthly report for November. To date, the Senior Center has received 186 gift cards which will be delivered to Grafton seniors who will benefit from receiving such a generous gift. Met with staff from the Central Massachusetts Agency on Aging and received 25 gift bags for Grafton seniors in need. Each bag contained a Stop & Shop gift card, Bomba socks, a face mask, lanyard and mints. Continue to work with Grafton Strong applicants, and Outreach is very busy with fuel assistance applicants.

### Library

This week, the Library completed an FY22 budget request, the October Construction Report, and the 2021 Action Plan. View the plan online at <https://drive.google.com/file/d/1ME3-Fv2wXUGhLJmuO5WU7qC8-sgR9fyn/view?usp=sharing>; this is an update to the 2016-2020 Action Plan in lieu of a new strategic plan, with extensions granted by MA Board of Library Commissioners due to the Pandemic. The Community Survey is still open at [bit.ly/LRP2025](https://bit.ly/LRP2025). We put out 172 bags for contactless pick-up last week. Total curbside pickup for November was 591. Please call 508-839-4649 or email [graftonlibrary.ma@gmail.com](mailto:graftonlibrary.ma@gmail.com) to request materials or get suggestions for gift books! Star Wars themed activity packets went out Monday December 1, coinciding with the start of our winter reading program – sign up at [www.graftonlibrary.org/wrp](http://www.graftonlibrary.org/wrp). May the Force be with you!

Reminder: November and December are Food for Fines months for the Library, so please use this opportunity to make a donation to the Grafton Food Bank in lieu of fines.

Stop by our curbside pickup porch during Grafton Celebrates the Holidays! Family Fun Kits will be available from 12-4pm. Vote for our Business Display celebrating family, inclusion, and winter holidays at <https://survey.alchemer.com/s3/6044002/Home-Business-Decorating-Contest> -- a special thank you to Beth Patch for coordinating this effort. The Friends of the Library collected \$116 from the Stop & Shop shopping bag fundraiser, thanks to all who supported this project. Membership makes a GREAT holiday gift! [www.friendsgpl.org](http://www.friendsgpl.org). We are planning a New Year's at Noon celebration via Zoom this year, with Countdown Bags available to help you celebrate. Stay tuned for details!

Veterans Services

No Report Submitted

GCTV

Three episodes of Bus Stop Weather were produced this week. Assisted John Allen with his Shop Local Campaign - ShopgriftonMA Facebook posts and prepared the studio for GCTH/GCTV Open House. Staff continues to maintain coverage for all GGTV events whether LIVE on Zoom.

**CONSTRUCTION PROJECTS**

DPW Construction project

- Additional training provided for Fire Pump system
- Some mechanical punch list items completed

Library Construction project

- Exterior brick is 99% complete
- Exterior window installation is 50% complete
- Rooftop HVAC units installed
- Temporary heat on inside building
- Drywall ongoing, both floors
- Guardrail at detention pond installed

Common Improvements project

- Discussed bid packages/purchasing strategy

**IMPORTANT DATES TO REMEMBER**

**Town Administrator Office Days Next Week:**

**Mon., Tues., Wed., Thurs till noon**

**Upcoming Select Board Meetings**

**December 8<sup>th</sup> Workshop & December 15<sup>th</sup> Business Mtg.**

**Upcoming Department Head Meetings**

**December 9<sup>th</sup> and 16<sup>th</sup>**