



## 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 11, 2020

CC: All Departments

#### IMPORTANT NOTICES TO ALL DEPARTMENTS

- Beginning December 14, the Municipal Center will be Closed to the Public. Customer business/services will be done remotely during this time.
- Applications now being accepted for Assistant Treasurer/Collector. Please encourage any and all qualified applicants to apply ASAP
- 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**

I finished the second round of interviews for Finance Director/Town Accountant and Management Analyst/Communications Specialist. I participated in a DEP webinar (3+/- hrs) on the current challenges in the recycling markets. In follow-up to that and the SB workshop I posed multiple follow-up questions to our contractor:

- Can we – and what would the advantages and disadvantages be if we were to - abandon single stream recycling and go back to a separated waste stream?
- What would the contract pricing be if we were to offer curbside trash collections only?
- Would you be interested in servicing a centralized recycling facility if we were to develop one?

- Might you have suggestions on how to best establish such a facility and what might that service contract look like?
- Might you have other suggestions we should jointly or individually pursue from other practices you have noted in your other clients?

I asked them to consider these questions in addition to my prior inquiry relative to the caps on processing, tonnage and sharing any potential upside [and told them that some of the Board members did take note of the idea that prior contracts awarded all of the potential profits – when commodities yielded those – to the contractor(s)] at their first convenience. I made similar and other inquiries to the regional Recycling Coordinator at DEP with whom I have worked on several prior projects. I'll get back on this first of next week. Budget reviews continued. I began to draft follow-up questions to Ms. Kremer on Cannabis as a result of your workshop and would ask for any supplemental questions on this and Solid Waste by early next week.

The 12/16 staff meeting will include a conversation on added risk reduction steps we might consider given the change in our risk level to RED.

## **ADMINISTRATION & FINANCE**

### Town Accountant

No Report Submitted

### Treasurer/Collector

The Treasurer/Collector has been working with the Assessor to get the RE & PP actuals uploaded and ready to send to the bill printer. Bill proofs should be received early next week and without any issue's bills should be mailed just before the holiday. Excise commitment # 6 of 633 bills will be mailed Dec. 15th and will be due Jan. 14th. The current quarter Sewer bills are due Dec. 28th. The posting for the position of Asst. Treasurer Collector should be going out shortly, with high hopes of some great candidates.

### Principal Assessor

No Report Submitted

### Town Clerk

No Report Submitted

## **PUBLIC SAFETY**

### Police Department

356 log entries were made including 44 - 911 calls, 14 alarm calls, 27 ambulance calls, 1 animal complaints, 118 business/area checks, 4 disturbance calls, 15 fraud/ID theft complaints, 12 motor vehicle accidents, 1 arrest and 14 motor vehicle stops.

12 License to Carry Firearms applications were received. Weekly Chief's Column posted on Holiday Safety – Preventing Package Theft. Training included Crisis Negotiations and MPTC Instructor Development for Officer Sullivan, Arson Investigation & Documenting the Fire Scene for Detective Wenc, MPTC Legal Update on OUI Blood Draw for all officers.

The department has announced that it will be giving a police officer entrance examination on Saturday, January 30, 2021 at Grafton High School. It is our hope to draw a large and diverse pool of qualified candidates who want to serve our community.

#### Fire Department

No Report Submitted

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

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 and will reopen in the spring.

#### Highway Department

Routine Operation and maintenance of town owned infrastructure. Maintenance staff continues to install new and existing equipment at the new facility. There were two snow and ice events this past week, one requiring plowing and the other salting of black ice.

#### Cemetery and Parks

Routine department functions in including plowing, trash pick-up, painting of replacement fencing, and grounds maintenance.

#### 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. Plowing of town roads and department properties.

#### Engineering

No Report Submitted

#### Health Department

As of December 10, Grafton has been informed of a total of 403 confirmed positive COVID-19 cases since case tracking started earlier this year. As of December 10, Grafton

is now at a RED status on the Commonwealth's weekly report, and a similar increase in cases continues to occur in surrounding communities and the Commonwealth.

A press release regarding the change in risk status has already been posted and distributed via the Town's website and Facebook page, and a CodeRed message was also released. 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 Commonwealth announced that as of Sunday, December 13 at 12:01am, the entire Commonwealth is rolling back to Phase 3 Step 1 in the reopening process, including a number of additional restrictions also. 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 Commonwealth's restrictions and guidelines.

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

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 10 building permits and 13 mechanical permits including: electric, plumbing and gas. We also processed a trench permit, 2 fire permits and 3 requests for public inspections.

### Planning

No Report Submitted

### Conservation

No report Submitted

## **COMMUNITY SERVICES**

### Recreation Department

Grafton Celebrates the Holidays was held on Dec. 6 with great reviews and we'd like to thank all the businesses that participated to make the event happen. The Home & Decorating Contest has viewing and voting until Dec. 13. A walk through with the consultant and contractor overseeing the ADA improvements in the parks occurred on Monday to finalize a punch list. Winter programming plans to be announced by the end of next week.

### Council on Aging

To date, the Senior Center has received 230 gift cards which will be delivered to Grafton seniors who will benefit from receiving such a generous gift. Interviewed two Grafton Strong applicants. Worked on a project for Carter Terenzini regarding COA's senior van centralized intake and dispatching. Began working on the January senior newsletter. Provided assistance to seniors on various issues ranging from renewing a driver's license to completing a jury duty disqualification form online. Participated in a SNAP budget training meeting online. Outreach continues to be busy with fuel assistance applicants. This past week was PAYT bag pickup for seniors who are eligible to purchase four PAYT bags for \$1.00.

### Library

The Library continues to operate in Step 1, Phase 2 and is not open to the public. Staff are available Mon-Sat from 10am-4pm for remote reference, readers advisory and virtual programming. Please call 508-839-4649 for assistance. We processed 9 new adult non-fiction titles, 60 adult fiction, 130 children's items, 15 teen and 32 electronic titles. We put out 146 bags for contactless pick-up.

Please drive by to view our Grafton Public Library celebrates the Holidays display and VOTE at [tinyurl.com/GraftonHolidayVote](http://tinyurl.com/GraftonHolidayVote) 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.

Happy Hanukkah to all who are celebrating!

### Veterans Services

No Report Submitted

### GCTV

Three episodes of Bus Stop Weather were produced this week. The old fuel tank was removed from the parking lot. The entire project was complete in a day. Paul Cournoyer thinks the new pavement can be installed pretty soon, (weather permitting). During our Annual Christmas Open House, we hosted the Cormier family who took full advantage of the green screen to create their Holiday video. Mrs. Cormier told me they look forward to coming every year! GCTV Staff continues to maintain coverage for all GGTV Gov. events whether LIVE or on Zoom.

### **IMPORTANT DATES TO REMEMBER**

#### **Town Administrator Office Days Next Week:**

**Week of December 14<sup>th</sup> / Tuesday, Wednesday, and Thursday**

#### **Upcoming Select Board Meetings**

**December 15, 2020 and January 5, 2021**

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

**December 16<sup>th</sup> and January 6<sup>th</sup>**