



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Carter Terenzini
Temporary Town Administrator

RE: Administrator's Weekly Report

DATE: December 18, 2020

CC: All Departments

IMPORTANT NOTICES TO ALL DEPARTMENTS

- Due to the recent designation as a "Red" or High-Risk Community, the Municipal Center will remain closed to the General Public. Shortly after the Red designation is lifted, we will return to appointment scheduling. 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
- We will omit the weekly report of Christmas week and pick up on 12/31

Business Meetings or Workshops

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

TOWN ADMINISTRATOR

Follow-up on the First Across the Finish Line and Waste Collection issues were priorities as was trying to devise a stop-gap plan to provide continuing payroll services as we seek to replace Ms. Joan Chase in HR. We interviewed the last two viable Fire Prevention Officer candidates and are in the midst of making our offer to - hopefully - bring this issue to closure.

ADMINISTRATION & FINANCE

Town Accountant

No Report Submitted

Treasurer/Collector

RE & PP bill proofs were received and approved this week, so bills will be mailed out Dec. 22nd for Q3 taxes due Feb. 1st. Excise commitment # 6 of 633 bills was mailed Dec. 15th and is due Jan. 14th. The current quarter Sewer bills are due Dec. 28th. I'm wrapping up November reconciliation and working on trust funds with the Accounting office.

Principal Assessor

- 1) Bill file created and committed RE \$ 46,936,962.47, PP \$1,431,463.09, Betterments \$14,884.72 and interest \$7,972.93, Sewer liens \$ 119,030.85 and interest \$16,261.07, income & expense fines \$16,900
- 2) MV commitment #6 \$ 60,250.18 due 1/14/2021
- 3) Entered 134 personal exemption on RE bills totaling \$ 187,370 as of 12/9/20, Senior/Veteran Work off \$ 10,521.51
- 4) Field Inspections for permit sign offs, sales, and commercial properties
- 5) Mapping updates prepared for Applied Geographics
- 6) Calculated Supplemental Bills
- 7) Rolled database, created static database, updated website with 2021 field cards
- 8) Training Vision Conference on Tuesday via Zoom, full day, sales analysis, I & E processing, owner maintenance, permitting, system overview
Sketch Training on Vision Wednesday 1:30 to 2:30 via Zoom

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department

314 log entries were made including 23 - 911 calls, 10 alarm calls, 24 ambulance calls, 1 animal complaint, 103 business/area checks, 7 disturbance calls, 13 fraud/ID theft complaints, 7 motor vehicle accidents, 2 arrests and 8 motor vehicle stops.

13 License to Carry Firearms applications were received. Weekly Chief's Column posted on Crime Prevention During the Holidays. Training included MPTC Biased Base Policing for all officers.

The department concluded its annual Toys for Kids and Teens toy drive collecting more than 1000 toys for area children and teens. The drive was very successful, and we hope

our efforts help to bring smiles to those who may not otherwise receive presents for Christmas. We want to thank the Grafton community for being extra generous with their donations this year.

We also participated in a cruiser convoy at Gillette Stadium to pick up Coats4Vets buckets containing warm coats, masks, sanitizer, and snacks to be given to the homeless and veterans in need. The event, held by the Massachusetts Military Support Foundation and other local sponsors, distributed over 4000 buckets to police departments across the state.

Fire Department

No Report Submitted

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

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 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 dump is closed for the season 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.

Cemetery and Parks

Routine department functions in including plowing, trash pick-up, painting of replacement fencing, grounds maintenance, and installation of two grave stones
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

Health Department

As of December 17, Grafton has been informed of a total of 474 confirmed positive COVID-19 cases since case tracking started earlier this year. As of December 17, Grafton is 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.

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 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 annual permit renewal applications have been sent out by the Health Department.

DEVELOPMENT SERVICES

Building/Zoning

No Report Submitted

Planning

This week and the previous, the Planning Department completed administrative tasks for the Planning Board and Affordable Housing Trust. Staff presented their Sidewalk and Retail Marijuana updates to the TAs office and Select Board and has been revising their proposed objectives given the feedback from the Board. The Department of Public Works completed an application for the Shared Winter Streets program and the Planning Department remains ready to support this application.

Staff is also finalizing work on developing the Net Proceeds Calculation Report for 8 Pine Street as required in the associated LDA, which will be issued shortly and is preparing a presentation to the Affordable Housing Trust for their December 21st meeting to discuss potential FY22 funding support of the proposed part-time Assistant Planner position.

The Planning Department continued to meet with local businesses and residents via zoom to discuss potential projects and address continued impacts of COVID 19. Staff also participated in a number of webinar meetings regarding the Local Rapid Recovery Planning program and will be completing and submitting an application on behalf of Grafton this afternoon.

On December 17th, the Planning Department in coordination with CMRPC and the OSRP Committee held the OSRP forum. Unfortunately, due to low turnout, staff will be coordinating with CMRPC to determine next steps. If warranted, an additional forum may be scheduled in early Spring.

Conservation

Staff prepared for the Commission's meeting on 12/15 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. The Agent attended the MSMCP Annual Meeting.

COMMUNITY SERVICES

Recreation Department

Winter programming was launched on Thursday with registration opening Friday at 12pm. The 2020-2021 Winter Brochure is now Available at GraftonRec.com Programs include a Gnome Hunt over the December break, snowshoe hikes, a new Esports league, Free Fun Fridays, and more! Plus, we have our new "Explore the Outdoors" Activity Guide. Get outside this winter! The health benefits of spending time outdoors are powerful! Check out the Explore the Outdoors book highlighting all there is to do in Grafton outside this winter, then start exploring and checking items off your list. See how many outdoor activities you can do and get entered to win a \$75 Grafton Rec 2021 Program Gift Card! View the guide at [https://online.flipbuilder.com/wemh/ufmm/!](https://online.flipbuilder.com/wemh/ufmm/)

Council on Aging

Completed the Grafton Senior Gazette and sent it to be printed. The Senior Center received 340 gift cards from our Holiday Gift Card Drive. Gift cards were sorted, and staff started to deliver the cards to seniors in the Grafton community who will benefit from receiving such a generous gift. Unibank completed their Virtual Giving Tree Campaign for the Grafton Senior Center and raised \$650. A check will be mailed to the Senior Center. Support continues to be provided to seniors daily.

Library

This week we updated our list of Museum Pass offerings, as many institutions have closed again due to the rollback to Phase 1 Step 3. Library Museum Passes are still available for five properties: MA State Parks, MA State Police Museum, Tower Hill, Discovery Museum, and Trustees Go Pass (limited properties). Please visit <http://graftonlibrary.org/passes> for details and check each attraction's website for details and restrictions before booking your reservation and securing your library pass.

Staff prepped a snowflake craft related to our Winter Reading Program. Star Wars fans of all ages (kids, teens, and adults) are encouraged to stop by the Library to pick up a kit to create their own Star Wars Snowflakes. There are five snowflakes included in each kit: Baby Yoda, Porg, BB-8, Darth Vader, and R2-D2. Kits will be available daily beginning Friday December 18 through Wednesday December 23 during no-contact pick up hours (10 AM - 4 PM). Participants of our Star Wars Winter Reading program can use the Star Wars Snowflake Kit to complete their Jedi Order badge. For more details, and to sign up for our Winter Reading Program visit graftonlibrary.org/wrp. These snowflakes are from Anthony Herrera Designs.

Visit <http://www.anthonyherreradesigns.com/starwarssnowflakes> for more characters and designs. Freegal, our streaming and downloadable music database, has several

holiday playlists – visit <http://grafton.freegalmusic.com> to stream up to three hours a day or download 3 songs a week to keep! Tune into Story Time with Elsa and Anna at <https://www.youtube.com/watch?v=9W-xc5ebZow&feature=youtu.be>

Veterans Services

No Report Submitted

GCTV

No Report Submitted

CONSTRUCTION PROJECTS

DPW Project

- The last piece of equipment needed for the Vehicle Wash Bay is expected to be installed the week of the 21st.
- As-built for the septic system has been received and will be forwarded to the BOH after review.

Library Construction

- Exterior windows are about 70% complete.
- Interior drywall is about 80% complete on the second floor, 40% on first floor.
- The main stair has been installed.
- Plumbing and electrical inspections have passed.
- MEP trades are 95% complete with rough.

Common Improvements project:

- Reviewed details with Building Dept and provided feedback to committee.

IMPORTANT DATES TO REMEMBER

**Town Administrator Office Days week of December 21st
Tuesday & Wednesday**

Upcoming Select Board Meetings

January 5 (Business Meeting)

January 12 (Workshop)

January 19 (Business Meeting)

Upcoming Department Head Meetings

January 6th @ 10:00 a.m.

January 20th @ 10:00 a.m.