



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Carter Terenzini
Temporary Town Administrator

RE: Administrator's Weekly Report

DATE: December 31, 2020

CC: All Departments

IMPORTANT NOTICES TO ALL DEPARTMENTS

- The Municipal Center remains closed to the General Public due to the recent designation as a "Red" or High-Risk Community. 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
- We are also accepting applications for an HR Analyst and hope to begin interviews the week of Jan 6th.
- Annual Town Reports Due January 29, 2021

TOWN ADMINISTRATOR

I continued to work on the Cannabis issue and followed up on my meeting with Resinate which appears to believe it has a right to one of the two retail spots because they had one of the first HCAs. We continue to try to disabuse them of that notion and concentrate on the first two establishments which are open. We have developed a plan to back-fill the most critical portions of Ms. Chase's job for the coming 8 to 10 weeks as we advertise for a replacement. Many thanks to Ms. A. Perkins (who also has a staff vacancy she is struggling to fill), Ms. Koshivos (who has the challenge of learning on the fly so to speak) and Ms. Abdi as we return some of the functions formerly done in accounting to that office. Research continued on the Solid Waste issue with the various

suggestions being long term and unlikely to be able to be implement on a timeline – or in a monetary amount – impactful of the decisions needed at our end. I continue to struggle to make substantial progress on the budget given the many other issues needing attention but expect to make substantive progress next week and be able to provide you with a delivery date by 01/07.

ADMINISTRATION & FINANCE

Town Accountant

No Report Submitted

Treasurer/Collector

No Report Submitted

Principal Assessor

- 1) State Form 2 mailed to 236 businesses for Personal Property
- 2) 3 ABC forms mailed to 25 exempt properties which require yearly approval
- 3) Field Inspections for permit sign offs, sales, and cyclical Inspections.
- 4) Updating owners according to deeds recorded at the Registry of Deeds
- 5) Committed \$ 5,368.75 with CPA of \$80.53 for a Revised assessment of 9 Glen Street
- 6) Tax bills were sent. Educating Taxpayers on why their bills have increased and offering exemption application to seniors, veterans and others suffering from financial hardships.
- 7) Reviewed and qualified 10 more applications for personal exemptions to present to the Board for approval.
- 8) Started data entry for FY2022 on property changes and updates

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department

No Report Submitted

Fire Department

No Report Submitted

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

No Report Submitted

Engineering

No Report Submitted

Health Department

As of December 30, Grafton has been informed of a total of 564 confirmed positive COVID-19 cases since case tracking started earlier this year. As of the Commonwealth's last weekly COVID-19 risk report (dated December 24), Grafton is at a RED status, and a similar increase in cases continues to occur in surrounding communities and the Commonwealth. Based on the surge following Thanksgiving, there are concerns that communities will see a similar surge following the Christmas and New Year holidays.

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 Alliance is working on finalizing plans for Worcester to host a COVID-19 vaccine clinic for first responders in the Alliance communities that want to participate.

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

DEVELOPMENT SERVICES

Building/Zoning

The Building Department processed roughly 5 building permits and 15 mechanical permits this week, including: electric, plumbing and gas. We also processed a trench permit, a home occupation permit, a fire permit, and 4 requests for public inspections

The Building Department is also working on large plan reviews which include 13 Centennial Dr., MJ 's Market. We have had several meetings and are making very good progress. We anticipate a demolition permit for the interior will be issued within the up-and-coming week. Additionally, we have been working with the BBRS to permit and approve CVS's Field-testing facility located in the parking lot. As you can see this Facility is not accessible as per CMR 521 but we as the town in cooperation with the state made sure that CVS has made accommodations for people with disabilities to be able to participate at this site.

With regards to our online permitting system, I reported in our recent weekly report that the fire department is online with several of their applications. This past week we have cashed out and turned over payments to the treasurer through Viewpoint with the

applicants applying for and receiving their permits through our online portal. Payments are made with either a credit card or E check. This is very exciting news.

Planning

No Report Submitted

Conservation

No Report Submitted

COMMUNITY SERVICES

Recreation Department

The Gnome for the Holidays hunt has been super popular and has been great to see everybody get out on the trails. The hunt ends Jan. 1 and can be found in our Winter program brochure [HERE](#). With the big snowstorm since our last report, our snowshoe rental program has been highly used which is also great to see. Just email our office at recreation@grafton-ma.gov to make a reservation. Visit our Winter brochure to register for programs like 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 [HERE](#). The Director also completed her quinquennial ServSafe Food Protection Manager Certification and MA Allergen Awareness Training and will be filing the BOH paperwork in hopes of a beach season for 2021.

Council on Aging

The Senior Center's January newsletter was labeled and mailed. Holiday gift cards were delivered by staff to Grafton seniors. Several referrals were made to Elder Services. Two Grafton Strong applications were reviewed and approved. Payments will be made to National Grid on the applicants' behalf. As of 12/31/2020 a total of \$6,746.66 has been paid for Grafton Strong applications that have been submitted. A balance of \$1,838.23 remains in the Grafton Strong account. The 2021 Food Establishment Permit Application for the Senior Center was completed and submitted to the Board of Health. Support continues to be provided to seniors daily. The Senior Center staff and I wish everyone a very Healthy and Happy New Year!

Library

Please check out our New Year's Eve countdown video at <https://youtu.be/8FP65RpVOsU> Along with our New Year's Wishes from our staff! <https://youtu.be/OYtWksff6dY>

Veterans Services

No Report Submitted

GCTV

Staff continues to maintain coverage for all GGTV (GOV) events whether LIVE or on Zoom.

CONSTRUCTION PROJECTS

No Report Submitted

IMPORTANT DATES TO REMEMBER

Town Administrator Office Days Next Week

Monday, Tuesday, Wednesday, and Thursday

Upcoming Select Board Meetings

January 5 (Business Meeting)

January 12 (Workshop)

January 19 (Business Meeting)

Upcoming Department Head Meetings

January 6 @ 10:00 a.m.

January 20 @ 10:00 a.m.