



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Carter Terenzini
Temporary Town Administrator

RE: Administrator's Weekly Report

DATE: February 12, 2021

CC: All Departments

IMPORTANT NOTICES TO ALL DEPARTMENTS

- Town Offices will be closed Monday, Feb. 15th in observation of Presidents Day
- March 6th Drive Thru Re-Use & Recycle Event (electronics, furniture, textiles & more) This event will be held from 10-1 p.m. behind the Municipal Center

TOWN ADMINISTRATOR

Town Hall remains closed to the general public. However, beginning Tuesday, February 16th we can begin making in house appointments with residents and clients. Appointments should be scheduled between 8:30 a.m. and 12:30 p.m. Please advise anyone you may be meeting with to come to the front door where they will be properly checked in. Do not forget to ask if your visitor needs ADA accommodations and if so, plan on meeting your visitor at the appropriate entrance. All social distancing requirements must still be followed, and facemask are required to enter the building.

ADMINISTRATION & FINANCE

Town Accountant

No Report Submitted

Treasurer/Collector

No Report Submitted

Principal Assessor

- 1) Prepared Income and Expense letters for commercial /industrial properties for mailing.
- 2) Cyclical notices mailed to property owners due for cyclical inspections.
- 3) Completed inspections on abatement filings, 3 Personal Property and 2 Real Estate.
- 4) Field Inspections for permit sign offs.
- 5) Updating owners according to deeds recorded at the Registry of Deeds
- 6) Received notice from ATB for hearing date on 2020 filing for 1 Hollywood Drive, scheduled for 03/19/2021 at 9am.

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department

(01/31/20 – 02/6/2021)

363 log entries were made including 48 - 911 calls, 17 alarm calls, 42 ambulance calls, 5 animal complaints, 211 business/area checks, 1 disturbance calls, 6 fraud/ID theft complaints, 14 motor vehicle accidents, 3 arrests and 52 motor vehicle stops.

7 License to Carry Firearms applications were received. Weekly Chief's Column posted on Social Security Scam Calls. Training included MPTC online in-service training for all officers, Legal Updates and roll call bulletins.

The department applied for a received a grant from Med-Project USA in the amount of \$1300.00. MED-Project provides an annual funding grant in support of law enforcement agencies' (LEA) existing program for unwanted household medicine collection kiosk at the LEA site where unwanted medicine is collected and subsequently disposed of at a disposal site. The purpose of this grant is to pay for the collection and disposal of unwanted household medicines where the LEA directly manages the disposal of the collected medicine. We were pleased to receive the grant as the funds will assist us in our efforts to collect unwanted medications and provide education and awareness on the dangers of allowing expired, unused and unwanted prescription drugs to remain in homes where they are highly susceptible to diversion, misuse and abuse.

Fire Department

No Report Submitted

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

No Report Submitted

Engineering

- Continue to work keeping Main Street Project moving forward,
- Performed driveway inspections,
- Continued the Milford Road sidewalk project,
- Continue working on Fitzpatrick Road culvert project,
- Continue to work with town staff and departments on other projects and day to day activities.

Health Department

As of February 11, Grafton has been informed of a total of 941 confirmed positive COVID-19 cases since case tracking started in early 2020. As of the Commonwealth's last weekly COVID-19 risk report (dated February 11), Grafton is at a YELLOW status this week, and a similar level of 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 Worcester/Alliance EDS super site continues to vaccinate individuals from the Alliance communities that are eligible per the MA phased approach, which is currently all of Phase 1 and also the first part of Phase 2 (75+ individuals). There will be a MA mega site opening at Worcester State University in mid-February, which will be available to vaccinate eligible individuals from across the Commonwealth.

The CVS in North Grafton is one of the first CVS locations in MA to offer the vaccine. They are following the MA phased approach for eligibility, and appointments are required (no walk-in vaccinations). The site opened up for booking of appointments on Thursday, and the first appointments are on Friday (February 12). The CVS locations and other similar locations (e.g., Walgreens, Wegmans) are not limited to individuals who live or work in certain communities. More vaccine locations across the Commonwealth continue to come online, but as with all vaccine locations the supply of doses is limited.

Discussions are continuing around the feasibility of conducting vaccine clinics for Seniors in Grafton, as there are continued concerns across the Commonwealth with the ability to procure enough vaccine doses and then unknown timing for when the doses may be available, which makes it difficult to plan, schedule and communicate clinics.

DEVELOPMENT SERVICES

Building/Zoning

No Report Submitted

Planning

This week, the Planning Department completed administrative tasks for the Planning Board and Affordable Housing Trust. Staff attended the February 9th meeting of the Select Board and February 10th meeting of the Finance Committee.

Staff is continuing coordination with representatives of the GSX, LLC Development Team to discuss possible project adjustments and assist in formulating a strategy to move through the local permitting process and is also reviewing the RFP proposal received for the 27 Upton Street DPW facility in coordination with the Town Administrator's office. In addition, staff is coordinating with CMRPC, the Grafton Land Trust and the Open Space and Recreation Plan Committee to finalize submission of the revised OSRP per the State comments and anticipates resubmitting shortly.

Conservation

No Report Submitted

COMMUNITY SERVICES

Recreation Department

Our spring brochure is here! View programming for pre-schoolers to adults, yard game rentals, hiking trips, and more [HERE](#). Registration opens February 22 at 9am online at GraftonRec.com or [email](#) our office to pay by cash or check. Snowshoe rentals are booked for weekends in February, but some weekdays are available. Summer programming is expected to be announced by April 1. Make sure to follow us on [Facebook](#) for the latest updates.

Council on Aging

After receiving a link from the Health Alliance late Monday afternoon to register Grafton residents 75+ years old for the COVID vaccine to be administered at the Worcester Senior Center on Thursday, 2/11/2021, the Senior Center staff contacted over 200 Grafton qualified residents and registered approximately 92 to receive the vaccine. Completed and submitted the COA's 2020 annual report. A Valentine drive-thru event for hot chocolate and muffins was held on Friday, 2/12/2021 for 48 seniors. Each senior also received a gift bag which contained a box of Girl Scout cookies, a homemade card, puzzle book, candy, and PPE supplies. Attended evening meetings with the Board of Health and Friends of Grafton Elders.

Library

Curbside pickup was suspended on Tuesday February 9 due to the inclement weather. Staff worked remotely on projects such as Conflict of Interest and Open Meeting Law training, familiarizing themselves with the Bridgerton series as part of an ongoing Reader's Advisory initiative – the print and audio of the novels are online via www.hoopladigital.com -- and acquainted themselves with the sea shanty phenomenon. Circulation staff had an impromptu training in home to add other networks to your OverDrive account.

The Library Director worked on the Annual Report and the FY22 Budget and attended a Reader's Advisory training.

We promoted the I Love My Library program and only have two valentines! Visit <https://www.lovemasslibraries.com/> and complete a simple form to share why GPL matters to you! See Grafton submissions at <https://www.lovemasslibraries.com/>.

Staff bagged February Vacation Craft Kits to Banish Boredom. Kits will be available at the Library's temporary location during the curbside pick-up hours of 10am-4pm over break (Tue 2/16-Sat 2/20) weather permitting – please check the library website at www.graftonlibrary.org for updates on curbside pickup.

We updated our list of open libraries in our [vicinity](#): Do check library websites for updated closings, as those open to the public tend to open and close due to staff coronavirus exposure.

Veterans Services

No Report Submitted

GCTV

No Report Submitted

IMPORTANT DATES TO REMEMBER

Town Administrator Office Days Week of February 15th

Tuesday, Wednesday & Thursday

Upcoming Select Board Meetings

February 16th (Business Meeting)

March 2nd (Business Meeting)

March 9th (Work Shop)

Upcoming Department Head Meetings

February 17th @ 10:00 a.m.

March 3rd @ 10:00 a.m.