



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Carter Terenzini
Temporary Town Administrator

RE: Administrator's Weekly Report

DATE: February 19, 2021

IMPORTANT NOTICES TO ALL DEPARTMENTS

- I would like to thank you for your courtesy and professionalism as I worked with you these past six months. You have my best wishes for success here in Grafton and wherever your careers may take you! ~ Carter ~
- 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

On Monday, February 22nd we welcome our new Town Administrator, Evan Brassard. The Municipal Center remains closed to the general public. However, staff is on site and business appointments can be made between the hours of 8:30 and 12:30 Monday through Friday.

ADMINISTRATION & FINANCE

Town Accountant

- Currently working on FY22 budget. Attempting to pull out Sewer Enterprise Fund from General Fund budget.
- Finance Team met with our Financial Advisor to discuss the Bonding for the current Library and DPW BANs and refinancing 2010-2012 Bonds.
- Currently tying up December Cash with Treasurer/Collector.

Treasurer/Collector

Treasurer/Collector – Over 16K Excise bills were mailed Friday, February 12th and will be due March 15th. Though the building is open for appointments, this office will not be taking appointments simply to pay a bill. Much like last year at this time, there are several ways for the residents to safely pay their bill without entering the building. We encourage use of the drop-box but do ask that no cash be left for payment. There continues to be an influx of MLC requests as residents continue to refinance, with over 63 requests last week alone.

Principal Assessor

- 1) Personal property discovery continued for FY 2022 accounts. RRC in the field visiting and verifying data. Inspections for 2 Personal Property abatements.
- 2) Board meeting 2/16/2021
- 3) Finalized Real Estate abatements, sent notices.
- 4) Processing MV abatements and fielding calls for MV excise taxes.

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 February 18, Grafton has been informed of a total of 959 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 18), 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 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 the first and second parts of Phase 2 (75+ individuals, 65+ individuals, individuals with 2+ certain medical conditions as defined by the Commonwealth). The super site at Worcester State University has opened and 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's first appointments were on 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 hopefully at least conducting vaccine clinics for seniors who live in affordable/low-income housing in Grafton. 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. The Commonwealth recently announced they would no longer allow individual communities to obtain vaccine doses, so thankfully since Grafton is part of the Alliance, eligible individuals from Grafton can have access to the vaccine clinics at the Worcester/Alliance site (when vaccine clinics are able to be held based on availability of doses).

DEVELOPMENT SERVICES

Building/Zoning

The Building Department has issued various permits this week including building, electric, plumbing, gas, mechanical and home occupation. We have several large projects that have started or are in plan review.

Planning

This week, the Planning Department completed administrative tasks for the Planning Board and Affordable Housing Trust. 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.

Additionally, staff conducted a site visit at 274 Providence Road to discuss project progress and potential modifications to the Planning Board Decision. Staff also met with representatives of the Worcester Business Development Corporation (WBDC) to discuss status and opportunities for the remaining parcels related to Centech Park, as well as representatives of AllSteel (84 Creeper Hill Road) regarding potential improvements to the site.

Conservation

Staff worked on issuing the resulting documents from the Commission's 2/16 meeting. The Agent conducted site inspections. Phone calls and emails were fielded from residents and applicants. The Commission commenced the process of updating the Stormwater Bylaw & Regulations per requirements of the MS4 Permit.

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

Completed the March Senior Center newsletter and sent it to press. With the announcement from Governor Baker that individuals who are 65+ years of age are now eligible for the COVID vaccine, the Senior Center has received an abundance of calls with questions and looking for assistance. Many individuals were not able to get on the Massachusetts COVID vaccine website vaxfinder.mass.gov because it had crashed Thursday morning. Attended the monthly WRTA Advisor Board Meeting via Zoom. Met with Sue Robbins from the Finance Committee to go over the department's FY22 budget.

Library

Several staff attended a virtual reader's advisory symposium sponsored by Novelist. Find your next great read at <https://search.ebscohost.com/login.aspx?authtype=ip,cpid&custid=graflib&groupid=main> or by following the Novelist link under the READ heading on our website

(www.graftonlibrary.org). Just enter your library card number as your Patron ID to access. If you are having trouble accessing digital resources, please do call the library at 508-839-4649 to update your expired accounts, get fines waived, renew overdue items, or reset your PIN.

The Children's Room staff provided a number of grab and go craft bags daily; unfortunately, someone felt the need to steal the entire set of kits, box and all, on Tuesday morning. As a reminder, we limit to one kit per person, not one of each craft type, and can't accommodate groups without advance notice. We thank Graftonites for recognizing our resources as finite, and for being fair to your neighbors and fellow residents in the future.

Veterans Services

No Report Submitted

GCTV

We recorded 2 new episodes of "Business to Business" with Jay Hunter. The businesses were Collette Motors and DeOrsey's Automotive. Bill Riordan came in studio to record his 90 min. Tai Chi Program. GCTV Staff continues to maintain coverage for all GGTV Gov. events whether LIVE or on Zoom.

CONSTRUCTION PROJECTS

Library project:

- Ceiling installation continues, both floors
- Painting/finishing of walls is ongoing
- Testing of mechanical systems, Fire Protection successful
- Main electrical service connected from NGrid transformer to building

Common Improvement project:

- Final bid documents completed

DPW project:

- Vehicle Wash equipment installed

IMPORTANT DATES TO REMEMBER

Upcoming Select Board Meetings

March 2nd (Business Meeting)

March 9th (Workshop)

March 16th (Business Meeting)

Upcoming Department Head Meetings

March 3rd @ 10:00 a.m.

March 17th @ 10:00 a.m.