



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Carter Terenzini
Temporary Town Administrator

RE: Administrator's Weekly Report

DATE: January 15, 2021

CC: All Departments

IMPORTANT NOTICES TO ALL DEPARTMENTS

- Annual Town Report - Although the official notification has not been sent out yet, you should be working on your report for a late January, early February submittal (arial 12, justified, proofread).

TOWN ADMINISTRATOR

Given the continuing red status and - in particular - the surge of Covid thru the Municipal Center we shall remain on a remote working status except for limited physical entrance to pick-up or drop-off needed documents and paperwork for processing. Further advice will follow.

PLEASE get payroll info in as quickly as possible. Katrina is doing a great job, but we do lose a day due to the Monday holiday. Your timely and error free submissions will be a substantial help to her to get you all paid on time. Superintendent Cummings and I will be discussing the possibilities of sharing payroll functions for a more centralized and robust (i.e., fully trained redundancy) to our payroll processing.

The first Draft budget shows each side of the house (School/General Fund) short of its needs. There will be a Tri-Comm meeting on 01/21 to revisit the revenue estimates to determine if there is room for relief there before we begin the second round of reductions. If you owe any supplemental information, please get it in ASAP.

ADMINISTRATION & FINANCE

Town Accountant

No Report Submitted

Treasurer/Collector

Treasurer/Collector – Conducted interviews this week for the Asst. Treasurer Collector position with the final interview Friday 1/15. The top two candidate will be given to Carter to discuss. There was a total of 5 interviews, as one had to withdraw due to a family matter. Of the remaining candidates I am pretty confident that the two I choose will be a great asset to the Town of Grafton.

Principal Assessor

- 1) Monday the building was being sanitized as we arrived to work, told there were positive cases in the building, I sent my staff home. All returned to work on Tuesday, that afternoon we were informed building was closing due to the positive cases in Municipal center. Having not received any guidance and no protocol in place, I emailed my staff and recommended they be Covid tested for their own peace of mind. As of Thursday, 1/14 rumors of at least 7 positive cases in building, I as a department head, should be receiving information regarding possible exposure and information regarding procedure for my staff. I went for testing on Thursday at 10am, My staff has appointments for Thursday at 5pm and Friday at 8am. My staff will remain out of building and working remotely until I have confirmation that we will be safe at work.
- 2) The Town should supply the Senior Center with its own printer/copying machine. The Senior Center personnel, kitchen staff, Meals on wheels and drivers have to use the copier in the Assessor's Office to complete their daily work. With the constant threat of exposure and cross contamination, I would strongly recommend this be a priority of the Town to equip the Senior Center with their own copier.
- 3) At this time, all field Inspections have been suspended for permit sign offs, sales, and cyclical Inspections.
- 4) Committed \$ 96,686.41 with CPA of \$1,450.51 for a 1st half of FY21 supplemental billing. The 26 bills were mailed on 1/12/2021 with an issue date of 1/15/2021 due date 2/16/2021.
- 5) Postponed our Board meeting to Tuesday 1/19 at 3pm via Zoom.
- 6) Received approval for DMV plate reimbursement from the DOR in the amount of \$1,151.60

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department

354 log entries were made including 45 - 911 calls, 6 alarm calls, 40 ambulance calls, 1 animal complaint, 163 business/area checks, 3 disturbance calls, 2 fraud/ID theft complaints, 6 motor vehicle accidents, 4 arrests and 15 motor vehicle stops.

13 License to Carry Firearms applications were received. Weekly Chief's Columns posted on 4 Things You Should Do When Upgrading your Phone. Training included MPTC Biased Base Policing, Legal Updates, Harassment Policy Review and Conflict of Interest Law for all officers.

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.

Main Street Improvements Project Easement Packages were sent via certified mail to affected property owners.

Highway Department

Routine Operation and maintenance of town owned infrastructure. Maintenance staff continues to install new and existing equipment at the new facility. More than twenty dead and dying trees were removed. There were no snow and ice events this past week.

Cemetery and Parks

Routine department functions in including, trash pick-up, construction and painting of replacement fencing, grounds maintenance, and installation of two gravestones, and support for two funerals

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.

Engineering

No Report Submitted

Health Department

As of January 14, Grafton has been informed of a total of 702 confirmed positive COVID-19 cases since case tracking started earlier this year. As of the Commonwealth's last weekly COVID-19 risk report (dated January 14), Grafton is still at a RED status, 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 Worcester/Alliance EDS super site started vaccinating First Responders in the Alliance communities this week. It is unknown at this time what, if any, involvement the Town will have in vaccinating other phases (e.g., seniors, general public), as the Commonwealth is still working on figuring out logistics for the upcoming phases.

DEVELOPMENT SERVICES

Building/Zoning

The Building Department processed roughly 10 building permits and 21 mechanical permits this week, including: electric, plumbing and gas. We also processed 3 fire alarm installation permits and a wood stove permit.

Planning

No Report Submitted

Conservation

Staff worked on issuing the resulting documents from the Commission's 1/5 meeting. The Agent conducted numerous site inspections. Phone calls and emails were fielded from residents and applicants. The Commission commenced the process of updating the Stormwater Bylaw per requirements of the MS4 Permit.

COMMUNITY SERVICES

Recreation Department

The Director, the representative for the Central Region of the Massachusetts Recreation and Park Association, held the group's monthly meeting with the region's other directors in which policies, programming, and other ideas are discussed. This week's Free Fun Friday will be held at Nelson Park. A snowshoe hike will be held on January 25

and an outdoor adventure program will be held on January 30. Spring programming is in the works with plans to be announced by mid-February. Upcoming programs and registration can be found at GraftonRec.com.

Council on Aging

Worked on the February Senior Center newsletter. Processed and submitted the Oct.-Dec. 2020 SNAP reimbursement request. After the late notice of the Municipal Building being closed to employees, the Senior Center staff scrambled to relocate the Meals on Wheels program to go out of the Millbury Senior Center. Then with the help of the WRTA, transportation services were changed, and all clients were notified. Because the WRTA had received a grant, they were able to provide free taxi service should senior transportation be unavailable because of COVID. The Senior Center has been inundated with phone calls regarding the COVID vaccine, which was brought up at the January 6th department head meeting and suggested that perhaps the Board of Health address the situation so residents could be made aware of what was tentatively going on. Now with the Grafton News misprinting on the front page on the newspaper that the Senior Center is a vaccine administration site, the situation of questioning residents is only going to be exasperated. An apology was received from the Grafton News, but that won't fix the situation of an abundance of phone calls. Lastly, with the current status of the Municipal Building and the risks of cross contamination, it has become apparent that the town should provide the Senior Center with its own copier like the unit that the Senior Center staff currently uses in the Assessor's office. Currently, staff sends printing projects to the Assessor's office and have to knock on the door so someone can unlock it to gain access to the printer. This happens continuously throughout the day. It would be less of an inconvenience for the Assessor's office, more cost effective, and more importantly safer for all who share the copier.

Library

Library Report – January 15, 2021

This week we gave out 204 curbside pickup bags from 1/8-1/14 and Baby Yoda puppet supplies and instructions as a DIY craft.

Young Scientists presented by STEM Beginnings and sponsored by the YFCP started up again. Switching back to Monday has resulted in a jump in attendance with 24 children and caregivers participating in this week's winter fun lesson.

The Teen Advisory Board is reforming! We invite students in grades 6-12 to help plan programs, give feedback, and share their opinions. Contact Allison Cusher at cushera@graftonlibrary.org for details.

We answered a LOT of questions about Hoopla! Thank you so much to the local elementary schools for promoting library databases. This streaming media database requires a Grafton Library Card that starts with 27445 to access – it's purchased by the Town of Grafton and limited to Town residents or those who work, attend school or pay taxes in Grafton.

Note that Hoopla access may be denied if the card is expired or is blocked due to lost items or excessive fines from last year. The good news is we can get the account updated, cleared and even provide a local card number for student access – just call 508-839-4649 between 10-4 for assistance.

Don't have a card? Sign up for one online at <https://grafton.cwmars.org/eg/opac/register> and we will issue a digital card number for database use. Simply provide further proof of residency and identity and we will furnish a physical card to enable curbside pickup of physical items as well.

Veterans Services

No Report Submitted

GCTV

No new information to share this week.

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

CONSTRUCTION PROJECTS

Library Construction

- Flat roofs are complete, asphalt shingles ongoing.
- Second floor interior walls are being painted.
- First floor walls are nearly complete.
- MEP trades continue to make good progress, mechanical piping is slightly behind but overall OK.
- Brick and limestone work is complete.
- Next week: NGrid transformer should arrive; asphalt shingles will be complete.

Common Improvements Project:

- Slight tweaks to brick pattern incorporated into Bid Set.
- Bid documents being finalized for end of month.

IMPORTANT DATES TO REMEMBER

Town Administrator Office Days Next Week: Remote Week

Upcoming Select Board Meetings

January 19, 2021 (Business Meeting)

February 2, 2021 (Business Meeting)

February 9, 2021 (Workshop)

Upcoming Department Head Meetings

January 20, 2021