



## MEMORANDUM

### OFFICE OF THE TOWN ADMINISTRATOR

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TO: Select Board

FROM: Carter Terenzini  
Temporary Town Administrator

RE: Administrator's Weekly Report

DATE: January 22, 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

William and I participated in the Health Alliance TelCon re upcoming vaccination centers. We will circle back with Karen Gauvin, BOH Chair as clear and consistent messaging is proving a challenge to all communities and I think we need to add William as a recourse to the BOH efforts. We TelCON'd with the School Superintendent and staff to explore centralized payroll functions. Mary Lauria participated and will take the lead on developing a strategy for further consideration. In the meantime, we will hold on filling the HR analyst position. Our health care consultant briefed us on projected rate increases and it proves to be but one more challenge in trying to meet the General Fund budget size. I will be reaching out to each of you on Monday. but - barring some exceptional circumstance - ALL Town Departments are advised that at best they will face a level funded budget for their operational units.

#### ADMINISTRATION & FINANCE

Town Accountant  
No Report Submitted

Treasurer/Collector  
No Report Submitted

Principal Assessor

- 1) Board meeting 1/13/2021, Approved 11 Personal Exemptions. Abated 2 Real Estate and 2 Personal Property applications.
- 2) Processed exemptions and abatements in Softright, turned over to T/C office.
- 3) Received and processing MV commitment 2021-01 and 2020-07.
- 4) Reviewing 20 Abatement applications
- 5) Resumed Field Inspections for permit sign offs.
- 6) Updating owners according to deeds recorded at the Registry of Deeds.
- 7) Educating Taxpayers on why their bills have increased and offering exemption application to seniors, veterans and others suffering from financial hardships.

Town Clerk

Nomination papers for the upcoming Local Election on Tuesday, May 18 will be available on Monday, January 25. Interested candidates must make an appointment in advance to obtain papers by email (preferred) at [clerks@grafton-ma.gov](mailto:clerks@grafton-ma.gov) or calling the office at 508-839-5335 X1195.

- Any registered voter of Grafton may pull papers.
- Papers must be returned to the Registrar of Voters, through the Town Clerk's office, by 5:00 p.m. on Tuesday, March 30<sup>th</sup> for certification. An appointment in advance will be required to submit papers due to current events.
- Nomination papers must contain the names of at least 50 registered voters of Grafton; candidates are urged to submit more than the minimum number required in case some names or signatures cannot be verified.
- Candidates may withdraw their nomination papers up until 5:00 p.m. on Thursday, April 15<sup>th</sup>
- The Local Election is on Tuesday, May 18<sup>th</sup> from 8 am-8 pm
- The seats available are:
  - Select Board – (1) – 3-year term available
  - Board of Library Trustees – (2) – 3-year terms available
  - Grafton Housing Authority – (1) – 5-year term available
  - Planning Board – (2) – 3-year terms available
  - School Committee – (2) – 3-year terms available
  - Town Moderator – (1)- 2-year term available (to fill a vacancy)

**PUBLIC SAFETY**

Police Department

352 log entries were made including 30 - 911 calls, 8 alarm calls, 25 ambulance calls, 1 animal complaint, 184 business/area checks, 3 disturbance calls, 2 fraud/ID theft

complaints, 4 motor vehicle accidents, 1 arrest and 20 motor vehicle stops.

16 License to Carry Firearms applications were received. Weekly Chief's Columns posted on How to Spot an Impaired Driver. Training included MPTC Fair and Impartial Policing, Legal Updates for all officers.

#### Fire Department

No Report Submitted

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

No Report Submitted

#### Engineering

- Continue to work with MassDOT and town staff to keep the Main Street Project moving forward,
- Performed several driveway inspections,
- Working on contracts to go out to bid for this year construction projects,
- Continued working with consultant on pavement management and sidewalk inventory updates.

#### Health Department

As of January 21, Grafton has been informed of a total of 817 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 21), Grafton is still at a RED status, and a similar increase in cases continues to occur in surrounding communities and the Commonwealth. The surge has affected multiple Municipal Center employees, and there is also a cluster at a location in Town.

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 First Responders in the Alliance communities. 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 has issued several permits this week including building, zoning, fire, trench, mechanical, electric, plumbing and gas.

### Planning

No Report Submitted

### Conservation

No Report Submitted

## COMMUNITY SERVICES

### Recreation Department

The first Free Fun Friday was held last week at Nelson Park with enthusiastic response from parents and children. The program will be held at Nelson Park again this week. A snowshoe (or no snow) hike is being 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 launched by February 15 and registration opening February 22. We are asking for input regarding the use of Google calendars; please take this quick 2-question survey [HERE](#) by January 25. Upcoming programs and registration can be found at [GraftonRec.com](http://GraftonRec.com)

### Council on Aging

Completed the February Senior Center newsletter and sent it to press. Received the contract for the FY21 state formula grant and awaiting a signature from the Temporary Town Administrator or Select Board Chair. Both have been contacted. Working on the annual report for the Council on Aging. Continue to receive an abundance of calls regarding the COVID vaccine. Attended the monthly WRTA Advisory Board Meeting via Zoom. While the Municipal Building remained closed to staff, the WRTA continued to provide free taxi service for seniors and those disabled.

### Library

This week the Children's Room staff hosted mystery reader, multiple stories, and several book discussions, as well as prepped a Grab and Go Lightsaber Bookmark Kit for distribution on Friday 1/22/21 while supplies last.

Adult services staff delivered to homebound and quarantined patrons and hosted online book discussions. GUM JAM, our partnership Ukulele program with Apple Tree Arts, is on hiatus, but you can visit ArtistWorks for strumming and playing lessons at <https://www.rbdigital.com/grafonma/service/artistworks>.

The Director worked with Drummey Rosane Anderson, Inc and Tucker Interiors to go over a draft furniture requisition and finalize shelving needs for the library expansion

and renovation project. We are also working on signage, equipment and finishes. The Automatic Materials Handler (AMH), security gates, and additional self-check machines have been ordered! The staff and Library Planning and Building Committee's Interiors subcommittee have input through this process.

C/W MARS, the local library network that facilitates the shared Evergreen catalog, allows your Grafton card to be used at over 150 local libraries, and hosts our Overdrive ebook platform, has once again made the list of libraries with over one million #OverDrive checkouts in calendar year 2020. The network closed the year with 1.8M checkouts on e-content which is a 34% increase from 2019. Grafton totaled 24,918 digital circulations through OverDrive, a 22% increase from 2019 and a new record. What will you read next? Visit <https://cwmars.overdrive.com/>

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. Our number one question this week was how do I get my account reinstated to access library databases?

#### Veterans Services

No Report Submitted

#### GCTV

Three episodes of Bus Stop Weather were produced this week. Bill Riordan of Shrewsbury is interested in stopping by next week to tour the studio prior to recording a series of Tai Chi events for house bound Seniors. GCTV Staff continues to maintain coverage for all GGTV Gov. events whether LIVE or on Zoom.

### **CONSTRUCTION PROJECTS**

#### Library Project

- North roof asphalt shingles completed
- Cleaning of existing limestone completed
- Exterior siding has begun
- Painting of second floor walls ongoing
- Ceiling grid started, second floor
- SS bottom track for glass handrails installed
- Stair #2 installed

#### Common Renovation Project

- No update (bid set to be released end of month)

#### Municipal Center Handrail/ramp Project

- Reviewed details with architect, 90% CD's ready.

## **IMPORTANT DATES TO REMEMBER**

### **Upcoming Select Board Meetings**

February 2, 2021 (Business Meeting)

February 9, 2021 (Workshop)

February 16, 2021 (Business Meeting)

### **Upcoming Department Head Meetings**

February 3, 2021

February 17, 2021