



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: July 2, 2021

IMPORTANT NOTICES TO ALL DEPARTMENTS

- July 10th, Boy Scout Bottle Drive 9:00 – 1:00 p.m. behind the Municipal Center
- July 7th, Farmers Market 2:00 p.m. – 6:00 p.m. in front of the Municipal Center

ADMINISTRATION & FINANCE

Town Accountant

No Report Submitted

Treasurer/Collector

- FY22 Q1 RE/PP bills were mailed 6/30 and are due 8/2
- We continue to work closely with Accounting to reconcile receivables and cash for FY21
- There have been a lot of correspondence with our Tax Title Attorney for payoffs of the recent takings

Principal Assessor

No Report Submitted

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 July 1, Grafton has been informed of a total of 1,190 confirmed positive COVID-19 cases since case tracking started in early 2020. The State is no longer doing weekly color-coded risk reports for communities.

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.

For more details on the reopening of Massachusetts and the face mask advisory, visit <https://www.mass.gov/info-details/reopening-massachusetts>.

As of April 19, all people age 12+ who live, work, or study in Massachusetts are eligible to receive the COVID-19 vaccine. For more information on the vaccines and how to find a vaccination location, visit <https://www.mass.gov/covid-19-vaccine>. The Board of a Health recently posted a town vaccination demographic report we received at https://www.grafton-ma.gov/sites/g/files/vyhlif4461/f/uploads/vaccine.graftondemographics_6.10.2021.pdf

As a reminder, the mosquito and tick season is upon us.

- For mosquitoes, please remember the 5 D's. Dress in long sleeves and pants, when possible, especially during periods of mosquito activity. DEET is an effective repellent. Dawn and Dusk are the most active periods for mosquitoes. Drain water from containers regularly. Please visit the Grafton Board of Health website for more information, helpful tips, and information on the services the Central Mass Mosquito Control Project offers.
- For ticks, use DEET or another effective repellent. Do a tick check on each person in your family who has been outside, especially the hard to see areas (e.g., hairline, scalp, armpits). If you have pets, check them for ticks after each time they have been outdoors.

DEVELOPMENT SERVICES

Building/Zoning

The Building Department has processed several permits this week, including Building, Electric, Plumbing, Gas and Mechanical. We have temporarily relocated to the Planning Office while the Building Office undergoes a renovation.

Planning

No Report Submitted

Conservation

The Agent worked to issue the resulting documents from the Commission's 6/15 meeting, close out FY21 for the department, and coordinate with the Town Clerk to submit the Stormwater Bylaw revisions from Town Meeting to the Attorney General's office. Site inspections were conducted and inquiries from residents and applicants were fielded. The vacancy for the Conservation Assistant is now posted

COMMUNITY SERVICES

Recreation Department

Silver Lake Beach has opened for the season. Dates of operation are June 26 – August 15 and open weather-permitting Monday-Thursday from 11am-5pm and Friday – Sunday from 11am-6pm. Click [HERE](#) to view the full announcement of its operation or visit GraftonRec.com.

Our Summer Concert Series returns starting July 14 and will be held at Nelson Park due to the construction on the common. Concerts start at 6:30pm and Anzio's Brick Oven Pizza and Mooving Cow will be present.

Did you know free daily passes to Tower Hill in Boylston and DCR state parks are available? E-mail us with your reservation request and we'll send you details on pass pickup.

Please contact the department with any questions at recreation@grafton-ma.gov or 508-839-5335 x1156, visit our website at GraftonRec.com, and follow us on Facebook (@GraftonRecDept) for the latest updates.

Council on Aging

Received notification that the Senior Center was awarded the MArtap Helping Hand Mini Grant to purchase two (2) spare van tires, a handheld vacuum, printer ink, and seatbelt cutters. The July Senior Center newsletters were folded, labeled, sealed, and mailed. Started working on the June Worcester Regional Transit report. On Tuesday, July 6th the Senior Center will be completely open. Exercise classes will no longer require pre-registrations, indoor table games will be permitted, and the dining room will be available for congregate meals. All individuals not vaccinated will still need to wear a facemask while at the Senior Center, and each person will need to check in at the

MySeniorCenter kiosk in the Bolack Room. Support continues to be provided to seniors daily.

Library

We averaged 91 visitors a day this week. The Library will be CLOSED for the holiday weekend Sat July 3-Mon July 5 in observation of Independence Day.

We have learned that the shelving has been delayed due to steel shortages, and once production started, there were shipping delays. We are able to extend our operating hours at the old St. Andrews church through Sat July 24: Mon/Tue 10am-2pm, Wed/Thu 2-8pm, and Fri/Sat 10am-2pm.

The new Library is nearly complete, with final inspection scheduled for Tues July 6. The blueberry bushes are fruiting!

The Capital Campaign received a check from UniBank as a grant to help with library programming next year.

Beth Gallaway attended the American Library Association Conference virtually Wed June 23 - Wed June 30. Highlights included sessions on policy writing, post COVID services, got demos of new products, attended author presentations, and attended the final keynote, featuring President Barack Obama.

We posted 3 open positions with a 4th vacancy to come. Apply at <https://www.grafton-ma.gov/human-resources/pages/employment-opportunities-now-hiring>

Staff worked on submitting final end of yearbook orders, development and collection maintenance, and updating museum pass information (again! it keeps changing).

Children's Librarian Sarah cared for the library's monarch butterflies, chrysalis, and caterpillars, and released one into the wild.

Kristin posted LEGO at home prompts while Sarah worked on troubleshooting zoom tech in preparation for the upcoming LEGO Mini Builds. Space is available in the LEGO build programs (pick up a kit, build on Zoom) - register online at <http://www.eventkeeper.com/mars/xpages/G/GRAFTON/ekp.cfm>.

The Library Summer Program continues on Beanstalk with reading challenges, virtual events like online book clubs, the Page Turners video series, and more. Kits for at-home participation are prepared daily and available for pickup on a first come, first served basis on the porch at St. Andrews. Visit www.graftonlibrary.org/srp for more information, and <http://www.eventkeeper.com/mars/xpages/G/GRAFTON/ekp.cfm> for the schedule of events.

Our new Ask Me Anything series began this summer. Check out episode 1 at <http://reflect-grafton.cablecast.tv/CablecastPublicSite/show/6530?channel=1s>

Veterans Services

No Report Submitted

GCTV

No Report Submitted

CONSTRUCTION PROJECTS

Library Project:

- Furniture deliveries ongoing.
- Final inspections to be completed by 7/6.
- Minor punch list items to be completed.

Common Improvements:

- Fence around the Common will go up on 7/6.
- Architect is working on drawings for bandstand repairs.
- Coordination with utilities completed.

Municipal Center Access Project:

- Temporary ramp removed at West Sr Center entrance.
Site fence to go up on 7/6.

IMPORTANT DATES TO REMEMBER

Upcoming Select Board Meetings

July 6th (Business Meeting)

July 13th (Workshop)

Upcoming Department Head Meetings

July 7th @ 10:00 a.m.