



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: July 9, 2021

IMPORTANT NOTICES TO ALL DEPARTMENTS

- The Farmers Market will continue on Wednesday's from 2:00 – 6:00 p.m. in front of the Municipal Center.
- Boy Scout Bottle Drive July 10th behind the Municipal Center 9:00 - 1:00 p.m.

Town Administrator

- Began working with ClearGov on the implementation of the new budgeting and transparency software.
- Reviewed historic financial trends to finalize new Fiscal Policies.
- Met with Department Heads in by-weekly staff meeting. Discussed issues facing the organization and Town of Grafton.
- Met with MassBio regarding economic development opportunities.
- Toured local business opportunity locations.
- Met with several residents and business owners regarding issues of personal and town-wide importance.

ADMINISTRATION & FINANCE

Town Accountant

- This week the Accounting Office has been working diligently processing both FY21 and FY22 payables and payroll warrants. The process is very difficult, and I thank you all for having patience with our department.
- Accounting Specialist open position has been posted externally, and interviews are set up for the week of July 19th.

- Working on FY21 Account Receivable reconciliation with the Treasure/Collector's Office.
- Attended ClearGov kickoff call. ClearGov is a new budgeting tool the Town of Grafton will be utilizing for our Capital, Personnel, and Operational budgets, along with a Digital Budget Book, and transparency through our Town website.

Treasurer/Collector

- Call volume has increased a bit as Q1 RE/PP bills are being received by the residents. These bills are due Monday, August 2nd.
- 11 MLC requests have been received/processed this week. For the month of June, we averaged about 21 a week.
- Any remaining June turnovers are being processed and reconciliation has begun.
- We continue to work closely with accounting to reconcile receivables and cash for FY21

Principal Assessor

- 1) Answering taxpayers' questions regarding preliminary tax bills and personal property new accounts which have been picked up.
- 2) Preparing sale analysis for property sold in calendar year 2020 for FY 2022 values.
- 3) Reviewing growth report and growth template for LA13 submission to the DOR.
- 4) Received ATB case decision on 1 Hollywood Drive vs BOA Town of Grafton, decision is for the Town. No abatement granted.
- 5) Processed 11 MV abatements.
- 6) Entered Deeds and verified ownership for 24 new sales. Note: 259 properties have been sold since 01/01/2021.
- 7) Field inspections for 22 cyclicals, 10 building permits and 3 sales verifications.

Town Clerk

Our office has been working on a couple projects. One is with Animal Control Officer, Melinda MacKendrick, on unregistered dogs within town. Postcards have been prepared to mail by the end of the month to dog owners who have dogs listed in the system as not registered. The postcard is to notify them they must register their dog or update our office the dog/owner no longer resides at the address. After this step, Melinda will start issuing citations to owners who are not compliant to ensure dogs within town have proper licenses.

The other is indexing vital records electronically from the older, paper record books. This will help our office with locating vital records faster and easier.

2021 Street Lists have been delivered and are available for purchase for \$10.00 a book. An electronic version is available for any departments who would like a copy.

The Town Clerk sent the application to CPC in hopes of receiving further funds for the Town Records Preservation Project that has been ongoing.

We continue to assist many residents and individuals with vital requests, dog licensing, marriage licenses, business certificates, public records requests and town related information.

We still have several board/committee members who have not completed the conflict-of-interest training and sign off.

PUBLIC SAFETY

Police Department

1112 log entries were made including 175 - 911 calls, 43 alarm calls, 90 ambulance calls, 7 animal complaints, 395 business/area checks, 18 disturbance calls, 8 fraud/ID theft complaints, 24 motor vehicle accidents, 37 motor vehicle stops and 10 well-being checks.

16 License to Carry Firearms applications were received. Weekly Chief's Column posted on Contractor Fraud, Home Alone Safety for Kids, Fireworks Danger and Pool Safety. Officer Alves attended a D.A.R.E two-day virtual instructor conference. All officers completed mandatory in-service training including MPTC online training for FY2021. Officers also received Legal Updates and Roll Call Bulletins. All dispatchers completed their in-service training for FY2021 as required by State 911.

The department has applied for the Municipal Road Safety Grant being offered through the Executive Office of Public Safety and Security (EOPSS) Office of Grants and Research. The grant provides up to \$30,000 to address local traffic concerns through traffic enforcement, safety and enforcement equipment, non-enforcement traffic safety activities and pedestrian and bicyclist safety.

Fire Department

No Report Submitted

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

Public Works:

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. The Brush Dump is open Saturdays during the summer from 9am-1pm. The recycling drop off area has also relocated to 64 Old Westboro and will operate Saturdays 8:00am-1:00pm and Tuesdays and Thursdays from 10:00am-2:00pm. Seasonal paving continues in a North Grafton neighborhood. The Milford Road sidewalk installation is scheduled to begin the week of July 19th.

Main Street Improvements Project Easement compensation checks were sent to affected property owners. If residents have any questions, they should contact the DPW Director. Project related utility work will be happening on random days over the next few months.

Highway Department:

Routine Operation and maintenance of town owned infrastructure and equipment. The staff continues street sweeping operations, drainage system repairs, grass mowing, roadside brush mowing, and line painting.

Cemetery and Parks:

Routine department functions in including, trash pick-up, construction and painting of replacement fencing, and grounds maintenance. Provided support for three funerals. Asst. recreation dept with ongoing park improvements.

Sewer Department:

Routine operation and maintenance of the towns wastewater treatment and collection systems. Routine administrative functions including quarterly billing, collection issues, final billing, and resident questions and requests. Provided inspection services and reviews for new service connections and new subdivisions. The wastewater pump station on RT30 has a been inspected and tested and is available for use by area businesses and residents.

Engineering

- Eversource is doing gas work on Main Street in preparation of the Project,
- Milford Road sidewalk project submittals have been reviewed and is anticipated to start in the next couple of weeks,
- Continue working on Fitzpatrick Road culvert project. Notice of Intent hearing has been delayed to gather necessary information to respond to questions,
- Jay, Kay, Elizabeth, Francis and Martin Streets are continuing to be worked on. Top course and driveway aprons to be completed next week,
- Continue to work with town staff and departments on other projects and day to day activities.

Health Department

As of July 8, Grafton has been informed of a total of 1,189 confirmed positive COVID-19 cases since case tracking started in early 2020 (1 previously reported case was removed as the individual was incorrectly reported as being a Grafton resident). 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>.

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

In addition to the issuing of permits, the Building Department has some highlights this week.

We issued a temporary certificate of occupancy for the new library extension, for the purpose of employees being able to set up the facility.

We issued Phase 1 of a larger project at 109 Creeper Hill Road. The company, Feedback Earth, was formerly known as Troiano Trucking.

Planning

This past two weeks, the Planning Department completed administrative tasks for the Planning Board. Staff also met with representatives of 137 Westboro Road, 3 Centennial, Highfields Subdivision, Wyman Gordon and 8 Pine Street. Staff submitted the MEMA quarterly report regarding the Hazard Mitigation Plan Update and is continuing to coordinate with DCAMM to complete the Operating Expense Report and other required documentation for 8 Pine Street in advance of the final sale.

Staff also attended a meet and greet with representatives of the Central Massachusetts Regional Planning Commission (CMRPC) to discuss ongoing projects and other potential joint opportunities and services.

Conservation

The Agent worked to issue the resulting documents from the Commission's 6/15 meeting and prepare for the 7/13 meeting. Site inspections were conducted and inquiries from residents and applicants were fielded. The vacancy for the Conservation

Assistant is now posted and review of applications has commenced.

COMMUNITY SERVICES

Recreation Department

SILVER LAKE:

On June 10, we made an announcement with full details on the operation of Silver Lake this summer, which can be viewed [HERE](#), and we'd like to announce the following updates:

- Hot food is now available at the snackbar and includes such items as popcorn chicken, pizza, French fries, onion rings, mozzarella sticks, and fried dough. You may view a menu [HERE](#).
- Day Passes are available for Grafton Residents starting July 9.

DAY PASSES	Car	Individual	Senior**
Grafton Residents ⁺	\$12	\$5	\$3

** 65+

⁺Residents must show proof of residency via ID, vehicle registration/utility bill/etc.

- The beach will have a delayed opening of 1:30pm on Friday, July 16 and Wednesday, July 21.
- We anticipate offering kayak rentals beginning July 16.
- View Full July 8 Update [HERE](#)

SUMMER CONCERT SERIES

Our popular summer concert series is back and will be held at Nelson Park, 6 Prentice St., Grafton, MA 01519. Join us on Wednesdays from 6:30 -8:00 p.m. for fantastic free entertainment. Anzio's Brick Oven Pizza and Mooving Cow will be onsite with concessions available for purchase.

- July 14: Beatles for Sale
- July 21: Buzztones
- July 28: Midtown Horns
- August 4: BoomBox
- August 11: The Band from U.N.C.L.E
- August 18: Big Chief
- August 25: Claflin Hill Symphony

Council on Aging

The June Worcester Regional Transit report was completed and emailed to the WRTA. Pay as You Throw bags were distributed to those individuals who are part of the low income PAYT program. The Senior Center completely opened for seniors on Tuesday, July 6th, and the card group had 20 participants their first day of returning since the

pandemic began. Many were so happy and grateful to be back at the Senior Center. Attended the monthly COA board meeting. Started to work on the Q3 SNAP reimbursement paperwork which needs to be submitted to UMASS and DTA by July 15th. Support continues to be provided to seniors daily.

Library

We received our Certificate of Occupancy on Thursday July 8, 2021! Thanks to all who helped on our project. We are waiting on some more furniture deliveries, and arrival and installation of shelving. Move date is still scheduled for Monday July 26, with a three-week closure to relocate.

Item due dates will automatically renew through August 15, no fines will be charged, and the Library is scheduled to reopen Monday August 23 at 10am at 35 Grafton Common. Please return materials through the AMH August 15-22 so we can practice using the new system!

We prepped for and marketed the Friends Annual Meeting, set for Sunday July 11 at 4pm in the Newly renovated building at 35 Grafton Common. Attendance is limited to Friends members, but rates are affordable and we will allow membership purchase at the door. Members will vote on a new slate of officers, but also get a sneak peek of the new building.

The Library was closed July 3-5 in observance of Independence Day. We are averaging 100 visitors daily. We delivered nine items to four Home Delivery Patrons and circulated six museum passes.

Summer reading continues – it's not too late to sign up and get a Davis Farmland pass for your child! Visit www.graftonlibrary.org/srp for details. Numerous kits to go were available on the porch daily.

A dozen staff attended an Eventkeeper Room Reservation training via Zoom. The Policy committee is reviewing the Meeting Room and Facility Rental policies. We are likely to open in-person reservations in mid-August when we reopen to the public, and advance bookings in September. We received three new volunteer applications – apply online at www.graftonlibrary.org/volunteer.

We received five job applications. Apply online at <https://www.grafton-ma.gov/human-resources/pages/employment-opportunities-now-hiring>.

After receiving results from the Annual Fire Inspection for St. Andrews, we made some recommended changes to make the building safer.

The Library Director met with a resident interested in workshops, lectures and trainings on native plantings, and is working on partnerships with the Grafton Garden Club, and

the Grafton land trust. This fulfills part of our LEED requirement for public training. Beth also worked on fiscal year end payroll and new fiscal year budget and POs, policy, website and social media updates, the May construction report, meeting minutes, and the ARIS report for FY21.

We received several requests from Silver, Gold and Eagle Scout candidates and are very committed to supporting Scouting in Grafton! Get in touch, we will find a way to facilitate your project.

Children's Librarian Sarah cared for the library's monarch butterflies, chrysalis, and caterpillars, prepped for the upcoming LEGO Build and brought in equipment from home to support an overhead live view of the mini build program. She also had outreach communication with Willard House and discussed possible children's program presenters.

Kristin prepped for book club for grades 3-5 and hosted a discussion of *A Possibility of Whales*.

Teen Librarian Allison continued to wrap up some kits and social media for summer reading and began brainstorming ideas for a Disney-themed winter reading program.

All CR staff attended a staff meeting/brainstorming session in the newly renovated library. Adult circ staff also visited the new library and began thinking about our workflow.

Cyndi and Sarah began going through and packing items from the craft and supply closet in preparation for the upcoming move.

Jen worked on CR social media and made signs to advertise SLP programs that still have room for signups. Next Thursday we will be having a Paint Night program for grades 3-5. Registration is required, but there are still some spots left!

Veterans Services

No Report Submitted

GCTV

We are currently searching for an interim host of "Business to Business" as Jay Hunter is involved in hiring new kitchen help.

Hybrid Zoom meetings continue in Room A for Planning, Select Board, and ZBA. Internet issues have been resolved.

GCTV Staff continues to maintain coverage for all GGTV Gov. events whether LIVE or on Zoom, and all special events or projects for the TA's office.

CONSTRUCTION PROJECTS

Library Project:

- Temporary Certificate of Occupancy reached on 7/8/21.
- Final C of O waiting for furniture deliveries (book stacks) which had been delayed by supply chain issues but are expected on 7/13.
- Furniture continues to arrive, approximately 50% of the loose furniture is in the building.
- 8x10 shed is in place on the concrete pad in the parking lot.

Common Improvements Project:

- Common entrances were fenced off by the GC in advance of trenching which is slated to begin on 7/13.
- Electrical and water lines have been located.
- New bench pads and site lighting has been located.
- Submittals have been ongoing
- Coordination with NGrid and Town's fiber provider ongoing re: removal of pole #13.

Municipal Center Access Project:

- GC kicked off construction on 7/6 with excavation at the new ramp location, west side of Senior Center.
- Former foundation for old stairs was discovered and removed.
- Pipe from building to old dry well had deteriorated and was removed. New connection and dry well to be established by GC.

IMPORTANT DATES TO REMEMBER

Upcoming Select Board Meetings

July 13th (Workshop)

July 20th (Business Meeting)

Upcoming Department Head Meetings

July 21st @ 10:00 a.m.