



## MEMORANDUM

### OFFICE OF THE TOWN ADMINISTRATOR

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TO: Select Board

FROM: Evan Brassard  
Town Administrator

RE: Administrator's Weekly Report

DATE: July 16, 2021

#### Town Administrator

- Met with Grafton and Upton Railroad. Toured their facility.
- Ride Along with Grafton Police Department.
- Posted Fire Chief Position and created online survey for fire fighters.
- Update various policies for Board review.
- Met with multiple residents regarding matters in the community.

### ADMINISTRATION & FINANCE

#### Town Accountant

- This week the Accounting Office has processed the final FY21 warrant and will start working on encumbrances, and PO liquidations. Please note, departments will not be able to process any bills with POs until the encumbrance process is complete and the accounts are rollforward. Accounting's Office hopes to have this completed by the first week in August.
- Continue to work on FY21 Account Receivable reconciliation with the Treasure/Collector's Office.
- Continue to work with Department Heads on State & Federal Grant Reconciliations.
- Working with consultants on FY21 refinancing debt consolidation reconciliation.
- May cash is reconciliation is complete. Currently working on posting any remaining June cash receipts.
- Reminder for all approving supervisors Asure Force Supervisor Training is scheduled for 10am Tuesday July 20<sup>th</sup>.
- Met with Minuteman Nashoba Health Group to discuss self-funded health insurance. Discussed the basic differences of self-funded vs fully insured plans and their advantages and disadvantages to each.

- Working with ClearGov on our data onboarding. Provided ClearGov financial data from FY2014 to current. This data will support the accounting Department with Revenue and Expense historical data, as well as Revenue Forecasts.
- Softright is in the process of switching their existing server. Next week all Softright users will be switched to their new server and will be issued new usernames and logins. More information will follow.
- Accounting Specialist interviews will be held next week starting on July 19<sup>th</sup>.

#### Treasurer/Collector

No Report Submitted

#### Principal Assessor

- 1) Received approval from DLS for the MDM1 in the amount of \$60,038.94. This is the reimbursement amount from the state for our personal exemptions. The Town granted a total of \$168,979.54 in personal exemptions in FY2021.
- 2) Apportioned the preliminary bill for 114 Merriam, to reflect the 3 lot splits and new owners.
- 3) Processed 5 Abutters requests
- 4) Answering taxpayers' questions regarding preliminary tax bills.
- 5) Processed 6 MV abatements.
- 6) Field inspections for 12 cyclical, 9 building permits and 2 sales verifications.

#### Town Clerk

Indexing of vital records is ongoing. Committee/board members are taking their oath of office as re-appointments or new members. 2021 Street Lists are available for purchase for \$10.00 a book. An electronic version is available for any departments who would like a copy. 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

409 log entries were made including 75 - 911 calls, 18 alarm calls, 31 ambulance calls, 4 animal complaints, 156 business/area checks, 8 disturbance calls, 0 fraud/ID theft complaints, 4 motor vehicle accidents, 15 motor vehicle stops, 6 storm related incidents and 6 well-being checks.

5 License to Carry Firearms applications were received. Weekly Chief's Column posted on Hurricane Preparedness. On Tuesday, I attended the MIIA three-hour virtual

workshop on Preventing Discrimination and Harassment in the Workplace which meets MCAD requirements for Discrimination and Training. Officers also received Legal Updates and Roll Call Bulletins.

#### Fire Department (Month of July)

- Responded to 31 incidents to date
- Performed 33 inspections to date

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

No Report Submitted

#### Engineering

- Eversource continues doing gas work on Main Street,
- Milford Road sidewalk project has begun with drainage work to begin Monday 7/19,
- 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. The rain has delayed completion through at least next week,
- Continue to work with town staff and departments on other projects and day to day activities.

#### Health Department

As of July 15, 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.

Although there have been only a small amount of new cases identified in Grafton over the past weeks, COVID is still a concern and individuals should continue to exercise caution, especially given the Delta variant. 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

The building department has been issuing building, electric, mechanical, gas and plumbing permits.

### Planning

This week, the Planning Department completed administrative tasks for the Planning Board. Staff also met with Town Counsel to discuss ongoing litigation and matters of importance. Staff 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, and is developing a first draft Complete Streets Policy to be reviewed by the Planning Board prior to final referral to the Select Board.

Staff also attended a preliminary kickoff meeting with staff from VHB regarding the Hazard Mitigation Plan Update as well as representatives of Tufts Veterinary School for the Grafton Community Advisory Group (GCAG). Staff also met with representatives of 109 Creeper Hill Road (Feedback Earth) regarding additional proposed demolition and related local permitting.

### Conservation

The Agent worked to prepare for, attend, and issue the resulting documents from the Commission's 7/13 meeting. Site inspections were conducted and inquiries from residents and applicants were fielded. Review of applications for the Conservation Assistant position is underway.

## **COMMUNITY SERVICES**

### Recreation Department

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 6:30-8pm for fantastic free entertainment. Anzio's Brick Oven Pizza and Mooving Cow will be onsite with

concessions available for purchase.

- 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

Received notification that the Senior Center is the recipient of a \$500 Community Spirit Mini-Grant from Harvard Pilgrim Health Care. Received \$1,500 from the Grafton Community Nursing Association for free medical van rides for seniors. Received the second quarter SNAP reimbursement in the amount of \$282.85. The third quarter SNAP reimbursement paperwork was submitted to UMASS and DTA. The August Senior Center newsletter was completed and sent for printing. Participation in activities, as well as transportation services continues to increase. Support and advocacy has been provided to seniors daily.

#### Library

Staff attended a Reader's Advisory training on the Fantasy genre and an EventKeeper Room Reservation training. Sarah attended School Library Journal's Picture Book Palooza training. Beth received training in the Library HVAC system.

Various staff, Friends and Trustees attended the Friends Annual Meeting on Sunday. We delivered 13 items to 4 patrons via Home Delivery service.

We hosted several virtual programs. Only one person attended a session hosted by several area libraries with Joel Christian Gill, but over a dozen attended a program with a cat behaviorist.

Beth attended many, many construction and moving logistics related meetings, reviewed job applications, and reviewed the revised library policies with Town Counsel. Eileen worked on encumbrances and purchase orders.

Donna cataloged the many new books arriving. Sandhya updated museum pass information and called people who may have left w/o checking out their holds. NOTE: Items on hold, unlike curbside, are NOT checked out!

Susan worked on purchasing new fiction, audiobooks and DVDs; managing lobby coverage; planning delivery procedures during closure.

Allie worked on NYT bestseller list updates and the Library newsletter, while Jen worked on the Children's Room newsletter. Sarah hosted a fox paint night for tweens; Sarah and Allison ran a LEGO mini build cat & dog program.

Sarah, Sandhya, and Jen helped to care for the Library's caterpillars and released a butterfly.

Cyndi worked on the staff schedule and reviewed draft policies.

Children's Room staff prepared make and take kits for pick up and put them out for patrons.

Allison worked on planning the Winter Reading Program (Disney themed!) and an interim Fall challenge on Beanstack.

Staff met on several occasions in small groups at the new library to begin planning workflow and operations back at 35 Grafton Common.

#### Veterans Services

No Report Submitted

#### GCTV

No Report Submitted

### **CONSTRUCTION PROJECTS**

Library project:

- Minor punch list items being completed.
- 3 major deliveries of furniture arrived, will be in place by 7/23.
- Interim library move planned to start 7/26

Municipal Center Access project:

- Footings for new ramp at west of Senior Center poured.

Common Improvements project:

- GC start delayed by rain. Anticipate work to begin 7/19.

### **IMPORTANT DATES TO REMEMBER**

#### **Upcoming Select Board Meetings**

July 20<sup>th</sup> (Business Meeting)  
August 3<sup>rd</sup> (Business Meeting)  
August 10<sup>th</sup> (Workshop)

#### **Upcoming Department Head Meetings**

July 21<sup>st</sup> 10:00 a.m.