



## 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 23, 2021

#### Town Administrator

- Met with Representative Muradian, Senator Moore, MassDOT, and the residents around Airport Park regarding noise from the Mass Pike.
- Met with ARPA project organization vendors.
- William Blake finish the MCPPO Training Course.
- Evan Brassard became a ICMA Credentialed Manager.
- Toured facility to prepare for new IT Vendor.
- Met with representative of the Grafton Public Library to review concerns over carpet patterns and colors.
- Began preliminary review of Fire Chief Candidate Applicants.

#### **ADMINISTRATION & FINANCE**

#### Town Accountant

- This week the Accounting Office has been diligently working on bills payables ensuring no invoices prior to 6/30/21 are processed in FY22.
- 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 last week in July.
- Continue to work on FY21 Account Receivable & Trust reconciliation with the Treasure/Collector's Office. Motor Vehicle Excise & all Sewer receivables have been reconciled for FY21.
- Continue to work with Department Heads on State & Federal Grant & Revolving Funds & Special Revenue Reconciliations.
- Attended supervisors Asure Force Supervisor Training. Training went into details on editing timecards, submitting leave requests, configure proxy options for when supervisors are on vacation, and report options.

- Softright completed the switchover to their new server. All Softright users were issued new usernames and logins. If you have any questions or issues, please reach out to the Finance Director or Grafton IT Support.
- Accounting Specialist interviews were conducted this week, and we have made a job offer to Jared Gould who is currently working in the office as an emergency temp. Jared's first day as a public employee is August 2<sup>nd</sup>. Please be sure to congratulate Jared if you see him.
- Met with IT Tech Committee regarding comments and questions they have about our vendors we're soliciting for financial software. Topic of discussion included protection of personal Information (210 CMR17.00), Risk Management- SIG, Technologies and standards such as SOC 2 Type 2 Compliance & Audit, penetration tests, etc.

#### Treasurer/Collector

- Call volume/foot traffic has increased as Q1 RE/PP bills are being paid by the residents. These bills are due Monday, August 2<sup>nd</sup>.
- 34 MLC requests have been received/processed this week. For the month of June, we averaged about 21 a week.
- June reconciliation is getting wrapped up with the accounting office.
- We continue to work closely with accounting office to reconcile receivables and cash for FY21
- 516 excise tax demand notices for commitment 02 will be mailed Monday 7/26 and due 8/9.

#### Principal Assessor

No Report Submitted

#### Town Clerk

Indexing of vital records is ongoing and we have started organizing our plans and map archives with help from our long-term helper, Olie, with the Senior Work Off program.

Committee/board members are taking their oath of office as re-appointments or new members.

Attended several meetings throughout the week including topics of payroll, the oath of office process with the Select Board, Records Preservation Project with CPC, and to discuss survey results with the Board of Registrars. Due to technical difficulties, another meeting will be scheduled in the near future to determine how to utilize funds from the Senator Bertonazzi Award.

Met with Town Administrator to discuss various topics within the department, including a security camera in front of town hall to monitor the Town Clerk Drop Box and reigniting the Boston Post Cane Award.

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

7/11/21 – 7/17/21

329 log entries were made including 60 - 911 calls, 18 alarm calls, 20 ambulance calls, 2 animal complaints, 93 business/area checks, 6 disturbance calls, 2 fraud/ID theft complaints, 11 motor vehicle accidents, 10 motor vehicle stops, 7 storm related incidents and 7 well-being checks.

10 License to Carry Firearms applications were received. Weekly Chief's Column posted on Rules for Motorists When Approaching Horseback Riders. Officers received legal updates on current court decisions and roll call bulletins.

On Tuesday, the department participated with the MA State Police at a Public Safety Day held at the MA State Police Museum on Providence Road. Officers provided displays of cruisers, motorcycles and other equipment and handed out badges to children in attendance. Our thanks to Dunkin Donuts of Grafton who donated coffee, donuts and other refreshments for the event.

### 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. 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 underway and should be completed by the end of August.

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.

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

### Cemetery and Parks

Routine department functions including, trash pick-up, construction and painting of replacement fencing, and grounds maintenance. Provided support for two 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.

### Engineering

- Eversource continues doing gas work on Main Street
- Milford Road sidewalk project is progressing with drainage being installed
- Continue working on Fitzpatrick Road culvert project. Notice of Intent hearing has been delayed to collect necessary information to respond to questions
- Jay, Kay, Elizabeth, Francis and Martin Streets are continuing to be worked on
- Continue to work with town staff and departments on other projects and day to day activities

### Health Department

As of July 22, Grafton has been informed of a total of 1,192 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 circulating throughout the country. 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>. Vaccination is strongly recommended.

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 potential candidates for the Conservation Assistant position. 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 held a preconstruction meeting for “The Ridings” Definitive Subdivision (88 Adams Road) with staff, the developer and peer review engineers. In addition, staff attended a webinar, “Distribution Facilities: A CMRPC Regional Dialogue”, hosted by CMRPC. Staff found the webinar to be very informative given current development trends and will develop a summary memo to be issued shortly.

Staff is finalizing the annual Massachusetts Vulnerability Preparedness (MVP) Plan report, the 40R annual update, as well as finalizing a “Request for New Units” to add the Prentice Place units to the Subsidized Housing Inventory (SHI).

### Conservation

The Agent worked to issue the resulting documents from the Commission's 7/13 meeting. Site inspections were conducted and inquiries from residents and applicants were fielded. Interviews for the Conservation Assistant position are underway.

## **COMMUNITY SERVICES**

### Recreation Department

The Grafton Recreation Department is excited to announce its final operational update for the Summer of 2021 which includes non-resident day pass options starting July 24. A

recap of the operation and offerings can be found attached or at [GraftonRec.com](http://GraftonRec.com).

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 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

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

#### Council on Aging

The August Senior Center newsletters were folded, labeled, sealed, and mailed. Received from Elder Nutrition a quantity of 25 packs of Farmer's Market Coupons. Each pack totals \$25.00 (quantity 10 \$2.50 coupons). The coupons will be given out to Grafton seniors who meet the income limits and who are notified. Attended Asureforce training and a SIG Grantee meeting. Support, advocacy, and guidance was provided to seniors daily.

#### Library

Two families were very disappointed when kits that were set aside on the porch with their families' names on them were taken by someone else. Please do not take items that are not designated for you! We clearly mark on our calendar and on the bags which programs require advance sign up and which ones are free for all. In the future, kits for registered patrons will be stored on the holds shelf.

Please continue to hold donations until Monday August 23. Once the shelving is installed in the Friends storage closet at the new library, we can resume accepting gently used materials in salable condition for future book sales.

The Grafton Public Library will close to the public at close of business Saturday July 24 at 2pm. KITS will still be available next week at 53 N. Main Street in N. Grafton Wed/Thu from 4-8pm and Sat from 10-2pm. No items are due until August 23 – if we are able to work around our moving schedule and open the lobby at 35 Grafton Common for pickup of kits, museum passes and holds after Aug 2, we will – watch our website and social media for details. In the meantime, no library materials are due until August 23, no fines will be charged, and the Grafton Public Library card is good at a number of local libraries – visit [www.cwmars.org](http://www.cwmars.org) for a complete list of members.

A date has been set for the Library's Grand Reopening, with a ribbon cutting at 11am Friday October 1 an event for families in the morning and an evening celebration for adults on Saturday October 2.

Beth worked on the June Trustees report and other documents for next week's Board of Library Trustees meeting, began booking fall programs, tested meeting room software, edited policies and meet with Town Counsel to review edits, reviewed job applications, worked on getting new hotspots to circulate through an MBLC program funded by the Emergency Connectivity Fund.

Impact came to inspect fire extinguishers at the temporary location, and American Alarm came to repair an issue with communication to Zone 9 that was not an emergency but resulted in several middle of the night alert calls to designated staff.

Sarah, Kristin, Allison and Beth worked on creating book and resource lists featuring books with Neurodivergent & Disabled Characters for children, teens and adults in celebration of Disability Pride Month, celebrated in July. Check out the lists at <https://www.pinterest.com/graftonpublib/>.

Multiple staff read through draft policies and provided feedback. Fulltime staff worked on their position classification questionnaires.

Allie Picone created "now available" poster for Library of Things; the Library of Things now contains a metal detector, an acoustic pickup for your ukulele or guitar, and more! Board games went on display near to holds shelf to encourage checkout.

Susan did a lot of logistics around planning for the move and closure. Staff have started packing!

Sarah and Beth worked on collection development and placed book orders through Ingram, our book jobber. Sarah prepped for this week's LEGO Mini Build and contacted registrants and then ran the live zoom LEGO Mini Build program, Frog Prince, with Allison.

Cyndi has been working on packing up the craft supply closet in preparation for the move back to the common, organizing SLP grab and go craft kits, and notarized a number of documents for patrons.

Jen has been working on the CR newsletter and a storytime survey; Allie has been working on the newsletter for adults.

Sarah attended Reimagining School Readiness, hosted by Massachusetts Library System. Beth attended an Asureforce training and an Emergency Connectivity Fund training. Jen and Cyndi have been caring for the CR monarch butterflies – two more hatched! CR staff attended an all-staff meeting on Wednesday.

## Veterans Services

No Report Submitted

## GCTV

Rep. David Muradian honored Jay Hunter and Bob DeToma as Candy Bar Rock Stars for their efforts related to the Business to Business program produced by GCTV.

The next 5 year cycle of Cable negotiations with Verizon has begun. The negotiation team includes Attorney Bill August, Bob Berger, and Bob DeToma.

Hybrid Zoom meetings continue in Room A for Planning, Select Board, and ZBA. New participants have been the Historic District Commission and Community Preservation Committee.

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:

- Furniture deliveries and installation ongoing.
- Move scheduled for 7/29

Common Improvement project:

- Construction has started, trenching, electrical conduit, removal of brick adjacent to bandstand.

Municipal Center Access project

- Foundation walls for ramp poured

### **IMPORTANT DATES TO REMEMBER**

Upcoming Select Board Meetings

August 3<sup>rd</sup> (Business Meeting)

August 10<sup>th</sup> (Workshop)

August 17<sup>th</sup> (Business Meeting)

Upcoming Department Head Meetings

August 4<sup>th</sup> @ 10:00 a.m.