



## 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 30, 2021

#### Town Administrator

- Worked to secure new IT vendor
- TA Evan Brassard became a Credentialed Manager through the ICMA
- Met with Department Heads on various projects
- Worked on Financial Policies
- Reviewed Salary and Classification reports which are due 7/30/2021

#### **ADMINISTRATION & FINANCE**

#### Town Accountant

- Accountant's Office has completed the FY22 invoice and article encumbrances, and FY21 PO rollforward. Please note, departments will NOW be able to process encumbered bills along with any 2021 POs.
- Continue to work on FY21 Account Receivable & Trust reconciliation with the Treasure/Collector's Office.
- Continue to work with Department Heads on State & Federal Grant & Revolving Funds & Special Revenue Reconciliations.
- Attended on Opengov webinar on ARPA considerations. Takeaways on webinar: Modeling scenarios for ARPA; strategic plans, CIP, long range forecasts. Calculating ARPA replacement revenue for COVID-19 short falls.
- Attended a live demo on Harpers Payroll Service products: Onboarding and Employee Forward. Harpers Onboarding portal will welcome new hires and allow them to complete all new hire paperwork and documentation necessary from your main office, remote office or independently. Employee Forward empowers employees to make changes to their personal information in a controlled manner.

#### 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 2nd.

- Payments from the larger tax services and mortgage companies for Q1 payments have been received and processed. (\$6 M)
- 16 MLC requests have been received/processed this week. For the month of June, we averaged about 21 a week.
- 516 excise tax demand notices for commitment 02 were mailed Monday 7/26 and due 8/9.

#### Principal Assessor

No Report Submitted

#### Town Clerk

Dog License Reminder postcards have been mailed out to all households that show a dog that has not been registered to date. Individuals have until Friday, August 20th to license their dog or contact the office to notify us the dog is no longer at the address before Animal Control starts the citation process.

Indexing of vital records is ongoing and we have started organizing our plans and map file 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.

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

348 log entries were made including 48 - 911 calls, 17 alarm calls, 21 ambulance calls, 1 animal complaint, 153 business/area checks, 1 disturbance call, 2 fraud/ID theft complaints, 5 motor vehicle accidents, 19 motor vehicle stops and 1 well-being check.

11 License to Carry Firearms applications were received. Weekly Chief's Column posted on Automobile Theft and Prevention. Officers received legal updates on current court decisions and roll call notices including Commonwealth Fusion Center bulletins

The department had acquired four solar powered radar signs as part of a highway safety grant. The signs were installed this week at the following locations: Pleasant Street,

Worcester Street, Deernolm Street and Milford Road. My sincere appreciation to Lt. Neil Minardi, Kevin Gallagher, and Grafton DPW for getting the signs installed. We hope these units will help to slow traffic on some of our busier roadways.

#### 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 and on several streets in South Grafton. The Milford Road sidewalk installation is underway and should be completed by the end of August. Main Street improvements project related utility work will continue 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. The towns tree removal contractor was in town for two days and removed several dead and dying trees around town.

##### Cemetery and Parks:

Routine department functions in 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 and programs

##### 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

No Report Submitted

#### Health Department

As of July 29, Grafton has been informed of a total of 1,202 confirmed positive COVID-19 cases since case tracking started in early 2020. The number of new cases is increasing some in Grafton, surrounding communities and the State, compared to recent weeks. Individuals should continue to exercise precautions, especially given the Delta variant circulating throughout the country and increasing case counts.

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 current 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 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 attended a webinar, "Soak up the Rain Webinar Series: Phytotechnology", hosted by the EPA and is conducting a final round of interviews with local stakeholders regarding preliminary project ideas developed by the Local Rapid Recovery Plan (LRRP) Program. Staff also attended a site visit to Highfields Subdivision regarding remaining work needed prior to application for a Determination of Completeness with the

Planning Board.

Staff submitted the annual Massachusetts Vulnerability Preparedness (MVP) Plan report, the 40R annual update, and is continuing to finalize 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 and complete the department's wage and classification study questionnaires. Site inspections were conducted and inquiries from residents and applicants were fielded. Interviews for the Conservation Assistant position have been completed and the department is working through the next steps of the selection process.

## **COMMUNITY SERVICES**

### Recreation Department

Silver Lake Beach is now open to non-residents and kayak rentals are available. The beach will be open until August 15<sup>th</sup>. A recap of the current operation and offerings can be found at [GraftonRec.com](http://GraftonRec.com)

### Council on Aging

Farmer's Market coupons from Elder Nutrition were distributed to 25 Grafton senior residents. Senior Center activities continue to increase. On Wednesday, 7/28/2021 the Senior Center provided 40 senior rides and 230 miles were traveled. Last year on 7/28/2020 there were 7 rides provided and 89 miles traveled. Interviewed a yoga instructor so an additional yoga class can be offered. Support, advocacy, and guidance was provided to seniors daily.

### Library

Kits are still available for pickup at St. Andrews Wed & Thu 4-8 and Sat 10-2 this week and next.

Full time staff worked on their Wage and Classification surveys, due Friday.

Beth submitted Trustee meeting minutes to the Clerk, accepted job applications, began planning a Voter Registration event (Sept 28), began planning International Games Week (Nov 7-13) and NaNoWriMo (Nov 1-31), prepared meeting materials for Wednesday's Trustee meeting, and updated the website with June and July reports. She corresponded with Capital Campaign, various vendors, a native plant interest group, and performers interested in the meeting space. Beth met with the Construction Team and Trustees Policy Subcommittee, worked with Bibliotheca on Sorting Rules, fielded meeting room questions, and began scheduling some library and partner events on the new software, reviewed furniture with Tucker Interiors, revised the FY21 Encumbrance list, and began packing the Director's office in preparation for the move.

Adult circ staff reshelfed material for the move, made sure all museum passes were returned, and all material belonging to other libraries was returned before our last delivery on 7/23. We contacted over 100 patrons with holds to pick up by phone or email to remind them of our closing date. We only had a few that were not picked up, and therefore had to be sent back. During the first few days of the current week, we packed our desks and personal items, removed notices, etc., from walls, made sure all material was where it needed to be for the movers, and visited our new library to see the progress and begin planning our workflow. Staff have greeted the delivery at 35 Grafton Common daily. Bibliotheca is using some of those materials to test the new AMH system, which is close to being ready. We look forward to being trained to use all the new systems in our newly renovated space!

In addition to traditional reference work of answering reference questions, museum pass questions and program questions, Heidi helped people find items on the shelf, helped a patron find "quirky" fiction they might like (readers' advisory), and updated people's library accounts. Heidi facilitated online book discussions at the "Reads Well with Others" Book Group (we discussed *142 Ostriches* by April Davila) as well as the Inspirational Book Group, where we discussed *Second-chance cats : true stories of the cats we rescue and the cats who rescue us*, edited by Callie Smith Grant. She also started to prepare the reference workspace for the move back to the Common.

Allison worked on packing up the Teen Room, made Summer Reading Program kits available Wed and Thu evenings and Sat at St. Andrews, worked on the Winter Reading Program, and sent out the August Teen email.

Sarah and Allison ran LEGO Mini Build – Ice Cream Truck.

Sarah, Jen, Mare, and Cyndi packed the Children's Room in preparation for the upcoming move.

Sarah, Jen, Cyndi, and Mare went to the new library and began to map out where various Children's Room supplies will be stored and began to think about organizational strategies.

Sarah and Kristin watched the pre-recorded Reader's Advisory: Fantasy staff training. Cyndi started watching the Reader's Advisory: Romance staff training. Beth attended a training on Gift Policies (part 2 of 2).

Sarah picked up old library carts and brought them home to repaint.

Allie began planning the first art display in the new library and worked on the August newsletter.

Shelving at the new location is installed in the adult area and the movers will be on site at St. Andrews Thursday to begin relocation!

Veterans Services

No Report Submitted

## GCTV

July has been quiet. 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

- Interim library move began July 29<sup>th</sup>
- Minor punch list items still to be completed
- Accessibility review done by 3<sup>rd</sup> party consultant; some adjustments are needed; team is actively pursuing corrections.
- Perimeter fence will be removed on July 30<sup>th</sup>

### Common Improvements

- All trenching for electrical underground work has been inspected, backfilled, and seeded
- Asphalt sidewalks have been removed and made ready for brick
- Concrete light pole bases have been poured

### Municipal Center Accessibility

- Ramp foundation has been backfilled

## **IMPORTANT DATES TO REMEMBER**

### Upcoming Select Board Meetings

August 3, 2021 (Business Meeting)

August 10, 2021 (Workshop)

August 17, 2021 (Business Meeting)

### Upcoming Department Head Meetings

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