



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: June 4, 2021

TOWN ADMINISTRATOR

- Much of this week was spent preparing for Town Meeting. The TA Office worked on logistics, printing, and other preparations for Town Meeting.
- The Town Administrator met with various staff, residents, and officials.

ADMINISTRATION & FINANCE

Town Accountant

- Completed attendance for all Finance Committee Public Hearings for the FY21 Spring STM, and FY21 ATM warrant articles.
- Attended Asure Force time and attendance training. Will be setting up a supervisor training in July for all department heads, stay tuned for the date!
- Completed a five-week MMHR Bootcamp that focused on: Job descriptions, Workers Comp & 111F, Complaint triage, investigations, and discipline, and finally Diversity recruitment hiring process.
- Attended Board of Selectmen meeting on Tuesday June 1st, where Thomas Callahan was appointed as the Financial Analyst for the Accounting Department. Thomas will be starting with the Town effective Monday June 7th.
- Met with Finance Team, School Department, and the IT Committee Chair to discuss the three vendors (Munis, Springbrook, and Vadar) whom we have had meetings and live demos with over the last two months. Discussion focus points were pros and cons for each EPR system. Further work is needed before we have any finalized proposals.
- Met with Finance Team to start the development of setting up an application and procedure process for the Elderly & Disable Taxation Fund that was set up at our last Fall STM.

Treasurer/Collector

- RE/PP Demand notices are due 6/11
- Q4 Sewer Bills were mailed 5/28 and are due 6/28
- 2021 Commitment 02 & 2020 Commitment 08 were mailed 5/28 and due 6/28

- Courtesy notices were sent to anyone with small balances remaining on their FY20 RE bills
- Processing end of year refunds on both real estate and excise tax

Principal Assessor

No Report Submitted

Town Clerk

The Local Annual Election on 5/22 was a slow, hot day with a small voter turnout of 801 voters casting their votes. The following candidates won seats for the following Board/Committees:

- Select Board- Raymond Mead- 3 year term
- School Committee- Laura Often & Elizabeth Spinney- 3 year terms
- Planning Board- Robert Hassinger & Justin Wood- 3 year terms
- Library Trustees- Douglas Bowman, Aaron Vandesteen and Stephanie Teixeira- 3 year terms
- Town Moderator- Dawn Anderson- 2 year term to fill a vacancy
- Housing Authority- James Gallagher- 5 year term

The Strong Fire Chief ballot question also passed with 620 yes votes.

The Town Clerk's Office would like to congratulate all candidates who won their elections and thank all departments and individuals who helped to make sure the election was set up and went smoothly, especially to our Election Staff for their endless dedication to the Town.

Preparations for Town Meeting on 6/5/2021 are complete and the Clerk's Office and election staff are scheduled and looking forward to the Annual Business meeting.

2021 Street Lists were ordered last week and will be delivered in the upcoming weeks.

There is a vacancy on the Board of Registrars as of 5/4/2021. Please help spread the word to fill this position.

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

PUBLIC SAFETY

Police Department (5/16/21 – 5/29/21)

848 log entries were made including 102 - 911 calls, 39 alarm calls, 51 ambulance calls, 5 animal complaint, 206 business/area checks, 18 disturbance calls, 9 fraud/ID theft complaints, 24 motor vehicle accidents, 105 motor vehicle stops and 8 well-being checks.

9 License to Carry Firearms applications were received. Weekly Chief's Column posted on Parents Need to Discourage Underage Drinking and Safe Party Tips During Graduation Season. Training included MPTC online in-service training for all officers, Legal Updates and Roll Call Bulletins. Dispatchers attended MPI and PowerPhone online in-service training.

We received grant funding from the Executive Office of Public Safety and Security (EOPSS) to increase seat belt enforcement patrols as part of the national *Click It or Ticket* campaign taking place May 17th through June 6th. Grafton Police are joined by the Massachusetts State Police and other local departments in this high-visibility enforcement effort designed to reduce motor vehicle deaths and injuries.

Fire Department

No Report Submitted

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

No Report Submitted

Engineering

No report submitted

Health Department

As of June 3, Grafton has been informed of a total of 1,187 confirmed positive COVID-19 cases since case tracking started in early 2020. As of the State's last weekly COVID-19 risk report (dated June 3), Grafton is still down at a GREY status this week.

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.

On May 17, Governor Baker announced a number of updates related to reopening of Massachusetts businesses and activities. For more details, visit <https://www.mass.gov/info-details/reopening-massachusetts>

- Effective May 29, all industries will be permitted to open, all industry restrictions will be lifted, and capacity will increase to 100% for all industries. The gathering limit will be rescinded.
- In line with updated CDC face covering guidance, the State will rescind the current face covering order and issue a new face covering advisory effective May 29. Non-vaccinated individuals are advised to continue wearing face coverings and to continue distancing in most settings. The advisory will also recommend fully vaccinated individuals no longer need to wear a face covering or social distance indoors or outdoors except for in certain situations. Face coverings will

still be required for all individuals on public and private transportation (including rideshares, livery, taxi, ferries, MBTA, Commuter Rail and transportation stations), healthcare facilities and providers, congregate care settings, and health and rehabilitative day services. Face coverings will also remain required indoors for staff and students of K-12 schools and early education providers.

- Governor Baker will end the State of Emergency on June 15, and the State will work with legislative and municipal partners during this period in order to manage an orderly transition from emergency measures adopted by executive order and special legislation during the period of the State of Emergency.

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>.

DEVELOPMENT SERVICES

Building/Zoning

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

Planning

During the last four weeks, the Planning Department completed administrative tasks for the Planning Board and Affordable Housing Trust. Staff also prepared presentation materials for the upcoming June 2021 Town Meeting.

Staff met with representatives of CMRPC to discuss project team transition regarding the Mill Redevelopment Zoning Initiative and attended a number of webinars related to the Local Rapid Recovery Plan (4) and MS4 Stormwater Permitting (2). Staff also met with local business owners in coordination with KARP Strategies, to conduct interviews related to the Local Rapid Recovery Program (LRRP), as well as the Clerk's Office regarding the Census Update and potential reprecincting. Staff also met with the Finance Committee to discuss relevant Town Meeting Warrant Articles, the Board of Health regarding COVID-19 and Town Counsel regarding ongoing litigation.

Staff conducted additional site visits and discussions to Meadow Lane, Highfields Subdivision and Millstone Subdivision regarding work to be completed and potential for applications for Determination of Completeness and Fall Town Meeting Road Acceptance. Staff also met with representatives of 109 Creeper Hill Road and John Marderosian, M.A.T. of Innovative Education Solutions, regarding ongoing or potential projects.

Conservation

Working temporarily as a one person department, the Agent worked to issue the resulting documents from the Commission's 5/18 meeting. The Agent attended a

webinar on MS4 Permit Year 4 requirements. Site inspections were conducted and inquiries from residents and applicants were fielded. The vacancy for the Conservation Assistant will be posted as soon as possible.

COMMUNITY SERVICES

Recreation Department

Information on the operation of Silver Lake plans to be announced the week of June 8. Summer job openings remain for lifeguards only. Applications are still being accepted for the part-time/year-round Recreation Coordinator position. Job posting and applications can be found [HERE](#). Registration is open for summer programming for preschoolers to adults; sports, STEM, family paddling nights, yard game rentals, and more. View the brochure [HERE](#). Make sure to follow us on Facebook for the latest updates.

Council on Aging

The Senior Center opened with limited capacity on June 1st. Approximately 15 seniors participated in a Fall Prevention exercise class, and the Book Club met under the tent outside of the Senior Center. To limit capacity for the time being, pre-registration is required for all scheduled exercise programs. Each participant must check in at the MySeniorCenter kiosk where they will electronically sign a waiver of liability. Masks must be always worn if not vaccinated. Capacity limits will increase as restrictions lessen and comfort levels increase. Completed and submitted the monthly May Worcester Regional Transit Authority report. Working on a MassDOT Helping Hand Mini Grant application. Support continues to be provided to seniors daily.

Library

The Library opened for browsing Mon June 1! We trained patrons in using self-check. It was wonderful to see so many friends after a long 15-month closure.

We recognized Cyndi Zarriello for her achievement of Paralibrarian II at the Trustee meeting last week.

We accepted many beautiful canvases returned by creative patrons! Please do return your completed canvas ASAP, if you are participating in the Mind, Body & Spirit Program.

Director Beth Gallaway spent a lot of time on opening logistics; the deaccession project; writing job postings; scheduling training for the new AMH, security gates, and handheld RFID scanner for the new library; creating staff schedules for reopening, the move, and FY22; compiling the April 2021 MBLC report, and completing the paperwork for the MPLCP grant so that MBLC can award Grafton a partial payment of \$1,859,714 toward our construction grant this fiscal year. Lauren Stara, the construction specialist from MBLC, visited the construction site on Fri May 28 for a tour.

We hosted a Zoom visit with Pam Hollander editor of *Gen X at Middle Age in Popular Culture*. We will be adding to a Pinterest Board at

<https://www.pinterest.com/grafonpublib/gen-x-at-middle-age-in-popular-culture/> of li consisting of Library items featured in the essays in the book, and will be developing a Generations display at the new Library this fall.

Eleven staff members participated in a Reader's Advisory training on the Romance genre. Please ask use what to read next at <http://bit.ly/GPLSelect>. We launched our Summer Program Tails & Tales! There are many ways for all ages to participate; please visit www.grafonlibrary.org/srp for more information. Thank you to the Friends of the Grafton Public Library for sponsoring the raffle prizes.

We had a few museum pass issues this week. Thanks to the public for being patient and carefully reading through all the info at www.grafonlibrary.org/passes - each museum has different rules, policies and passcodes for discounts; luckily, more and more museum partners are going digital, which means we can send you a QR code and you don't even have to come to the Library to pick up the pass anymore.

Children's Room staff continued kit prep for the 2021 Library Summer Program, including Friday Fun summer photo scavenger hunt kits. Thanks to Cyndi who reorganized the program room and organized all of our grab and go kits by date.

Sarah has been in contact with NGES PTG and SGPTO to get the Library added to their June agendas to discuss library updates and SLP information. She also created lesson plans for the June NGES and SGES preschool storytime outreach visits, and Sarah and Kristin collaborated with Kristin Parone to finalize the RLA summer/library video. Sarah also worked on the Grafton Cultural Council Grant owl pellet program and hosted a STEM class for children ages 3-6.

Marilyn worked on a Pride book list for the June newsletter. Mare has been continuing to work on her Paralibrarian documentation in preparation for the next application round, and reviewed recorded sessions from last week's MLA conference that she was unable to attend live and wrote up program notes.

Jen helped a homeschooling mom stock up on American History books for a summer road trip, and Jen and Mare collaborated on a display of "Summer Reads" including picks from the schools' summer reading list as well as our own diverse picks.

Adult Services created displays for Pride and Juneteenth.

Veterans Services

No Report Submitted

GCTV

No Report Submitted

CONSTRUCTION PROJECTS

Library project:

- Carpet is 98% complete
- Resilient flooring is 95% complete
- Final paint touchup is complete
- Bathroom accessories are installed
- Cabinetry and millwork in building is 95% complete
- Interior signs have been installed
- HVAC startup and balancing is complete
- Framing for new cornice system is 75% complete
- Column covers have been installed
- Sidewalk pavers are complete
- Planting beds are 75% complete, additional bushes are being planted.
- Fence around dumpster pad is 40% complete.

Municipal Center guardrail/ramp project:

- Contract approved
- GC is working on submittals and lead times for materials

Common Improvements project:

- Contract approved
- GC is working on submittals and lead times for materials
- Public meeting with local businesses scheduled for 6/23
- Architect is working on assessment of bandstand.

IMPORTANT DATES TO REMEMBER

Upcoming Select Board Meetings

June 8th (Workshop)

June 15th (Business Meeting)

Upcoming Department Head Meetings

June 16, 2012 @ 10:00 a.m.