



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Weekly Report

DATE: June 11, 2021

IMPORTANT NOTICES TO ALL DEPARTMENTS

Our Fiscal Year is coming to an end. Be sure to review the year end closing procedures memo from the Accountants Office. If you have any questions, please reach out to the Accounting Office.

June 16th will be the opening of the Grafton Farmers Market here at the Municipal Center. Due to the upcoming work on the town common, the Farmers Market will relocate for the time being in front of the Municipal Center. Your patience and cooperation are appreciated. Parking behind the Municipal Center after 1:00 p.m. on Wednesday's is highly recommended. The Market will be open from 2:00 p.m. until 6:00 p.m.

June 21st at 2:00 p.m. For those of you who may have worked with or new Nancy Hazen (former Select Board Administrative Assistant), the Grafton Food Bank, will be planting a Rose of Sharon tree in memory of Nancy. This for all she has done for the Town of Grafton and the Grafton Food Bank. The dedication will be in front of the Municipal Center on Monday, June 21st at 2:00pm. You are welcome to attend.

ADMINISTRATION & FINANCE

Town Accountant

- Attended Asure Force time and attendance training on time and attendance accruals.
- Asure Force supervisor training is scheduled for Tuesday July 20th at 10am. Katrina will push out the invite to all time approving supervisors. Please note this is a mandatory meeting for all approving supervisors.
- Thomas Callahan, Town of Grafton's new Financial Analyst started this week.
- Worked more on the chart of conversion with Vadar and the Sewer Department, specifically working out the utility billing details. Town of Grafton's IT Committee will

be setting up a meeting with Vadar to review the technical details of their Cloud platform data and security.

- Met with School Dept Superintendent and Finance Director to go over some possible future shared services.

Treasurer/Collector

No Report Submitted

Principal Assessor

- 1) Preparing preliminary bill file to commit to Treasurer/Collector by 6/18/2021.
- 2) Committed 17 Supplemental Bills to the Treasurer/Collector in the amount of \$42,019.36 and plus \$ 630.30 CPA. These are the 2nd half of FY2021 new construction parcels which were given certificate of occupancies.
- 3) Committed 1 Revised and Omitted bill for 80 Snow Road in the \$2,898.27 plus \$17.70 CPA to Treasurer/Collector.
- 4) Submitted the Revised and Omitted Assessment Report in Gateway to DLS on 6/8/2021.
- 5) Scheduled Vision to start Interim adjustment on Wednesday the 16th.
- 6) Received FY21 ATB filings on 43 & 44 Estabrook Ave for the Solar fields and an FY21 filing on 1 Hollywood Drive.
- 7) Held a Board of Assessors meeting on Tuesday June 8th. Notified the Board of the ANR lots for 183 Upton Street, the Robinson property. The address change for 20 High Street to 59 North Main Street.
- 8) Attended Town Meeting for Article 38 and 39.
- 9) Entered Deeds and verified ownership.
- 10) Continuing field inspections for cyclical, building permits and sales verification.

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department (5/30/21 – 6/5/21)

446 log entries were made including 73 - 911 calls, 8 alarm calls, 30 ambulance calls, 2 animal complaints, 151 business/area checks, 8 disturbance calls, 2 fraud/ID theft complaints, 12 motor vehicle accidents, 29 motor vehicle stops and 6 well-being checks.

3 License to Carry Firearms applications were received. Weekly Chief's Column posted on Beware of Driveway Paving and Sealing Scams. 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.

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 10, 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 10), 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.

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>.

DEVELOPMENT SERVICES

Building/Zoning

The building department continues to be busy issuing building, electric, mechanical, gas and plumbing permits. Interviewed for Part Time Custodial position. Attended weekly Development Team meeting.

Planning

This week, the Planning Department completed administrative tasks for the Planning Board and presented their LRRP Workshop in coordination with KARP strategies and the Select Board. Staff also met with representatives of 109 Creeper Hill Road and 8 Pine Street to discuss ongoing permitting and project timeframes. Staff is coordinating 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 the webinar, "Managing Phosphorus Pollution with Stormwater Bioretention: A Soil Study", hosted by EPA Region 1, as part of the ongoing MS4 permitting as well as the 2021 CMRPC Annual Meeting. In coordination with GCTV and

Conservation, staff successfully conducted a system test and training to familiarize staff with the operation of potential “hybrid zoom” model meetings, allowing both in-person and remote participation.

Conservation

The Agent worked to issue the resulting documents from the Commission's 5/18 meeting and prepare for the 6/15 meeting. Site inspections were conducted and inquiries from residents and applicants were fielded. The vacancy for the Conservation Assistant is now posted. The Commission also has a vacancy they are looking to fill.

COMMUNITY SERVICES

Recreation Department

We are excited to announce the operation of Silver Lake Beach for the Summer of 2021! Click [HERE](#) to view the full announcement or visit GraftonRec.com. Highlights include a lifeguarded beach with limited amenities, new hours, and only season passes available and only for Grafton residents. Dates of operation will be June 26 – August 15 and run weather-permitting Monday-Thursday from 11am-5pm and Friday – Sunday from 11am-6pm. Please contact the department with any questions at recreation@grafton-ma.gov or 508-839-5335 x1156, visit our website at GraftonRec.com, and follow us on Facebook (@GraftonRecDept) for the latest updates.

Council on Aging

Attended the monthly COA board meeting. The COA board is looking to fill a vacancy left by Marcie Benoit, secretary, who recently resigned. Completed and submitted the MArtap Helping Hand mini grant application. Pay as You Throw bags were distributed to those individuals who are part of the low income PAYT program. Started to work on the July Senior Center newsletter. Activities at the Senior Center continue to increase, and support is provided to seniors daily.

Library

No Report Submitted

Veterans Services

No Report Submitted

GCTV

This week’s activities included, a “This Week in Grafton Government” special immediately after Town Meeting, and the normal weekly recording. The Grafton High Graduation and Town Meeting went off without a hitch.

Two segments of Bus Stop Weather were recorded as we count down to the end of the School Year. Sophia Kling continues to grow into her new role.

The School Committee held their first in person meeting from Room F, which aired LIVE on the EDU channel. Tests were conducted in Room A which shows how Zoom will be integrated into the Select Board and Planning Board broadcasts.

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:

- Interior paint and flooring is wrapping up
- Millwork is 95% complete
- Electrical and Plumbing systems have been inspected
- Elevator inspection scheduled for next week
- Phones lines are in and tested
- Fire Alarm system has been tested, inspection TBD.-Town fiber is connected and WiFi is working
- Final landscaping is 80% complete
- First delivery of furniture has been received

Common Project:

- Submittals received for review
- Public meeting scheduled for 6/23

Municipal Access Project:

- No update this week

IMPORTANT DATES TO REMEMBER

Upcoming Select Board Meetings: June 15th & June 22nd

Upcoming Department Head Meetings

June 16th @ 10:00 a.m.