



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: June 25, 2021

TOWN ADMINISTRATOR

- Met with FinComm for end of year reserve fund requests.
- Attended the Nancy Hazen Memorial Tree Planting at the Municipal Center.
- Attended an ICMA training for Negotiating a Better Bargaining Agreement.
- Finalized and submitted American Rescue Plan Application Documents.
- Renewed Inter Municipal Agreement with Worcester Regional Health Alliance.
- Attended public hearing for Grafton Common improvement project.
- Met with various residents and business owners regarding issues in the community.

ADMINISTRATION & FINANCE

Town Accountant

No Report Submitted

Treasurer/Collector

- FY2022 Q1 RE & PP bills will be mailed 6/30/21 with a due date of 8/2/21.
- The Asst. Treasurer/Collector has posted unclaimed funds to the Town website. Individuals on the list, can submit a claim form along with a copy of their photo ID, in order to receive a replacement check.
- We've been working closely with the Accounting office to reconcile receivables for FY21.

Principal Assessor

- 1) Committed Preliminary bills to Treasurer/Collector in the amounts of:
RE \$23,792,766.22, CPA \$271,604.40, PP \$725,613.64
- 2) Started Interim adjustments with Vision.
- 3) DOR approved LA13A and revised & omitted forms.
- 4) Entered Deeds and verified ownership.
- 5) Continuing field inspections for cyclical, building permits and sales verification.

Town Clerk

This past week, our office has completed the minutes from Town Meeting and posted to the web and sent the Attorney General submission for articles from the Annual Town Meeting for approval wrapping up Town Meeting tasks.

Election and Town Meeting materials have been prepped for upcoming dates.

2021 Street Lists have been delivered and are available for purchase for \$10.00 a book. An electronic version is available for any departments who would like a copy.

Letters were sent to both Town Committees asking for candidates to fill the Registrar vacancy.

The Town Clerk is working on the application to send to CPC in hopes of receiving further funds for the Town Records Preservation Project that has been ongoing.

We continue to assist many residents and individuals with vital requests, dog licensing, marriage licenses 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

No Report Submitted

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 24, Grafton has been informed of a total of 1,190 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 24), 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>.

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

No Report Submitted

Planning

No Report Submitted

Conservation

No Report Submitted

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.

Did you know free daily passes to Tower Hill in Boylston and DCR state parks are available? E-mail us with your reservation request and we'll send you details on pass pickup.

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 WRTA Advisory Board meeting. Interviewed several exercise instructors to fill the vacancies of instructors who did not return after the pandemic. Participated in the SNAP mandatory civil rights training. The July Senior Center newsletter was completed and sent for printing. Activities continue to increase at the Senior Center, as well as the use of transportation services. A complete full opening of the Senior Center will be July 6th. Worked with the Alliance Board of Health to make sure all the necessary safety protocols are in place for when congregate meals start to be served on July 6th. Support continues to be provided to seniors daily.

Library

Summer reading continues - get more information and register at www.graftonlibrary.org/srp

The Library is open to the public Mon/Tue/Fri/Sat 10am-2pm and Wed/Thu 2-8pm. We are averaging over 100 visitors a day.

We will be extending open hours through Sat July 24 due to a delay in shelving fabrication and shipping for the renovated building. Order your school summer reading books soon!

A grand reopening committee is forming and looking at a date mid-to-end of October for the ribbon cutting and dedication at 35 Grafton Common.

Veterans Services

No Report Submitted

GCTV

This week's activities included...

- The final installment of Bus Stop Weather was recorded and will return in the Fall.
- Hybrid Zoom meetings have taken place in Room A for Planning, Select Board, and ZBA.
- Room F has been used for School Committee in person meetings.

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

No report submitted.

IMPORTANT DATES TO REMEMBER

Upcoming Select Board Meetings

July 6, 2021

July 13, 2021 (Workshop)

July 20, 2021

Upcoming Department Head Meetings

Wednesday, July 7, 2021 – 10:00 a.m.

Wednesday July 21, 2021 – 10:00 a.m.