



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: March 11, 2022

Town Administrator

- Working on Salary and Classification Implementation Plan.
- Hired temporary staff for Assessor's Office, HR Office, and SB Office.
- Attended TriComm Meeting.
- Attended FinComm review of multiple departments.
- Continued work on energy pricing contracts.
- Continued negotiations with various departments and vendors.
- Discussed earmark opportunities with legislators.

ADMINISTRATION & FINANCE

Finance Director/Town Accountant

- Continuing to work on budget adjustments and revenue projections for FY23.
- Accounting Office is working on setting up ClearGov checkbook. This feature allows the Town to share check level expenditure details with residents. This new tool will allow taxpayers and internal stakeholders to explore expenditures by specific transactions and to see every check the town has issued to vendors.
- Attended Finance Committee public meetings to review departmental budgets.
- Received OPEB audit draft and expect Financial Audit to be completed mid-April.
- Continuing working with Vadar on the chart of account conversion. Will restructure Fund 20 & 29 into separate funds for State and Federal Grants, as well as Special Revenue, RRFR, Agency, and Revolving Funds. Will restructure General Fund chart of accounts separating funds for general fund, encumbrances, and warrant articles.
- Accounting Office is currently working on the salary study classification new wage schedule and will be updating FY23 salaries into ClearGov.

Treasurer/Collector

No Report Submitted

Principal Assessor

1. Attended Appellate Tax Board hearing via zoom.
2. Working on Map Changes.
3. Working on lot splits and new growth.
4. Working on 2022 supplemental bills.
5. Working with Vadar and Vision on mismatch parcels as part of the conversion.
6. 4 new construction inspections, 2 reinspections.
7. Research ownership & property lines for 200 Old Westboro Road.

Town Clerk

Nomination papers for the Local Annual Election on May 17th have been available since Monday, January 31st. Any registered voter of Grafton can pull papers and 50 certified signatures are required to be added to the ballot. Visit <https://www.grafton-ma.gov/town-clerk/news/nomination-papers-town-election-available-monday-january-31-2022> for more information. The seats available are:

- Select Board – (2) – 3-year terms available
- Board of Library Trustees – (2) – 3-year terms available
- Planning Board – (2) – 3-year terms available
- School Committee – (2) – 3-year terms available
- School Committee- (1)- 1 year term available to fill a vacancy (added 2/1/2022)
- Town Clerk – (1)- 3 year term available

Reprecincting data from the 2020 Census has finally been received and we are working on looking over all data to notify residents of changes to their precinct and/or polling location.

Over 8,500 census forms have been mailed to households in Grafton for 2022. In addition, dog licensing for 2022 has begun. Our staff is working hard to update census forms in the system and process dog license requests to mail back to residents. Forms can be returned via email at census@grafton-ma.gov, by mail or in the red drop box located out front of town hall. If you have not received your form, please contact our office at clerks@grafton-ma.gov to have a form mailed to you.

The annual acknowledgment of receipt sign-off for the conflict of interest was distributed to employees and board/committee members. The sign off is due within 30 days of receipt (due February 23rd, 2022). The online training is only required for individuals who did not complete it in 2021.

The Boston Post Cane Award will begin in 2022. This is an award given to the oldest citizen of Grafton. A replica cane was made to use when recognizing the individuals but will remain in the custody of the town to avoid being lost. More details to follow soon!

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. Skip Currier has been volunteering to scan maps and plans organized to start the digitizing process of our records.

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

We continue to assist many residents and individuals with vital requests, dog licensing, marriage licenses, business certificates, public records requests, notaries, and town related information.

PUBLIC SAFETY

Police Department (2/27/22 – 3/5/22)

328 log entries were made including 50 - 911 calls, 13 alarm calls, 25 ambulance calls, 5 animal complaints, 4 arrests, 107 business/area checks, 3 disturbance calls, 2 fraud/ID theft complaints, 9 motor vehicle accidents, 21 motor vehicle stops and 6 well-being checks.

11 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on National Consumer Protection Week (March 6th through March 12th, 2022) - a campaign to help people understand their consumer rights and make well-informed decisions about money.

Training included mandatory MPTC online in-service training for all officers including Human Trafficking, De-Escalation and Use of Force, Police Responding to Emergencies of Those with a Mental Illness, Cultural Competency, Suicide & QPR Certification, Critical Incident Stress Management and Mental Wellness. Officers also received legal updates on current court decisions and roll call notices including Commonwealth Fusion Center bulletins.

In addition, Lt. Minardi attended CEMLEC SWAT in-service training. A planning meeting was held to make preparations for our next GPD Youth Academy to be held in July. Sgt. Crosby and Officers Benoit, Michniewicz and Spellman attended a Field Training Officer (FTO) Refresher Class conducted by MPI at GPD headquarters.

Fire Department

No Report Submitted

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

No Report Submitted

Engineering

No Report Submitted

Health Department

As of March 10, Grafton has been informed of a total of 3,086 confirmed positive COVID-19 cases since case tracking started in early 2020. The number of new cases continues to be at a lower level than during the recent surge in Grafton, surrounding communities, the state and the country. Individuals are strongly advised to continue to exercise precautions (e.g., mask wearing, social distancing, frequent hand washing). In addition, individuals are strongly encouraged to get vaccinated and to get a booster (if they are eligible).

The Board of Health strongly recommends all individuals continue to wear masks, especially in heavily populated indoor locations and for those individuals who are or come in contact with high-risk individuals (e.g., immunocompromised). We will continue to monitor the ongoing case count trends.

The CDC has released updated guidance on when to wear a mask. See <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>. In addition, Massachusetts released updated guidance on when to wear a mask. See <https://www.mass.gov/info-details/covid-19-mask-requirements>

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 the latest information on the COVID-19 vaccines and boosters, eligible populations, and how to find a vaccination location, visit <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html> and <https://www.mass.gov/covid-19-vaccine>. Vaccination and boosters (if eligible) are strongly recommended.

Flu shots are available at pharmacies and other locations (e.g., doctor's office).

DEVELOPMENT SERVICES

Building/Zoning

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

Planning Department

No Report Submitted

Conservation

- Issued documents from the Commission's 3/1 meeting
- Updated templates and workflows in Viewpoint
- Worked on Green Communities grant projects
- Worked on Q&A sheet with Recreation for 95 North Street
- Attended numerous sessions of MACC's annual conference & FinCom budget hearing
- Conducted site inspections
- Fielded inquiries from residents and applicants

COMMUNITY SERVICES

Recreation Department

No Report Submitted

Council on Aging

Met with the Finance Committee to discuss the Council on Aging's FY23 proposed budget. Completed and submitted the Tufts Community Grant Application for an award up to \$2,000 which would be used for transportation. Tufts Community Grant recipients will be selected and notified in early April. Attended the monthly Council on Aging meeting. Attended a Special Meeting of the Worcester Regional Transit Authority Advisory Board to discuss joining the City of Worcester's Retirement Plan. Distributed PAYT bags to individuals who are part of the low income PAYT program. Started to work on the April Senior Center newsletter. Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

No Report Submitted

Veterans Services

No Report Submitted

GCTV

We recorded 2 segments of Bus Stop Weather this week.

The entire staff travelled to Fire Station HQ to begin preliminary shooting of the Fire Dept. Recruitment video. We spent close to an hour with the Firefighters.

As always, 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.

IMPORTANT DATES TO REMEMBER

Upcoming Select Board Meetings

March 15, 2022 (Business Meeting)

April 5, 2022 (Business Meeting)

Upcoming Department Head Meetings

March 16, 2022