



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: March 25, 2022

ADMINISTRATION & FINANCE

Town Administrator

- Attended ARPA Committee Meeting
 - Began working on resident survey
- Informational Mailers for Energy Choice Sent
- Met with IT vendor regarding ongoing projects
- Began roll out of new town-wide phone system
- Met with Tax Title Attorneys and staff regarding Town owned assets
- Met with Town Moderator regarding upcoming Town Meeting
- Began building Warrant for Annual Town Meeting
- Met with Community Preservation Committee regarding South Grafton Community House Restoration

Finance Director/Town Accountant

- Finalized all budget adjustments and revenue projections for FY23.
- Attended Finance Committee public meetings to review departmental budgets.
- Attended MMMAA annual education seminar.
- Participated in annual bond call for Library BAN. S&P Global Ratings reflecting the assignment of the SP-1+ note rating and affirmation of the AA+ rating with stable outlook.
- Attended ARPA Committee Meeting. Discussion topic points establishing survey questions and community outreach on how to spend the remaining ARPA funds.
- Attended monthly MMA Personnel and Labor Relations Policy Committee. Agenda included discussion on MMA Legislative updates.
- Met with OPEB auditors to go over Town of Grafton's OPEB results.

- 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.

Treasurer/Collector

1. LIVE in Vadar collection
2. April rating call with S&P
3. Lockbox on bill file conversions complete
4. UNIPAY payment file conversion complete
5. Working on building tax title for Vadar
6. MMA Suffolk Finance Management-Class 4
7. Working with tax title attorneys on land court cases at final judgement
8. 11 MLC requests have been received/processed.
9. February cash reconciliation on track for submission to accountant
10. Very heavy payment and call traffic

Principal Assessor

1. Entering growth.
2. Working on Map Changes.
3. Working on 2022 supplemental bills.
4. Attended 2 Appellate Tax Board hearings via zoom.
5. 2 permit inspections, 1 reinspection for ATB case.
6. Fielding numerous calls regarding motor vehicle excise tax.
7. Processed 45 motor vehicle excise abatements.
8. Reviewed 21 FY 2023 3ABC filings.
9. Reviewed and processed 3 real estate exemptions.
10. Reviewed and processed 1 real estate abatement.
11. Abutters lists.

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

Candidates who have pulled papers as of 3/25 are:

- Select Board- Richard Whitney, Andrew Jefferson, Carl Palmer, and Ann Marie Foley
- Board of Library Trustees- Dana Wilson and John Paul Bubriski
- Planning Board- David Robbins and Prabhu Balaji Venkataraman
- School Committee (3 year)- Amy Marr, Cherilyn Michener Reno, Liora Bram, Craig Juelis, Stacie Norton Bennett
- School Committee (1 year)- Mariagraciela Vargas-Baker
- Town Clerk- Kandy Lavallee

Reprecincting data from the 2020 Census has been received and reviewed. Letters will be mailed 3/25 to residents with changes. A list of all address changes can be found on the town website and Town Clerk department page, along with the new precinct map.

Dog licenses expired March 31. Dog owners can renew their license online, in person during regular business hours, by mail or drop in the red Town Clerk drop box located out front of town hall. A current rabies certificate and spay/neuter certificate (if applicable) must be on file before a license can be issued.

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!

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 (3/6/22 – 3/19/22)

597 log entries were made including 70 - 911 calls, 27 alarm calls, 58 ambulance calls, 7 animal complaints, 4 arrests, 185 business/area checks, 3 disturbance calls, 4 fraud/ID theft complaints, 13 motor vehicle accidents, 53 motor vehicle stops and 11 well-being checks.

10 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on Signs Your Child May Be a Victim of Cyberbullying and Dangers of Public WIFI, What You Need to Know.

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.

School Resource Officer Mark Alves attended a five-day Crisis Intervention Team (CIT) Training held at Southbridge Police Headquarters.

Fire Department

Open Burning Permits are available at Grafton Fire Headquarters 26 Upton Street. Open Burning continues Monday- Saturday until May 1st at the discretion of the Fire Chief.

The Grafton Fire Department is always looking for residents interested in becoming a call firefighter. Please see the Fire Department page on the town web site for an application or call the fire department office for more information or speak to any current member of the dept.

The IT team along with our partners in district 7 installed a system which allows a cell phone to be used as a portable radio. This system will greatly enhance our communication ability

During the past two weeks the department responded to 12 alarms sounding, 1 building fire, 1 chimney fire, 2 motor vehicle accidents, 1 outside fire, 5 public assistance calls, and 3 mutual aid structure fire responses. The inspectional services division performed 16 inspections, plan reviews, and continued follow-up services for ongoing property issues.

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

Public Works: With the recent warm weather potholes have started to open, please contact the DPW Office to report any potholes. The recycling drop off area is located to 64 Old Westboro and operates Saturdays 8:00am-1:00pm and Tuesdays and Thursdays from 10:00am-2:00pm. Main Street improvements project work has started and will continue for the next two years.

Highway Department: Routine Operation and maintenance of town owned infrastructure and equipment. Maintenance staff continues to maintain and repair equipment for winter operations. Staff provided road treatment and plowing operations for 1 winter weather events. Staff continues roadway repairs from winter weather events. Please see the DPW page on the towns website for the snow and ice policy.

Cemetery and Parks: Routine department functions including, trash pick-up, construction and painting of replacement fencing, and grounds maintenance. Provided support for four funerals.

Sewer Department: Routine operation and maintenance of the town's 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

- Yearly contract bids are being opened Friday morning,
- Working with MassDOT, contractor and design consultant for Stowe Road culvert,
- Eversource is making progress on Main Street in preparation of spring construction,
- Fitzpatrick Road culvert plans were reviewed by MassDOT and questions and comments were addressed. Plans have been resubmitted,
- Met with contractor to visit punchlist items remaining from last year paving,
- Attended training for sidewalk inventory and condition module,
- Continue working on Year 4 NPDES Permit requirements,
- Continue to work with town staff and departments on other projects and day to day activities.

Health Department

As of March 24, Grafton has been informed of a total of 3,114 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

No Report Submitted

Planning

No Report Submitted

Conservation

No Report Submitted

COMMUNITY SERVICES

Recreation Department

We are now accepting applications for a number of positions for the summer of 2022 including lifeguards, parking/snackbar attendants, assistant beach director, and summer days program counselors. View job descriptions, age requirements and apply online at GraftonRec.com.

The Recreation Commission held its March meeting on the 14th and welcomed new commissioner Michael Bruny. Bids for design services of a passive recreation park at 95 North St. were due March 22 and will soon be reviewed and interview invitations sent out. The Director attended the annual state conference of the Massachusetts Recreation and Park Association this week.

Council on Aging

No Report Submitted

Library

No Report Submitted

Veterans Services

No Report Submitted

GCTV

3-25-2022

This week Bill Robidoux continues to work on the Fire Department Recruitment video.

Now that election season has arrived, we've hosted three candidates for the "Meet the Candidate" program hosted by Bob DeToma. Guests have been Richard Whitney, David Robbins, and Carl Palmer.

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.

GCTV

3-18-2022

We recorded 2 segments of Bus Stop Weather this week.

Town moderator Dawn Anderson came by the studio to record "A Minute with the Moderator" with Bob DeToma. These segments cover everything you would want to know about Town Meeting and its procedures.

Wednesday afternoon Anzio's Pizza brought their mobile brick oven by the GCTV parking lot. Pizza lovers were invited to tour the studio.

A local Cub Scout pack toured the studio Thursday evening with leader Daniel Gaspar.

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IMPORTANT DATES TO REMEMBER

Upcoming Select Board Meetings

April 5, 2022 (Business Meeting)

April 12, 2022 (Workshop)

April 19, 2022 (Business Meeting)

Upcoming Department Head Meetings

April 6, 2022 @ 10:00 a.m.