



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: May 6, 2022

IMPORTANT NOTICES TO ALL DEPARTMENTS

- Town Meeting is Monday, May 9th 7:30 p.m. Grafton High School Auditorium

Town Administrator

- Met with Tufts leadership and Grafton Water District regarding shared infrastructure projects
- Finalized motions for Town Meeting
- Supported Select Board in selecting Fire Chief
- Began Rain Barrel program for Grafton Residents
- Met with PEC representatives to narrow down insurance change options
- Tested clicker system for Town meeting
- Finalized presentations for Town Meeting
- Met with Finance Committee and Select Board to approve end of year transfers

ADMINISTRATION & FINANCE

Town Accountant

- ARPA Committee will be hosting an ARPA public session next Wednesday May 11th, 7pm at the Grafton Public Library. Hope to see you all there!
- Finalized ARPA survey with the ARPA committee. Please see below link to take the survey.

<https://www.surveymonkey.com/r/PXSGMMW>

- Met with GEMA to go over the Salary Study results for FY23 implementation.
- Attended PEC meeting. Discussion included reviewing Guardian Dental proposals for FY23. Once PEC votes on the proposal we can move forward with our health/dental insurance open enrollment. More to follow next week.

- Continuing working with Vadar on the chart of account conversion. Accounting is continuing to work with Vadar behind the scenes on the chart of account conversion. General Fund Revenue Accounts are completed. This week and next week I will begin to work on restructuring the capital warrant articles into a separate fund.

Treasurer/Collector

No Report Submitted

Principal Assessor

No Report Submitted

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department (4/24/22 – 4/30/22)

281 log entries were made including 61 - 911 calls, 13 alarm calls, 42 ambulance calls, 11 animal complaints, 3 arrests, 55 business/area checks, 5 disturbance calls, 5 fraud/ID theft complaints, 9 motor vehicle accidents, 19 motor vehicle stops and 3 well-being checks.

3 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on Share the Road with Motorcycles - Safety Tips for Motorcyclists and Motorists.

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 training.

Lt. Minardi and Sgt. Mazzola also conducted a site/equipment survey of a Body Worn Camera program currently in use at a neighboring police department to prepare for the future implementation of our own BWC program. We also met with staff from the Blackstone Valley Connector/Family Continuity of Northbridge to discuss implementation of a youth and adult diversion program to provide follow-up visits, outreach and support as well as recovery coaches for individuals requiring assistance with substance use and mental health issues.

Fire Department

No Report Submitted

Department of Public Works (Including Engineering, Cemetery & Sewer)
No Report Submitted

Engineering
No Report Submitted

Health Department

As of April 29, Grafton has been informed of a total of 3,233 confirmed positive COVID-19 cases since case tracking started in early 2020 (Note: The Alliance has switched to weekly case count reporting on Friday afternoons for now given the lower-case counts). 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, although the last weekly case count was definitely elevated compared to recent weeks. 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 accepting applications for a number of paid 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. There are also opportunities for 14 and 15 year olds as counselors-in training at our summer days program. View details [HERE](#).

The Grafton Gazebo Road Race returns on May 14 and is now a 5K. Prizes for top 3 male/female overall and awards for top 3 in 10 age groups. Get details and register [HERE](#).

Get ready for summer and purchase your seasonal beach pass. The beach will be open from June 18 - August 14, weather permitting, with a tentative schedule of Tuesday - Sunday from 11am-6pm. Day pass purchases now require a one-time waiver to be completed prior to purchase. Purchase a season pass [HERE](#). Complete your day pass waiver [HERE](#).

Staff continues to hold seasonal interviews, work through wait lists for program openings, and prepare for the road race. The first community meeting for the 95 North Passive Recreation Park design will be held May 19 at 6:30pm via Zoom. The Recreation Commission will hold its next meeting on May 9.

Council on Aging

- Completed and emailed to the Worcester Regional Transit Authority the Senior Center's April 2022 operational report. The Senior Center provided 430 rides for the month of April.
- Bingo with a catered lunch was held for 40 seniors on Thursday.
- Distributed PAYT bags to individuals who are part of the low income PAYT program.
- Continued working on the SNAP FY23 budget which needs to be completed in the Partner Activity Tracking Hub (PATH) by May 16th.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

No Report Submitted

Veterans Services
No Report Submitted

GCTV
No Report Submitted

IMPORTANT DATES TO REMEMBER

Upcoming Select Board Meetings

May 10, 2022 (Workshop)

May 24, 2022 (Business Meeting)

June 7, 2022 (Business Meeting)

Upcoming Department Head Meetings

TBA