



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: May 14, 2021

IMPORTANT NOTICES TO ALL DEPARTMENTS

- Town Meeting will be held on June 5th at 11:00 a.m. on the Grafton High School Football Field
- The Local Election Date has been moved to Saturday, May 22nd. Polls will be open from 8:00 a.m. to 5:00 p.m., with polling locations remaining the same.

TOWN ADMINISTRATOR

Another busy week this week:

- Evan and Mary Lauria met with the Finance Committee to review the final iteration of the budget. The Finance Committee voted to adopt the budget as presented. It has been a collaborative and productive process all around.
- Evan, William, Bob DeToma, and Jack Kelley worked on a PSA for Question 1 (Strong Chief) on the Ballot.
- Met with the Planning Department on the MS4 Storm Water initiatives and possible funding sources.
- Met with staff about possible changes to the municipal center hours to make the building more accessible to the public.
- Met with several business owners and residents on issues in the community.

ADMINISTRATION & FINANCE

Town Accountant

- Finance Team & School Dept. met with Springbrook on the Chart of Account conversion for all three application suites: tax, accounting, and utility billing.
- Finalized revenue projections and salary budgets.
- Attended Finance Committee meeting on Wednesday March 13th to review the Operating & Capital Budget for FY22.

Treasurer/Collector

No Report Submitted

Principal Assessor

- 1) Held Board of Assessor meeting on Tuesday.
- 2) Staff attended WCAA RECAP workshop, step by step tax rate Recap schedules, forms, and page and the Tax Rate process from Town meeting to tax bill virtual sessions.
- 3) Preparing documentation for ATB case for 1Hollywood Drive, scheduled for 5/19/2021 10am via Zoom
- 4) Attended Softright/Springbrook presentation.
- 5) Entered Deeds and verified ownership.
- 6) Continuing field inspections for cyclical, building permits and sales verification.

Town Clerk

Our office continues to process the mail in voting applications that have are being submitted. We have mailed approximately 536 absentee/mail in voting applications as of this week.

Voting machines and Automark machines were tested on 5/13/2021 and are ready for the election on 5/22.

The Attorney General's approvals were posted by Constable on 5/13/2021 from the November 7, 2020 Semi Annual Town Meeting.

Our new ballot drop box was delivered and has replaced the repurposed drop box from the Library. It remains out front of Town Hall and is ADA compliant and weather/tamper resistant. Thank you to Bob Berger and Paul Farrar for ensuring this was completed.

There is a vacancy on the Board of Registrars as of 5/4/2021. Please help spread the word to fill this position.

We still have several board/committee members who have not completed the conflict-of-interest training and sign off.

PUBLIC SAFETY

Police Department

(5/2/21 – 5/8/21)

359 log entries were made including 38 - 911 calls, 8 alarm calls, 23 ambulance calls, 1 animal complaint, 146 business/area checks, 8 disturbance calls, 2 fraud/ID theft complaints, 7 motor vehicle accidents, 28 motor vehicle stops and 4 well-being checks.

4 License to Carry Firearms applications were received. Weekly Chief's Column posted on Safety Tips for Runners. Training included MPTC online in-service training for all officers, Legal Updates and Roll Call Bulletins. Dispatchers attended Municipal Police Institute (MPI) online in-service training. Lt. Minardi attended Police Reform for Supervisors training and Det. Wenc and Officer Plotkin attended Evidence Room Management training held at Grafton PD also through MPI.

Fire Department

No Report Submitted

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

Engineering

- Main Street Project has gone out for bid. Deadline is May 25th
- Milford Road sidewalk project has received a grant extension and the contract is to be awarded soon
- Continue working on Fitzpatrick Road culvert project. Notice of Intent hearing is May 18th
- Jay, Kay, Elizabeth, Francis and Martin Streets have been reclaimed and the base coat has been put down
- Continue to work with town staff and departments on other projects and day to day activities

Health Department

As of May 13, Grafton has been informed of a total of 1,180 confirmed positive COVID-19 cases since case tracking started in early 2020. As of the Commonwealth's last weekly COVID-19 risk report (dated May 13), Grafton is back up at a YELLOW status this week, and a similar level of cases continues to occur in many surrounding communities.

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.

On April 27, the Governor announced a number of planned updates related to reopening of Massachusetts businesses and activities over the next months (subject to public health and vaccination data), and an update to the mask order regarding outdoor mask usage. For more details, [click here](#).

As of April 19, all people age 16+ who live, work, or study in Massachusetts are eligible to receive the COVID-19 vaccine. For more information on the vaccine and how to find a vaccination location, visit <https://www.mass.gov/covid-19-vaccine>. The Pfizer vaccine was recently authorized for individuals aged 12-15.

Additional vaccination locations of varying sizes continue to come online and offer vaccine appointments based on vaccine availability.

DEVELOPMENT SERVICES

Building/Zoning

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

Planning

No Report Submitted

Conservation

Working temporarily as a one-person department, the Agent worked to issue the resulting documents from the Commission's 5/4 meeting and prepare for the 5/18 meeting. Site inspections were conducted and inquiries from residents and applicants were fielded. The vacancy for the Conservation Assistant will be posted as soon as possible.

COMMUNITY SERVICES

Recreation Department

No Report Submitted

Council on Aging

Received notification that the Grafton Senior Center was awarded a \$1,000 mini grant from Fallon Health. The grant will be used to cover approximately 4 months of free medical van rides for seniors and those disabled. Working on the June 2021 Senior Center newsletter. Dig Safe has come out to the Senior Center and marked where wires are located so the tent can now be set up. Still working on guidelines/plans for reopening the Senior Center on a limited basis beginning June 1st. Support continues to be provided to seniors daily.

Library

The Board of Library Trustees has voted to reopen to the public for limited browsing during the month of June! A full press release is forthcoming. We spent a lot of time

discussing logistics this week.

We put out 169 bags; 8 Mind, Body, Spirit canvases; and ladybug grab and go craft kits for children. We delivered 7 items to 3 patrons this week and look forward to resuming outreach at Crescent manor next week.

Sandhya Shenoy did more Museum updates on the drive and the website at <https://graftonlibrary.org/passes/>

Beth Gallaway met with the contracted landscaper and attended the weekly construction meeting. Library Planning & Building Committee Interiors subcommittee meeting met to discuss window films, exterior signage, and the swing gate going at the bottom of the staircase. The meetings are available on demand on the GCTV website at <http://grafton.cablecast.tv/CablecastPublicSite/search?channel=2&query=Library%20planning>

Our AMH has got through the Suez Canal and is waited to pass through customs, with installation at the new library scheduled for week of June 7. Staff met with a Bibliotheca representative to go through the logistics of the sorting machine. We started the deaccession project – items that will not be coming to the renovated and expanded library will be first offered to Town departments for re-homing, and then go to public auction.

Youth Services staff worked on Summer Reading Program. Teen Librarian Allison Cusher attended a webinar from the company we are getting video content from, and began adding the links to videos in Beanstack. The Children's Room assembled Friday Fun , selected books and creating social media graphics for our Grafton Land Trust summer partnership, worked on general Library Summer Program logistics and planning, including preparing kits to go for the 2021 Library Summer Program and presented an all-staff Q&A session about our upcoming Library Summer Program. The MA Board of Library Commissioners has announced a partnership with the National Women's Hockey League (NWHL) team Boston Pride will be joining the summer partnership!

The Children's Room also hosted a STEM class for children ages 3-6 via Zoom, hosted a music and movement class presented by Apple Tree Arts via Zoom, created custom book bundles requested by families in the community, Created a 1 minute video clip teaching people how to access and register for a Beanstack account that will be posted to social media, created a Library Summer Program video, as requested by the Remote Learning Academy coordinator, that will be shown in the RLA classrooms (out to staff for final critique), placed book/materials orders, scheduling online program posts in Hootsuite, and continued to work on the Millbury Street Grafton History Day field trip video.

The reference department helped patrons with various things, such as library account renewals; tracking down a VHS tape someone had wanted to buy at the Friends of the Library book sale but had forgotten; answering museum pass questions and helping a teacher get multiple copies of book titles for her classroom.

Veterans Services

No Report Submitted

GCTV

We've been busy. This week's activities included a "Meet the Candidate" segment with Dawn C. Anderson who is running for the open role as Town Moderator. We recorded a new segment of Jack Kelley's program "This Week in Grafton Government. Evan Brassard stopped by to record a video explanation of the Strong Chief Provision.

Bill Robidoux and Jack Kelley are working on a new program. They will view some popular movies and comment on them. Some are good, and some not so good. Either way they should be fun to watch.

Two segments of Bus Stop Weather were recorded as we count down to Julia's departure, and the eventual hand off to Sophie Kling.

Bob DeToma recorded a GCTV Program note, highlighting all the programming directed toward Seniors, and Jim Gallagher recorded a promo promoting the daily airing of Saint Mary's Sunday Mass for our Catholic viewers.

And finally, we were given a number of High School sporting events which were shared with us by Tom Walsh of the High School. They include football and volleyball. We're looking forward to more programming just like these.

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

May 18 (Business Meeting)

June 1 (Business Meeting)

Upcoming Department Head Meetings

May 19 @ 10:00 a.m.

June 2 @ 10:00 a.m.