



## MEMORANDUM

### OFFICE OF THE TOWN ADMINISTRATOR

---

TO: Select Board

FROM: Evan Brassard  
Town Administrator

RE: Administrator's Weekly Report

DATE: May 21, 2021

#### IMPORTANT NOTICES TO ALL DEPARTMENTS

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

#### TOWN ADMINISTRATOR

Most of this week was dedicated to finalizing budget figures and Town Meeting Warrants.

- We met with Fin Comm twice to review the Warrants and made great progress with only two articles left to vote.
- We attended additional trainings regarding the rollout of the American Rescue Plan (ARPA) and how the Town can use the funds.
- Met with the Grafton Farmer's Market. The market will be at the Grafton Municipal Center this summer as the Common is under construction.
- Finalized Financial Analyst interviews and extended an offer.
- Evan participated in the Grafton Middle School 8th Grade Career Event.
- It was a great experience. Thank you to Grafton Public Schools for the invite.

This week marks the final Select Board meeting of Ed Prisby. We would like to thank him for his service and will miss working with him. Thank you Ed!

## ADMINISTRATION & FINANCE

### Town Accountant

- Attended Finance Committee Public Hearing on Wednesday May 19<sup>th</sup> and Thursday May 20<sup>th</sup> to review the FY21 Spring STM, and FY21 ATM warrant articles.
- Conducted four interviews with the Finance Team Department Heads for the open Financial Analyst position.
- Attended MCPPO webinar on Ch30B Terms/Misconceptions & Practices.

### Treasurer/Collector

- Preparing to send out RE/PP Demand notices due before the end of the fiscal year
- Q4 Sewer Bills will go out 5/28 and will be due 6/28
- 2021 Commitment 02 Excise has finally been received from the Registry. We will work along with the Assessor's office to get those bills mailed 5/28 and due 6/28
- 59 tax taking liens are being recorded by our Tax Title Attorney today.
- Processing end of year refunds on both properties and excise tax that were overpaid.

### Principal Assessor

- 1) Attended 4 interviews for Financial Analyst.
- 2) Staff attended workshops on cyclical inspection thru the pandemic and new growth template to be used for DOR. Also attended Solar workshop on the changes in the laws for who is taxable and who is exempt, changes will go into effect for FY2023.
- 3) Presented ATB case for 1 Hollywood Drive, results are pending.
- 4) Met with Fin Com for Town Meeting Warrant Articles 38 and 39, to vote on local acceptance of Ch 59 Sec 5C ½ and Sec 5 Clause 56.
- 5) Entered Deeds and verified ownership.
- 6) Continuing field inspections for cyclical, building permits and sales verification.

### Town Clerk

The Clerk's office is ready and looking forward to the election on Saturday! Election set up will take place on Friday afternoon at both polling locations. The Maintenance department has organized equipment for pick up and DPW will be delivering equipment in the afternoon. Clerk's staff and election staff will assist with set up.

Requests for mail in ballots ended on Wednesday evening. We had 584 ballots requested by mail for absentee/vote by mail. Of the 584 ballots mailed, 370 have been returned to the Clerk's office as of the end of day Thursday. Absentee voting in person at the Clerk's office is available until 12 pm on Friday, May 21. We have had 4 people vote in person by Absentee.

2021 Street Lists were ordered last week and will be delivered in the upcoming weeks.

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 (5/9/21 – 5/15/21)

371 log entries were made including 48 - 911 calls, 8 alarm calls, 20 ambulance calls, 2 animal complaint, 121 business/area checks, 3 disturbance calls, 4 fraud/ID theft complaints, 6 motor vehicle accidents, 22 motor vehicle stops and 2 well-being checks.

7 License to Carry Firearms applications were received. Weekly Chief's Column posted on the Click It or Ticket Campaign. Training included MPTC online in-service training for all officers, Legal Updates and Roll Call Bulletins. Dispatchers attended MPI online in-service training. Lt. Minardi attended Massachusetts Police Reform Training held at GPD.

### Fire Department

No Report Submitted

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

#### Public Works:

The Highway division of the DPW has relocated the new facility at 64 Old Westboro Road. Residents should be aware that the administrative office which was at the town hall has also relocated to the new facility. The Brush Dump will be open starting April 3rd. The recycling drop off area has also relocated to 64 Old Westboro and will operate Saturdays 8:00am-1:00pm and Tuesdays and Thursdays from 10:00am-2:00pm. The dept continues to provide logistic support for the Showtime filming. Seasonal paving has also begun in a North Grafton neighborhood.

Main Street Improvements Project Easement compensation checks were sent to affected property owners. If residents have any questions, they should contact the DPW Director. Project related utility work will be happening on random days over the next few months. Bids are scheduled to be opened May 25th with work starting in the fall of this year.

#### Highway Department:

Routine Operation and maintenance of town owned infrastructure and equipment. The staff continues street sweeping operations, drainage system repairs, grass mowing and winter damage repairs. Began towns portion of improvements at Airport Park.

#### Cemetery and Parks:

Routine department functions in including, trash pick-up, construction and painting of replacement fencing, and grounds maintenance. Provided support for two funerals. Asst. recreation dept with park improvements.

#### Sewer Department:

Routine operation and maintenance of the towns 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

No report submitted

#### Health Department

As of May 20, Grafton has been informed of a total of 1,184 confirmed positive COVID-19 cases since case tracking started in early 2020. As of the State's last weekly COVID-19 risk report (dated May 20), Grafton is back at a GREEN 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 May 17, Governor Baker announced a number of updates related to reopening of Massachusetts businesses and activities. For more details, visit <https://www.mass.gov/info-details/reopening-massachusetts>

- Effective May 29, all industries will be permitted to open, all industry restrictions will be lifted, and capacity will increase to 100% for all industries. The gathering limit will be rescinded.
- In line with updated CDC face covering guidance, the State will rescind the current face covering order and issue a new face covering advisory effective May 29. Non-vaccinated individuals are advised to continue wearing face coverings and to continue distancing in most settings. The advisory will also recommend fully vaccinated individuals no longer need to wear a face covering or social distance indoors or outdoors except for in certain situations. Face coverings will still be required for all individuals on public and private transportation (including rideshares, livery, taxi, ferries, MBTA, Commuter Rail and transportation stations), healthcare facilities and providers, congregate care settings, and health and rehabilitative day services. Face coverings will also remain required indoors for staff and students of K-12 schools and early education providers.
- Governor Baker will end the State of Emergency on June 15, and the State will work with legislative and municipal partners during this period in order to manage an orderly transition from emergency measures adopted by executive order and special legislation during the period of the State of Emergency.

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 vaccine and how to find a vaccination location, visit <https://www.mass.gov/covid-19-vaccine>.

## **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 prepare for the Commission's 5/18 meeting and issue the resulting documents. The Agent attended a webinar on DEP updates from MSMCP, as well as the Finance Committee's public hearing on the warrant articles for the upcoming Town 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

Summer program registration is ongoing for preschoolers to adults and family; sports, STEM, paddling nights, yard game rentals, and more. View the brochure [HERE](#). Information on the operation of Silver Lake plans to be announced early June. We are accepting applications for seasonal positions including Beach Directors and Summer Program Counselors (PT) as well as a new year-round part-time Recreation Coordinator. View job openings [HERE](#).

From May 17 – May 21, the Norcross Park parking lot, basketball court, and surrounding grass areas will be closed to the public for a special event. The playground will remain open. The baseball field is closed for organized group use.

The ADA improvement project in our parks and playgrounds continues as weather improves; Airport Park is under construction and will continue until the end of May. The fields are closed but the playground is open; please use caution in accessing.

Make sure to follow us on [Facebook](#) for the latest updates.

### Council on Aging

No report submitted.

### Library

We put out 123 bags for curbside pickup and delivered 10 items to 4 homes. Our Book Wagon program visited Crescent Manor last week and served 12 patrons with 28 checkouts and renewals and 10 item requests. Concierge service books were prepared for 4 different patrons.

A reminder: Curbside Pickup ends Sat 5/22. Self-service holds begin Tue 6/ 1! Patrons will no longer have to schedule pickup, but can drop in Mon/Tue/Fri/Sat from 10am-2pm or Wed/Thu from 2-8pm to pick up holds, browse the collections, and check items out themselves – don't forget your library card!

In a funny turn of events, a staff member picked something up from Buy Nothing

Grafton. It turned out to be from one of our regular patrons, who wrote a note on the bag saying it was her turn to offer something to her in a brown bag and thanking us for our curbside service.

Ladybug kits and Friday Fun suncatcher grab and go craft kits were made available for children. 24 DIY wind-chime kits for adults and the last 6 Mind, Body Spirit Canvases were picked up, first come, first served. A reminder that canvases are due back

We prepared for reopening and the move by shifting parts of the collection, working on a deaccession list of items to offer to Town departments or public auction.

Beth worked on opening logistics, move logistics, policy, job descriptions, collection development, and website updates. Of note, RB Digital content has been acquired by Overdrive, so access to ArtistWorks is now via Libby. and we have added IndieFlix (streaming independent film), Qello (streaming video of on-demand concerts) and The Great Courses (streaming audio lectures from renowned academics). This new content will be available beginning next week under an EXTRAS feature in the Libby App – download at <https://www.overdrive.com/apps/libby/>.

Heidi facilitated a discussion of the Community Read title ***The Case of the Missing Marquess: an Enola Holmes Mystery***, by Nancy Springer at the “Not Just for Young Adults” Book Group. Sarah hosted a STEM class for children ages 3-6 and presented virtual preschool storytimes to three SGES classes.

Sarah completed social media graphics for the upcoming GPL/GLT mind and body partnership, created a social media posting schedule, and wrote the social media text template that will be used in all posts. We are excited for this partnership, which promotes exercising mind and body, with hiking and nature books!

Sarah made suggested edits to the Remote Learning Academy SLP video and submitted it to Kristin Parone, the Remote Learning Academy coordinator; Kristin continued to work on the Millbury Street Grafton History Day field trip video.

Marilyn attended the 2021 MLA Conference, with a focus on paralibraianship. Jen and Allie have been working on the forthcoming June newsletters.

We continued work on the Library Summer Program, assembling kits, working on PR and Beanstack, creating a promotional video, and meeting to discuss ways to streamline and simplify.

### Veterans Services

No Report Submitted

## GCTV

This week's activities included a "Grafton Minute by Minute" chat with Colleen Roy and Mat Often of Select Board to discuss their experiences as they approach one year on the board.

We recorded a new segment of Jack Kelley's program "This Week in Grafton Government."

Evan Brassard stopped by to record a Warrant Article review for Town Meeting.

Two segments of Bus Stop Weather were recorded as we count down to Julia's departure, and the eventual hand off to Sophia Kling. Julia recorded one segment and Sophia the other. Sophia also recorded some new GCTV I.D.s.

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**

### Library project:

- Carpet in Children's and Teen areas 95% complete
- Tile and re-used marble in lobby/cafe areas is complete and grouted.
- Bathroom partitions and accessories installed
- Ansul system installed in kitchen
- Cabinetry in building is 90% complete
- HVAC startup and balancing is underway
- Exterior building lights are installed
- Site light poles are installed and operational
- Concrete sidewalks have been completed
- Sidewalk pavers are 90% complete
- Site trees are planted

### Municipal Center guardrail/ramp project:

- Contract to go to SB for approval 6/1
- GC is working on submittals and lead times for materials

### Common Improvements project:

- Contract to go to SB for approval 6/1
- Project start date is July 5.
- GC is working on submittals and lead times for materials
- Public meeting with local businesses to be scheduled.

## **IMPORTANT DATES TO REMEMBER**

### Upcoming Select Board Meetings

May 27<sup>th</sup> (Town Meeting Logistics & Business Meeting)

June 1<sup>st</sup> (Business Meeting)

June 8<sup>th</sup> (Workshop)

### Upcoming Department Head Meetings

June 2<sup>nd</sup> @ 10:00 a.m.