



## MEMORANDUM

### OFFICE OF THE TOWN ADMINISTRATOR

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TO: Select Board

FROM: Carter Terenzini  
Temporary Town Administrator

RE: Administrator's Weekly Report

DATE: November 6, 2020

CC: All Departments

#### IMPORTANT NOTICES TO ALL DEPARTMENTS

- Fall Town Meeting is tomorrow, November 7<sup>th</sup> @ 11:00 a.m. Grafton High School Football field, 24 Providence Rd.
- FY22 Budgets due November 30<sup>th</sup>; review the chart of accounts re: those that might be consolidated so I may discuss the same with the FinCom



- With the new State orders effective Nov 6<sup>th</sup>, all persons must wear face coverings in all public places, even when able to maintain 6 feet of distance. For the safety of you and your coworkers, please keep your masks on.

#### Business Meetings or Workshops

(This is where we provide basic information or expand upon memorandum enclosed in your packet).

#### TOWN ADMINISTRATOR

My days next week will be Monday, Tuesday, Thursday, and Friday.

I met with the Board of Health to discuss the general oversight of the Worcester Alliance daily services given the group essentially acts as their agent. They agreed this was a proper role for them and I will notify the Alliance of the same should there be issues – from either side – that need to have an elevated discussion. The staff meeting was held and we discussed multiple matters including how to address an expectation that calls will be returned to our customers w/in 1 business day, email and voicemail “out of office” issues. I have asked staff for proposals on how to best handle this, we will discuss further at the DH meeting of 11/18. Also note at DH meeting, was the fact that

on 12/31 there is no longer CARES funding for the front lobby receptionist / greeter. I have reached out – again – with calls and emails relative to the election audit since we had not heard since our last reach out of 10/16 by Mr. Cook. Atty Terry and I are working on a return to full staffing plan to address our operational and employee concerns and the expiring (12/31) Emergency Sick Leave and Expanded Family & Medical Leave Act. I met with Superintendent Cummings to discuss the anticipated FY '22 net revenue increases and how we should anticipate allocating them between the two sides of the house. A huge shout-out to Anita Patel who has stepped into the breach and helped manage the FEMA/CARES monies in the absence of an Accountant and ATA. [Reminder: If you have FEMA/CARES bills do not pay them directly yourself. Please approve them for payment and send them to Tina for processing! This should help us simplify tracking and reporting.] Ms. Oliver, Ms. Perkins, and I met to prepare for discussion on the voluntary check-off presentation. I met with our MIIA Insurance rep; we will need to move the Old Town House to a Commercial insurance (they will get us the quotation) and we explored possible savings from modest increases in our property deductibles now at \$2,500. Without belaboring either issue, considerable time was spent on the two additions (HRA \$s and Capital Stabilization) to the FTM motions as well.

#### **ADMINISTRATION & FINANCE**

##### Town Accountant

No Report Submitted

##### Treasurer/Collector

No Report Submitted

##### Principal Assessor

- 1) Income & Expenses liens verified and calculated, total \$16,900
- 2) Sewer betterments liens given to Paul for Board approval.
- 3) Exemptions are being returned and reviewed
- 4) Field Inspections for permit sign offs, sales, and commercial properties
- 5) Motor Vehicle abatements

##### Town Clerk

No Report Submitted

#### **PUBLIC SAFETY**

##### Police Department

385 log entries were made including 34 - 911 calls, 11 alarm calls, 23 ambulance calls, 1 animal complaint, 3 arrests, 165 business/area checks, 5 disturbance calls, 28 fraud/ID theft complaints, 18 motor vehicle accidents and 10 motor vehicle stops.

12 License to Carry Firearms applications were received. Weekly Chief's Column posted on Halloween Safety to include COVID-19 precautions. Training included legal updates for all officers and Election Day Security Strategies for Sgt. Crosby.

#### Fire Department

No Report Submitted

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

The Highway division of the DPW continued the long-awaited process of moving into 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 and is open by appointment.

#### Highway Department

The first snow event of the season on 10/30 gave us the opportunity for a real-time run of winter operations out of the new facility. While the process will evolve, we are pleased with the outcome. Fleet maintenance continues as the equipment is transformed for winter operations. Staff has installed nearly 900ft of 24inch storm drainpipe off Adams, the site cleanup will continue through next week.

#### Cemetery and Parks

Fall cemetery cleanup continues. Final mowing and trimming of the season. Year end a maintenance for winter storage of equipment, and trash removal continues. Weekly collection of fallen leaves continues. Provided services for four funerals, four veterans markers were installed along with two head stones.

#### Sewer Department

Routine operation and maintenance of the towns wastewater treatment and collection system. Routine administrative functions including billing and collection issues, final billing, and resident questions and requests. Provided inspection services for new service connections and new subdivisions.

#### Engineering

No Report Submitted

#### Health Department

As of November 5, Grafton has been informed of a total of 157 confirmed positive COVID-19 cases since case tracking started earlier this year. As of November 5, Grafton is at a Yellow status on the State's COVID weekly report and map. Note: The State will be updating the weekly report and map sometime on Friday, November 6.

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.

Grafton Public Schools had 1 additional positive case since last week's report. The case is part of the North Grafton Elementary School community. The School Department worked closely with the Worcester DPH nursing staff regarding the case and to identify whether there were any close school contacts during the timeframe for potential exposure.

The State issued a number of COVID-related restrictions that go into effect on November 6 at 12:01am. Detailed information on the various restrictions is available at <https://www.mass.gov/info-details/covid-19-state-of-emergency>.

The Board of Health and Alliance are continuing to monitor the case counts in town to identify whether any recommendations or policies should be updated if the case count trends upward further.

Annual flu vaccine clinics are in the process of being scheduled and conducted for the schools, town employees, and citizens.

## **DEVELOPMENT SERVICES**

### Building/Zoning

This week, the Building Department has issued 21 building permits and solid fuel burning stove permits. We have also issued approximately 32 mechanical permits, including: electric, plumbing, and gas. The Building Department also issued a Cease and Desist Order for construction without first obtaining the proper permits. The Building Department created a new permit for the Fire Department through our online permitting system. The public may now apply for PERMIT FOR FIRE ALARM SYSTEM INSTALL/REPAIR through our online permitting system.

### Planning

This week the Planning Department completed administrative tasks for the Planning Board and Affordable Housing Trust. Staff also coordinated with accounting regarding ERA Application Approvals and anticipates dispersing its first round of six (6) qualifying checks early next week totaling \$18,364.50. Staff issued the finalized Capital Plan submission forms, continued work on developing the Net Proceeds Calculation Report for 8 Pine Street as required in the associated LDA and will be submitting this documentation shortly.

Staff also attended the Legislative Affairs Forum, "Policy to Improve the Local Public Health System in Massachusetts" (held remotely), continued formulation of the FY22 Budget and coordinated with National Grid and Dean Moran Electric regarding the installation of street lights. Staff responded to resident concerns regarding installation of post lights in lieu of streetlights, zoning interpretation of farm stands in the context of agricultural exemptions, and Application submittals. Staff has continued coordinating with businesses which wish to continue operation of their temporary outdoor tent/facilities into the Fall season.

### Conservation

Staff continued to work on issuing permits from the 10/20 Commission meeting. The Agent conducted numerous site inspections. Phone call and emails were fielded from residents.

## **COMMUNITY SERVICES**

### Recreation Department

The Amazing Turkey Challenge will be held on Nov. 15. Registration is limited and required at GraftonRec.com. Homes and businesses can register by Nov. 15 for the Grafton Celebrates the Holidays Decorating Contest with maps to come for viewing and voting in December. Local artisans and vendors may register by Nov. 15 for our Holiday Pop Up Market with pre-ordering and curbside pickup on Dec. 6. New winter programming and events will be announced soon...stay tuned!

### Council on Aging

The Senior Center Holiday Gift Card Drive started November 1st. Because of the COVID pandemic, the Gift Card Drive takes the place of the Senior Center Annual Holiday Giving Tree. Gift cards, preferably from local businesses, are being collected at the Senior Center. The gift cards will be given in a Senior Center holiday card to seniors in the Grafton community who are in need or could benefit greatly from some holiday cheer. Gift cards need to be received at the Senior Center by December 11th. A Senior Center locking mailbox has been attached to the municipal building by the front door of the Senior Center for easy drop-off. The time sheets and Certificates of Completion for Senior Tax Work-Off participants have been received, processed, and given to the Assessor's office. Interviews for the part-time van driver position will start on Monday, November 9th.

### Library

The Board of Library Trustees voted to waive fines for the duration of the pandemic – going forward, no new fines will accrue for Grafton items (two exceptions: equipment and museum passes). Please call 508-839-4649 if you currently have fines on your account. The Library traditionally goes fine-free every November and December and encourages patrons to donate the Grafton Food Bank in lieu of paying fines. They are hoping to do their gift card distribution next week, so time is of the essence for donations! Go to <https://www.graftonfoodbank.org/>.

Fall reading programs are going well – 84 new registrations, 228 badges earned, and 730 books read. Watch for our Star Wars themes winter program which will begin Dec 1. Visit [graftonlibrary.beanstack.com](http://graftonlibrary.beanstack.com) to participate.

We had 461 curbside pickups in September, added 558 new items and answered 475 reference questions. We delivered 7 items to four homebound patrons and made an outreach trip to Crescent Manor, delivering 47 items to nine patrons. There were 92

pickups last week, and on Halloween we plastic-bagged items to weatherproof them. We are strategizing how to handle the increasingly inclement weather.

Thanks to our library page Taylor who made sanitizing wipes since we can't seem to purchase them anywhere. We certified five senior work off volunteers through October 2020 – thanks to all who volunteered!

#### Veterans Services

No Report Submitted

#### GCTV

Two episodes of Bus Stop Weather were produced this week. Consulted with Jen Andersen regarding participation in GCTH. Staff continues to maintain coverage for all GGTV events whether LIVE or Zoom.

### **CONSTRUCTION UPDATES**

#### DPW

- Vehicle lift installation has been completed.
- Final paving will be complete as of 11/6/20.
- Vehicle Wash system still to be completed, scheduling with vendor.

#### Library

- Exterior brick continues
- Sitework finished until Spring; transformer pad in place, final light pole base done, front yard facing Common cleaned up.
- Interior work is going well - ductwork, piping, framing, insulation.

#### Common Improvements

- No updates this week; waiting on revised design details and test results.
- NGrid has installed new poles required for guide wires lost when tree fell.

### **IMPORTANT DATES TO REMEMBER**

**Town Administrator Office Days Next Week: Mon., Tues., Thurs. & Fri.**

**Upcoming Select Board Meetings**

**November 10<sup>th</sup> (workshop), November 17<sup>th</sup> (bus. mtg), & Dec 1<sup>st</sup> (bus. mtg)**

**Upcoming Department Head Meetings**

**November 12 & 19**