



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: November 12, 2021

IMPORTANT NOTICES TO ALL DEPARTMENTS

- Town Offices will be closed November 25th and 26th for the Thanksgiving Holiday
- Budgets are due December 17th by 4:00 p.m. This year we will be utilizing the budgeting platform through ClearGov. Questions should be directed to the Accounting Office.

DEPARTMENT REPORTS

Town Administrator

- Finalized provisional MOU for 116 Upton Street Open Space Acquisition
- Finalized prospective Purchase and Sale Agreement for 17&27 Upton Street
- Met with representatives from E.L. Harvey regarding Municipal Solid Waste Program
- Met with Financial Advisor on Debt Structure and Future Needs
- Appointed new Treasurer/Collector
- Hosted Select Board goals meeting

ADMINISTRATION & FINANCE

Town Accountant

- Tax Rate Recap has been approved by DOR, and tax rate is set at 16.88.
- Accounting Office is concurrently working on the Schedule A Reporting and the Town Report for the Accounting Dept.
- Completed the EOY School Schedule 1 & 19 report.

- Attended MGFOA lunch & learn ARPA funding. Agenda topics included control process, how to maximize funds, public engagement/planning, revenue loss, and school prospective (ESSER & ARPA).
- Conducted Treasurer/Collector interviews a couple weeks ago and have selected a candidate. Madeline Goodrich will be joining the Finance Team on Monday November 29th. We will have a little welcoming get together to introduce her to the Town of Grafton. More to follow.
- Met with our Financial Advisor, David Eisenthal, to review future funding for the George Hill Rd project, and the Fire Truck.
- Met with our ClearGov rep, Anna to go over the budget push out process, and start working on the financial data transparency and linking a web widget to our Town of Grafton web page.
- Pushed out the FY23 general Fund & Sewer Enterprise Fund to Department Heads. Budgets are due back to Accounting no later than Friday December 17th @ 4pm. Please reach out to me if you have any questions.

Treasurer/Collector

No Report Submitted (position vacant at this time)

Principal Assessor

No Report Submitted (position vacant at this time)

Town Clerk

Grafton's precinct map for 2020 was brought to the Select Board for approval on Tuesday night. After discussions, the Board approved the proposed map staying with 5 precincts. Material will be sent to the state for approval or returned for changes.

The Clerk's Office is beginning to transition over to new software from LL Data for vitals, dog licensing, business certificates and raffle permits. With the new system, we will have the ability to send email reminders to register dogs and to businesses to renew their licenses (provided we have an email address on file).

Initiative Petitions received have been certified and returned to date.

Kids voting ended on October 15th with 80 votes from our youth. The winning dog tag for 2022 is the blue shield. Thank you to all who participated!

Indexing of vital records is ongoing and we have started organizing our plans and map file with help from our long-term helper, Olie, with the Senior Work Off program. Skip Currier has been volunteering to scan maps and plans organized to start the digitizing process of our records.

Committee/board members are taking their oath of office as re-appointments or new members.

2021 Street Lists are available for purchase for \$10.00 a book. An electronic version is available for any departments who would like a copy.

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.

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

PUBLIC SAFETY

Police Department (10/31/21-11/6/21)

396 log entries were made including 42 - 911 calls, 21 alarm calls, 21 ambulance calls, 6 animal complaints, 104 business/area checks, 4 disturbance calls, 4 fraud/ID theft complaints, 8 motor vehicle accidents, 38 motor vehicle stops and 3 well-being checks.

3 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on Safety Tips for Motorists to Avoid Collisions with Deer During "Rutting" Season.

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.

I attended the monthly meeting of the Central MA Chiefs of Police Association on Wednesday held at Clear Path for Veterans New England at Fort Devans. We were introduced to the facilities and services available to veterans through the program. I also attended Veterans Day Ceremonies held at the Delisle-Goulet American Legion Post 92 on Thursday.

Fire Department

No Report Submitted

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

No Report Submitted

Engineering

No Report Submitted

Health Department

As of November 11, Grafton has been informed of a total of 1,496 confirmed positive COVID-19 cases since case tracking started in early 2020. The number of new cases continues to be elevated in Grafton, surrounding communities and the State. Individuals are strongly advised to continue to exercise precautions (e.g., wearing masks, social distancing, frequent hand washing), especially given the Delta variant circulating throughout the country and increased case counts.

Worcester County and surrounding areas are considered to be “high risk” areas for COVID transmission per the CDC’s classification methods. Given this elevated risk level, the CDC advises that all individuals wear face masks when indoors in public places (regardless of vaccination status). In addition, Massachusetts released a mask advisory that fully vaccinated individuals are advised to wear face masks when indoors (and not in your own home) if you have a weakened immune system, or if you are at increased risk because of your age or an underlying medical condition (or if someone in your household falls into those criteria).

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 more information on the COVID-19 vaccines and how to find a vaccination location, visit <https://www.mass.gov/covid-19-vaccine>. Vaccination is strongly recommended.

The FDA authorized and the CDC also recommended that children ages 5-11 years get vaccinated for COVID-19. Currently, the only vaccine authorized for children ages 5-11 years is the Pfizer vaccine. More details can be found at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/recommendations/children-teens.html> and <https://www.mass.gov/info-details/covid-19-vaccinations-for-children-ages-5-11>.

The FDA has authorized and the CDC also recommended that certain individuals are eligible for a COVID-19 vaccine booster. More details on the eligible populations and timing can be found at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/booster-shot.html>

In addition, the FDA authorized and the CDC also recommended that individuals who are moderately to severely immunocompromised receive an additional dose of mRNA vaccine COVID-19 vaccine after the initial 2 doses. More details can be found at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/recommendations/immuno.html>.

Flu shots are available at pharmacies and other locations (e.g., doctor’s office).

As a reminder, the mosquito and tick season is still upon us. Grafton has been notified of a total of 2 mosquitoes in Grafton that have tested positive for West Nile Virus. Please visit <https://www.grafton-ma.gov/home/news/press-release-west-nile-virus-found-mosquitoes> for more information and the expected spraying area.

- For mosquitoes, please remember the 5 D's. Dress in long sleeves and pants, when possible, especially during periods of mosquito activity. DEET is an effective repellent. Dawn and Dusk are the most active periods for mosquitoes. Drain water from containers regularly. Please visit the Grafton Board of Health website for more information, helpful tips, and information on the services the Central Mass Mosquito Control Project offers.
- For ticks, use DEET or another effective repellent. Do a tick check on each person in your family who has been outside, especially the hard to see areas (e.g., hairline, scalp, armpits). If you have pets, check them for ticks after each time they have been outdoors.

DEVELOPMENT SERVICES

Building/Zoning

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

Planning

This week, the Planning Department completed administrative tasks for the Planning Board and Affordable Housing Trust. Staff attended a webinar as panelist with the 495/MetroWest Partnership to discuss Transit Oriented Development in Town (notably 8 Pine Street). In addition, staff attended the Central Massachusetts Regional Planning Commission's (CMRPC) November Quarterly Meeting and provided input to the "Imagine 2050" Regional Master Plan currently in development as well as the third Hazard Mitigation Plan Update Meeting.

Staff is continuing coordinating with representatives of the 244 Worcester Street 43D application, as well as pursuing potential grant opportunities related to long range planning activities. The Planning Department will be developing a number of proposed zoning changes for the Spring Town meeting as well as an RFP for the Master Plan Update in coordination with the Select Board, Planning Board and other local stakeholders and will be seeking additional input shortly. Staff is also continuing review of potential to use 2022 MassTrails Grant Round for additional study and design related to the conceptual Blackstone River bikeway and potential connections to Northbridge and Sutton.

Conservation

- Issued documents from Commission's 11/2 meeting
- Reviewed applications filed for Commission's 11/16 meeting
- Updated templates and workflows in Viewpoint

- Worked on current Green Communities grant projects & Annual Report
- Attended Hazard Mitigation Plan Update meeting
- Conducted site inspections
- Fielded inquiries from residents and applicants

COMMUNITY SERVICES

Recreation Department

The Amazing Turkey Challenge is on November 13 and there are still a few spots available. Drive around town to complete challenges and reveal clues to determine which turkey flew the coop to Disney World! Pre-registration required [HERE](#)

Do you get into decking the halls for the holidays? Enter our 2nd annual Home & Business Decorating Contest as part of the town-wide Grafton Celebrates the Holidays event. There are 3 categories: Best Decorations Display, Best Light Display and Best Business Display, with winners in each category receiving a \$50 Grafton restaurant gift card and the overall favorite winning a \$100 gift card. Sign up [HERE](#) by November 29. Viewing and voting will run from Dec. 4 - 19 and winners announced on Dec. 20.

We have two new offerings with Katie and Evan from our Summer Days Program: Fun Days and Gym Nights! Fun Days for ages 7-10 offers your favorite camp games and Gym Nights for ages 10-13 includes dodgeball, ultimate gladiator, and more. Upcoming dates include Nov. 19, 20, and 24.

And don't forget to take a look at our fall/winter brochure with upcoming offerings [HERE](#) for youth afterschool, weekend and vacation week programs, and all your favorite events!

Please contact the department with any questions at recreation@grafton-ma.gov or 508-839-5335 x1156, visit our website at GraftonRec.com, and follow us on Facebook (@GraftonRecDept) for the latest updates.

Council on Aging

Pay as You Throw bags were distributed to those individuals who are part of the low income PAYT program. Began working on the December 2021 Senior Center newsletter. Preparing for the Senior Center's Holiday Gift Card Drive and Holiday Drive-Thru Luncheon. Created gift tags with senior wishes for Unibank's Giving Tree for Grafton seniors. Interviewed a yoga instructor for a mat yoga class. Outreach is busy submitting fuel assistance and SNAP applications for seniors. Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

We had over 440 visitors on Saturday November 6 during the Friends Book Sale;

preliminary numbers suggest they collected over \$2,500 in donations. Thanks to all who donated materials and shopped, and thanks to the Bread Guy and to Usborne Books for their additional fundraising!

Monday began with training on the 3 parts of the security system: key card access, intrusion alarm, and security cameras. IT began setting up patron laptops to circulate. Staff added managing room requests to their repertoire.

We conducted a delivery survey of items going to and coming in from other network libraries. Results will be available next week.

The Director met with Bob DeToma from GCTV to discuss how to connect a live cable feed from the Common to the Library building. She also dealt with multiple behavioral issues. Beth began coordinating a resurrection of G.U.M. in partnership with Apple Tree Arts.

Our reference temp Kate is working on a list of local resources for anyone struggling with mental illness. Beth worked on a non-fiction book order. Heidi led book group.

Worcester Elevator returned Monday and Tuesday and Friday to deal with a braking issue. Luckily, the new elevator is putting itself out of service before anyone can get stuck in it, and this is common during the break-in period.

Landscaping continued; the front lawn has been seeded and plants arrived for the teen patio. CTA was on site to continue working through punch list items.

Storytime continued to meet in the Community Room and Young Scientists met virtually. No one has dropped in to write for NaNoWriMo.

Veterans Services

No Report Submitted

GCTV

We recorded two Bus Stop Weather segments, hosted by Freshman Sophie Kling. Bob DeToma stopped by the Grafton Public Library to visit with Director Beth Gallaway. They toured the Main Conference Room and looked at the Audio/Video connections. Live testing with a camera will determine if the room is broadcast ready.

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

November 16, 2021 (Business Meeting)

December 7, 2021 (Business Meeting)

December 14, 2021 (Workshop)

Upcoming Department Head Meetings

November 17, 2021