



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Carter Terenzini
Temporary Town Administrator

RE: Administrator's Weekly Report

DATE: November 13, 2020

CC: All Departments

IMPORTANT NOTICES TO ALL DEPARTMENTS

- FY22 Budgets due November 30th; review the chart of accounts re: those that might be consolidated so I may discuss the same with the FinCom

Business Meetings or Workshops

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

TOWN ADMINISTRATOR

Rep. Muradian has obtained a \$15k earmark for our Public Safety/Health efforts. Effort was made in trying to blend the issue of restaffing, given the need for the same, in the face of the continuing (increasing) COVID risks with a final Draft now under review by Counsel [DOR Says in response to working remote and our recent inquiry on another matter; It's just not the same as we can't just walk down the hall and ask someone.] I have reached out to EL Harvey and have begun the research on area practices for 12/08. Joan C and I have begun the defining of screening panels for Finance Director and Mgmt. Analyst/Communications Specialist and should have that on schedule for the 11/23 reviews being date. Messrs.. McGoldrick and Cournoyer were briefed on the sidewalk issue and will be present at your 12/08 workshop.

ADMINISTRATION & FINANCE

Town Accountant

No Report Submitted

Treasurer/Collector

No Report Submitted

Principal Assessor

- 1) Met with Select Board regarding Ch60 sec 3D tax donations and exemptions
- 2) Reviewed Town Meeting votes and RECAP with TA and Accountant
- 3) 47 East Street, K Rose Farm, list on MLS for Sale
- 4) Exemptions are being returned and reviewed
- 5) Field Inspections for permit sign offs, sales, and commercial properties
- 6) Motor Vehicle abatements

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department

438 log entries were made including 41 - 911 calls, 17 alarm calls, 27 ambulance calls, 3 animal complaints, 3 arrests, 169 business/area checks, 4 disturbance calls, 35 fraud/ID theft complaints, 13 motor vehicle accidents and 22 motor vehicle stops.

13 License to Carry Firearms applications were received. Weekly Chief's Column posted on Unemployment Fraud. Training included updates on Governor Baker's COVID-19 orders for all staff. Detective Wenc attended a human trafficking conference for law enforcement on November 5th held at the Southbridge Hotel and Conference Center. The symposium was put on by the Municipal Police Training Committee and concentrated on the human trafficking issue in Massachusetts.

With the help of Bob DeToma and GCTV, I submitted a virtual story time reading for the North Grafton Elementary School's annual Community Reading Day. It was a pleasure to introduce myself and provide a story to the students at NGES. This year's book was entitled *Officer Buckle and Gloria*.

Fire Department

No Report Submitted

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

Public Works

The Highway division of the DPW continues the 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. The recycling drop off area will continue to operate at the Upton Street facility through the winter. The resident winter sand pick up area will also remain at the

Upton Street facility. The brush dumps last day of operation for the season is November 21st.

Highway Department Maintenance staff continues to install new and existing equipment at the new facility. Staff has completed the install of nearly 900ft of 24inch storm drainpipe off Adams Road, the site cleanup was also completed. Stump grinding was completed this week, the stumps of nearly 100 trees removed by the town were ground and the areas loamed and seeded.

Cemetery and Parks

Fall cemetery cleanup continues. Year end a maintenance for winter storage including draining all town owned sprinkler systems was completed. Weekly collection of fallen leaves continues. Provided services for one funeral.

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

- Performed QA/QC for final paving of the new DPW facility,
- Provided support to highway staff for the drainage work on Adams Road,
- Continued work for the Main Street project,
- Continued working with consultant on pavement management updates.

Health Department

As of November 12, Grafton has been informed of a total of 183 confirmed positive COVID-19 cases since case tracking started earlier this year. As of November 12, Grafton is at a Yellow status on the State's weekly report, and a similar increase in cases is occurring in the majority of 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.

The Board of Health has not been notified of any additional cases in Grafton Public Schools since last week's report. For any school cases, the School Department works 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 Board of Health and Alliance are continuing to monitor the case counts in town to identify whether any recommendations or policies should be updated or implemented

above and beyond the State restrictions and guidelines. Annual flu vaccine clinics are in the process of being scheduled and conducted for town citizens.

DEVELOPMENT SERVICES

Building/Zoning

The Building department, this week, processed 20 building permits and approximately 25 mechanical permits including: electrical, gas, plumbing along with zoning and home occupation permits.

The maintenance crew has cleaned out the stage. Recycling has begun for the materials in the dumpster.

Planning

This week the Planning Department completed administrative tasks for the Planning Board and Affordable Housing Trust. Staff continued work on developing the Net Proceeds Calculation Report for 8 Pine Street as required in the associated LDA, continued formulation of the FY22 Budget and coordinated with National Grid and Dean Moran Electric regarding the installation of streetlights. Staff discussed developments in ongoing litigation with Town Counsel and reviewed associated legal documentation. Staff continued working with the building department on a zoning interpretation of a farm stand in the context of agricultural exemptions and was able to bring the matter to a close. Staff has continued coordinating with businesses which wish to continue operation of their temporary outdoor tent/facilities into the Fall season.

Conservation

No Report Submitted

COMMUNITY SERVICES

Recreation Department

Town Meeting approved \$210,000 in CPC funds for ADA improvements in our parks and playgrounds and construction began this week. The Amazing Turkey Challenge will be held on Nov. 15 and is sold out. Grafton Celebrates the Holidays will return on Dec. 6 on a smaller scale and with adapted events. Details to be announced by next weekend.

Council on Aging

Interviewed two candidates for the vacant part-time van driver position. Completed and submitted the October monthly WRTA report. Ridership continues to slowly increase. Received, processed, and submitted to the Assessor's office completed senior tax work-off hours for FY21 participants.

Attended a meeting with Unibank regarding their Virtual Giving Tree campaign. The campaign is Unibank's dedication to help make the holiday season brighter for seniors in the Grafton community. Donations to support their campaign can be made through

Unibank's secure payment collection system, UniPay. Anyone can make a donation by going to unibank.com and selecting the Grafton Senior Center. Gift cards have been coming in for the Senior Center Holiday Gift Card Drive.

Library

We are planning our Star Wars themed Winter Reading Program, working on the FY22 budget, and waiting for the results of the Kids Vote for Books winner.

Next week we will be celebrating Marilyn Wilcox's Paralibrarian Certification at the Board of Library congratulates Marilyn Wilcox in achieving Paralibrarian Level 1 status through the Massachusetts Library Association. The Paralibrarian Committee formally certifies paralibrarians who demonstrate breadth of knowledge in up to seven areas of expertise through points earned for education, experience, and professional activities. Not everyone wants to (or is able to) obtain an advanced degree to further their library career; MLA wants to encourage professional goals and career development in paralibrarians.

Marilyn has worked for the Grafton Public Library for over fifteen years in the Children's Room in positions with increasing complexity. She currently oversees Children's Room volunteers, puts together displays, provides excellent reader's advisory, and delivered an in-person pajama story time, pre-Covid-19. She is also a member of the MA library Association and the Paralibrarian section, which provides a forum for networking and career development opportunities. Marilyn has a Masters in Divinity and when she is not working for the library, she serves as the Pastor at the United Church of Clinton.

Unfortunately, with the cancellation of the Massachusetts Library Association's 2020 Spring conference, due to the pandemic, there was no recognition or awards ceremony, so we are virtually celebrating Marilyn's achievement at the Library Board of Trustees meeting on Zoom on Wed Nov 18 at 7pm. That link can be found on the Town website at under Boards and Committees -> Board of Library Trustees-Grafton Public Library (<https://www.grafton-ma.gov/board-library-trustees-grafton-public-library-0>)

Veterans Services

No Report Submitted

GCTV

Two episodes of Bus Stop Weather were produced this week. Assisted John Allen with his annual ShopgraftonMA promotional video. Staff continues to maintain coverage for all GGTV events whether LIVE on Zoom.

CONSTRUCTION PROJECTS

DPW Project

- Scheduling final work on lube system and vehicle wash system.
- Final punch list items still to be completed.

Library Project

- Exterior brick progressing well.
- Exterior window installation started
- Interior framing nearly complete
- MEP rough is going well.

Common Improvement Project

- Two trees were identified by the arborist as dying and requiring removal; work will be coordinated with the DPW.
- No new design updates.

IMPORTANT DATES TO REMEMBER

**Town Administrator Office Days
Week of Nov 16th Tuesday, Wednesday, Thursday**

**Upcoming Select Board Meetings
November 17th (Business Mtg), December 1st (Business Mtg), &
December 8th (Workshop)**

**Upcoming Department Head Meetings
December 19th @ 10:00 a.m.**