



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: November 19, 2021

Town Administrator

- Hosted meet and greet for new Treasurer/Collector
- Met with Cub Scouts from Den 106 and discussed local government
- Finalized \$25,000 earmark contract for Public Safety (purchase of GPD motorcycles)
- Finalized Purchase and Sale for 27 Upton Street
- Finalized Memorandum of Agreement for conservation land at 116 Upton Street
- Met with Feedback Earth regarding odor concerns
- Met with Clerk's Office and Senior Center regarding Boston Post Cane (Grafton's Oldest Resident Cane)
- Attended Finance Committee Meeting and discussed upcoming budget process
- Attended ARPA Committee Meeting to discuss ongoing process
- Finalized Municipal Solid Waste Data for December SB Meeting
- Assembled and tested OWL Camera Carts for Public Meeting Recording

ADMINISTRATION & FINANCE

Town Accountant

- Computing revenue projections for FY23. Still very early in the process. We have a clear indication of debt exclusion, sewer debt obligations, and debt reserves. Starting to work on motor vehicle and meals excises estimated local receipts.
- Accounting Office is concurrently working on the Schedule A Reporting and the Town Report for the Accounting Dept.
- Continued working with Vadar on the chart of account conversion. Submitted Accounting profile, and more Softright general ledger and utility reports.

- Will be meeting with department heads in December to research older accounts. I would like to review all accounts with department heads to determine which accounts should be closed prior to the conversion.
- This Friday, the new Treasurer/Collector Madeline Goodrich visited and toured the Municipal Center and had an opportunity to meet with the Treasurer/Collector department employees.
- Attended a Harpers Payroll Webinar on Retention: How to Keep Top Talent. Key topics included True cost to replacing an employee, The great resignation, company culture and workforce engagement.
- Attended an MCPPO seminar on leadership. Below is a link on the 10 best known leadership theories.
- <https://www.youtube.com/watch?v=XKUPDUDOBVo>
- 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.
- Attended ARPA Committee where I gave a presentation on ARPA funding and reviewed the project list. Will be looking to invite consultants to the next meeting.
- Attended first Finance Committee FY23 Budget Kickoff meeting. Discussion included Finance Committee budget, FY23 revenue projections and ClearGov budget process.

Treasurer/Collector

No Report Submitted (position vacant, filled Nov 29th)

Principal Assessor

No Report Submitted (position currently vacant)

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 was sent to the state for approval or returned for changes. The LEDRC meeting to approve Grafton's map was on Wednesday, November 17th. After this meeting we will find out the outcome of our map.

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 are in the process of being certified.

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 (11/7/21 – 11/13/21)

323 log entries were made including 29 - 911 calls, 23 alarm calls, 19 ambulance calls, 5 animal complaints, 107 business/area checks, 4 disturbance calls, 1 fraud/ID theft complaint, 11 motor vehicle accidents, 22 motor vehicle stops and 3 well-being checks.

6 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on Hunting Safety and Illegal Shooting

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.

All officers attended annual night and low light firearms qualifications at the North Grafton Fish Game and Bird Club. We thank NGFGBC for the continued use of their facility. Sgt. Crosby attended Use of Force for Supervisors training and Officer Alves attended the District Attorney's School Safety Summit.

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 18, Grafton has been informed of a total of 1,538 confirmed positive COVID-19 cases since case tracking started in early 2020. The number of new cases continues to be increasing 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).

In terms of mosquitos and ticks, although there has been colder weather in the region, we have not received confirmation yet that a hard frost/freeze has happened in the region yet. Grafton has been notified of a total of 2 mosquitoes in Grafton that have tested positive for West Nile Virus.

- 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 conducted a site visit to 119 Main Street (Fisherville Terrace) to review stormwater drainage issues and is actively working with the Developer, their engineers and site contractors as well as the Town's peer review engineer to resolve the matter during the construction phase. Staff also met with representatives of 109 Creeper Hill Road (Feedback Earth) to discuss ongoing concerns with odor control. Feedback Earth has installed a number of odor control systems to address the issue and will continue to work with the Town to ensure their proper and adequate operation.

In addition, Staff met with VHB regarding suggested edits to the Subdivision Rules and Regulations. Staff also met with a number of local businesses regarding potential projects via the regular Development Team Meeting and attended a meeting with the Blackstone Watershed Collaborative.

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
- Prepared for, attended, and issued documents from Commission's 11/16 meeting
- Reviewed applications filed for Commission's 12/7 meeting
- Updated templates and workflows in Viewpoint
- Worked on current Green Communities grant projects & Annual Report
- Attended training on state & federal permits for work in resource areas
- Conducted site inspections
- Fielded inquiries from residents and applicants

COMMUNITY SERVICES

Recreation Department

Grafton Celebrates the Holidays is back this season on December 5! Enjoy family fun while supporting participating businesses, churches, and non-profit organizations. You'll find more than 20 Frosty Stops (just look for the Snow Bear logo!), plus a Craft & Vendor Fair with local goods, a map of decorated homes and businesses for viewing and voting, Santa's arrival on the common and more holiday fun! View the Event Brochure [HERE](#).

There's still time to enter the 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 Dec. 17 and 18.

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

Attended the monthly Worcester Regional Transit Authority Board meeting. Completed the December Senior Center newsletter and sent it to be printed. Attended the monthly

Council on Aging Board meeting. Attended MySeniorCenter broadcasting training. Met with Evan Brassard and Kandy Lavallee regarding the Boston Post Cane project for the oldest individual residing in Grafton. Printed the Happy Holidays newsletter insert from the Grafton Senior Center/Council on Aging. Unibank sponsored a carryout pizza luncheon. The Senior Center Holiday Gift Card Drive is underway. We are requesting gift cards from local businesses for our Grafton Seniors. The gift cards need to be received at the Senior Center by December 13th. Unibank will be setting up a Holiday Giving Tree for seniors in the lobby of their North Grafton branch. Approximately 45 tags with the needs of a senior printed on them were made and delivered to Unibank. Gifts need to be received at Unibank no later than Friday, December 17th. Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

The library had to be evacuated and close early at 8pm on Wed evening due to staff illness from noxious odors from the first-floor ladies restroom, where cleaning chemicals emitted their scent throughout the building for over eight hours. The problem was exacerbated by the out-of-commission HVAC unit on the roof, we are working to resolve it's functional issues.

Furniture installers returned on site to continue putting together remaining items after a shelving shipment arrived; the order is still not complete. The tree leaves in the Children's Room were also being installed, along with the ordered wall manipulatives; as a result the Children's Room was closed for three morning this week, but a selection of materials as well as the AWE Early Literacy Computers were made available in Community Room A/B. We have a date for call forwarding on the new phone system! Beginning Dec 1, incoming calls should work again.

The Director met with the Board of Library Trustees, construction team, Friends of the Library, Historic District Commission and various vendors and partners. We are planning ukulele programming to begin in the New Year. Beth made a list of outstanding tasks and staff are volunteering for items, such as updating the Emergency Evacuation Plan to reflect the renovated building, and step-by-step instructions for the alarm system. Beth worked with IT on patron software, reached out to the door company on timing for the door opener, and dealt with alarm, elevator, keycard and lock issues.

Donna ordered new materials, recataloged items, and began cataloging patron laptops for in-house use.

Borrower Services continued to serve patrons from their service desks and began updating the procedures manual.

Allison went through a group of damaged items to either reorder or remove from the collection. She is working on getting some D&D programs scheduled for teens based on their feedback.

This week Stacie continued to orient herself in the CR by shelf reading, shelving, and performing circulation duties, Marilyn corresponded with volunteers, Jen ran Library Babies, updated EventKeeper and social media, and worked on the December newsletter.

Cyndi worked on organizing the library of things and shifted the holiday/seasonal section. Kristin continued to reach out to the schools and ran 2 book club sessions. Sarah ran Toddler Time and preschool storytime, planned and ran two sessions of preschool outreach for South Grafton Elementary School, coordinated with CR staff, met with Allison about the Winter Reading Program and Summer Reading Program, shepherded a session of Young Scientists, and spoke with contractors regarding hanging the leaves in the children's room.

Please save the date: a ribbon cutting and dedication ceremony for the renovated and expanded Grafton Public Library will be held Friday December 17 at 11am.

Veterans Services

No Report Submitted

GCTV

We recorded two Bus Stop Weather segments, hosted by Freshman Sophie Kling.

The Cable Oversight Committee activated the Zoom CC function for it's last meeting. The captioning was far from perfect and only functions within the Zoom application. The recording used for broadcast, VOD, and Streaming displays no captioning. We have achieved limited progress at best. More technical captioning services continue to be researched.

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

December 7, 2021 (Business Meeting)

December 14, 2021 (Business Meeting)

December 21, 2021 (Tentative Meeting)

Upcoming Department Head Meetings

December 8, 2021 @ 10:00 a.m.