



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Carter Terenzini
Temporary Town Administrator

RE: Administrator's Weekly Report

DATE: November 20, 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

I met with BJ Harvey relative to the waste contract. They are interested in a renewal contract but are no longer willing to carry the costs of recyclables within the base contract due to a collapse in the commodities market pricing. They are providing pricing for discussion purposes. I met with Chris McGoldrick, reviewed the several Cannabis HCAs and the legal opinion of counsel relative to the "first across the finish line" policy and sent an inquiry to counsel based upon those material. I participated in the annual review of our investment portfolio with the Treasurer/Collector and the final preparation of the Tax Recap sheet with the Finance Team. Given the limited funds in the OPEX budget we have added funding via the recap for tax title and legal/claim funding, and reduced the amount of the estimate for cannabis while still within the range of estimates we have been giving you for the final tax rate. MJ's Market has been conversing with the Building Department on various permit application questions. We anticipate them uploading their application in the near future with an anticipated start date on or about 12/30. I met with the FinCom relative to any questions they might have on the FY '22 revenue projections. Please get me any concerns by 11/23 that I might have the final before you on 12/01. We also spoke of OPEB funding and potential

account consolidation as suggested by the Finance Team. Bad news of a fashion budget wise. We have added 8 students at Blackstone Valley Vocational. This most likely means there will be an increase in our assessment on a census basis alone.

ADMINISTRATION & FINANCE

Treasurer/Collector

The Treasurer Collector and Interim Town Administrator met with Chuck Patterson, Sr. Vice President of the government division at Bartholomew & Company, to go over the Town's annual review and October reports. We have been assured that despite virus and election instability that positive economic signs emerge, and momentum should continue through 2020. Both the Trust Fund and OPEB portfolios are doing well and are outperforming relative benchmarks. Bartholomew will continue to maintain purchasing power for our trust funds and have discussed plans to increase our OPEB risk from moderate to moderate aggressive, to hopefully see a better return on the minimal funds the town has been able to contribute to date.

Susan Rogers has resigned from her position as Asst. Treasurer Collector and will be starting a new adventure with the Blackstone Valley Regional School District. Sue has worked for the Town of Grafton for 16 years in various capacities and will surely be missed by her peers and residents alike. We wish her all the best! We hope to find a suitable replacement for her in the coming weeks.

Town Accountant

No Report Submitted

Principal Assessor

- 1) 9 Glen Street, Building Department notified of major renovations and business without permits, listed on MLS and pending.
- 2) Board of Assessor's meeting 11/18, granted Exemptions which have been approved
- 3) RECAP with TA, T/C, Clerk and Accountant
- 4) 59 Pleasant Street, received Notice of Intent with P&S will present to the Board
- 5) Exemptions are being returned and reviewed
- 6) Field Inspections for permit sign offs, sales, and commercial properties
- 7) Deeds being entered

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department

Grafton Police Department (11/8/20 - 11/14/20)

340 log entries were made including 36 - 911 calls, 9 alarm calls, 22 ambulance calls, 3 animal complaints, 107 business/area checks, 6 disturbance calls, 30 fraud/ID theft complaints, 12 motor vehicle accidents and 28 motor vehicle stops.

16 License to Carry Firearms applications were received. Weekly Chief's Column posted on Motorists Advisory - Deer Rutting Season. The department received a shipment of protective masks from the MA Emergency Management Agency. We would like to thank MEMA for their assistance in keeping first responders safe during this COVID-19 pandemic. Training included PowerPhone Emergency Medical Dispatch Recertification for Dispatcher Anna Padgett. Newly hired Dispatcher Mark Ricard continues to train in our Communications Center.

Fire Department

No Report Submitted

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

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

Routine Operation and maintenance of town owned infrastructure. Maintenance staff continues to install new and existing equipment at the new facility. Road salt was moved from the old facility to the new and 700 additional tons were received. Removed three dying trees from the common.

Cemetery and Parks

Fall cemetery and park cleanup continues. Year end a maintenance for winter storage of mowing equipment is complete. Weekly collection of fallen leaves continues. Provided services for one funeral and installed one stone. Assisted the rec dept with park improvements.

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 19, Grafton has been informed of a total of 222 confirmed positive COVID-19 cases since case tracking started earlier this year. As of November 19, Grafton is at a Yellow status on the State's weekly report, and a similar increase in cases is occurring in 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.

Grafton Public Schools has had a total of 19 confirmed positive cases since the start of the school year. For any identified 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 and surrounding communities 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 processed approximately 14 building permits this week, including a pool permit. We processed roughly 32 mechanical permits, consisting of, plumbing, gas and electric. We have processed 2 requests for inspections of public buildings.

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 Mota Construction, Dean Moran Electric and residents of Gristmill Subdivision regarding the installation of street lights.

Staff met with representatives of CMRPC regarding ongoing projects such as the finalization of the Open Space and Recreation Plan and Mill Redevelopment Overlay Zoning, as well as potential future projects such as the proposed Master Plan Update.

Staff also met with representatives from the Town of Shrewsbury regarding the Intermunicipal Agreement and proposed development in Shrewsbury.

Staff has continued coordinating with businesses which wish to continue operation of their temporary outdoor tent/facilities into the Fall season. Staff is aware of instances of local businesses continuing operation of temporary outdoor facilities despite expiration of permits. Current efforts have taken the approach of reminders, outreach, and support rather than direct enforcement with limited success.

Conservation

Staff prepared for the Commission's meeting on 11/17 and then worked on issuing the resulting documents after the meeting. The Agent conducted numerous site inspections. Phone calls and emails were fielded from residents and applicants.

COMMUNITY SERVICES

Recreation

A sold-out Amazing Turkey Challenge was held this past Sunday with great success and fun had by all. Work continues on finalizing plans for Grafton Celebrates the Holidays and the event brochure will be posted by the weekend. Activities include an online Holiday Fair with pre-ordering and curbside pickup. The work for ADA improvements is in full affect and work has begun at Silver Lake, Ferry St, Airport, and Riverview.

Council on Aging

Completed the December Grafton Senior Gazette and sent it to press. Received three new Grafton Strong applications, and requested additional documentation be provided. Participated in the monthly Worcester Regional Transit Authority advisory board meeting and the bi-weekly Elder Services of Worcester conference call. Thanksgiving baskets and meals will be delivered to seniors in need or without family. The Holiday Gift Card Drive is going well. To date, approximately 50 gift cards have been received at the Senior Center. On Friday, the Senior Center had a drive-by barbecue for 70 seniors, and the Friends of Grafton Elders also handed out canned goods, boxed pasta, and jars of sauce.

Library

Jan Parise has submitted her retirement. She began as a temporary employee and was hired in 2012 to work part-time at the Circulation Desk, where in addition to direct patron service she facilitated the museum pass program and assisted with requests for materials outside of the C/W MARS network. Her last day is Friday December 9 - we wish her well!

Grafton High School Yearbooks from 2014-2019 have been digitized courtesy of Grafton Public Schools, Grafton Public Library, Boston Public Library and the Digital Commonwealth. To reminisce and view scanned yearbooks from 1940 and 1952-2019,

please go to <https://archive.org/details/graftonpubliclibrary?sort=-publicdate>. If any residents or alumni have yearbooks from the missing years, we would love to borrow them to scan and digitize. We are missing 1955 and everything pre-1951 (except 1940) and would love to complete the collection. Yearbooks are sent via USPS with a tracking number directly to Boston Public Library and back. The process takes a few months, as many other libraries have digitization requests.

Library staff put out 108 bags for curbside pickup last week! Total curbside for October was 712 pickups. Call [508-839-4649](tel:508-839-4649) or email graftonlibrary.ma@gmail.com to request materials.

This week the Childrens Room put together 40 dino egg kits as a program to go. Each kit contains a dinosaur in a baking soda egg that can be hatched at home using vinegar, warm water, or simple tools.

Star Wars themed activity packets will go out December 1, coinciding with the start of our winter reading program. Register at www.graftonlibrary.org/wrp

The Library is still hosting virtual book groups for adults via Slack. This week, the Daytimers Book Group (3rd Tue at 1:30) discussed *The Novel Diary* by Richard Paul Evans and the Mystery Book Group (3rd Tue at 7:30) discussed *The Hour of Death* by Jane Willan.

Anyone interested in participating in those groups, or the "Not Just For Young Adults" Book Group, "Reads Well with Others" Book Group or the Inspirational Book Group is welcome. Efforts are made to get titles in as many different formats as possible (print, audio, large print, eAudio, eBook, etc.). Physical materials can be gotten through no-contact curbside pickup. Digital materials are accessible through hoopladigital.com and cwmars.overdrive.com. To attend the discussions via Slack, register at: https://join.slack.com/t/graftonpubliclibrary/shared_invite/zt-gevuyf4g-j3XtdeTQ8JSEUpI8GHItNQ Then go to: <http://graftonpubliclibrary.slack.com>

To see upcoming book groups, go to the events page on the Grafton Public Library website: www.graftonlibrary.org/events.

Veterans Services

No Report Submitted

GCTV

Two episodes of Bus Stop Weather were produced this week. Rev. Daniel Gregoire reached out to us with the goal of adding videos of Sunday services to our public schedule. Mary Dragon of Northborough will stop by today (Friday) to record her Step Dancing program for Seniors. Staff continues to maintain coverage for all GGTV events whether LIVE on Zoom.

CONSTRUCTION PROJECTS

DPW Construction

- Some punch list items still remain as well as some warranty work.
- Lube system should be operational the week of 11/30
- Wash Bay equipment should be completed and operational by 12/18.

Library Construction

- Exterior brick is going well, should be complete by weekk of 12/14.
- Window frames on South elevation are in and glass installation has started.
- MEP trades are making good progress, rough-in work is 75% complete
- Interior partitions are 95% complete (framing) with drywall to start on first floor the week of 11/30.
- Currently we are slightly ahead of schedule, Substantial Completion date remains June 8, 2021.

Common Improvements Project

- A couple of trees slated to be removed were cut down.
- Some design work continues, based on the tree survey information.
- The intent is still to get a bid package out in early January.

IMPORTANT DATES TO REMEMBER

Town Administrator Office Days Week of Nov 23rd
Remote Work, Tuesday, Wednesday, Thursday, and Friday

Upcoming Select Board Meetings
December 1 (Business Meeting)
December 8 (Workshop)
December 15 (Business Meeting)

Upcoming Department Head Meetings
Wednesday, December 2nd