



## MEMORANDUM

### OFFICE OF THE TOWN ADMINISTRATOR

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TO: Select Board

FROM: Evan Brassard  
Town Administrator

RE: Administrator's Weekly Report

DATE: October 1, 2021

#### IMPORTANT NOTICES TO ALL DEPARTMENTS

- Fall Town Meeting, October 18<sup>th</sup> 2021

#### ADMINISTRATION & FINANCE

##### Town Accountant

No Report Submitted

##### Treasurer/Collector

No Report

##### Principal Assessor

- 1) Received and reviewed 22 personal exemption applications.
- 2) Received and reviewed 21 Chapterland applications. All applications due October 1<sup>st</sup>.
- 3) 21 Deeds were recorded this week and owners have been updated.
- 4) Processed 1 Abutters request.
- 5) Processed 11 MV abatements.
- 6) Field inspections for 31 cyclicals, 13 building permits and 13 sales verifications.
- 7) Mary and Cody attended DOR workshop "What's New in Municipal Law".
- 8) DOR for Record Disposal was approved.

##### Town Clerk

Attorney General Approvals from the June 5, 2021, Town Meeting have been returned to the Clerk's Office. The postings are awaiting to be posted by Constable at our conspicuous locations within town.

Census 2020 data from Umass Donahue Institute is available at:  
<https://www.sec.state.ma.us/census2020/index.html>. An interactive map to view Grafton data or by city/town can be found at:  
[https://donahue.umass.edu/data/pep/dashboards/census2020\\_dashboard.html](https://donahue.umass.edu/data/pep/dashboards/census2020_dashboard.html).

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.

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 (9/19/21 – 9/25/21)

349 log entries were made including 36 - 911 calls, 18 alarm calls, 25 ambulance calls, 2 animal complaints, 95 business/area checks, 8 disturbance calls, 4 fraud/ID theft complaint, 4 motor vehicle accidents, 34 motor vehicle stops and 5 well-being checks.

10 License to Carry Firearms applications were received. Weekly Chief's Column posted on Beware of Chimney Repair and Chimney Cleaning Scams. Officers received legal updates on current court decisions and roll call notices including Commonwealth Fusion Center bulletins.

### Fire Department

No Report Submitted

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

No Report Submitted

### Engineering

- Eversource continues doing gas work on Main Street,
- Milford Road sidewalk project is in final stages,
- Continue working on Fitzpatrick Road culvert project,
- Magnolia Lane has been paved,
- Continue working on updates to Pavement Management System,
- Continue to work with town staff and departments on other projects and day to day activities.

### Health Department

As of September 30, Grafton has been informed of a total of 1,355 confirmed positive COVID-19 cases since case tracking started in early 2020. The number of new cases continues to increase 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 increasing 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 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>.

In addition, the FDA recently authorized and the CDC also recommended that certain individuals are eligible for a COVID-19 vaccine booster 6 months after their 2nd dose (only Pfizer vaccine recipients). More details on the eligible populations can be found at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/booster-shot.html>

Flu shots are now 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

No Report Submitted

### Conservation

No Report Submitted

## **COMMUNITY SERVICES**

### Recreation Department

Fall programming is in full swing. View a brochure with upcoming offerings [HERE](#) with youth afterschool, weekend and vacation week programs, and all your favorite events! First up, the Scarecrow Building Contest on October 17! And then Pumpkin Decorating at Houlden Farm on October 23 from 11am-1pm. Planning is also in the works for the Amazing Turkey Challenge on November 13. Businesses who would like to participate in Grafton Celebrates the Holidays this year can view sponsorship options or sign up to be a Frosty Stop with submissions due by October 8. Please view the brochure [HERE](#).

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

### Council on Aging

Attended a webinar "Emergency Rental Assistance Program. Tools to Assist the People We Serve." Participated in a Worcester Regional Transit Authority Paratransit Roundtable Meeting with other area COA Directors. Worked on the fourth quarter SNAP claims which are due to UMASS Medical by October 8<sup>th</sup>. Interviewed a yoga instructor. Outreach is assisting with fuel assistance recertifications, as well as new applications. We are still dealing with the ongoing parking issues at the Senior Center when school is being dismissed for the day. On Wednesday, school had a half day and students were being dismissed at the same time seniors were arriving for exercise. Parents had every parking spot, including handicapped, by the Senior Center taken waiting to pick up their child. Many seniors had to keep circling the parking lot waiting for a spot to park. Evan is working on the parking issue at the Senior Center, and hopefully parking will become less of an issue going forward. Support, advocacy, and guidance was provided to seniors daily.

### Library

The Library will reopen for curbside service from the lobby on Monday October 4 through Saturday October 9 resuming hours of Mon-Thu 10am-9pm and Fri/Sat 10-6. We do not have a Certificate of Occupancy due to some outstanding items, so patrons may not go any further than the lobby or do anything other than pick up and return materials. We anticipate reopening with limited services by Wednesday October 13.

Beth attended a construction meeting, met with IT, met with Tucker Interiors, reviewed a quote from New England Low Vision for accessible hardware and software, and had check-ins with Board of Library Trustees, Ron from DRA architects, Evan Brassard and Massachusetts Board of Library Commissioners. She worked on a procurement list that has been delegated to William Blake.

Staff received a tour of Fire Alarm Pull and Fire Extinguisher locations, received training in how to operate a fire extinguisher, and held a fire drill - we exited the building in about 2 minutes.

Adult Circ staff shifted fiction books; attended fire safety walkthrough; attended all staff and circ staff meetings; and moved miscellaneous supplies into storage. Allie worked on MBS boards, graphics for newsletter, signage, troubleshooting with Bibliotheca. Ranjita worked on NYT Bestseller lists, sorted supplies, and processed delivery, Jane looked into furniture needs; organized supplies, and NYT bestsellers. Sandhya worked on Clio, ComCat, email, museum updates, troubleshooting with Bibliotheca, and processing delivery. Susan supervised above, delivered 13 items to homebound patrons, traveled to Westborough and Shrewsbury Public Libraries to collect material for homebound patrons, worked on the schedule, looked into adding book trucks for hold shelf items, made an overdrive order, and fixed a broken link to our volunteer time log.

Sarah worked on remaining furniture and shelving needs, contacted SGES, NGES, and Busy Bee Academy about storytime visits, scheduled virtual school visits, worked on Octoberfest donation baskets, planned WRP, contacted Pop Up Art School about upcoming programs, communicated with Apple Tree Arts, followed up with patrons, and worked on the upcoming Break in Bag program. Jen worked on the October newsletter, adding events to the online calendar, shifted picture books, and attended staff meetings. Cyndi shelved YA magazines, attended staff meetings, shelved returns, wrote up Board of Library Trustees minute notes, and worked on the Library of Things. Kristin planned for her upcoming October book clubs.

Allison continued to work on the Winter Reading Program - specifically digitally drawing the artwork for the buttons – and put together a proposal for raffle baskets for Octoberfest. She also worked on moving new YA fiction to the shelves and organizing the Maker Space. We are still looking for a donor for a 3-D printer and materials for the space.

Staff are working very hard to get the building ready for reopening in October.

#### Veterans Services

No Report Submitted

#### GCTV

This week's activities included . . . 2 Bus Stop Weather segments, hosted by Freshman Sophie Kling. Bob interviewed Cadence Tucker who is currently volunteering at GCTV. The chat focused on her love of film, and her pursuit of a career in the film industry. Preparations are being made for the second season of TWIGG (this week in Grafton government).

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  
October 5, 2021 (Business Meeting)  
October 12, 2021 (Workshop)  
October 19, 2021 (Business Meeting)

Upcoming Department Head Meetings  
October 6, 2021 @ 10:00 a.m.