



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: October 8, 2021

IMPORTANT NOTICES TO ALL DEPARTMENTS

- Town Meeting, October 18th at 7:30 p.m. in the Auditorium of the Grafton High School

ADMINISTRATION & FINANCE

Town Accountant

- Accountant's Office has officially closed FY21 books.
- Combined Balance Sheet has been submitted and approved by DOR.
- DOR has certified Free Cash at 2,090,791 for the General Fund, and 4,862,275 for Sewer Enterprise Fund.
- Accounting Office is in the procedure of starting to complete the required forms in the Tax Rate Recap and Schedule A.
- Accounting office employees attended Tax Rate Recap training. Training went into detail on the Tax Recapitulation process and the budgetary JEs for posting the Tax Rate Recap.
- ClearGov budgeting has been uploaded with all historical data from FY14-FY21. Accounting office is in the process of entering all contributors: requestors (dept heads) and reviewers (committee members and boards).
- Attended all Finance Committee Public Hearings for the FY22 Fall STM to review warrant articles.
- Attended and passed MCCPO recertification class. All courses focused on MA public procurement laws and best practices.

- Attended MA Municipal Cybersecurity Summit. Agenda included Cyber Insurance, Third Party Risk, Ransomware: getting to the root (what is it) and combating (protect your municipality). For more information [click here:](#)
- Met with IT Tech Committee regarding responses from Vadar's references. Discussion points were on: Shared logins, capabilities of the application supporting logging and auditing of users, and assigned roles, depth of penetration testing, patch management, and the roadmap of future development with Vadar software.
- Finance Director will be reaching out to all department heads to go over the current chart of accounts to take in any considerations of changes. Will also be reviewing any stagnant special revenue accounts and looking to clean those up. More to follow.
- Working with Vadar on the Chart of Account conversion. Currently we completed our Tax Clint Profiles and have send them utility, vendor, and current chart information.

Treasurer/Collector

- 22 MLC requests have been received/processed in the last two weeks.
- Worked with the Assessor to collect prior year outstanding personal property bills. Also verifying inactive businesses and submitting those as uncollectible to settle the levy.
- Personal Property bills were mailed out with an incorrect due date. We've been working with our bill printer to determine what went wrong and will be reissuing bills with the correct due date. RE bills were unaffected.
- Residents have begun to pay FY22 Q2 RE/PP bills

Principal Assessor

1. Board met Wednesday. All Chapterland applications for FY 2023 were approved and signed. 99 Certificates were issued and mail via Firm Book of Mailing.
2. Attended DLS Classification webinar on Wednesday
3. Received and reviewed 9 Personal exemption applications
4. Completed 3 abutters list as requested.
5. Worked with T/C on uncollectable PP bills.
6. Field inspections for 17 cyclicals, 12 building permits and 9 sales verifications.

Town Clerk

Kid's voting for Grafton's 2022 dog tag is being offered electronically this year. The survey will be open from October 1- 15. The winning tag will be announced the week of November 1st.

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.

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 (9/26/21 – 10/02/21)

378 log entries were made including 43 - 911 calls, 12 alarm calls, 28 ambulance calls, 7 animal complaints, 124 business/area checks, 3 disturbance calls, 5 fraud/ID theft complaint, 11 motor vehicle accidents, 37 motor vehicle stops and 4 well-being checks.

14 License to Carry Firearms applications were received. Weekly Chief's Column posted on Railroad Safety Tips from Operation Lifesaver. Lt. Minardi attended monthly SWAT training. Sgt. Crosby and Det. Wenc attended New England Organized Retail Crime Alliance (NEORCA) training held at the New England State Police Information Network headquarters in Franklin. 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

No Report Submitted

Health Department

As of October 7, Grafton has been informed of a total of 1,369 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

These three weeks, the Planning Department completed administrative tasks for the Planning Board and Affordable Housing Trust. Staff finalized the Complete Streets Policy, which was adopted by the Select Board on October 5, 2021 and will be submitted to DHCD for approval shortly. Staff also drafted and submitted the Hazard mitigation Plan Update Quarterly Report to MEMA.

Staff assisted in the finalization of the MS4 Annual Report along with VHB, Conservation and DPW, as well as assisted Counsel with ongoing litigation. Trial Court proceedings for the Brigati Village Appeal closed on October 7, 2021, and a judgement is anticipated within the next three weeks. Staff also coordinated with representatives of 155 George Hill Road and DPW regarding ongoing sitework.

Staff attended a webinar regarding census data release, hosted by AppGeo. Additionally, staff met with representatives of KARP Strategies regarding the Local Rapid Recovery Plan Draft which will be submitted to DHCD on October 8, 2021.

Staff continues to coordinate processing of the 43D application for 244 Worcester Street and is working on "Request for New Units" applications to the Department of Housing and Community Development on behalf of the Zoning Board of Appeals in order to add recently completed projects to the Subsidized Housing Inventory.

Conservation

- Issued documents from Commission's 9/21 meeting
- Prepared for, attended, and worked to issue documents from Commission's 10/5 meeting
- Reviewed applications filed for Commission's 10/19 meeting
- Coordinated with DPW on plans for 46 Adams post-barn demolition
- Updated templates and workflows in Viewpoint

- Conducted site inspections
- Fielded inquiries from residents and applicants

COMMUNITY SERVICES

Recreation Department

View our fall/winter brochure with upcoming offerings [HERE](#) for youth afterschool, weekend and vacation week programs, and all your favorite events! Upcoming events: Scarecrow Building Contest on October 17 from 11am-1pm, Pumpkin Decorating at Houlden Farm on October 23 from 11am-1pm, and the Amazing Turkey Challenge on November 13 (pre-registration required).

Come be a kid again! Planning is in the works for monthly adult pickup games such as kickball, badminton, floor hockey, and yard games. Take this [SURVEY](#) to show us your interest.

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 22. Please view the brochure [HERE](#).

Those interested in being a vendor for the craft fair during Grafton Celebrates the Holidays on December 5 may submit an application [HERE](#). Vendors will be notified of the status of their application by November 5.

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

The September Worcester Regional Transit report was completed and emailed to the WRTA. For September 2021 the Senior Center provided 482 rides; compared to 174 rides for September 2020. Pay as You Throw bags were distributed to those individuals who are part of the low income PAYT program. A Drive-Thru Barbeque was held for Grafton seniors. Approximately 50 seniors received a “to go” container which included Italian sausage on a roll with peppers and onions, macaroni salad, chips, soda, and a box of Girl Scout Cookies. Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

All hands were on deck this week as we welcomed patrons into the Lobby for book returns and holds pickup. Staff attended training on Mystery Reader’s Advisory on Thursday.

Beth Gallaway met with Library Planning and Building Committee and had phone meetings with Victor from Bibliotheca; Aaron Vandesteen, Trustee chair; Mary Fritz, Building Committee Chair; Ron Paolillo, DRA; MBLC, and Evan. She met with staff in small groups and individually; with CMD to go over outstanding IT needs for patron computers, and with Joe from Bibliotheca about the security gates. She corresponded with Kathy from Small Stones Festival of the Arts, American Alarm, and Darcy from APA HVAC; interviewed three Bibliotemp candidates; put together a non-fiction book order; worked with Mike from Integra on phone installation; and reviewed policies for Group Visits, Inclement Weather, Informational Display (bulletin boards) and Privacy and Confidentiality. She worked with Kristie Proctor and Roger Trahan from the Disability Commission to draft a grant application for \$57K for accessibility software and hardware for patrons with low vision. She completed the annual Financial Report to meet State Aid eligibility requirements – Grafton will be compliant and certified for FY2022.

Eileen paid bills, contacted utility companies to shut off St. Andrews accounts, and shredded files more than 10 years old per MA retention laws.

Allison worked on getting ready for the Library opening to the public, primarily shelving returns from the delivery so that we have room in the sorting room for when items are returned. In order to do this, she had to completely shelf-read the YA NF area as huge chunks were shelved incorrectly by the moving crew. Additionally, she had to shift the entire YA Fic collection by three bays because there was not enough room to shelve when they put the collection on the shelving unit. Allison also compiled September stats.

This week in the Children's Room, Sarah, Jen, Cyndi, and Kristin worked on creative problem solving to figure out where to put the majority of the children's nonfiction collection since we do not have enough shelving to house the collection. Some overflow has been placed in the CR tutoring room and we removed display shelving and borrowed flat shelving from Adult Services to allow us to move where the biographies and video games are shelved.

Sarah set up two AWE early literacy computers, looked at desk coverage and made a preliminary schedule, coordinated with onsite IT about where additional printers should be set up, and helped Allison C. go through and sort some remaining boxes in the teen area. Sarah, Jen, and Cyndi spent a large amount of time in the lobby welcoming patrons and answering questions. Jen worked on EventKeeper and Social Media to push this Friday's Mr. Kim program.

Susan took care of home deliveries and visited Crescent Manor. Ranjita shifted large print and fiction, and worked on the NYT bestseller list. Jane worked on the NYT bestseller list, shifted fiction and researched coat racks. Sandhya worked on museum passes, answered Facebook questions, rearranged Large Print, worked on her Notary application, and read BookPage and Library Journal. Allie worked on the newsletter, created pdfs to update website with newsletters for the past year, worked on a tutorial

pdf for Susan, created signage, and treated the plants with Neem.

Veterans Services

No Report Submitted

GCTV

We recorded 2 Bus Stop Weather segments, hosted by Freshman Sophie Kling. Bob DeToma introduced the two Grafton High Volunteers to the Select Board on Oct. 5th.

Jack Kelley and volunteer Cadence Tucker recorded a conversation about Pop Culture. The 2nd Season of This Week in Grafton Government (TWiGG) was recorded in studio.

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 12, 2021 – Workshop
October 19, 2021 – Business Meeting

Upcoming Department Head Meetings
October 20th