



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: October 15, 2021

IMPORTANT NOTICES TO ALL DEPARTMENTS

- Town Meeting is Monday, October 18th 7:30 PM Grafton High School Auditorium

Town Administrator

- Prepared for final candidate interviews of new Fire Chief
- Finalized Town Meeting Warrant for meeting on 10/18
- Finalized Town Meeting Logistics for same
- Received Certificate of Occupancy for Library
- Began reviewing applicants for AHT/Fin Comm Admin, Treasurer/Collector, Assessor, and Fire Department Office Manager.
- Met with residents regarding issues and concerns in the community.
- Attended meetings regarding ongoing development projects in Grafton.

ADMINISTRATION & FINANCE

Town Accountant

No Report Submitted

Treasurer/Collector

No Report Submitted

Principal Assessor

1. Preparing Income & Expense lists and forms for FY2022 mailings.
2. Mailed Sales Questionnaires to new owners for the 53 sales in month of September.
3. Attended MAAO workshop on "Owner Unknown Assessments".
4. Complying data on Affordable housing and values of properties for all homeowners over the age of 60 for the Board of Assessors.
5. Received and reviewed 3 Personal exemption applications
6. Field inspections for 7 cyclicals, 9 building permits and 4 sales verifications.
7. Updated 21 new owners in Vision for the month of October.

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 1.

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

Census 2020 data from Umass Donahue Institute is available [here](#). An interactive map to view Grafton data or by city/town can be found [here](#).

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 (10/3/21 – 10/09/21)

318 log entries were made including 30 - 911 calls, 19 alarm calls, 24 ambulance calls, 8 animal complaints, 94 business/area checks, 7 disturbance calls, 2 fraud/ID theft complaint, 9 motor vehicle accidents, 18 motor vehicle stops and 3

well-being checks.

10 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on National Domestic Violence Awareness and Prevention Month including safety tips and recommendations for victims of domestic violence.

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.

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 14, Grafton has been informed of a total of 1,393 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

This week, the Planning Department completed administrative tasks for the Planning Board and Affordable Housing Trust. Staff conducted preconstruction meetings at 109 Creeper Hill Road and 3 Centennial Drive. Staff also attended the second Hazard Mitigation Plan Update meeting along with the project consultant (Carissa Mills, VHB) and involved staff and residents.

Staff coordinated a Listening Session regarding 25 Worcester Street and gave a presentation regarding the 2018 Housing Production Plan's identified goals. Staff is also coordinating with Clerk's office staff regarding the 2020 Census data release.

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 10/5 meeting
- Reviewed applications filed for Commission's 11/2 meeting
- Coordinated with DPW on plans for 46 Adams post-barn demolition
- Updated templates and workflows in Viewpoint
- Attended Hazard Mitigation Plan Update Meeting
- Conducted site inspections, including pre-construction meeting at 109 Creeper Hill Road
- Fielded inquiries from residents and applicants

COMMUNITY SERVICES

Recreation Department

No Report Submitted

Council on Aging

Attended the monthly Council on Aging board meeting. Seniors went on a Mohawk Trail Foliage Tour on a Luxury Silver Fox Coach bus. The trip included the Bridge of Flowers in Shelburne Falls, foliage sightseeing, and lunch at the New England Restaurant. The Zumba Gold class resumed on Wednesday, October 13th after being on a COVID break. Although there are signs designating senior parking in the back lot behind the Senior Center, parking continues to be an issue. During the week on two separate occasions staff went out to the back parking lot around 2:00 pm. The middle row of the lot was filled with parents in cars waiting to pick up their child. One car that was parked belonged to a student who parked there all day. When the parents were approached many were hostile and gave excuses as to why they had to park up at the Senior Center for afterschool pickup. Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

The Grafton Public Library received a temporary certificate of Occupancy on Tuesday October 12, 2021, enabling us to reopen fully to the public on Wednesday October 13, 2021. The Certificate is temporary and pending final resolution of ADA issues; all code and life/safety issues have been resolved. We continue to work through the punch list and discover new issues daily, such as a backwards door that locks from the inside and an unalarmed door in the Children's Room. Our occupancy load is 384 for the Upton

Street (lower) level and 168 for the Common level (upper floor). Hours are Monday-Thursday, 10am-9pm and Friday and Saturday 10am-6pm. Around 100 patrons came through to check out the new space on opening day, and visitors had many positive comments.

Beth updated Facebook and social media, addressed issues regarding phones, elevators, IT, and the Small Stones programming scheduled on site this week and next. We made an offer to a candidate for the Children's Room vacancy and have extended an offer to two temps to cover desks so we can proceed with interviews for other vacancies. IT was on site Wednesday to continue working through issues. All four self-checks are up and running but they are not desensitizing materials.

All adult circ staff spent last week preparing for opening. Adult Circ staff are rotate between managing the circulation desk on the upper level, covering the lobby, and managing the AMH on the lower level. When we have off-desk time, Sandhya handles the Museum Pass Program and ILL. Allie manages signage and the newsletter, and also does a lot of troubleshooting with printers and receipt printers. Ranjita and Jane share the *New York Times* bestseller list task including making recommendations for purchase, as well as keeping forms and brochures stocked. Susan manages four staff, the monthly BookWagon outreach program, the Home Delivery Program, the Volunteer Program, supply inventory and ordering; purchasing adult fiction, adult fiction and non-fiction DVDs and audiobooks, and all Overdrive content. Susan is also responsible for overseeing the AMH sorting machine and self-check machines. All Circulation staff manage delivery, Readers Advisory, and assist patrons with checking in and out material.

Heidi answered reference questions and operational questions, delivered books to the Senior Center for the Senior Center Book Club's November discussion, updated library accounts an registered new borrowers. Last week she facilitated the Not Just For Young Adults Book Group to discuss *Nobody's Princess* by Esther Friesner. She worked with youth services staff on a local cultural council grant application. Heidi took the lead on phone installation.

Sarah and her staff worked to make the Children's Room as welcoming as possible and addressed space concerns with Beth and Ron – we will be meeting with Cori from Tucker next week. She worked on our Grafton Celebrates the Holidays Frosty Stop listing and scheduled NGES and SGES virtual school visits. The outdoor Mr. Kim program was a success!

Allison finished shelving YA and storing program materials. She continued to work on Winter Reading Program and finished designing art for buttons, completed Raffle Baskets for Octoberfest, and staffed the Teen Desk.

Veterans Services

No Report Submitted

GCTV

The GCTV team covered all of this week's board and committee meetings for live viewing and future broadcasting. This week, staff also filmed new episodes of this week's Bus Stop Weather & TWiGG. They also did live testing for Town Meeting.

IMPORTANT DATES TO REMEMBER

Upcoming Select Board Meetings

October 19, 2021 (Business Meeting)

November 2, 2021 (Business Meeting)

November 9, 2021 (Work Shop)

Upcoming Department Head Meetings

November 20, 2021 @ 10:00 a.m.