



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: October 22, 2021

IMPORTANT NOTICES TO ALL DEPARTMENT HEADS

- ClearGov Operational Budget Training, October 27th 11:00 a.m.

Town Administrator

- Town Meeting held Monday Night
- Attended Amy Perkin's farewell breakfast
- Toured Polish National Home
- Began post Town Meeting awards for contracts
- Met with Library Construction Team
- Reviewed bag fee data for trash program
- Met with development team regarding new growth opportunities

ADMINISTRATION & FINANCE

Town Accountant

- Accounting Office is concurrently working on the Tax Rate Recap and Schedule A Reporting.
- Attended the Annual Fall Town Meeting on Monday October 18, 2021.
- Currently working on FY22 Fall STM JE's and Transfers.
- Attended ClearGov Personnel Budget Training. Personnel Budgeting application in ClearGov streamlines planning for personnel costs and will tie in directly to the Operational Budget.
- Will be conducting Treasurer/Collector interviews all next week.

- Scheduled a ClearGov Operational Budget training for next week for all individuals who submit budgets.
- ClearGov budgeting has been uploaded with all historical data from FY14-FY21. Accounting Office will be pushing out the FY23 Master Budget to all Departments shortly. Stay tuned!

Treasurer/Collector

- Uploaded to our Auditors portal, all documents that should be needed, answered what few questions they've had so far.
- Completed FY23 Debt budget
- Assured all DLS documents needed for the near future had all attachments necessary and were signed.
- I also just wanted to thank the Board and the Town of Grafton for what was a great three years. I appreciate the opportunity to serve your community and grow in my career. I could not have asked for a better group of people to work with, and I'm so thankful for that. I wish the Town nothing but the best. Thank you!

Principal Assessor

1. Completed printing and stuffing all Income & Expense forms for FY2022 mailings.
2. State form 2 for FY2022 have been printed and being processed for mailing. 371 Form of lists will be mailed in December for personal property accounts.
3. Received and reviewed 7 Personal exemption applications
4. Field inspections for 4 cyclical, 18 building permits and 8 sales verifications.
5. Working with Accounting on RECAP. Updated Gateway for submission.
6. Preparing presentation for Classification Hearing on November 2.
7. Received FY 2022 Sewer Betterment lien sign off from the Sewer Commission to be applied to 3rd quarter actual bills. Total of \$12,221.66 in betterments and \$5,975.64 in interest.
8. Entered deeds for new owners.

Town Clerk

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).

We had 208 voters attend Town Meeting on Monday, October 18th. We would like to thank everyone involved to make this happen, and especially our dedicated election staff.

Finishing touches are being made to the Town Meeting minutes and Attorney General submittal. The Tax Rate Recap has been processed for the June and October Town Meetings.

Kids voting ended on October 15th with 80 votes from our youth. Thank you to all who participated and stay tuned for the winning dog tag to be announced the week of November 1st!

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 (10/10-10/16 2021)

392 log entries were made including 42 - 911 calls, 10 alarm calls, 29 ambulance calls, 5 animal complaints, 121 business/area checks, 9 disturbance calls, 2 fraud/ID theft complaints, 12 motor vehicle accidents, 22 motor vehicle stops and 2 well-being checks.

4 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on our participation in the National Prescription Drug Take Back Day to be held on Saturday, October 23rd. The event is sponsored by the U.S. Drug Enforcement Administration (DEA).

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.

This week, I attended the final meeting of the Fire Chief Search Committee and the monthly meeting of the Grafton Emergency Management Agency. I also attended a three-day conference in Norwood hosted by the MA Chiefs of Police Association and the Municipal Police Institute. The conference covered several of the mandated MPTC training requirements as well as a roundtable discussion with members of the Police Officers Standards and Training Commission (POSTC).

Fire Department

No Report Submitted

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

Public Works: The Highway division of the DPW has relocated 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. Starting September 7th, the Brush Dump is open Monday-Friday 10am- 1pm and Saturdays 9am-1pm. The recycling drop off area is located to 64 Old Westboro and operates Saturdays 8:00am-1:00pm and Tuesdays and Thursdays from 10:00am-2:00pm. Seasonal paving continues on several streets in all areas of town. Main Street improvements project related utility (gas, electricity, communications) work will continue on random days.

Highway Department: Routine Operation and maintenance of town owned infrastructure and equipment. The staff continues street sweeping operations, drainage system repairs, grass mowing, roadside brush mowing, and line painting. Staff continues temporary drainage improvements on George Hill Road. Staff installed split rail fencing at the Hennessy Property on Adams Road and have started annual mowing of town owned meadows on Adams Rd, George Hill Rd, and Merriam Rd.

Cemetery and Parks: Routine department functions in including, trash pick-up, construction and painting of replacement fencing, and grounds maintenance. Provided support for two funerals. Asst. recreation dept with ongoing park improvements and seasonal programs.

Sewer Department: Routine operation and maintenance of the towns wastewater treatment and collection systems. Routine administrative functions including quarterly billing, collection issues, final billing, and resident questions and requests. Provided inspection services and reviews for new service connections and new subdivisions. Staff conducted grease removal from several pump stations for continued system reliability.

Engineering

No Report Submitted

Health Department

As of October 21, Grafton has been informed of a total of 1,415 confirmed positive COVID-19 cases since case tracking started in early 2020. The number of new cases

continues to be elevated 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

No Report Submitted

Planning

This week, the Planning Department completed administrative tasks for the Planning Board. Staff attended a meeting with stakeholders regarding the Grafton section of the conceptual Blackstone River bikeway and potential connections to Northbridge and Sutton.

Staff is also coordinating with Clerk's office staff regarding the 2020 Census data release and met with representatives of the 244 Worcester Street 43D application. Staff is continuing 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, as well as other long range planning activities.

Conservation

- Issued documents from Commission's 10/5 meeting
- Prepared for, attended, and issued documents from Commission's 10/19 meeting
- Reviewed applications filed for Commission's 11/2 meeting
- Coordinated with DPW on plans for 46 Adams post-barn demolition & annual mowing of fields on Conservation Lands
- Updated templates and workflows in Viewpoint
- Worked on current Green Communities grant projects & Annual Report
- Attended Town Meeting & MACC Fundamentals training courses
- Conducted site inspections
- Fielded inquiries from residents and applicants

COMMUNITY SERVICES

Recreation Department

Last Friday, Rec. Dept. staff led a hike at West Hill Dam which was well attended and enjoyed by all. This past Sunday, the annual Scarecrow Building Contest was held on the common and 30 entries are posted for voting on our [Facebook page](#). On Monday, Town Meeting passed a request of CPC funds by Recreation and Conservation for design services of a passive recreation park at 95 North St. Recreation and Conservation plan to meet soon to put together the bid documents.

On Saturday, Oct. 23, you can find us at Houlden Farm hosting pumpkin decorating from 11am-1pm. All the supplies are provided (while they last!).

There are still a few spots available for the Amazing Turkey Challenge on November 13. Drive around town to complete challenges and reveal clues to determine which turkey flew the coop to DisneyWorld! Pre-registration required [HERE](#)

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 November 1. Please view the brochure [HERE](#). Advertising options in the event brochure are also available, please inquire with the department.

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.

And don't forget to take a look at our fall/winter brochure with upcoming offerings [HERE](#) for youth afterschool, weekend and vacation week programs, and all your favorite events!

Council on Aging

Attended the monthly Worcester Regional Transit Authority Board meeting. Attended a mandatory SNAP (Supplemental Nutrition Assistance Program) PATH applications listing training for outreach partners. Representative Dave Muradian hosted a drive-thru pasta luncheon for Grafton seniors with assistance from Lt. Minardi, Officer O'Brien and Marianne DeVries of the Grafton Police Department. Completed the November Senior Center newsletter and sent it to be printed. Once copies of the newsletters were received later in the week, they were sealed, labeled, and mailed. Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

We continued to provide direct services to the public, including copying, Friends book sale, and internet access. Wi-Fi was intermittent and CMD was on site to troubleshoot. We have four public access computers up and running, printing via Princh, and will make our Early Literacy Workstations available for Children next week. Most meeting rooms are unavailable while we continue to store items in them. The Meeting Room Reservation software will go LIVE November 1.

Beth met with the construction team, furniture and shelving vendor, signage salesperson, IT, and the Capital Campaign and sent a delegate to the Friends meeting. She gave several impromptu tours and welcomed former trustees and former staff who were awed by the building. Beth worked on the Seed Library, policy revisions, the Procedures manual, and Trustee documents for next week's meeting. She initiated passport training so we can recertificate as a Passport Acceptance Facility – we are hoping to resume this service by December 1, 2021. She worked on the website, weeded in nonfiction, put together non-fiction book displays, covered youth services desks, and was on site for Small Stones Festival of the Arts events last weekend and will be this weekend as well. Beth also began training new staff; we welcomed two tempors this week who will be covering the desk in the Tween/Teen Room: Brianna began last Saturday and Erin began Friday. The Trustees are covered the cost of Bibliotemps through State Aid.

We are finding ourselves stretched thin for desk coverage—especially nights and Saturday -- with multiple staff out of leave. We have filled one of our four vacancies: please join us in welcoming Stacie Herbert to the GPL team! Her appointment was approved by the Select Board on Tuesday night and her start date is Nov 1.

We have over 1,200 visitors in our first week of opening and feel gratified by the wonderful reactions of patrons old and new, who are so complimentary and appreciative! We are acclimating to the new workflow, schedule and AMH (Automated Materials Handling System). It's been a challenge to coordinate services in the lobby, sorting room, and circulation desk with the staff hours available, but we keep working on it. Jane and Ranjita have spent most of their time covering the lobby, checking on the sorting room, and helping patrons, Sandhya has updated numerous forms for output welcome packets with our new hours and address, as well as updating and organizing a new master file of the forms and handouts we create, Allie has taken a lead on managing the numerous IT issues we've had, and conferring with Bibliotheca on the screen design for the return stations. Susan, Allie and Sandhya spent several hours on the phone over a few sessions with customer support to work out various kinks in the sorting program of the AMH. Taylor has developed a routine for his workload, and has been finding items on the pull list, shelving the previous day's returns, and gathering new returns from the sorting room. Somehow, he manages to get it all done! Susan delivered materials to three Home bound recipients, organized the file of volunteer applications, set up google docs for IT issues and supply/equipment needs, and adjusted

workflow as we went through the paces for the first time.

This week in the Children's Room, all staff worked the desk, assisted patrons with finding materials, placed holds, issued new and replacement library cards, and fielded questions regarding library programs and services.

Sarah met with Cori and Ron to discuss additional shelving in the Children's Room, prepped for our upcoming Break in Bag program, compiled kits for our upcoming Kitty in a Pumpkin painting program, lesson-planned for Preschool Storytime and Toddler Time programming, communicated with local schools regarding virtual school visits for preschool, planned and pulled items for next week's Trick or Treat at the library, prepped for our upcoming Teddy Bear Sleepover, planned Summer Reading for 2022 (training webinar and t-shirt orders happen in the fall) covered the Teen/Tween desk, & communicated with Quite Fetching for a program partnership/outreach opportunity.

Jen has been lesson planning for Library Babies, hosted a Music and Movement program with Miss Kayla from Apple Tree Arts, stuffed break in bags, created tags for the Teddy Bear Sleepover, updated and added programs to EventKeeper, and scheduled social media posts. Kristin planned and prepared for her upcoming book discussions.

Allison Cusher attended the Friends meeting (held in the 10-seat conference room as a hybrid in-person/Zoom meeting!) to discuss and answer questions in relation to LEGO fundraisers and Grafton Celebrates the Holidays. Allison continued to work on the Winter Reading Program and staff the teen desk.

Veterans Services

No Report Submitted

GCTV

We recorded 2 Bus Stop Weather segments, hosted by Freshman Sophie Kling.

Cadence Tucker recorded a brief video at the Small Stones Art Festival.

New episodes of This Week in Grafton Government (TWiGG) were recorded in studio.

Including the Warrant Review program with T. M. Dawn C. Anderson.

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 26, 2021 (Business Meeting)
Town Clerk Re-Precinct Plan

November 2, 2021 (Business Meeting)

November 9, 2021 (Workshop)

November 16 (Business Meeting)

Upcoming Department Head Meetings

November 3, 2021 @ 2:00 p.m.

November 17, 2021 @ 10:00 a.m.