



## 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 29, 2021

#### Town Administrator

- Held first round interviews for Treasurer/Collector Position. Grafton had six qualified applicants in this first round.
- Hosted two ClearGov training sessions. One for reviewers and one for Department Heads.
- Finalized easement for drainage improvement on George Hill Road.
- Hosted Cyber Security training for staff.
- Met with the leadership of the Central MA Regional Public Health Alliance.
- Reviewed ongoing 43D development with staff.

#### **ADMINISTRATION & FINANCE**

#### Finance Director/Town Accountant

- Accounting Office is concurrently working on the Tax Rate Recap and Schedule A Reporting.
- Completed all FY22 Fall STM JE's and Transfers. Please check your account balances for accuracy.
- Currently working on EOY School Schedule 1 & 19 report.
- Attended ClearGov Personnel Budget Training. Personnel Budgeting application in ClearGov streamlines planning for personnel costs and will tie in directly to the Operational Budget.
- Conducted Treasurer/Collector interviews this week.
- Attended ClearGov Operational Budget training for Requestors and Reviewers.

Please see below link for recorded trainings:

[Reviewers:](#)

Passcode: bP.xan4H

[Requestors:](#)

Passcode: pU@^d4Sy

- 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 Friday November 5th. Stay tuned!

#### Treasurer/Collector

No Report Submitted

#### Principal Assessor

1. Completed stuffing the State form 2 for FY2022 for mailing. 371 Form of lists will be mailed in December for personal property accounts.
2. Mailed certified return receipt letters to ATB cases scheduled for 12/9/2021 to postpone the hearings.
3. 3 ABC form are being reviewed and prepared for Exempt property filings. These forms will be mailed in December for exemption status for FY2023.
4. 80 & 82 Potter Hill Road have been notified the properties will be returned to the tax roll. This is due to the church closing and the property being rented to someone other than clergy.
5. Received and reviewed 3 Personal exemption applications
6. Field inspections for 3 cyclicals, 6 building permits and 1 sales verification.
7. Preparing presentation for Classification Hearing on November 2.
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).

Initiative Petitions are being delivered and staff is working hard to certify all forms received.

Kids voting ended on October 15<sup>th</sup> 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 1<sup>st</sup>!

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 (10/17/21 – 10/23/21)

374 log entries were made including 46 - 911 calls, 15 alarm calls, 28 ambulance calls, 2 animal complaints, 124 business/area checks, 4 disturbance calls, 1 fraud/ID theft complaint, 5 motor vehicle accidents, 24 motor vehicle stops and 4 well-being checks.

10 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on Halloween Safety Tips for Parents, Homeowners, Trick-or-Treaters and Motorists.

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.

Lt. Minardi attend the annual 5-day SWAT in-service training and Sgt. Crosby attended the MA Police Accreditation Commission (MPAC) Roundtable. I also attended ClearGov budget document training and Cyber Security training. Both classes held via Zoom.

### Fire Department

No Report Submitted

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

No Report Submitted

### Engineering

- Reconstruction has begun on Countryside Road
- Milford Road sidewalk project is at 99% stage, crosswalks, signs, and striping remain
- Continue working on Fitzpatrick Road culvert project
- Keith Hill Road and Ferry Street were chip sealed

- Continue working on updates to Pavement Management System
- Began preparing for the Year 4 NPDES Permit requirements
- Continue to work with town staff and departments on other projects and day to day activities

#### Health Department

As of October 28, Grafton has been informed of a total of 1,441 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 increased 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 has authorized, and the CDC also recommended that certain individuals are eligible for a COVID-19 vaccine booster. More details on the eligible populations and timing 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 attended a meeting with staff and VHB regarding the MS4 Year 4 requirements as well as a workshop session with stakeholders regarding the Grafton section of the conceptual Blackstone River bikeway and potential connections to Northbridge and Sutton. Staff also met with Town Counsel regarding ongoing litigation and legal interpretations of local regulations.

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 10/19 meeting
- Reviewed applications filed for Commission's 11/16 meeting
- Coordinated with DPW on annual mowing of fields on Conservation Lands
- Updated templates and workflows in Viewpoint
- Met with VHB to review MS4 Permit Year 4 requirements
- Worked on current Green Communities grant projects & Annual Report
- Attended MACC Fundamentals, ClearGov, & Cybersecurity training courses

- Conducted site inspections
- Fielded inquiries from residents and applicants

## COMMUNITY SERVICES

### Recreation Department

Last Saturday, Pumpkin Decorating was held at Houlden Farm with over 150+ families attending. Thank you to Houlden Farm for donating the pumpkins to decorate!

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](#)

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!

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 ClearGov and Grafton Cyber Awareness trainings. Processed tax work-off time sheets and certificates of completion of hours for work-off participants. All time sheets and completion of hours forms need to be returned to the COA by November 1<sup>st</sup>. New FY23 tax work-off applications are available in the COA office. A crazy face mask drive-thru luncheon was held for Grafton seniors. The menu consisted of Terrifying Tacos, Spooky Spanish Rice, Chilling Chips and Salsa, an Eerie Dessert, and a Bewitching Beverage. Salmon Health and Retirement provided a raffle basket and totes for the seniors. Winners for the "best face mask" each received a gift card. Wellness checks, support, advocacy, and guidance was provided to seniors daily.

### Library

This is our second full week of being open, and we have all really enjoyed seeing patrons return. The reactions have been very positive!

Beth covered in the Children's Room, Teen Room, Circulation Desk and Reference desk, and spent very little time in her office completing Director duties. She fielded questions about meeting space and corresponded with Bibliotheca on the gates and self-check, with Integra on phones, with Scott Ricker regarding ADA issues, with Sunshine Sign to procure operating hours signage, with amateur photographer David Paist on construction photos, and with the Massachusetts Office on Disabilities regarding a grant application. She met with Olde Bostonian regarding refinishing some furniture that was excluded from their contract, and with a donor regarding placement and style of a clock for the Large Print and New Book room. She attended a construction meeting, ran a staff meeting and presented at the Board of Library trustees meeting, and Town of Grafton trainings on ClearGov (our new budgeting software), and on Cybersecurity Awareness. She worked on nonfiction book orders for new materials and replacements, put seasonal items on display, posted signage, and renewed the Freegal database ([www.freegal.com/grafton](http://www.freegal.com/grafton) for FREE streaming and music downloads!).

Heidi covered the reference desk, worked on bulletin boards (we encourage local businesses to drop off 5-10 cards for us to post!) and led book group. She dressed in creative costume daily, but wasn't the only one – most staff began celebrating Halloween on Monday.

Borrower Services staff have been busy managing the Lobby and covering the Circulation Desk. We've been troubleshooting tech issues with printer set up, sorting errors with the AMH system, and the self-check machines. We are really looking forward to the day when the technology in the building behaves!

In addition, Sandhya has reorganized all of the forms we use, and sorted the masters in a new file so we can easily find them. Sandhya also updated some of our handouts, updated the Museum pass information, and handled all the CLIO and ComCat loans. Ranjita and Jane have each spent a lot of time in the lobby and on the Circulation Desk, along with updating the New York Times Bestseller list, processing new material, printing and collating brochure packets, and keeping the Circulation desk supplied with new cards, brochures, handouts, etc. Allie continues to handle our issues with printer connections, along with covering the Circulation desk, and the lobby. When she has off desk time, she has been finishing up the November newsletter, creating a seed packet template, adding Screen Reader to describe photos and graphics in the newsletter, and finalizing NaNoWriMo (National Novel Writing Month).

Susan has been overseeing all of the above, as well as delivering material to Homebound patrons, ordering supplies, ordering new material, working on the schedule and interfacing with Bibliotheca for tech support.

This week in the Children's Room Jen, Cyndi, Kristin, Mare, and Sarah handed out break out bags for tweens, hosted a painting program on the half day, collected animals and took posed photos for the teddy bear sleep over (pics on Facebook!), assisted patrons, shelved, placed holds, and fielded questions from patrons.

Sarah covered in the teen room, was manager on duty for an evening shift, hosted a tween seasonal painting program and a teen needle felting program, reviewed the schedule, and coordinated with Beth, and will participate in the Quite Fetching community program on the Common this Saturday. She also worked on collection maintenance and development and coordinated with staff on various projects. Jen began preparing for Library Babies and posted the Children's Room November newsletter, while Mare worked on volunteer correspondence.

Allison created a survey for teens in regards to Dungeons & Dragons scheduling and content, to help plan future programs. To take the survey, click [here](#). Additionally, we have a Felted Fall Scene program for teens this week. She contacted summer reading winners and emailed digital gift cards. Cyndi will be collecting the remaining physical cards to give out next week.

The Library will be open for trick or treaters on South Street on Halloween, Sunday 10/31/2021, from 5-8pm.

Veterans Services

No Report Submitted

GCTV

No Report Submitted

**IMPORTANT DATES TO REMEMBER**

Upcoming Select Board Meetings

November 2, 2021 (Business Meeting)

November 9, 2021 (Workshop)

November 16, 2021 (Business Meeting)

Upcoming Department Head Meetings

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