



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Carter Terenzini
Temporary Town Administrator

RE: Administrator's Weekly Report

DATE: October 23, 2020

CC: All Departments

IMPORTANT NOTICES TO ALL DEPARTMENTS

- Fall Town Meeting is October 31, 2020 @ 2:00 p.m. GHS, 24 Providence Rd (Rain Date Nov 1)
- Capital Project due October 30th: If you do not have any projects upcoming in the next five years; please send Chris and email so he can assemble those as opposed to simply not responding.
- FY22 Budgets due November 30th; review the chart of accounts re: those that might be consolidated so I may discuss the same with the FinCom

Business Meetings or Workshops

(This is where we provide basic information or expand upon memorandum enclosed in your packet).

5. a. The FTM was postponed under the authority of amendments made to Ch. 39 by Chapter 53 of the Acts of 2020. While oft not done, Section 4 of said Chapter requires that "Within 10 days after the initial declaration of recess and continuance of a town meeting pursuant to this section, a local public safety or public health official designated by the board of selectmen shall submit a report to the attorney general providing the justification for the declaration." I have prepared such a report but need you to designate the Chief of Police or the Chair of the Board of Health, whichever party the Moderator consulted with, to sign the report.

5. b. MGL Ch. 30B §15 (a) and (b) provides that "A governmental body shall dispose of a tangible supply, no longer useful to the governmental body but having resale or salvage

value... through competitive sealed bids, public auction, or established markets. "In this instance the items to be disposed of are not thought to have value of "...less than \$10,000" and may be disposed of "... using written procedures approved by the governmental body." There are no such procedures codified that I could find. Therefore, Mr. Berger has requested your authority to dispose of all related computer items through the Town's electronic recycling program and the metals through disposal with a local processing facility."

TOWN ADMINISTRATOR

We had the staff meeting at which I announced that, in the interested of public safety and health, department heads who do not have articles on the warrant need not attend the upcoming Town Meeting. We have received the second cut of the FY '22 revenue projections which I reviewed with Amy P. and Mary O. and hope to release next week. I received the first cut of the FY '22 budget template and hope to review and release by 11/01 as scheduled. You will see much of the week was spent in final stages of preparation for the executive session and agenda items, in particular the proposed amendment to the compensation plan. Pending your approval, I hope to have both of those positions advertised by 11/01. I've reviewed the outcome of the goal setting with Chris M who will collaborate with Paul C. on complete streets and an approach on the sidewalks program and Leah C. on the Municipal Vulnerability Program, Green Communities and the Climate Control Plan. I should be able to have the entire package before you for final action in November.

ADMINISTRATION & FINANCE

Town Accountant

No Report Submitted

Treasurer/Collector

Excise commitment 05, totaling 657 bills, were mailed Oct. 19th and are due Nov. 18th. We are continuing to collect Q1 Real Estate & Personal Property tax bills which are due Monday, Nov. 2nd. Payments for any bill can be made online or checks can be dropped off in the GOLD drop box in the front of the building. The office continues to receive a steady flow of MLC requests.

Principal Assessor

- 1) Board meeting Rescheduled to 10/20 signed Chapter land applications
- 2) 93 North street, affidavit confirming house lot never classified in 61A
- 3) Processed Partial Lien Release on 42 East street, Rollback paid in full
- 4) Lien on 196 Brigham Hill for 61A, previously 61
- 5) Commitment 20-5 MV Excise \$ 87,823.44
- 6) Exemptions are being returned and reviewed
- 7) Working with Accountant on RECAP, free cash approved on 10/13

- 8) Field Inspections for permit sign offs, sales, and commercial properties
- 9) Motor Vehicle abatements
- 10) 233 Magill Drive Condos, Notice of Removal from Condominium Status received

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department

351 log entries were made including 37 - 911 calls, 19 alarm calls, 22 ambulance calls, 3 animal complaints, 2 arrests, 119 business/area checks, 4 disturbance calls, 7 fraud/ID theft complaints, 8 motor vehicle accidents and 20 motor vehicle stops. 7 License to carry Firearms applications were received. Weekly Chief's Column posted on the Grafton PD Pink Patch Project in recognition of Breast Cancer Awareness Month. Training included Taser recertification for all officers. Detective Wenc attended the Massachusetts Civil Rights Symposium designed for local, state, and federal law enforcement officers on how to identify, investigate and prosecute hate crimes under the Massachusetts statute and federal law. Dispatcher candidates continue to train in the communications center and based on their progress, I have requested that they be appointed as part-time dispatchers.

We are happy to announce that we received a State 911 FY2021 Support and Incentive Grant in the amount of \$56,732.00 to help defray the costs of salaries and expenses for dispatch personnel and equipment associated with the operation of the communications center.

Fire Department

No Report Submitted

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

The Highway division of the DPW has started the long-awaited process of moving into 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. We wish to thank the residents for their support in the funding of this new facility.

Highway Department Routine mowing, trimming, line painting, fleet maintenance, catch basin cleaning, and pothole patching. Continued the cleanup of downed trees and limbs from the storm event on 10/7/20. Provided support to the recreation dept for the scarecrow contest.

Cemetery and Parks Fall cemetery cleanup continues. Routine mowing, trimming, equipment maintenance, and trash removal. Weekly collection of fallen leaves continues. Mowed the Great Meadows Conservation area off George Hill Road. Installed

three headstones and loamed and seeded 14 graves. Provided services for one funeral.

Sewer Department Routine operation and maintenance of the towns wastewater treatment and collection system. Routine administrative functions including billing and collection issues, final billing, and resident questions and requests. Provided inspection services for new service connections and new subdivisions.

Engineering

No Report Submitted

Health Department

As of October 22, Grafton has been informed of a total of 134 confirmed positive COVID-19 cases since case tracking started earlier this year. As of October 22, Grafton is at a Green status on the State's COVID weekly report and map.

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.

Grafton Public Schools had 2 additional positive cases since last week's report. The cases are part of the North Street Elementary School community and Grafton Middle School community. The school department worked closely with the Worcester DPH nursing staff regarding the cases and to identify whether there were any close school contacts during the timeframe for potential exposure.

The Board of Health is continuing to monitor the case counts in town to identify whether any recommendations or policies should be updated if the case count trends upward further.

DEVELOPMENT SERVICES

Building/Zoning

The Building Department processed roughly 7 building permits and 32 mechanical permits which consist of electric, plumbing and gas. We also processed trench, home occupation, wood stove, and zoning fire alarm permits along with 4 requests for periodic safety inspections of public buildings. The Building Department and Fire Department performed field inspections to confirm that all our outdoor venues are complying with state regulations for their temporary tents. They found several violations, informed the establishments' owners, and will continue monitoring for compliance.

Planning

This week the Planning Department continued to conduct outreach to local businesses related to the Shop Grafton Program, the holiday shop local program, and completed administrative tasks for the Planning Board and Affordable Housing Trust. Staff conducted Site Visits at 18 Carroll Road, 81 North Main Street, and 57 Potter Hill Road to review various resident concerns. Staff also reviewed ERA Application Approvals, closeout work for the Grafton Open Space and Recreation Plan, and zoning interpretation assistance. Due to multiple requests, the Planning Department issued an extension for the RFP deadline for 17&27 Upton street to January 15, 2021.

Staff has coordinated a Joint Meeting between the Zoning Board of Appeals and Planning Board to be held November 9, 2020 for the purposes of discussing the Determination of Completeness hearing, currently before the Planning Board. Staff also reviewed and drafted a response to the Division of Capital Asset Management & Maintenance regarding annual expense reporting requirements of the Land Disposition Agreement and is collating responses of departments for Capital Plan submission forms.

Conservation

Phone calls and emails were fielded from residents and project representatives for various inquiries. The Conservation Commission held a meeting on 10/20. The FY20 Green Communities Annual Report was completed.

COMMUNITY SERVICES

Recreation Department

Our scarecrow building contest was held last weekend and we had our highest turnout ever with over 40 entries. Pumpkin decorating will be held on Oct. 24 from 11am-1pm at Houlden Farm and registration is open for the Amazing Turkey Challenge on Nov. 15 which will follow a Clue game format to stay within COVID safety protocols. Registration is also open for the Grafton Celebrates the Holidays Home & Business Decorating Contest. Register your display in one of 3 categories for viewing and voting from Dec. 5-13.

Council on Aging

Completed the November Grafton Senior Gazette and sent it to press. Completed the COA's Capital Improvement Program FY22-FY26 form and submitted it to Chris Montgomery. Completed and submitted the Executive Office of Elder Affairs FY20 annual report. One on one appointments continue to take place for notaries, fuel assistance, etc. Senior tax work-off Certificates of Completion of Hours and Time Sheets have started to be submitted by seniors. The deadline for tax work-off participants to submit their paperwork to the Council on Aging is October 31st. The ad for a PT van driver was published in the Grafton News this week.

Library

Youth Services Staff stuffed 300 Trick or Treat bags which will be available via no-contact pickup on our porch on a first come first served basis next week: Mon-Sat, Oct 26-31 between 10am-4pm daily and through 8pm on Tue Oct 27. Please limit to ONE PER FAMILY. The bags contain bookmarks, foam stickers, scratch art, a craft kit, and an allergen-free lollipop, as well as a pumpkin coloring sheet to complete and post on social media. Don't forget to follow, share and tag us!

Twitter: @graftonpublib

Instagram: @graftonpubliclibrary

Facebook: @GraftonPublicLibraryMA

The Interiors subcommittee of the Library Planning and Building Committee met on Wed Oct 21. They voted to approve the Historic District Commission's color recommendation of pewter tankard (gray) for the siding for the Library expansion. We are doing a semi-annual delivery survey and counting how many items are pulled from our collection and sent out via internet network transfer (aka "delivery") and will share those totals next week.

Grafton Public Library is joining libraries across the Commonwealth in Kids Cast Your Vote, a statewide election of the best books. Kids of all ages are invited to go online and cast their vote for their favorite book on www.KidsVoteForBooks.com. Voting opens October 26 and ends November 9. The Massachusetts Board of Library Commissioners (MBLC) will tally up the votes and release the top 25 books as recommended by Massachusetts kids.

Upcoming meetings: Library Board of Trustees Wed 10/28, 7pm via Zoom

<https://us02web.zoom.us/j/85493155090?pwd=SVFEUHJJMGQwenN3NkxzbW9wbWRYdz09>

Meeting ID: 854 9315 5090

Passcode: 318003

One tap mobile: +16465588656,85493155090#,,,,,0#,,318003# US (New York)

Veterans Services

No Report Submitted

GCTV

Current efforts include, one segment of the Bus Stop Weather report hosted by Julia Koshivos. We have made the studio available for participants of the NGES Reading Day. This year Celebrity Readers have to record a video of the book they're reading. Studio facilities and staff expertise are available to those who want help in creating their video. So far, the first to ask for assistance was Chief Crepeau. Staff continues to maintain coverage for all GGTV events whether LIVE on Zoom.

TOWN CONSTRUCTION UPDATE

DPW

Working through remaining punch list items with GC.

Vehicle lifts have been installed, electrician to follow up and wire them.

Vehicle Wash boiler flue yet to be installed.

Library construction

First floor concrete slab poured

Roof is about 70% complete

Skylight is 60% complete

Ductwork going in, second floor

Domestic water and sprinkler connections made at South Street

Common Improvements project

Air spading completed by arborist

Existing gravel bed under pavement confirmed.

IMPORTANT DATES TO REMEMBER

Town Administrator Office Days Next Week: Monday, Tuesday, and Thursday

Select Board Meetings October 27 (Business Mtg)

November 3 (Business Mtg)

November 10 (Workshop)

Fall Town Meeting October 31 @ 2:00 p.m. GHS Field

Rain Date: November 1