



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: February 24, 2023

Town Administrator

- Attended PEC Meeting (Public Employee Committee)
- Met with Principal Assessor and a candidate interested in serving on the Board of Assessors
- Attended webinar on Best Practices for Engaging Residents in Municipal Decision-Making Activities
- Met with ClearGov to review ClearPlan, a supplementary tool to managing goals and action items
- Attended Westboro Road (Rt 30) water main extension project meeting
- Finalized advertisement for RFP, water main extension project will be in local newspaper March 2nd and 9th
- Met with staff for weekly "check ins" / review ongoing projects

ADMINISTRATION & FINANCE

Finance Director

No Report Submitted

Treasurer/Collector

No Report Submitted

Principal Assessor

- Answering taxpayer questions in person and on the phone regarding the 2023-01 motor vehicle excise tax billing.
- Entering FY 2024 new growth into the Department of Revenue template.
- 2022 Map changes.
- Entered 11 building permits.

- 18 Cyclical inspections.
- 6 building permit inspections
- Took in 20 Forms of List.
- Took in 13 Income and Expense return.
- Took in 1 FY 2024 exemption.
- Processed 3 motor vehicle abatements.
- Entered 4 deeds.
- Took in 4 3ABC returns.
- Processed 5 abutters request.

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department

No Report Submitted

Fire Department

No Report Submitted

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

No Report Submitted

Engineering

No Report Submitted

Health Department

As of February 17, Grafton has been informed of a total of 4,131 confirmed positive COVID-19 cases since case tracking started in early 2020 (Note: The Alliance has switched to weekly case count reporting on Friday afternoons for now). Individuals are strongly advised to exercise precautions (e.g., mask wearing, social distancing, frequent hand washing). In addition, individuals are strongly encouraged to get vaccinated and to get a new bivalent booster (if they are eligible). The Board of Health will continue to watch the case counts and the new variants that are circulating in the US.

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 the latest information on the COVID-19 vaccines and boosters (including the new bivalent boosters), eligible populations, and how to find a vaccination location, visit <https://www.cdc.gov/coronavirus/2019->

[ncov/vaccines/index.html](https://www.mass.gov/covid-19-vaccine) and <https://www.mass.gov/covid-19-vaccine>. Vaccination and boosters (if eligible) are strongly recommended.

Flu vaccines are still available at a number of locations (e.g., CVS, Walgreens, other pharmacies, some health care providers). The board strongly recommends getting the flu vaccine.

There are also ongoing concerns with the elevated levels of Flu and Respiratory Syncytial Virus (RSV) cases being seen throughout the country.

Given the concerns with COVID-19, Flu, and RSV, it is strongly recommended that individuals wear masks in indoor locations, especially those who are at higher risk or those that live with or have family that is at higher risk.

DEVELOPMENT SERVICES

Building/Zoning

The building department has been issuing building, electric, mechanical, gas and plumbing permits.

Planning

- Review of incoming applications and associated next steps
- Working with various members of the public fielding inquiries
- Data compilation on recent housing developments
- Master Plan coordination
- Housing Production Plan coordination
- Zoning updates for Spring TM warrant article
- 25 Worcester St site tour
- MBTA Communities compliance model work and preliminary district assembly
- Decision drafting for 2/27 meeting
- MapGeo coordination and scope of services for FY24
- Planning for Community One Stop Application of Interest
- Institute Woods Feasibility Study coordination
- Preparation for 2/27 Planning Board meeting

Conservation

- The Commission is looking to fill a vacancy – please see <https://www.grafton-ma.gov/492/Conservation-Commission> for more information on the Commission's duties & apply here: <https://www.grafton-ma.gov/259/Boards-Committees-Information-Center> if you're interested
- Issued documents from Commission's 2/7 meeting
- Prepared for, attended, and issued documents from Commission's 2/21 meeting
- Reviewed applications for Commission's 3/7 meeting

- Continued to transition to Viewpoint, assemble GIS trail maps, & digitize archive files
- Conducted site inspections

COMMUNITY SERVICES

Recreation Department

February vacation week programs were a blast this week. Register for April vacation programs now! Horse Lovers, Horse Buddies, Farm Buddies, Outdoor Adventure and Soccer Skilz.

Other registration dates approaching: March 1 to apply to be a vendor for the new [Collectibles Fair](#), April 1 to be guaranteed an event t-shirt at the [Grafton Gazebo Road Race](#), and Spring [Women's Softball](#) has just 4 spots left.

Seasonal positions will be posted soon! Open positions include Beach Director, Lifeguard, Water Safety Instructor, SnackBar/Parking Attendant, and Summer Days Program Counselors. Visit the [employment page](#) starting March 1 for descriptions and to apply.

Council on Aging

- Seniors in the Tax Work Off Program are currently looking for hours. Please contact Shannon if you would like assistance with light tasks within your department.
- The March Issue of the *Senior Gazette* was received and mailed to > 450 Seniors in the Grafton and neighboring communities.
- The FY22 Annual Report for the Executive Office of Elder Affairs was submitted.
- Karaoke was held last Friday. Seniors were able to sing along to popular songs from the 50s and 60s.
- Participated in a meeting with Physical Therapy Professor of Geriatrics at MCPHS for potential collaboration opportunities in the near future for Seniors and students.
- Programs/ rides were canceled 2/23 due to safety concerns related to inclement weather. The Senior Center remained open to manage calls/ assist Seniors in need.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

No Report Submitted

Veterans Services

No Report Submitted

GCTV

School Vacation means Bus Stop Weather and Sports Recap are away this week. Both programs return Monday. Staff has been assisting with setting up the Zoom feed for the weekly Team Development Meeting in Room A. Friday morning the Jazz Trio "The

Conversation” will return to record a new on studio program.

As always, 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

February 28, 2023 (zoom only)

March 7, 2023

March 14, 2023

March 21, 2023

Upcoming Department Head Meetings

March 8, 2023 @ 10:00 a.m.