



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: April 1, 2022

Town Administrator

- Finalized Budget and Capital Plan with Finance Committee
- Met with Representatives of the Public Employee Committee
- Met with developer regarding project at 17&27 Upton Street
- Finalized initial DRAFT of warrant
- Began interviewing candidates for 95 North Street Landscape Design
- Met with Moderator and Assistant Moderator to discuss "clickers" and their use
- Received potential 4th of July Parade routes with Chiefs
- Received first quarter report card for EOPSS Cyber Security Training

ADMINISTRATION & FINANCE

Finance Director/Town Accountant

No Report Submitted

Treasurer/Collector

No Report Submitted

Principal Assessor

No Report Submitted

Town Clerk

The deadline to pull nomination papers for the Local Annual Election on May 17th was Tuesday, March 29th at 5:00 pm. The following candidates will appear on the ballot:

- Select Board- Richard Whitney, Andrew Jefferson, Carl Palmer, and Ann Marie Foley
- Board of Library Trustees- Dana Wilson and John Paul Bubriski
- Planning Board- David Robbins and Prabhu Balaji Venkataraman

- School Committee (3 year)- Amy Marr, Liora Bram, Craig Juelis, Stacie Norton Bennett
- School Committee (1 year)- Mariagraciela Vargas-Baker
- Town Clerk- Kandy Lavallee

Reprecincting data from the 2020 Census has been received and reviewed. Letters will be mailed 3/25 to residents with changes. A list of all address changes can be found on the town website and Town Clerk department page, along with the new precinct map.

Dog licenses expired March 31. Dog owners can renew their license online, in person during regular business hours, by mail or drop in the red Town Clerk drop box located out front of town hall. A current rabies certificate and spay/neuter certificate (if applicable) must be on file before a license can be issued. Dogs registered on or after June 1 will have an additional \$10.00 late fee per dog in addition to the license fee and will be referred to the Animal Control Officer.

The Boston Post Cane Award will begin in 2022. This is an award given to the oldest citizen of Grafton. A replica cane was made to use when recognizing the individuals but will remain in the custody of the town to avoid being lost. More details to follow soon!

Committee/board members are taking their oath of office as re-appointments or new members.

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.

PUBLIC SAFETY

Police Department (3/20/22 – 3/26/22)

309 log entries were made including 29 - 911 calls, 16 alarm calls, 29 ambulance calls, 4 animal complaints, 96 business/area checks, 4 disturbance calls, 1 fraud/ID theft complaint, 3 motor vehicle accidents, 24 motor vehicle stops and 4 well-being checks.

5 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on How to Talk to Your Teens About Sexting.

Last Wednesday, officers from Upton, Mendon and Blackstone assisted Grafton PD to present (ALICE) active shooter training for Grafton High School teachers and administrators. Staff members were given five scenarios which encouraged them to respond based on their situation rather than rely on centralized instructions in a dynamic time of crisis. Our appreciation to the officers who assisted and thanks to GHS for allowing us to present this important information.

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.

In addition, Sgt. Crosby attended the three-day Annual Massachusetts Police Accreditation Conference held in Falmouth. Sgt. Crosby also attended the MPI Crisis Communication training held at GPD with Sgt. O'Rourke and Officer Coggans.

Fire Department

Open Burning Permits are available at Grafton Fire Headquarters 26 Upton Street. Open Burning continues Monday- Saturday until May 1st at the discretion of the Fire Chief.

The Grafton Fire Department is always looking for residents interested in becoming a call firefighter. Please see the Fire Department page on the town web site for an application or call the fire department office for more information or speak to any current member of the dept.

Firefighters conducted quarterly fire drills at all schools this past week. The dept. was also awarded a grant of \$1,700.00 for the purchase of an additional Automated External Defibrillator (AED).

During the past week the department responded to 5 alarms sounding, 1 truck fire, 1 oven fire, 1 EMS assistance call. The inspectional services division performed 9 inspections, plan reviews, and continued follow-up services for ongoing property issues.

Department of Public Works

(Including Engineering, Cemetery & Sewer)

Public Works: With the recent warm weather potholes have started to open, please contact the DPW Office to report any potholes. 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. Main Street improvements project work has started and will continue for the next two years.

Highway Department:

Routine Operation and maintenance of town owned infrastructure and equipment. Maintenance staff continues to repair equipment from winter operations. Staff continues roadway repairs from winter weather events. Catch basin cleaning has started and will continue through the summer months.

Cemetery and Parks:

Routine department functions including, trash pick-up, construction and painting of replacement fencing, and grounds maintenance. Provided support for three funerals.

Sewer Department:

Routine operation and maintenance of the town's 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.

Engineering

No Report Submitted

Health Department

As of March 31, Grafton has been informed of a total of 3,130 confirmed positive COVID-19 cases since case tracking started in early 2020. The number of new cases continues to be at a lower level than during the recent surge in Grafton, surrounding communities, the state and the country. Individuals are strongly advised to continue 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 booster (if they are eligible).

The Board of Health strongly recommends all individuals continue to wear masks, especially in heavily populated indoor locations and for those individuals who are or come in contact with high-risk individuals (e.g., immunocompromised). We will continue to monitor the ongoing case count trends.

The CDC has released updated guidance on when to wear a mask. See <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>. In addition, Massachusetts released updated guidance on when to wear a mask. See <https://www.mass.gov/info-details/covid-19-mask-requirements>

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, eligible populations, and how to find a vaccination location, visit <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html> and <https://www.mass.gov/covid-19-vaccine>. Vaccination and boosters (if eligible) are strongly recommended.

Flu shots are available at pharmacies and other locations (e.g., doctor's office).

DEVELOPMENT SERVICES

Building/Zoning

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

Planning

No Report Submitted

Conservation

- Issued documents from the Commission's 3/15 meeting
- Reviewed applications filed for the Commission's 4/5 & 4/19 meetings
- Updated templates and workflows in Viewpoint
- Began GIS prep work for trail mapping
- Worked with DPW at Hennessey for maintenance projects
- Continued assembling mailing list for required septic system maintenance awareness mailer under MS4 permit
- Worked on Green Communities grant projects
- Interviewed Landscape Architects with Recreation for 95 North Street
- Conducted site inspections
- Fielded inquiries from residents and applicants

COMMUNITY SERVICES

Recreation Department

We are now accepting applications for a number of positions for the summer of 2022 including lifeguards, parking/snackbar attendants, assistant beach director, and summer days program counselors. View job descriptions, age requirements and apply online at GraftonRec.com.

The Director started holding interviews for summer staff, drove around and introduced new recreation commissioner Michael Bruny to ongoing and new projects, reviewed proposals for design services at 95 North and attended interviews of the top prospects. Recreation staff continues to visit programs, plan new events and prepare for upcoming events. The Recreation Commission will next week on April 4.

Council on Aging

The Senior Center April newsletter was sealed, labeled, and mailed. Started to work on the May Senior Center newsletter. Completed a SNAP Outreach audit and submitted the requested documentation to DTA/UMASS. Approximately 70 invitations were addressed and mailed to Senior Center volunteers inviting them to the Senior Center Volunteer Breakfast to be held April 21st at 9:00 am. Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

We collected 121 pairs of pajamas for the Boston Bruins / Cradles to Crayons Pajama Drive! Thanks to all who donated.

Tickets to the Friends Spring Egg Hunt went on sale on Saturday; please purchase in the Lobby during Library operating hours (Mon-Thu 10am-9pm, Fri-Sat 10am-6pm).

In celebration of National Library Week April 3-9, 2022, we are hosting a number of events all month, including a free concert on Friday April 8 with Matt York, who will share music from the Highwaymen. Tickets are available at <https://www.eventbrite.com/e/matt-york-songs-and-stories-of-the-highwaymen-tickets-304064143037>.

Share a favorite (g-rated!) joke on April 1, ask for a typed poem on April 8, or participate in Poem in Your Pocket Day on April 29 to get a free library magnet. The Grafton Farmer's Market returns Wed April 13 from 1-5, as well as GUM Jam, our monthly "bring your own ukulele and play" group, which will meet at 6:30 after a long hiatus.

We are also celebrating our Community Read in April this year. The new library expansion includes a "green" roof, planted with sedum as both a decorative and environmental feature. To celebrate the multiple green building practices used during the renovation and expansion project, as well as Earth Day, the Friends of the Grafton Public Library chose *The Overstory* by Richard Powers, a novel about nine strangers summoned to save the continent's few remaining acres of virgin forest.

For a complete list of upcoming Library events, please visit www.graftonlibrary.org/events.

We circulated 2,699 items in the last week, added 21 new borrowers, placed 526 holds, filled 480 hold requests, sent 707 items out in delivery and received 737, and added 146 items. Our most requested title was *The Maid*, a mystery novel by Nita Prose.

Several staff, including Beth, were out sick with spring colds (not COVID). Beth attended a construction meeting and placed a nonfiction book order, responded to email and meeting room request, and signed off on bills. She forwarded information about the Central and Western MA Library Legislative Day, which will take place via Zoom on April 6, and sent the April Library Newsletter.

All Borrower Services staff managed the lobby; circulation desk; meeting room reservations; placed holds for patrons, answered patron questions; checked material in and out; managed the AMH system, reported issues to Bibliotheca; and processed delivery each day.

Sandhya updated Museum Pass info, sent renewal forms to order passes for 2022-23; processed Interlibrary Loans in-state and out-of-state; collected books with umbrellas on the cover for April display, created signage for the display; cleared expired holds, rearranged Hot Spot location and signage and ran a pull-list. Jane handled NYTimes booklists, and the monthly Patrons with wrong home library report. Ranjita worked on Library of things, relabeling items to be returned inside the library and not through the AMH return slot; and did the monthly AED check. Susan supervised the team; ran transit and missing reports for volunteers to search; worked on a list of items in storage; started the first step of a fiction weed (removing duplicates); prepared for a staff

review; requested obscure music titles for a patron; created a display for April; delivered books to four homebound patrons; and ordered electronic content from Overdrive.

All CR staff met for a Children's Room staff meeting. Sarah communicated with local schools (NGES, MSES), shepherded the Young Scientists STEM program, planned for the Summer Reading Program, assisted patrons, communicated with STEM Beginnings and YFCP, and helped train a temp for working in YA.

Jen wrote CR publicity, updated EventKeeper, scheduled social media posts, planned April & May programming, and worked on the May newsletter. Mare coordinated with volunteers and assisted patrons. Stacie worked on planning displays for April and assisted patrons. Kristin communicated with local schools and planned upcoming book and comic clubs.

Teen Services reports that teen behavior continued to be disruptive and rowdy which is frustrating. Several attempts were made at one-on-one talks with several teens, but it doesn't seem to stick. Personal boundaries continue to be an issue as well as throwing food, but several seem to take it upon themselves to pick up after the group to an extent. Impromptu pop-up games of Apples to Apples and Exploding Kittens were attempted but neither group managed to actually quiet down and concentrate on either task.

In addition to maintaining the space while it's busy, Allison met with Sarah to continue planning summer programs, particularly choosing dates for events. We changed some endcap displays and Allison took on another moving and shifting project to maximize the best use of the space. Allison also working on the April book order and newsletter for teens. Sarah S. created a form to get feedback on a Manga book club she'd like to start and Allison created two forms to solicit opinions on movies to show this summer as well as color choices for sound dampening tiles in the gaming space. (If they are successful she'd like to order additional ones for the Maker Space.)

No reference report or visitor statistics were provided.

Veterans Services

No Report Submitted

GCTV

Bill Robidoux continues to work on the Fire Department Recruitment video. Two new segments of "Meet the Candidate" program hosted by Bob DeToma were recorded. Guests have been Andy Jefferson, and Anne Marie Foley. In addition two new segments of Bus Stop Weather were prepared for its normal slot.

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

April 1, 2022 (Business Meeting)

April 12, 2022 (Workshop)

April 19, 2022 (Business Meeting)

Upcoming Department Head Meetings

April 2, 2022 @ 10:00 a.m.

Annual Town Meeting

May 9, 2022, Grafton High School Auditorium 7:00 p.m.