



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: April 8, 2022

Town Administrator
No Report Submitted

ADMINISTRATION & FINANCE

Town Accountant

- Finalizing Omnibus for FY23 Town Meeting.
- Attended Finance Committee public meetings to review departmental budgets.
- Attended New England GFOA annual spring seminar. Agenda included topics on Cybersecurity for Local Government, Federal Funds & Single Audit Reporting, HR Challenges facing Public Sector Employees, and many other interesting topics.
- Attended PEC meeting. Discussion included proposals for renewing with Harvard Pilgrim for FY23. Our goal is to have a formal RFP conducted this fall. PEC will start meeting monthly to ensure this is completed.
- Will be conducting Office Manager interviews next week for the Assessing Department.
- Met with DPW to review Ch90 and Road Stabilization budgeting process.
- Continuing working with Vadar on the chart of account conversion. Sewer Utility is currently being converted to Vadar and expect final completion in two weeks. Accounting is continuing to work with Vadar behind the scenes on the chart of accounts conversion.

Treasurer/Collector
No Report Submitted

Principal Assessor

1. Entering growth.
2. Working on Map Changes.
3. Working on 2022 supplemental bills.
4. 1 reinspection for ATB case.
5. Fielding calls regarding motor vehicle excise tax.

6. Processed 36 motor vehicle excise abatements.
7. Reviewed and processed 3 FY 2022 real estate exemptions.
8. Reviewed and processed 6 FY 2022 real estate abatement.
9. Reviewed and processed 1 FY 2021 real estate abatement.
10. Reviewed and processed 1 FY 2022 personal property abatement.
11. Reviewed solar ATB cases with Town Counsel.
12. 2 Abutters lists.
13. Scheduling permit inspections for Mayflower Valuation to inspect.
14. Preparing commercial and cyclical inspections for Mayflower Valuation to inspect.

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department (3/27/22 – 4/2/22)

311 log entries were made including 37 - 911 calls, 25 alarm calls, 27 ambulance calls, 9 animal complaints, 5 arrests, 92 business/area checks, 10 disturbance calls, 1 fraud/ID theft complaint, 4 motor vehicle accidents, 19 motor vehicle stops and 4 well-being checks.

5 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on The Dangers of Distracted Driving.

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, Lt. Minardi attended CEMLEC SWAT training and Sgt. Mazzola attended on-line cyber security training consisting of an Overview of MIIA's CyberNet and Resources.

Fire Department

No Report Submitted

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

No Report Submitted

Engineering

- Put together contract documents for paving and line painting,
- Working with MassDOT, contractor and design consultant for Stowe Road culvert,
- Eversource continues on Main Street in preparation of spring construction,

- Fitzpatrick Road culvert plans were approved by MassDOT,
- Met with contractor again to visit additional punchlist items remaining from last year paving,
- Submitted a grant application for partial funding construction to replace Fitzpatrick Road culvert,
- Continue working on 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 April 1, Grafton has been informed of a total of 3,133 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 given the lower case counts). 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, click [here](#) 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

The past six weeks, the Planning Department completed administrative tasks for the Planning Board and Affordable Housing Trust. Staff attended a number of webinars and meetings related to the MBTA Zoning mandate, Local Initiative Program (LIP) and produced summary and update documents related to those topics as well as providing staff support on related projects. Staff also coordinated with Town Counsel regarding on-going litigation and legal considerations.

Staff also completed the MEMA quarterly update for the Hazard Mitigation Plan Update, a final draft of which will be presented shortly for public comment prior to submitting to MEMA for final review, as well as submitted Request For New Units documentation to list The Village at Grafton Woods (8 Pine Street) on the Subsidized Housing Inventory. Additional Request for new units documentation is currently being organized for remaining eligible units. Staff also submitted documentation for Certification of the Housing Production Plan for which a letter of approval was received March 31, 2022. This certification is effective for a two-year period from March 7, 2022, to March 6, 2024.

Staff submitted an application for grant funding for development of a Tier II Prioritization Plan in relation to the Complete Streets Program. The requested \$25,537.76 is anticipated to cover the full cost of plan development and upon approval will grant eligibility for the Town to request Tier III Implementation funding. Work on the Prioritization Plan will begin upon receipt of a Notice to Proceed.

Conservation

- Issued documents from the Commission's 3/15 meeting
- Prepared for, attended, and issued documents from the Commission's 4/5 meeting
- Reviewed applications filed for the Commission's 4/19 meeting
- 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
- Selected Landscape Architect 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 Recreation Commission met on April 4 and the Conservation Commission on April 5; both accepting staff recommendation to award the 95 North RFP for Design Services of Passive Recreation Park to RDLA. It is anticipated that the Select Board will sign the contract on April 19 and community input on the project will follow shortly after. Staff met with a software company to inquire about better meeting its beach pass selling needs, hosted a summer employment recruitment table and will be holding a program Friday night for adults for a fun night out.

Council on Aging

No Report Submitted

Library

WE celebrated National Library Week with a typewriter poetry program, a free live Friday night concert, and look forward to our Friends Spring Egg Hunt fundraiser on Saturday! A bagel and fruit breakfast was provided to staff for Fri/Sat.

No gate counts were provided this week; we had 6,327 visitors in March. We circulated 2,523 items, had 444 materials requests and filled 371 requests, sent 552 items in transit and received 503, added 23 new card holders, and 121 new items.

Several staff were out on scheduled leave, and you may have seen new faces as we called in temps to work: Debby, Eric, Erin, Mary and Sarah. Mary completed a Crowd Manager training and received a certificate through the Commonwealth, and other staff were encouraged to take it.

Beth received all of the open purchase orders for the construction project, and was tasked with tracking down all of the invoices and quotes and orders to determine what money remains. This is a huge project that took most of the week. She met with GCTV, staff, Evan, had a weekly check in with the Board of Trustees chair, and opened the building for the Friends and Girl Scouts to stuff eggs on Sunday.

Beth attended the Department Head meeting and the Construction Team Meeting; we are still waiting for punch list items. Window film was applied, Verizon installed equipment, the lighting technician returned, and the clock in the Historic Reading Room was removed for repair. Art rail has been received and will be installed next week.

The Children's Room "Masks Required" mandate has shifted to "Masks Recommended" and staff will continue to make masks available for free to those who want or need them. Masks remain optional for patrons and staff in the rest of the Library.

Borrower Service Staff handled all the usual circulation functions, including holds, delivery, lobby, AMH system, museum passes, room reservations, and patron assistance. We also practiced using the Remote Meeting OWL 360-degree camera and began working on the technology inventory.

Allie reset the Bibliotheca gate and got it working again, created signage for new April displays; assisted patrons with faxing, copying, and account history preferences; processed egg hunt tickets; cleaned up room use reservations; wrote a Performance Review self-assessment for Readers Advisory; framed Fiction, Mystery and Sci-Fi Readalikes handouts for shelves; worked on the Readers Advisory database and Historical Fiction lists.

Ranjita worked on Library of Things and discards. Jane handled the NYT bestseller list and the items with alerts report. Sandhya updated the GPL website, hiding past egg hunt posts; submitted ComCat requests; updated museum pass information, e sheets; processed out of network and out of state loans and worked on notary training.

Susan supervised the team, completed monthly statistics and Circulation narrative, conducted an employee review, weeded 75 duplicate fiction titles, ran transit and lost and paid reports,

Heidi received a very kind compliment from a patron regarding her customer service and dedication. She worked on promotion for the Community Read. Kate finished a long-term project on Grafton Area Social Services, for staff reference when working with patrons. This guide includes contact information and summaries for approximately 60 different social service providers. The "At a Glance" part of the guide outlines the providers and which of 16 different social service categories they fulfill. Examples of these categories are "addiction and recovery," "citizenship and ESOL," "emergency shelters," "food and pantries," etc.

Using lists generated by Susan, Kate began shifting Large Print non-fiction titles from the regular non-fiction area (where they are currently interfiled), to the designated "Large Print" room. She and other temp staff will continue shifting these over the next several workdays and hope to have the non-fiction and biographies fully relocated by the end of the week.

Sarah communicated with the schools, ran three preschool outreach storytimes at SGES, assisted with Friends of the GPL Spring Egg Hunt programming, addressed collection development and maintenance, planned storytime lessons for both SGES and the Spring Egg Hunt, communicated with Apple Tree Arts, cleaned and prepped the CR Program Room for this weekend's program, and managed staff and volunteers.

Jen updated the online calendar and social media, assisted with the Spring Egg Hunt

programming, and planned for Library Babies. Cyndi got caught up on projects after being away on vacation and cleaned and prepped the CR Program Room for this weekend's program. Mare managed volunteers and assisted patrons. Stacie decorated the Children's Room, planned and prepped the STEM Corner, and set up the April Monthly Mission activity. Kristin communicated with the local schools, planned for her upcoming Book Clubs and Comic Club programs, and set up the April sensory table.

This week, Allison shifted the teen nonfiction collection again. Now the top shelf is for display. This allows for nearly all books to stand up straight for easy browsing (the top shelf is slightly shorter than the other three). For one particular bay a shelf was removed as many of the books in that collection were oversized. This allows them to be shelved normally and we don't have to have a separate collection that would have to be re-cataloged to accommodate the larger books.

Additionally Allison is working on book recommendation lists for our summer reading badge themes (camping, crafting, astronomy, etc.) that highlight items from our collection as well as items that are available instantly through Hoopla. These will be added to the summer reading website.

Sarah is working on a list of manga as suggestions to be added to the collection for teens wanting more to read as well as to broaden what we can have for the manga book club.

Saturday the end of last week was quiet. Several teens with parents came in to hang out and work on projects. A group of teens arrived to use the computers to play games together. Later more of their friends arrived mostly girls and they all played apples to apples and in general hung out together. They were all very respectful of the space and of their noise level. They were great.

Teens using the game room during the week continue to be challenging to work with. Monday there were issues with teens remotely accessing the television and computers using Bluetooth connection from unknown teen's phones. We will be replacing the wireless keyboards and mice with wired ones and turning the Bluetooth off and requiring headphones for computer use, which can be checked out from a staff member. Two teens scattered the cards from Apples to Apples all over the Teen Room, ruining the game for teens who were actually playing. Food and drinks continue to be an issue, especially in the Gaming Room and the Maker space. Teens were reminded again of behavior and respecting the space on Tuesday. Erin, who came over to help from the Children's Room, worked with a teen very interested in making origami cranes and made one successfully.

Beginning on Monday, any patrons with a previous policy violation who has a new policy violation will be served with an Order of No Trespass and expelled for one week. The order will be served to the teen and parents/guardian at home, and they will have to meet with the Head of Teen Services or their delegate before returning. Repeated violations will result in longer periods of expulsion. Teens who cause damage to the

library property or collections will be charged for the damage.

Veterans Services

No Report Submitted

GCTV

Bill Robidoux continues to collect new video for the Fire Department Recruitment video.

Three new segments of “Meet the Candidate” program hosted by Bob DeToma were recorded. Recent guests have been Amy Marr, Graciella Vargas-Baker, and Liora Bram. Bus Stop Weather we postponed because our presenter has a sports related injury.

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

Town Meeting

May 9, 2022

7:00 p.m.

Grafton High School Auditorium

Upcoming Select Board Meetings

April 12, 2022 (Workshop)

April 19, 2022 (Business Meeting)

May 3, 2022 (Business Meeting)

May 5, 2022 (Town Meeting Logistics Meeting)

Upcoming Department Head Meetings

April 20, 2022 at 10:00 a.m.

May 4, 2022 at 10:00 a.m.