



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: April 15, 2022

Town Administrator

- Reviewed contracts for solar agreements with member of Board of Assessors
- Attended Health Alliance Meeting
- Attended ARPA meeting: worked with committee to develop survey
- Attended Mass Chief's Annual Trade Show
- Met with residents regarding various concerns

ADMINISTRATION & FINANCE

Finance Director/Town Accountant

- Attended Worcester Collector/Treasurer meeting. Topic of discussion was Worcester Regional Retirement System's new member regulations and assessment information.
- Attended ARPA Committee meeting. Reviewed community wide ARPA funding survey that will be given to the community for their input. Also, a public outreach meeting will be scheduled for Wednesday May 11, 2022, at 7pm. Town of Grafton's Library is the tentative location.
- Attended PEC meeting. Discussion included modifications to the PEC agreement by increasing HRA reimbursement.
- Held Office Manager interviews this week for the Assessing Department. Selected candidate will start May 16th.
- Accounting Office attended DLS webinar on the overview of the municipal budget process.
- Attended Police Alliance Union negotiations.
- Currently working on the new five year forecast for the Town of Grafton. More to follow in the upcoming months.
- Working with Beth Gallaway on finalizing the new library building capital expenditures.

- Continuing working with Vadar on the chart of account conversion. Sewer Utility is currently being converted to Vadar and expect final completion next week. 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. Finishing map changes.
3. Working on 2022 supplemental bills.
4. 3 building permit inspections.
5. Fielding calls regarding motor vehicle excise tax.
6. Processed 38 motor vehicle excise abatements.
7. Processed 2 Abutters requests.

Town Clerk

The annual Election Worker Training was held on Wednesday, April 13th for Grafton and Northbridge election staff. The training was hosted by Bridget Simmons-Murphy from the Secretary of State office. Approximately 65 election workers were present for this training.

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
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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 Activities (4/3/22 – 4/9/22)

329 log entries were made including 35 - 911 calls, 10 alarm calls, 21 ambulance calls, 6 animal complaints, 5 arrests, 79 business/area checks, 11 disturbance calls, 3 fraud/ID theft complaints, 5 motor vehicle accidents, 21 motor vehicle stops and 3 well-being checks.

5 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on National Work Zone Awareness Week including tips for motorists driving through construction work zones on the highway and on local roadways.

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.

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 participated in three trainings during the past two weeks including: First Due- Tactics and Strategy, Cancer Awareness, and First Responder recertification. We also concluded the filming for the recruitment video.

During the past two weeks the department responded to 6 alarms sounding, 1 kitchen fire, 2 EMS assistance calls, 5 CO investigations, 2 natural gas odors, 1 brush fire, and 3 MVAs. The inspection services division performed 17 inspections, plan reviews, and continued follow-up services for ongoing property issues.

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

Public Works:

Please contact the DPW Office to report any potholes. The brush dump on Millbury Street is now open hours are Monday-Friday 10:00am-1:00pm and Saturdays 9:00am-1:00pm. 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 repairs from winter weather events. Catch basin cleaning, and street sweeping 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 two 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 April 8, Grafton has been informed of a total of 3,153 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, 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

No Report Submitted

Planning

This week, the Planning Department completed administrative tasks for the Planning Board and Affordable Housing Trust. Staff also met with IDEXX (4 Millennium Drive) regarding potential for parking and business expansion, residents regarding concerns related to proposed projects as well as Town Counsel regarding on-going litigation. Staff is continuing work on background tasks related to Complete Streets, Hazard Mitigation Plan, Master Plan Update, Subsidized Housing Inventory, Fall Zoning Amendments, and more.

Conservation

No Report Submitted

COMMUNITY SERVICES

Recreation Department

We are accepting applications for a number of paid 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. There are also opportunities for 14 and 15 year olds as counselors-in training at our summer days program. View details [HERE](#).

Staff held a gym game night for adults last weekend, hosted a Disc Golf Clinic at Nelson Park on Sunday and is finalizing details for April vacation week programs. The Director attended the monthly meeting of the Central Region of the Massachusetts Recreation and Park Association. It is anticipated that the Select Board will sign the contract for 95 North Passive Recreation Park Design Services on April 19 and community input on the project will follow shortly after.

Council on Aging

- The Senior Center was selected as a recipient of the Tufts Community Grant in the amount of \$2,000.
- Completed and emailed to the Worcester Regional Transit Authority the Senior Center's March 2022 operational report.
- Attended the monthly Council on Aging meeting.
- Completed and submitted to the Department of Transitional Assistance (DTA) and UMASS the SNAP (Supplemental Nutrition Assistance Program) FY22 QTR2 claims for reimbursement.
- Worked on the May Senior Center newsletter and sent it to be printed.
- Attended LPi Publishing's new Epub Design Platform training for Senior Center newsletters.
- Prepared for Volunteer Breakfast, which is being held on Thursday, April 21st at 9:00 am.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

The Friends of the Library Spring Egg Hunt was a smashing success, even with the less-than-ideal weather! We had 531 visitors and averaged 80 children per hunt; 177 people stopped by our craft room and 121 children and families participated in storytime.

Thanks to the Friends of the Library, to Goretti's and Stop and Shop for sponsoring, and to our Boy and Girl Scout troops who assisted with crowd control, stuffing and hiding eggs, and assisting with crafts and event set up and clean up!

In the last week, we circulated 2,768 items, had 587 materials requests and filled 424 requests, sent 638 items in transit and received 711, added 29 new card holders, and 191 new items.

We welcomed back the Grafton Farmers Market on Wednesday afternoon and are planning to have another Market in May. Grafton Ukulele Musicians (GUM) met to strum and sing on Wednesday evening. Beth took the Crowd Manager Training, checked in with the Trustee Chair, met with policy committee, and attended the construction team meeting. Beth also worked on getting postings ready for two anticipated vacancies for retiring employees. She continued to work on construction finances and year end

budget and ordered nonfiction

Several staff were trained in Mac accessibility features as part of our Massachusetts Office On Disability ADA grant. Beth unboxed and tested items purchased with the grant and wrote an interim grant report and invoiced for reimbursement. A high-definition OCR with Zoom capability is now available for use, along with several Explore handheld digital video magnifiers. Beth continued to work on construction finances and year end budget and ordered nonfiction.

Griffin returned to install exit signs with wheelchair icons, and fix a lighting issue in the Community Room. Advantage was on site to work on the HVAC system and American Alarm installed a cover over the alarm panel in the vestibule. We are still waiting for study room doors, as well as doors for the maker space and presentation area, and gate for the bottom of the stairs.

We are getting ready for a software update for our library catalog! Evergreen, our online catalog, will be unavailable due to an upgrade to version 3.7 from 6:00 PM on Saturday April 16 through Monday April 18.

Beginning sometime on Monday, you will see a new catalog interface at grifton.cwmars.org with a new, modern design that is much more responsive to smaller displays and mobile devices, and the ability to limit to available items when searching and when viewing a record's item list.

Please note that some databases will work with EZproxy bypass will be in place, while others (OverDrive, Kanopy, ComCat and other sites authenticating with SIP) will not be able to be accessed. We apologize for the inconvenience; access is likely to be restored over the weekend before the update is complete.

For more details, including an overview of changes and updated instructions for how to search and browse the online catalog, how to place holds, and how to manage your account and lists, please [click here](#).

Thank you for your patience while we upgrade! Borrower Service Staff handled all the usual circulation functions, including holds, delivery, lobby, AMH system, museum passes, room reservations, and patron assistance. We had a department staff meeting and reviewed the procedure for checking the telescope in and out. We are continuing to work on the technology inventory.

Allie spent the week reviewing room reservations, reminding teens about Code of Conduct in Adult Large Print room, giving 2 warnings, writing an incident report, organizing Circ Signage files, creating and printing display bookmark templates to be laminated, updating newsletter links on website, assisting patrons with faxing, copying, scanning, training Sarah L in Circ (fax, copy, register, check-in, sorting room, overview of museum passes, phone, tour of study group rooms, monthly displays), planning May's newsletter and displays, HF list, assisting patrons with room reservations, creating new

newsletter graphics, and adding descriptive text for newsletter graphics for screen readers.

Ranjita updated the Library of Things and created a display for "Thing of the Month"; Jane finished changing the status of a list of items that had been marked "in storage"; researched ideas for a future display; and did collection development with the NYT Best-seller list. Sandhya processed out of network and out of state holds; cleared the hold shelf; oversaw a volunteer doing a sticker project in Library of Things; and helped a patron print from a USB drive.

Susan supervised the team, completed an employee review, completed the Items in Storage report, changing the status of 44 items from "storage" to "available"; ran transit and missing reports, trained a staff member on running reports, and met with staff about the volunteer program.

This week Heidi hosted the "Not Just for Young Adults" Book Group Monday evening. We discussed *Code Blue* by Marissa Slaven. It is also the Friends of the Library Community Read Young Adult title.

Heidi also answered reference questions, created library cards for people, worked on statistics, worked on program planning and continued to advertise for the Friends of the Library Community Read events.

Thanks to Debby, the Large Print nonfiction and Large Print biography collections have been fully shifted from the regular print area to their actual home in the Large Print Room. Over the next several weeks, we will continue to check for any returns and make sure they are shelved here as well.

Kate is embarking on a nonfiction collection management project. This involves evaluating our item reports in order to identify candidates for weeding. The regular management of the nonfiction collection was interrupted by COVID, so this evaluation is long overdue by several years. Taking a closer look at the items on our shelves keeps the collection appealing, relevant, and helpful for more Grafton patrons.

Eric has reviewed the "Grafton Area Social Services" document that Kate compiled, and based on his law librarianship career experience, has some additional suggestions to add in the legal category. Kate will be reviewing and incorporating these this week. Eric also worked on populating monthly data to the summary field on our statistics spreadsheet.

This week Sarah coordinated with local schools about upcoming school visits, brainstormed summer programming, created a July and August jam board for CR collaborative planning, met with Cori from Tucker interiors to discuss additional shelving, put together a non-fiction order for our ABDO rep, and attended the webinar Parent Management for Librarians presented by Jungle Jim.

Jen updated the online calendar of events, scheduled social media posts, planned for

Library Babies program that will reconvene in May, prepped the May newsletter, and prepped the Stuffed Animal Hospital program with Cyndi, who also managed library volunteers, and prepped for April vacation programs. Stacie scheduled upcoming monthly missions and science nook activities, and assisted patrons. Mare coordinated with volunteers and assisted patrons. Kristin collaborated with the schools and planned for her upcoming book club and comic club programs. Children's room staff worked on summer reading program planning.

Teen behavior has calmed down a bit after intervention at the Middle School from a reminder to students from the principal on appropriate Library behavior. Allison put out two new end cap displays: Cats and Dogs and shifted the graphic novel collection so that the top shelf can be used for display and so that taller books can stand upright. Additionally she spent more time working on summer reading including continuing to put together a list of recommended books that go with each badge category.

Veterans Services

No Report Submitted

GCTV

Bill Robidoux is editing drone video for the Fire Department Recruitment video.

Bus Stop Weather returned and two segments were produced. We are working to bring a local jazz band into the studio for a musical series. Pre-Town Meeting testing has begun.

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

May 9, 2022 Town Meeting

Upcoming Select Board Meetings

April 19, 2022 (Business Meeting)

May 3, 2022 (Business Meeting)

May 5, 2022 (Town Meeting Logistics Meeting)

May 10, 2022 (Workshop)

May 17, 2022 (Business Meeting)

Upcoming Department Head Meetings

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

May 18, 2022 at 10:00 a.m.