



## MEMORANDUM

### OFFICE OF THE TOWN ADMINISTRATOR

---

TO: Select Board

FROM: Evan Brassard  
Town Administrator

RE: Administrator's Weekly Report

DATE: April 22, 2022

Town Administrator  
No Report Submitted

#### ADMINISTRATION & FINANCE

##### Finance Director/Town Accountant

- Reviewed all warrant articles with Town Administrator.
- Attended Finance Committee Public Hearings to review annual town meeting warrant articles.
- Met with Department Heads to go over the Salary Study results for FY23 implementation.
- Met with ClearGov to go over Capital Budgeting and reporting features.
- Continued 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 this week. Accounting is continuing to work with Vadar behind the scenes on the chart of accounts conversion.

##### Treasurer/Collector

- Continuing work on building tax title for Vadar
- Sewer Utility conversion completed in Vadar
- Attended Vadar "Wednesday Webinar" training
- Attended Fin. Comm 4/20 meeting to go over warrant submissions
- Finalized library BAN issuance
- Working on updating office cash handling process and refund process
- Reviewing trust funds with Bartholomew

- Completed MMA Suffolk Finance Management 5 Week certificate course
- 53 MLC requests have been received/processed.
- March cash reconciliation on track for submission to accountant
- Very heavy in-house payment and call traffic for excise due and RE/PP coming due

#### Principal Assessor

1. Continuing to enter growth.
2. Entering new parcels in the database in conjunction with map changes.
3. Working on 2022 supplemental bills.
4. Building permit inspections.
5. Processed 36 motor vehicle excise abatements.
6. Processed 1 Abutters requests.

#### Town Clerk

No Report Submitted

### **PUBLIC SAFETY**

#### Police Department

No report Submitted

#### 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 assisted the Cemetery and Parks Dept. with flag pole maintenance at several war memorials.

During the past week the department responded to 3 alarms sounding, 1 Mutual Aid, and 2 MVAs with entrapment. The inspectional services division performed 16 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 at 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: Spring cleanup of Cemeteries and Parks has begun. Routine department functions including, trash pick-up, construction and painting of replacement fencing, annual flagpole maintenance, 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 April 15, Grafton has been informed of a total of 3,171 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

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

### Planning

No Report Submitted

### Conservation

- Issued documents from the Commission's 4/5 meeting
- Prepared for, attended, and issued documents from 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
- Select Board voted to sign contract for Landscape Architect for 95 North Street
- Conducted site inspections
- Fielded inquiries from residents and applicants

## **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](http://GraftonRec.com). There are also opportunities for 14 and 15 year olds as counselors-in training at our summer days program. View details [HERE](#).

The Grafton Gazebo Road Race returns on May 14 and is now a 5K. Prizes for top 3 male/female overall and awards for top 3 in 10 age groups. Early bird registration discount ends April 26. Get details and register [HERE](#).

Get ready for summer and purchase your seasonal beach pass. The beach will be open from June 18 - August 14, weather permitting, with a tentative schedule of Tuesday - Sunday from 11am-6pm. Day pass purchases now require a one-time waiver to be completed prior to purchase. Purchase a season pass [HERE](#). Complete your day pass waiver [HERE](#).

Staff held the first round of seasonal interviews, visited April vacation programs, installed road race signs around town, and continues to plan summer activities. The Select Board signed the 95 North Passive Recreation Park Design Services contract and community input opportunities will follow in the next few months. The Recreation Commission will hold its next meeting on May 16.

### Council on Aging

- The Grafton Senior Center Volunteer Breakfast was held on Thursday, April 21st at 9:00 am. Volunteers were treated to a catered breakfast of pancakes, eggs, bacon, cheesy potatoes, fresh fruit, bagels, and more. Senator Mike Moore and Representative Dave Muradian and approximately 45 volunteers were in attendance. Each volunteer received an appreciation gift bag containing an emergency car kit and a \$25 gift certificate to Stop & Shop.
- Met with Evan Brassard and Mary Lauria regarding the salary study and its impact to the Council on Aging department.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

### Library

The Library was closed in observation of Patriot's Day on Monday April 18. In the last week, we circulated 2,875 items, placed 266 requests and filled 350 requests. We sent out 466 items in delivery and received 354 items. We added 19 new items and 25 new borrowers. The most requested title remains The Maid by Nita Prose.

Beth met with Evan and Mary to review salary increases for Library staff, a result of the salary and classification study, and with Dana from Capital Campaign to discuss a few outstanding projects. She attended a Friends of the Library meeting; worked on agenda, minutes and reports for next week's Board of Library Trustees meeting; covered the teen room; dealt with building issues including a leak in the Community Room; continued tracking down construction invoices to close purchase order loops; planned upcoming programs for adults; worked on the Library's Food Permit Application; corresponded about meeting room use; and spent a lot of time on scheduling as numerous staff were out unexpectedly, on top of scheduled leave time.

Advantage continues their site work on the HVAC system. The architect and a millworker were on site to formulate the plan to lower non-compliant counters to ADA standard. The clock in the historical room is still under refurbishment. Evergreen Environments will be on site next week for maintenance to the green roof.

The Friends still have a number of book bundles and puzzles for sale for the bargain price of \$4 (\$5 through PayPal). They are planning to raffle off and give away Star Wars themed items on Wednesday May 4, and are planning their Spring Book Sale (May 21-22) and Annual Meeting.

Sarah completed the CR tech inventory, contacted nonfiction rep about placing an order, ran two sessions of a craft and movie program, planned for summer, troubleshoot programming space conflicts with construction to come up with a backup plan, and prepped for next week's school visit.

Jen cleaned LEGO bricks, updated Event Keeper and social media, worked on the May newsletter, and planned for programming for babies. Cyndi ran a successful tornado in a bottle program. Stacie planned summer programming, began working on spring and summer room decorations, and assisted patrons during a very busy school vacation week. Mare and Cyndi coordinated with volunteers. Kristin planned upcoming book club programming and summer reading, and coordinated with the schools. All scheduled staff assisted patrons during a very busy school vacation week.

This vacation week Teen Services offered a movie/craft night, doodling workshop, and drop in LEGO building. Allison also completed our department's IT inventory, and met with Sarah S. to talk about upcoming programs. Summer reading prep continues.

The Evergreen upgrade over the holiday weekend went off without a hitch. Borrower Service Staff handled all the usual circulation functions, including holds, delivery, lobby, AMH system, museum passes, room reservations, and patron assistance. Allie created signage for the changes in the Large Print room, worked on the newsletter, trained a new substitute staff member on holds, pull list, check-in, and transit bins; completed the Historical Fiction sticker document for regular print fiction; watched a training video on the new catalog design; and reset the lobby gate (twice). Ranjita worked on Library of Things and did the monthly AED check. Jane handled the NYT bestseller list and the technology inventory. Sandhya created and affixed stickers to museum pass envelopes and updated museum pass information, requested and processed out of network and out of state loans, and worked on notary training.

Susan supervised the team, oversaw a volunteer working on a list of Lost items; worked on an upcoming employee review; ran a department staff meeting, did some receipt printer troubleshooting, worked on the IT inventory, followed up with Bibliotheca and Orion Manufacturing to get timelines for receiving equipment, and submitted audiobook and Large Print orders.

This week Heidi hosted the Daytimers Book Group. We discussed the Friends of the Library Community Read title, *The Overstory* by Richard Powers. Heidi also hosted the GPL Mystery Book Group—they met to discuss *Hold Your Breath, China* by Qiu Xiaolong. Heidi also hosted an Invasive Plants lecture as part of the Community Read. The speaker

was Karro Frost, the Conservation Planning Botanist for the Massachusetts Natural Heritage and Endangered Species Program.

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. Eric worked on automating some functions of the very large library statistics spreadsheet.

Kate continues to work her way through a list of approximately 2,700 non-fiction titles that have not circulated in 5+ years, identifying candidates for weeding using the library standard CREW (Continuous Review, Evaluation, and Weeding) method using MUSTIE criteria (is the item M = Misleading—factually inaccurate; U = Ugly – worn beyond mending or rebinding; S = Superseded – by a new edition of/or by a much better book on the subject; T = Trivial – of no discernible literary or scientific merit; I - Irrelevant to the needs and interests of the library’s community; and/or E = Elsewhere – the material is easily obtainable from another library). This week, she made her way into the 600 range. Since de-acquisitioned books need to be rehomed, Kate reached out to a couple book donation services in order to find a company who will accept our weeded items that might not merit a place in the book sale; Kate is working with Aaron from the Friends, who is embarking on a similar project for Friends items that cannot find buyers.

Veterans Services

No Report Submitted

GCTV

No Report Submitted

**IMPORTANT DATES TO REMEMBER**

**Upcoming Select Board Meetings**

May 3, 2022 (Business Meeting)

May 5, 2022 (Town Meeting Logistics Meeting)

May 10, 2022 (Workshop)

**Upcoming Department Head Meetings**

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