



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: April 29, 2022

Town Administrator

- Finalized Annual Town Meeting Warrant
 - Began work on motions
- Filmed Town Meeting Warrant Overview at GCTV
- Met with representatives of Houlden Farms and abutters
- Began work on Town Meeting presentation and "clickers"
- Hosted Fire Chief Assessment Center
 - Review results with BadgeQuest
- Met with Grafton Water District

ADMINISTRATION & FINANCE

Town Accountant

- Submitted ARPA annual project and expenditure report for the U.S. Dept of Treasury.
- Finalized ARPA survey with the ARPA committee. Please see below link to take the survey.

<https://www.surveymonkey.com/r/PXSGMMW>

- Submitted FY23 Cybersecurity renewal applications for MIIA.
- Continued meeting with Department Heads to go over the Salary Study results for FY23 implementation.
- Accounting Office attended DLS webinar on the overview of the free cash process.
- Applied for the MMA Suffolk University Certificate in Local Government Leadership & Management program that will be held here at the Grafton Police Department this fall.
- Continued working with Beth Gallaway on finalizing the new library building capital expenditures.

- Attended Library Board of Trustees meeting to discuss Nelson Library Trust and to have the account reclassified into the Nelson Library Department.
- Received DRAFT Financial audit reports from our auditors Scanlon & Associates.
- Continuing working with Vadar on the chart of account conversion. Accounting is continuing to work with Vadar behind the scenes on the chart of account conversion. General Fund Revenue Accounts are completed. This week and next week I will begin to work on restructuring the capital warrant articles into a separate fund.

Treasurer/Collector

No Report Submitted

Principal Assessor

1. Continuing to enter growth.
2. Entering new parcels in the database.
3. Working on 2022 supplemental bills.
4. Attended the Vision 2022 National User Group Teleconference on April 27th & 28th.
5. Met with Town Counsel to discuss Appellate Tax Board Cases.
6. Building permit inspections.
7. Processed 12 motor vehicle excise abatements.
8. Processed 3 Abutters requests.

Town Clerk

Absentee ballots for the Local Annual Election are available and were mailed on Thursday April 28 to any voter who has requested one to date. Our office continues to complete election related tasks in preparation of the election on May 17.

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 (3 year)- Richard Whitney, Andrew Jefferson, Carl Palmer, and Ann Marie Foley
- Board of Library Trustees (3 year)- Dana Wilson and John Paul Bubriski
- Planning Board (3 year)- 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 (3 year)- 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 (4/10/22 – 4/23/22)

612 log entries were made including 85 - 911 calls, 25 alarm calls, 60 ambulance calls, 15 animal complaints, 3 arrests, 163 business/area checks, 7 disturbance calls, 6 fraud/ID theft complaints, 12 motor vehicle accidents, 46 motor vehicle stops and 17 well-being checks.

12 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on an announcement for Grafton Police Department to Participate in DEA's 22nd National Prescription Drug Take Back Event on April 30th and Tips for a Safe Prom Season.

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.

The police department continued its traffic safety mobilization focusing on distracted driving. The effort is part of a statewide enforcement and education campaign funded by a grant through the Highway Safety Division (HSD) of the Executive Office of Public Safety and Security (EOPSS) to reduce crashes, injuries and fatalities caused by distracted driving.

Fire Department

No Report Submitted

Department of Public Works (Including Engineering, Cemetery & Sewer)
No Report Submitted

Engineering

- Annual paving contract has been executed and delivered,
- Continue working with MassDOT, contractor and design consultant for Stowe Road culvert,
- Working with contractors, MassDOT and consultant on Main Street construction,
- Attended training for sidewalk module,
- Spoke to and met with residents regarding concerns about drainage,
- Processed several driveway and road opening applications,
- 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 22, Grafton has been informed of a total of 3,190 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 & 4/19 meetings
- Updated templates and workflows in Viewpoint
- Continued GIS 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
- Held kickoff meeting with Landscape Architect for 95 North Street with Recreation
- Attended pre-construction meeting for Stillwater Estates at 11 Wheeler Road
- 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. 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. 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 continues to hold seasonal interviews, work through wait lists for program openings, and prepare for the road race. The Director met with Conservation and RDLA for its kickoff meeting for moving forward with design concepts for the 95 North Passive Recreation Park. The first community meeting will be held May 19 at 6:30pm via Zoom. The Recreation Commission will hold its next meeting on May 9.

Council on Aging

- The Senior Center May newsletter was sealed, labeled, and mailed.
- The Senior Center Chef returned to prepare lunch for the seniors. Ham and Potato Casserole, Salad, Roll with Butter, Dessert, and milk was served.
- Met with Sharon Loveridge from Bayada Home Health Care.
- Started working on the SNAP FY23 budget which needs to be completed in the Partner Activity Tracking Hub (PATH) by May 16th.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

We circulated 2, 378 items in the last week, requested 392 items, fulfilled 294 hold requests, sent 561 items in transit and received 562 items, and added 23 new borrowers and 80 new items to the Library's collections. We had 17 meeting room uses with 42 participants through Thursday evening.

With COVID numbers creeping up and two staff out, Beth sent a reminder about Town COVID policy, protocols and recommended increasing personal vigilance. Beth met with the construction team, with Evan, with the Board of Library Trustees, with IT and Aaron Swartz from the Friends Board on upcoming programs and events. Multiple staff were out on leave, and Beth spent a lot of time on scheduling and logistics. While covering the Teen Room and explaining Library appropriate-behavior, she offered a brief pop-up program on primal screaming for 9 middle school boys. Apologies to our neighbors on the Common.

Beth also worked on budget, documents for the upcoming Board meeting, and planning upcoming programs – we are excited to host an after-hours event on Friday, the North Grafton PTO's Spring Fling fundraiser. Friday is also Poem in Your Pocket Day – anyone with a poem to share gets a free Library magnet! Beth is running *Star Wars* Day on May 4 (May the FOURTH Be With You!) with support and help from the Friends of the Library. Join us for crafts and activities, fan videos and art, and a 6pm Costume Contest. The day culminates in a screening of the FOURTH movie in the series. The Friends will have FOUR raffle baskets available for bid. Raffle tickets go sale Monday May 2. *Star Wars* themed Book Bundles will also be available for sale.

Two staff gave notice due to finding other jobs. We thank Kate Kazlauskas, our part-time Reference Librarian, and Erin McGrady, temp, for their time, service, and contributions, and wish them well on their future endeavors. Beth completed blue sheets for the changes in employment, as well as for two anticipated retirements, and posted two anticipated vacancies.



The Historic Reading Room Clock was refurbished offsite and installed; thanks to the Capital Campaign for funding this side project and to Brad Schlapak for polishing the silver plate and repainting the numerals! Ransford Pest Control visited to assess an ant infestation and determined they were carpenter ants. Bob from Willard House came by to assess a location for a clock that will be on temporary loan; it will go in the Historic Reading Room. We will be spraying on Monday morning in affected areas. Evergreen Environmental came out to fertilize the green roof and

assess some new leaks.

The Reference Department hosted the Community Read, with a book discussion on Thursday evening. The League of Women Voters hosted a lecture on Saturday on Native Plants. We are also prepping for a virtual program next week: A Virtual Conversation About Racism: Staying Curious, Moving Forward, and Being Part of the Solution moderated by Allen Davis, Ed.D., an educator and racial justice advocate and featuring three Black people, Jeanne Hall, Gloria Matlock, and Dick Hall, who have generously offered to share what it means to be Black in Massachusetts and the United States. Register to get the Zoom link and reserve your spot! <https://www.eventkeeper.com/code/ekform.cfm?curOrg=GRAFTON&curMode=ADMIN&curHelp=&curlID=572264&tEvt=6918510>

Borrower Services staff handled all the usual circulation functions, including holds, delivery, lobby, AMH system, museum passes, room reservations, and patron assistance. Allie reset the staffConnect gate and sent email to AMH for gate issues, processed holds in CLIO/COMCAT, ran a report for patrons interested in GPL newsletters, worked on historical fiction sticker list, finalized the general newsletter design and content, reported inventory, trained on telescope (Library of Things), created an in-house training survey/form, and worked on an endcap display for May. Jane worked on an endcap display for May (theme: Intrigued by the First Line?), *New York Times* Best Seller list, and self-trained on accessibility features for low vision patrons on Windows computers. Ranjita took care of circulation tasks, delivery, and updated the Library of Things binder.

Sandhya processed holds in COMCAT/CLIO, created gardening & Canva display signs for endcaps, cleared expired holds, displayed Oversized Gardening books, sent AMH emails about issues, and updated patrons with emails on the Roger Williams Zoo pass, ticketing policy before their visit, Sandhya took the lead on the Seed Library, including promotional information for social media and display and working with Allie on marketing materials. Debby packaged. Seeds will be available (2 packs per visit! on Monday May 2. More information is available at <https://graftonlibrary.org/home/about/garden/seed-library/>.

Teen behavior from a select group of teens upon returning from spring vacation has been difficult as their respect of the library and those in it waxes and wanes depending on the day. Jen and Allison went to the Millbury Street Elementary School to do an outreach program with sixth graders who did not attend Nature's Classroom. They brought LEGO, Kapla blocks, scratch art, coloring books, and more. It was a lot of fun. I'm working on the May teen newsletter and I continue to prepare for summer reading. Sound dampening tiles for the gaming room and maker space arrives, and Allison will work with Paul to install them as an art piece with rope lighting.

Sarah S. picked out titles for the first four months of our manga book club as well as got approved by the anime streaming service Crunchyroll to start hosting anime nights at the library. Sarah worked with Allison to schedule the first four dates; titles will be soon to follow. A make your own zine workshop is in the works for June with a comics artist and educator from Providence. Sarah is also working on increasing the manga and graphic novel collection as those are our most checked out. It's always great to see teens and tweens taking armfuls of books from one manga series to check out to read and then come back for more.

Stacie led an impromptu school visit with Touchstone School. She worked on the upcoming May window displays, May's monthly mission, the science nook is set for May, refreshed the book displays, and started planning book displays for May. Marilyn managed volunteers, assisted patrons, helped with CR displays about veterinarians and assisted with training a temp in Children's Room logistics. Kristen led the Book Worm Book Clubs and the Comic Creator Club.

Cyndi started making the quilt for the summer program, labeled the music CD shelves, enforced Library policy with non-compliant middle schoolers, assisted with training a temp in Children's Room logistics, assisted Marilyn with volunteers, added a "read alike" sign for the graphic novel section, worked through the problem bin resolving many issues, and worked on moving shelving. Jen covered the school visit with Allison; worked on the Children's Room newsletter and planned May story times.

Veterans Services

No Report Submitted

GCTV

Bill Robidoux is completed the first rough cut of the video for the Fire Department Recruitment project.

Bus Stop Weather returned and two segments were produced.

We met with a local jazz band and this studio project looks like it will take shape in May.

Pre-Town Meeting testing has begun, and there are still a number of issue to resolve in the H.S. Auditorium. Equipment on our end has passed inspection after a full diagnostic

investigation.

All of the “Meet the Candidates” programs are complete and have been posted to social media.

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

May 17, 2022, Local Elections

Upcoming Select Board Meetings

May 3, 2022 (Business Meeting)

May 10, 2022 (Workshop)

Upcoming Department Head Meetings

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