



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: August 5, 2022

Town Administrator

- Worked with multiple departments on Fisherville Terrace project
- Finalized 5-Year Forecast with consultant
 - Working on presentation of data
- Met with Building/Fire on efficient departmental interactions/software concerns
- Met with Feedback Earth regarding ongoing development of business model
- Met with PD and FD regarding radio system needs and priorities
- Hosted Public Employee Committee (PEC) to begin RFP process for health care
- Finalized P&S for 173 & 183 Upton Street

ADMINISTRATION & FINANCE

Town Accountant

- Chart of Account conversion is complete. Accounting is working on confirming account reclassifications.
- Revised schedule of payments for departments. Please reach out to accounting if any revenue codes are missing or account names need to be edited.
- Attended PEC monthly Meeting. Discussion points are Health Insurance RFP process. The Town is currently insured by HPHC, Fallon Health Plan, and Tufts Health Plan for actives, non-Medicare retirees and Medicare Retirees. Active Employees choose from two HMO Networks and a PPO. Retirees choose from HPHC Enhance (Medicare Supplement) Fallon and Tufts Medicare Advantage plans. We expect the RFP to be released on 9/1/22.
- Continued working on the 5-year forecast with School Dept and the Town Administrator.

Treasurer/Collector

No Report Submitted

Principal Assessor

- ❖ Continuing to enter growth from building permits/inspections through June 30, 2022.
- ❖ Prepared & mailed FY 2023 personal exemption applications.
- ❖ Updated the FY 2023 social security deductions for 41C exemptions.
- ❖ Calculated and updated COLA for the FY 2023 17D exemption amount and asset amount.
- ❖ Updated the Assessors webpage to reflect the FY 2023 tax relief available to seniors/veterans/legally blind taxpayers.
- ❖ Prepared & mailed FY 2024 Chapter land applications
- ❖ Updated the FY 2023 FVAC Chapter Land Recommended Values in Vision.
- ❖ Prepared for an Appellate Tax Board Motion to Dismiss.
- ❖ Processed 6 motor vehicle excise abatements.
- ❖ 1 Abutters requests.
- ❖ 5 Permit inspections.

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department (7/24/22 – 7/30/22)

365 log entries were made including 47 - 911 calls, 5 motor vehicle accidents, 20 alarm calls, 25 ambulance calls, 4 animal complaints, 8 arrests, 85 business/area checks, 5 disturbance calls, 54 motor vehicle stops and 5 well-being checks.

5 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *Grafton's National Night Out Another Success*.

Officers received legal updates on current court decisions and roll call notices including Commonwealth Fusion Center bulletins. Officers Dias and Simmler continue their field training with designated Field Training Officers (FTO). Lt. Minardi attended SWAT training.

On Tuesday, August 2nd, the Town of Grafton joined over 16,000 communities from all 50 states and U.S. territories in celebrating National Night Out (NNO), an event promoted by the National Association of Town Watch and sponsored locally by the Grafton Police Department.

After a two-year hiatus, our 15th National Night Out Block Party was held at Grafton Police Headquarters from 5:00-8:00 p.m. Hundreds of individuals attended the event and it appeared that once again, despite a heavy rain shower, a great time was had by all. More importantly, residents had an opportunity to meet police officers and other town officials in a relaxed setting and were able to speak with them about crime

prevention, drug awareness, fraud, personal safety, and other quality of life issues.

I would like to thank the members of the Grafton Police Department, officers and dispatchers, with special recognition to Lt. Neil Minardi, Executive Assistant Marianne DeVries, Officer John Ropiak and custodian Pat Mackay for their assistance. I also wish to thank Town Administrator Evan Brassard and the members of the Board of Selectmen for their overwhelming support.

In addition, I want to recognize the Grafton Emergency Management Agency, Grafton Community Emergency Response Team (CERT) and Medical Reserve Corps (MRC) who provided displays and information on their services. Thanks also go out to Chief Eric Mathieu and the Grafton Fire Department and the Grafton Cable channel for their live coverage of the event. Alumni from the 2022 Grafton Police Youth Academy also stopped by to lend a hand. Thanks also to all the Scouts from Troop 106 and 107 for their assistance and for providing ice cream and especially with cleanup after the event.

I also want to recognize the following agencies for their assistance: Sheriff Lew Evangelidis and the Worcester County Sheriff's Office and the office of District Attorney Joseph Early for providing information on crime prevention, drug abuse and victim assistance. It was also nice to have a representative from the Office of United States Attorney Rachael Rollins stop by as a show of support.

Special thanks to the Central MA Law Enforcement Council (CEMLEC) SWAT Unit for allowing us the use of the Bearcat armored vehicle and tactical equipment for display.

I am especially grateful to the following local businesses, organizations and individuals for their contributions: Grafton Job Corps for providing about one thousand hot dogs and rolls as well as members of their culinary and security staff to help cook and for the event. Also, Table Talk Pies and Pepperoni Express for providing delicious pizzas and E.L. Harvey & Sons for providing containers for clean up after the event. Thanks also to Radio Station WXLO (104.5 FM) V.P. Bob Goodell and DJ Frank Foley for providing music and sound for the event.

Thanks once again to our contributors including Brian and Julie Marino of Dunkin Donuts who also provided ice cold treats as well as special gifts and games for partygoers, Homefield Credit Union headed by President Karl Moisan and his staff who also volunteered to assist at the event. Thanks also to Dorenzo Towing and Recovery for donating bicycle helmets that were handed out throughout the evening; Unibank who provided support, games and prizes; All Phase Glass who provided water to parched partygoers on a hot day; Swirls & Scoops who contributed certificates for free ice cream treats; After Fire Victims Outreach for providing refreshments and over 200 donuts; Fitzzy's Car Wash and Bushell 'n Peck for their generous donation of gift cards. Without the continuing assistance and support of these contributors, this event would not be possible.

Thanks again to all those who attended our event and we hope to see you at our next National Night Out Block Party scheduled for Tuesday, August 1st, 2023.

Fire Department

The Fire Department had 8 calls for service this week including; 1 Structure Fire and 7 False Alarms.

A reported fire in a residential building on Logan Rd that had been extinguished prior to our arrival was investigated by the Grafton Fire and Police Departments with assistance from MA Fire District 7 Investigation Unit and The State Fire Marshal's office. The investigation resulted in one arrest for arson.

Members of the Fire Department participated in National Night Out. I would like to thank Chief Crepeau for hosting this excellent event. The Fire Department had three trucks on display and a booth set up for fire education and Call Firefighter recruitment.

The apparatus committee meet to review and finalize specifications for a new off-road brush truck

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

No Report Submitted

Engineering

No Report Submitted

Health Department

As of July 29, Grafton has been informed of a total of 3,683 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). The case counts continue to be elevated some, so 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 will continue to watch the case counts and the new variants that are circulating in the US.

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.

Tick and mosquito season is upon us, so the BoH reminds everyone to take the proper precautions.

The BoH and Alliance are also monitoring the Monkeypox situation that is occurring in MA, other states, and the world.

DEVELOPMENT SERVICES

Building/Zoning

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

Planning

No Report Submitted

Conservation

No Report Submitted

COMMUNITY SERVICES

Recreation Department

Silver Lake is open through August 14, weather permitting, Tuesday - Sunday from 11am-6pm. The Summer Concert Series continues weekly on Wednesdays through August 24.

There are a few openings left in our upcoming programs: Wicked Cool Science, Multi Sports, Mini Sports, Outdoor Adventure and Soccer Skilz. Register at GraftonRec.com

The fall/winter brochure will be posted late next week. Registration opens August 23 at 9am.

The Recreation and Conservation Commissions/Departments are finalizing its application to request funding from CPC for the construction of a passive recreation park at 95 North St.

The Recreation Commission meets next on August 8. The Director met with the COA director to discuss overlapping programming.

Council on Aging

- First week of new COA Director Shannon Smith (Hello everyone!)
- Barbara came in two times to assist with the transition.
- Completed and emailed to the Worcester Regional Transit Authority the Senior Center's July 2022 operational report. The Senior Center provided 385 rides for the month of April.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

The Library will have a one-hour delay, opening 11am on Friday August 12 due to scheduled staff development. ComCat (the integrated catalog for all nine MA library networks) will be down for an upgrade on Wed Aug 10 for about 15 minutes beginning at 10pm, and our CWMARS network will be experiencing some down time for a hardware upgrade from Wednesday August 10 at 11pm until Wednesday August 11 at 2am.

This week we circulated 3,488 items, received 612 items in transit and sent 501 items. We requested 389 items and filled hold 373 requests; registered 32 patrons for library cards, and added 24 new items. The most popular book this week is *The Hotel Nantucket* by Elin Hilderbrand. We circulated 15 museum passes and hosted 11 meetings in our conference, study and tutoring rooms for 19 people.

As Director, Beth completed payroll, worked on scheduling, submitted six Capital Requests, worked on key codes and alarm codes for new staff, and staffed the Library's table at National Night Out with Heidi and members from the Board of Library Trustees and Friends, where she was interviewed on GCTV by Mr. Gallagher. She alerted raffle basket winners of their prize, available for pickup on Sat. Beth met with Evan, Karen (trustee chair) and multiple staff members, and provided updated job descriptions to grade 1, 4 & 5 staff. She corresponded with MBLC, the Friends, the Capital Campaign, Boy Scouts, DRA architects, and various vendors and program providers. She worked on an upcoming grant project, fall programming, and the Library's Food Permit application. She worked on staff development day scheduling, approved meeting room requests, wrote August press releases, and updated the Library's calendar and website. began planning an election worker recruitment event the Town Clerk, and responded to requests for information about the Library of Things from the Asst. Town Administrator, and to Accounting and HR on personnel and hiring details. She worked with IT on a few issues and worked on cleaning up the Shares drive, deleting duplicate files.

As de facto Clerk of the Works, Beth attended the shortest construction meeting to date – 15 minutes! Final HVAC commissioning is scheduled for Friday. Worcester Elevator was on site for a pre-inspection and we discovered our fire extinguishers are due for annual inspection; Beth scheduled an inspection with Impact. The building department repaired a piece of woodwork that fell off the wall. We reported continued leaking due

to torrential rain in the teen room at the Emergency Exit door to the construction team (we added piece of hardware to divert the water last month). She submitted help tickets to American Alarm and to Signet for assistance with a security issue. Thank you to Mary Lauria, Town Accountant, for providing the complete set of building project invoices so we can allocate the funding for reporting purposes, and to respond to *Library Journal's* survey of new construction for an upcoming issue, and to Jared for his assistance with Vadar.

As Acting Head of Borrower Services, Beth communicated with multiple patrons about returns of damaged books and met with various staff. She covered the Borrower Services desk and worked on scheduling, sent out updates from the C/W MARS network, and updated the Bibliotheca ticket for the AMH printing, display and email issues. The AMH jammed several times because patrons continue to stack books or place them into the machine pages first, which makes the book stick in the conveyer belt.

As Acting Head of Technical Services, Beth provided access to a not-yet-cataloged CD player to meet a patron request – Heidi did a conversion on the fly to allow for checkout.

As volunteer coordinator, Beth responded to requests for service hours. We are unable to place any new volunteers at this time but there is still opportunity to get service hours in our August wedding programs on Wednesday August 10 and 24.

Eileen processed museum renewals and prepared the warrant for payment, learning how to distribute funding on invoices associated with Purchase Orders. She also covered the Borrower Services desk and collected, sorted and processed all the mail from last week because we forgot to pick it up when she was on vacation!

Borrower Services

Staff covered the lobby desk, circ desk and sorting room, while down two positions – one vacancy, one person on vacation. Sandhya coordinated with Susan about Crescent Manor, and then visited Crescent Manner. She handled out of system requests, cleared Hold Shelf, sent Museum Pass Renewals to Eileen, worked on home delivery, calling patrons and placing holds for materials. Sandhya made bookmarks for Holds shelf directing people to checkout holds before leaving with them, and created a display. Jane worked on material with item alerts, New York Times audio fiction best seller list, and recommendations for an audio book order. Ranjita worked on her August display (friendship themed books), performed a monthly check of the AED and first aid boxes in each department, reviewed the NYT bestseller non-fiction book and CD audio book, and processed few out-of-network requests

Children's Services

Patrons continue to make use of our cool, air-conditioned space to gather together to play, read, and meet with friends as the hot and humid weather continues. CR staff

continue to assist patrons with their summer reading needs, run programs, and have begun to block out programming time frames for the upcoming school year. We have been fortunate enough to have a group of dedicated CR volunteers, but the volume of books has been high, so staff have been spending time shelving to keep up with returns.

Programs offered this week include Summer Movie & Craft, Comic Creators Club, Summer Preschool Storytime, Summer LEGO Brickbuilders, Summer Songs in the Park (moved indoors due to the heat advisory), Nature is a Box of Colors, and our third session of Summer Sewing Camp. Due to an unanticipated staff shortage, we had to cancel two of our programs this week.

Teen Services

Allison and Sarah S. worked on programming, scheduling, and hosted teen movie night. The Teen Room was closed for 6 hours this week due to lack of staffing.

Reference

Heidi and Eric answered reference questions, helped with check-ins, tech and the like. Heidi created library cards for people, and worked on program planning, and statistics. Eric recorded July data for his assigned databases and met with Filmocracy to discuss pricing and subscription options. Both Heidi and Eric helped cover gaps at the Borrower Services Desk.

Services

Veterans Services

No Report Submitted

GCTV

We are still pursuing a solution with Charter/Spectrum related to poor audio quality during LIVE broadcasts. No results to report.

GCTV provided LIVE coverage of National Night Out. We look forward to this event every year (non-Covid times) and enjoy showing off our studio and our capabilities.

Bill recently assisted with another Jazz session in studio, editing is in progress, and he has been producing the Concerts on Common series. Concerts airing are Buzztones, Drive South, and Petty Larceny.

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

August 9, 2022

August 16, 2022

August 23, 2022

Upcoming Department Head Meetings

August 10, 2022 @ 10:00 a.m.