



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: August 12, 2022

IMPORTANT NOTICES TO ALL DEPARTMENTS

- October Town Meeting Warrant Closes September 2nd
- October Town Meeting, Monday, October 17 @ 7:00 p.m. GHS

Town Administrator
No Report Submitted

ADMINISTRATION & FINANCE

Town Accountant

- Finalized the 5-year forecast working document.
- Beginning process of closing FY22 books.
- Working on finalizing encumbrances for FY23.
- In process of uploading FY23 budget into Vadar. Upload will be completed by next week.
Once budget is downloaded Accounting Department will start resuming sending out monthly management reports.

Treasurer/Collector
No Report Submitted

Principal Assessor
No Report Submitted

Town Clerk
No Report Submitted

PUBLIC SAFETY

Police Department (7/31/22 – 8/6/22)

408 log entries were made including 43 - 911 calls, 10 motor vehicle accidents, 9 alarm calls, 21 ambulance calls, 9 animal complaints, 5 arrests, 112 business/area checks, 7 disturbance calls, 69 motor vehicle stops and 8 well-being checks.

Weekly Chief's Column posted on *Pedestrian Safety Tips*.

Officers received legal updates on current court decisions and roll call notices including Commonwealth Fusion Center bulletins. Officer Simmler continues his field training with designated Field Training Officers (FTO).

Fire Department

No Report Submitted

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

Public Works: Please contact the DPW Office to report any potholes or other roadway issues. The brush dump on Millbury Street is open, hours are 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 will continue for the next two years, please use caution in the area and expect delays and detours. Town funded annual road improvements work will start the week of August 15th and continue for several weeks. Paving is schedules for Old Westboro Road, Wesson Road, Oak Street, Sartell Road, Hillside Ave, and Kessel Street. Please use caution in these areas.

Highway Department: Routine Operation and maintenance of town owned infrastructure and equipment. Catch basin cleaning, and street sweeping will continue through the summer months. Grass and roadside mowing will continue for the season. Drainage improvements and repairs continue along with intersection and crosswalk line painting.

Cemetery and Parks: Routine department functions including, mowing parks and cemeteries, trash pick-up, construction and painting of replacement fencing, and grounds maintenance. Provided support for three funerals.

Sewer Department: 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 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 Alliance had issues pulling the case count data, so we do not have updated data as of the submittal time of this report. 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

This week, the Building Department trained an employee on the Fire Department accounts receivable turnover process in our online permitting software, OpenGov. Our goal is to get the majority of the land-use departments proficient with OpenGov.

Planning

No Report Submitted

Conservation

- Issued documents from Commission's 7/26 meeting
- Reviewed applications for Commission's 8/16 meeting
- Attended FEMA mapping training
- Worked with Recreation to solidify details for CPC application for construction of passive recreation park at 95 North Street
- Continued to transition department to Viewpoint, assemble GIS trail maps, digitize archive files, and work toward obtaining a grant for Hennessey repairs
- Conducted site inspections
- Fielded inquiries from residents and applicants

COMMUNITY SERVICES

Recreation Department

Silver Lake closes Sunday, August 14th at 3pm and Doggie Dip Day will be held from 4-6 p.m.

The fall/winter brochure will be posted in the next day or so. Registration opens August 23rd at 9:00 a.m.

The Director would like to give a big thank you and acknowledge the hard work of our seasonal staff of 40 who helped make a fun and successful summer at Silver Lake and the Summer Days Camp. This will be the last year for many who have worked here for numerous years; there will be big shoes to fill and you will be missed!

Council on Aging

- Monthly Council on Aging Board meeting completed 8/11. Discussions included new COA Board Appointment, Eliza Sharrah, vision of the Senior Center for the future and ideas of program development and outreach to the community. Information provided on Elder Services Resources, thanks to Heather Trudell.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

This week we circulated 3,344 items, received 687 items in transit and sent 606 items. We requested 540 items and filled 437 hold requests; registered 17 patrons for library cards, and added 19 new items. The most popular book this week is *The Only Woman in the Room*.

by Marie Benedict. We hosted 18 meetings in our conference, study and tutoring rooms for 47

people, including private studying, tutoring, and a meeting of the Unitarian Universalist Society of Graton and Upton.

We are extremely short staffed with vacancies and staff leave and have had over 170 instances of shortages in the last 10 months. The library closed at 5pm on Tuesday due to an unanticipated staffing shortage and the Children's closed on Thursday evening at 5pm due to unanticipated staffing shortage. We do not have enough employees to adequately staff our service desks and provide the level of service and programming the public, Board, and MBLC expects.

As Director, Beth managed patron feedback and incidents, ordered a rug for her office, scheduled fire extinguisher inspection, submitted the Library's Food permit application. She dealt with an elevator issue which is still being resolved on Friday morning.

The policy committee met to review the draft 3D printing policy and had a conversation around what would be allowed to be printed, how the requests to print would be managed, and other logistics. The most current draft may not reflect the increase in filament costs. The cost to run the machines would be recouped in the printing fee. It was suggested we add a 3D printer on the upper level for patrons of all ages to use. At this time, there is no 3D printing available until the policy is approved and staff are trained.

Eileen paid bills, ordered office supplies, and finalized FY22 encumbrances.

Debby worked on meeting minutes and correspondence.

Staffing

We have multiple people on leave in multiple departments. Our new Head of Borrower Services began on Wednesday. We have extended an offer for the Technical Services Librarian position, which was accepted. Cynthia O'Neil will start Tuesday September 6.

As defacto clerk of the works, Beth provided FF&E invoices upon request and began categorizing expenses into eligible and ineligible costs, requested additional shelving purchases from the Capital Campaign, purchased a rug from her office, spoke with Colliers about HVAC commissioning.

Borrower Services

As Acting Head of Borrower Services, Beth helped manage the department and provided some training to Kara, and scheduled training for Museum Passes and Evergreen, our circulation system. Kara received training on EventKeeper, our calendar, museum pass reservation, and meeting room reservation software, as well as general orientation. Borrower Services staff served patrons at the Lobby and Circulation desks and triaged the sorting room. Sandhya managed out of network requests for materials, worked on Home Delivery requests (emails & calls to patrons, ordering books, emailing volunteer for pick up), made Closure signs for staff development and posted to the website and

social media, cleared expired holds from hold shelf, emailed patrons with active holds to see if they picked their holds without checking them out, made a list of museum renewal forms, and managed Facebook correspondence.

Jane worked on locating items with alerts that need to be sent to cataloging, the New York Times best seller list for fiction and recommending titles that we do not own, and preparing the Dewey Decimal Number of the Week display for the 600s (inventions, medicine, astronauts, cooking, homesteading, farm animals, dogs/cats, building/remodeling). Allie's patron service interactions including assisting a patron with printing document via phone then adjusting her certificate's brightness for proper printing, Libby and fax assistance, reference and reader's advisory; researching Tech Services computer Evergreen issues delivering blank screen, troubleshooting Star receipt printer issues in sorting room, resetting the connectGate via electrical room after a weekend power outage, processing delivery and holds shelf, emptying book boxes in Tech Services, creating IT tickets and updating our IT issues sheet. Allie's tip of the week: do not make copies of master bookmarks with a stickie note attached!

Children's Services

This week the CR was down 2 staff members. Due to coverage issues, we closed the room early on Tuesday and Thursday night and canceled our Wednesday evening Campfire Ghost Stories program. We are seeing an increase in returns as families prepare to head back to schools and begin to return materials that were heavily used over summer vacation. The heat continued in the early part of the week bringing many families in to cool off, but a much-needed drop in temperatures arrived in time for the end of the week and three of our outdoor programs.

Programs offered this week include the continuation of our Pet Food Drive, Summer DIY Chalk, Summer Movie & Craft featuring Disney-Pixar's Onward, three sessions of Bookworms Book Club, two sessions of Summer Tie Dye, a special appearance with books and sensory table at the Grafton Farmers Market, DIY Chalk Pick up & Drawing, Once Upon a Storytime at Willard House & Clock Museum, LEGO Brickbuilders, our final session of Summer Songs in the Park with Apple Tree Arts. and Color Me Calm.

Teen Services

Allison and Sarah managed the teen space, ran multiple programs, and worked on materials orders. Allison reviewed the draft 3D printer policy.

Reference Services

Heidi worked on telephone system maintenance (we are having several issues with ring groups and voicemail), and ran book discussion groups. Eric assisted patrons with tech, reference questions, and check-out; worked on Collection Maintenance, deleting obsolete/old materials from database and preparing withdrawn materials for sale or the free shelf, and utilized a free trial of *Filmocracy*, a niche film festival database.

Technical Services

As Acting Head of Technical Services, Beth continued to manage out of system catalog records, conversions on the fly for items on hold for patrons, and Allie assisted with cataloging tasks.

Veterans Services

No Report Submitted

GCTV

Charter/Spectrum seems to have cleared up most of the Audio issues subscribers experienced during LIVE Government broadcasts.

Bill just completed the fourth video of Concerts on the Common. These programs are airing currently and are available on our YouTube channel.

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 16, 2022

August 23, 2022

September 6, 2022

Upcoming Department Head Meetings

August 17, 2022

August 24, 2022