



## MEMORANDUM

### OFFICE OF THE TOWN ADMINISTRATOR

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TO: Select Board

FROM: Evan Brassard  
Town Administrator

RE: Administrator's Weekly Report

DATE: August 19, 2022

#### Town Administrator

- Attended Regional Dispatch Meeting in Southborough
- Finalized 5 Year Projections for Select Board Meeting
- Refined initial Capital Plan requests
- Reviewed Town Meeting timeline for October Meeting

#### **ADMINISTRATION & FINANCE**

#### Finance Director

- Reconciled June 2022 cash with Treasurer/Collector.
- Beginning process of closing FY22 books.
- Working on finalizing encumbrances for FY23.
- Uploaded FY23 budget into Vadar. Sent Department Heads Vadar report for verification. Please reach out to the Finance Director if any discrepancies.
- Continued training modules with Vadar on School/Town Cash Receipt process, and CRT process creating receivables and setting up revenue and journal entry links.
- Attended Purchase Card implementation meeting with BMO Bank. Next step is to set up P-Card for Department Heads and Departments. Email was sent to all Department Heads specifying which type of card they would like for their department. NOTE: If you do not sign up for a Purchase Card you will NOT be able to utilize any other p-cards as I will map out Department Heads P-Cards to their respective Vadar Department Accounts in Spend Dynamics platform for A/P submission.
- Met with Community Preservation Treasurer to go over the FY22 CPA Fund close out and verified FY23 beginning balances.

Attended an overview of MIIA rewards program. The goal of the MIIA Rewards Program is to give members the tools to earn premium credits through participation in training and risk management best practices.

#### Treasurer/Collector

- Attended UMASS Annual Treasurer/Collector School
- Continued work on auction materials with tax title attorney and auction host
- Continued work on land court proceedings for a parcel with attorney
- Excise Demand 2022-02 files sent
- Working with Sewer and bill print to mail out Sewer bills next week
- Submitted SOI on DLS
- Working to complete Treasurer year end cash with DLS
- Worked with FA on future borrowing timeline
- Spoke to invoice cloud reps and set meeting for demo
- June Cash balanced with Accountant
- Met with Vadar/School/Finance Director on Vadar Cash Receipt Process for the school.
- July Cash in process to be submitted
- Trust Fund recon
- Very heavy in-house payment and call traffic.

#### Principal Assessor

- Finishing growth entry from building permits/inspections.
- Took in and reviewed 33 personal exemption applications.
- Took in and reviewed 2 Chapter Land applications.
- Took in and processed 18 motor vehicle applications
- 3 Abutters requests.
- 18 property inspections.
- Prepared a chapter land Lien to be recorded with the Registry of Deeds.
- Entered 12 building permits.

#### Town Clerk

No Report Submitted

### **PUBLIC SAFETY**

#### Police Department (8/7/22 – 8/13/22)

364 log entries were made including 36 - 911 calls, 4 motor vehicle accidents, 25 alarm calls, 23 ambulance calls, 6 animal complaints, 2 arrests, 80 business/area checks, 8 disturbance calls, 64 motor vehicle stops and 5 well-being checks.

9 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *Neighbor Spoofing and Fraudulent Telephone Calls*.

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).

I attended the Central MA Chiefs of Police Annual Conference held in Gardner on Tuesday. The topic was Transformational Leadership During Difficult Times given by Dean Crisp. The class addresses some of the key elements of the roles leaders play in forming the culture and “brand” of their personnel and their departments.

At the request of the Quinsigamond Community College Police Academy, Officer Dias attended the orientation for the 2<sup>nd</sup> Recruit Officer Class (ROC) to speak with recruits and answer questions about her experiences while attending the 1<sup>st</sup> ROC session.

#### Fire Department

The Fire Department had 9 calls for service this week including; 1 Structure fire, 3 Brush fires, 2 Medical assist, and 2 Smoke investigations.

Due to drought conditions in the region, there has been an increase in the number of brush fires including here in Grafton. These fires are difficult to fight and manpower intensive. The Department would like to remind residents to use extreme caution when cooking outdoors and disposing of smoking materials.

Grafton firefighters responded to 17 Logan Path for a structure fire Wednesday morning. The fire was extinguished quickly, and the family's dog was rescued by firefighters. One Firefighter suffered a lower leg injury and was transported to the hospital.

I attended a meeting with Evan Brassard, Chief Crepeau and representatives from other area towns regarding the feasibility of regionalizing emergency dispatching. We will continue to work on determining what is the best option for the town.

Fire prevention division continues to carry out numerous residential and commercial inspection and plan reviews. Capt. Killeen is also collecting information and data that will be used for preplanning of fire incidents.

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

No Report Submitted

#### Engineering

No Report Submitted

#### Health Department

As of August 12, Grafton has been informed of a total of 3,733 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

- Prepared for, attended, and issued documents from Commission's 8/16 meeting
- Reviewed applications for Commission's 9/6 meeting
- Attended Spotted Lanternfly in MA call and Highfields Subdivision Pre-Acceptance Application meeting
- 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

No Report Submitted

### Council on Aging

- September Newsletter completed and submitted to print
- Connections made with community members to provide additional education and programming to the seniors
- 34 seniors went on a day trip to Plymouth, MA, enjoying multiple meals and a boat ride
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

### Library

This week we circulated 2,784 items, received 725 items in transit and sent 660 items. We requested 568 items and filled 473 hold requests; registered 19 patrons for library cards and added 17 new items. The most popular book this week is *The Only Woman in the Room* by Marie Benedict. We hosted 27 meetings in our conference, study and tutoring rooms for 88 people, including Clarity Chiropractic, Massachusetts Library System consultants, GTRC Executive, Grafton Republican Town Committee, and the Marvel Champions card game.

### **Admin Office**

Elevator inspection and fire extinguisher inspections took place this week. The library department head team met to discuss programming through December including the Emotional Wellness grant. Beth worked with Eric Guerin to order t-shirts for GUM members to purchase for \$20 for their upcoming Play Music on the Porch Day jam session on Sat August 27 from 10-11am – same day as the Friends Book Sale, which runs 10am-4pm. Beth fielded a question about passes to the Clark Museum, determined the requester was not from Grafton MA but Grafton NY, and got the patron connected to the correct local public library. She also met with individual staff, submitted payroll, responded to volunteer requests, paid bills, and covered the circulation desk

Debby has been in communication with William Blake and EVSE regarding repairs to EV charging stations and measures to prevent damage in the future. In addition, she is working on training to be a notary public, compiling reports, ordering supplies and name tags, organizing files in Shares, Trustee paperwork, and a special project for our canine friends.

### **Construction Update**

The Construction Team met on Monday. Beth provided more examples of outdoor programming and use for the LEED application. She spoke with the director at another under construction library whose costs escalated 50% in the last 5 years – MBLC only budgets for 4% escalation per year, so Grafton saved a LOT of money by borrowing the full amount and moving forward in fall 2017 in spite of only having a provisional grant. Beth

gave a tour to consultants from the Massachusetts Library System – they were very impressed with the building.

### **Friends**

The Friends met Tuesday night – save the date for Sunday Oct 2 for Mobile Mini-Golf in the stacks! Sponsorships will be available to local businesses for a fee. A children's book sale will be held on Saturday, August 27 from 10 a.m.- 4 p.m. with a special teacher discount. Bags to be sold as an ongoing fundraiser will be available at the sale. A fall book sale is being planned for November 5. The Friends are seeking helpers to assist with these upcoming events; email [info@friendsgpl.org](mailto:info@friendsgpl.org) to volunteer.

### **Borrower Services**

Kara continued training as the Head of Borrower Services. She completed onboarding trainings in Conflict of Interest, Crowd Management, COVID procedures, and Trustee Orientation and scheduled her Open Meeting Law training for September. Kara trained with Susan on Evergreen, ARIS and circulation statistics, EventKeeper, the library's volunteer program, interlibrary loan, and ordering adult circulation items. Kara completed ARIS and circulation statistics for June and July and attended the department head meeting on programming.

Sandhya managed out of network requests for materials, worked on interlibrary loans, cleared expired holds from the hold shelf, updated the statistics for the Seed Library for July, problem-solved issues with the AMH, coordinated the graphics for the September display with Allie, updated the Museum Pass section of the Procedures manual, and provided training on Museum Pass reservations to Kara and Mary. Sandhya's patron service interactions included booking meeting rooms for out-of-town patrons and walk-ins, helping with faxing and printing, and helping a patron find the obituary of a relative online. She had to deny notary appointments due to short staffing.

Jane posted the New York Times Best Seller List for Hardcover Fiction and recommended titles for purchase, worked on a list of Amish fiction series available in large print for a patron request, prepared the Dewey Decimal Number of the Week display for 700s (Arts, Architecture, Painting/Drawing, Performing Arts, Music, Sports), recommended audiobook titles for purchase, and watched a webinar on copyright for librarians.

Allie's patron service interactions included a busy week for room reservations, providing readers' advisory service, and assisting patrons with faxing, printing, and scanning. She problem-solved technology issues including issuing an IT ticket, updating the IT issue sheet, installing the new extension for the sorting room receipt printer driver, reinstalling the receipt printer, and recording and emailing the problem-solving steps. She worked on planning for September including newsletter curation, graphics creation, researching Library Card Sign-up Month, and end cap planning. Allie assisted a patron who wanted to donate a framed poster of Grafton, which the library already owned, by suggesting that the item be donated to the Grafton Municipal Center; she received a grateful email from

the patron complimenting the library and municipal center staff on their help.

Ranjita worked on the New York Times best seller list for nonfiction books, processed out of network requests for materials, performed a routine check of the Library of Things, and performed regular circulation and lobby duties.

Mary completed a second week of training as an on-call librarian, including Evergreen, EventKeeper, room reservations, and Museum Pass reservations. She also met with Beth to complete on-boarding paperwork.

### **Children's Services**

This week CR staff spent time assisting patrons, shelving books, managing volunteers, and performing general circulation functions.

Sarah met with Beverly Snow from the Willard House & Clock Museum to schedule and discuss storytime outreach visits, attended a Library Department Head meeting where we planned and discussed upcoming library programming, met with Jen to finalize school year storytime programming, managed and communicated with CR staff, reached out to Busy Bee Academy about the possibility of restarting outreach visits, worked on collection management and development, compiled and entered the first half of August's statistics, completed the final reimbursement form for the Grafton Cultural Council, scheduled an additional Sewing Summer Camp session with Cyndi to assist registrants with completing their final project, and began lesson planning for upcoming fall programs.

Jen met with Sarah to finalize school year storytime programming, created signs and PR materials, worked on CR social media, updated and entered programs in EventKeeper, began the September CR newsletter, and began lesson planning for upcoming fall programs.

Cyndi scheduled an additional Sewing Summer Camp session with Sarah to assist registrants with completing their final project, brainstormed upcoming Sewing Camp possible projects, managed the CR Library of Things, coordinated with volunteers, and began lesson planning for upcoming fall programs.

Mare coordinated with volunteers and began brainstorming an upcoming Mandala program.

Kristin coordinated with local schools, began planning for upcoming book clubs, began lesson planning for upcoming comic creators club, and prepared for updating the CR bulletin board for Fall.

### **Teen Services**

Allison is updating the teen book order for when our new cataloger starts, working on a schedule for the book end themes, and met with department heads about programming. She researched animal programs, escape room programs, Halloween and GCTH supplies,

and reached out to book some programs for October and December.

Sarah S. worked on finalizing information for our New England Horror Writers Event, and worked with Broad Universe to set up a NaNoWriMo writing workshop for teens in November and an all-ages speculative fiction world building panel for late January. She also reached out the Clark Strassler Center regarding programming on the history of Holocaust Cinema for either International Holocaust Remembrance Day in late January or Holocaust Remembrance Day in April. Sarah also read reviews of manga for possible additions to the collection and added the Crunchyroll anime app to the Nintendo Switch to improve streaming for Anime Club. She continued to work on lists of diverse horror/sci-fi/fantasy/romance titles to add to the collection when the new cataloger arrives in September.

### **Reference Services**

Heidi and Eric answered reference questions, helped with technology questions including searching the catalog. Heidi created library cards for people, worked on program planning, and statistics. She helped out at the Borrow Services desk while we were short staffed and attended the Department Head Meeting. Heidi also facilitated a discussion of *The Music of Bees* by Eileen Garvin at the Daytimers' Book Group as well as hosting the GPL Mystery book discussion of *Celine* by Peter Heller, and participated in the Grafton Anti-Racist Book Club (GARB). Eric researched our Freegal statistics to determine if we should continue our services with them. He followed up with Filmocracy about licensing and community events. He provided library statistics to Kanopy to get pricing for their product. He also donated 30 books per recommended ALA guidelines to make room for newer and more relevant items.

### **Technical Services**

The Technical Services position remains vacant until Tuesday, September 6, 2022. We have been able to release items to patrons with holds and unpacked and sorted items.

### **Veterans Services**

No Report Submitted

### **GCTV**

Bill Robidoux has just one more Concerts on the Common to record, this year none of the events suffered from rain outs! These programs are airing currently and are available on our YouTube channel.

The jazz trio known as The Conversation came by the studio for another taping session. Their guest performer was Allan Chase on the sax. These programs have been exciting to watch as they show off Bill's skills for camera layout and editing in post-production.

Bob has been preparing an equipment needs report for Verizon as he prepares to meet with the Cable Attorney Bill August. We are still in the casual negotiation window.



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 23, 2022

September 6, 2022

September 13, 2022

Upcoming Department Head Meetings

August 24, 2022 @ 10:00 a.m.