



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: Week Ending December 10, 2021

IMPORTANT NOTICES TO ALL DEPARTMENTS

- Budgets are due December 17th by 4:00 p.m.

Town Administrator

- Began Assessor Interview Process
- Schedule interviews for Admin Assistant to the Select Board
- Attended Veteran's District Board Meeting
- Met with potential developer for Centech Park
- Researched TIF for 17 & 27 Upton Street
- Contacted DHCD about same
- Monitored 60 Depot Street Demolition
- Finalized FY22 Capital Plan in ClearGov
- Added Project pages
- Met with Department Heads to review Select Board Goals
- Finished "Leadership is an Art" - with Department Heads for continuing development

ADMINISTRATION & FINANCE

Finance Director/Town Accountant

- Computing revenue projections for FY23. Allowed Growth Prop 2 ½ is estimated at 46,431,929 allowed Growth on Prop 2 ½ is 1,160,798 for a total Fiscal Year Levy Limit of 47,592,727. Will be working with Assessing to determine New Growth, Average new growth for 5 years is 799,887, 3-year average is 890,536.
- Accounting Office is concurrently working on the Schedule A Reporting and the Town Report for the Accounting Dept.

- Will be meeting with department heads in late December to research older accounts. I would like to review all accounts with department heads to determine which accounts should be closed prior to the conversion.
- This week we welcomed our new Treasurer/Collector Madeline Goodrich with a light breakfast to introduce her to the Municipal Building Staff and all Department Heads.
- Attended a Harpers Payroll Webinar on ACA & Year End for preparation of W-2 reporting.
- Town of Grafton will be participating in the Turbo Tax 2021 form Import program. Employees will have the ability to automatically import their W-2 data into TurboTax.
- Conducting Assessor interviews this and next week.
- Pushed out the FY23 General Fund & Sewer Enterprise Fund to Department Heads. Budgets are due back to Accounting no later than Friday December 17th @ 4pm. Please reach out to me if you have any questions.

Treasurer/Collector

- Q5 Excise Bills set to mail 12/15/2021 due 1/15/2022
- Q4 Excise 1st notice set to mail 12/13/2021
- 17 MLC requests have been received/processed
- 2 Tax Title Certificates of Redemption processed
- Working to set up Positive Pay system with UniBank
- Working to complete first submission of FY23 budget in ClearGov
- W/C Study draft description amendments made
- November cash reconciliation on track for submission to accountant
- November trust funds reconciliation on track for submission to accountant
- Steady flow of call and payment traffic online and in house.

Principal Assessor

No Report Submitted – Position Vacant

Town Clerk

The beginning phases of learning about digitizing town archives has begun. The intent of doing this will limit the handling of town records, especially those that should not be handled anymore. This will allow anyone to view the records at any time and while accessing from anywhere if we run into events of the past couple years. This project would be done in phases to avoid a large number of records to be out at a time. More information to be shared when available.

Indexing of vital records is ongoing and we have started organizing our plans and map file with help from our long-term helper, Olie, with the Senior Work Off program. Skip Currier has been volunteering to scan maps and plans organized to start the digitizing process of our records.

Committee/board members are taking their oath of office as re-appointments or new members.

2021 Street Lists are available for purchase for \$10.00 a book. An electronic version is available for any departments who would like a copy.

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.

We still have several board/committee members who have not completed the conflict-of-interest training and sign off.

PUBLIC SAFETY

Police Department (11/28/21 – 12/04/21)

383 log entries were made including 49 - 911 calls, 20 alarm calls, 17 ambulance calls, 6 animal complaints, 130 business/area checks, 2 disturbance calls, 6 fraud/ID theft complaints, 6 motor vehicle accidents, 33 motor vehicle stops and 10 well-being checks.

6 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on General Crime Prevention Tips During the Holidays.

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.

Anna Padgett began her Recruit Officer Training on Monday at the Boylston Police Academy. She will be attending the academy for approximately 20 weeks and we wish her all the best in her training. Officer Benoit attended a two-day armorer's class held at the Sig Sauer Academy.

Officer Niford continues his FTO observations and Dispatcher Bellevue began her duties as full-time dispatcher on the evening shift.

The department took part in Grafton Celebrates the Holidays on Sunday by hosting a limited open house. Cruisers and specialty vehicles were on display in the garage bays for citizens to view. Officers were present to answer questions and provide crime and drug prevention materials along with junior police badges, and coloring books for children as well as free gun locks and gun safety information for adults.

The department is taking part in the *Drive Sober or Get Pulled Over* traffic safety enforcement campaign funded through a grant from the Executive Office of Public Safety and Security Highway Safety Division (EOPSS-HSD). Extra officers will be deployed throughout the campaign to look for impaired drivers and at-risk motorists.

Fire Department

No Report Submitted

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

Public Works: The Brush Dump is closed for the season and will reopen in early April 2022. The recycling drop off area is located to 64 Old Westboro and operates Saturdays 8:00am-1:00pm and Tuesdays and Thursdays from 10:00am-2:00pm. Seasonal paving is wrapping up in all areas of town with some minor punch list items remaining. Main Street improvements project related utility (gas, electricity, communications) work will continue on random days.

Highway Department: Routine Operation and maintenance of town owned infrastructure and equipment. The staff continues street sweeping operations, drainage system repairs, and catch basin cleaning. Maintenance staff continues to prepare equipment for winter operations. We had our first winter weather event this week, these small storms are always a good opportunity to find minor equipment issues before the eventual major storm.

Cemetery and Parks: Routine department functions in including leaf removal, trash pick-up, construction and painting of replacement fencing, and grounds maintenance. Provided support for three funerals. Asst. recreation dept with ongoing park improvements and seasonal programs.

Sewer Department: Routine operation and maintenance of the towns 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. Updates to the treatment plant polymer system started this week and is expected to be completed by January 7, 2022.

Engineering

No Report Submitted

Health Department

As of December 9, Grafton has been informed of a total of 1,724 confirmed positive COVID-19 cases since case tracking started in early 2020. The number of new cases continues to increase further in Grafton, surrounding communities and the State, and the new variant of concern (Omicron) has been identified in the US already. Individuals are strongly advised to continue to exercise precautions (e.g., wearing masks, social distancing, frequent hand washing), especially given the Delta variant circulating

throughout the country, increased case counts, and the new Omicron variant. In addition, individuals are strongly encouraged to get vaccinated and to get a booster (if they are eligible).

Worcester County and surrounding areas are considered to be “high risk” areas for COVID transmission per the CDC’s classification methods. Given this elevated risk level, the CDC advises that all individuals wear face masks when indoors in public places (regardless of vaccination status). In addition, Massachusetts released a mask advisory that fully vaccinated individuals are advised to wear face masks when indoors (and not in your own home) if you have a weakened immune system, or if you are at increased risk because of your age or an underlying medical condition (or if someone in your household falls into those criteria).

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 more information on the COVID-19 vaccines and how to find a vaccination location, visit <https://www.mass.gov/covid-19-vaccine>. Vaccination is strongly recommended.

The FDA has authorized and the CDC also recommended that individuals 18+ years are eligible for a COVID-19 vaccine booster. More details on the eligible populations and timing can be found at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/booster-shot.htm>

The FDA authorized and the CDC also recommended that children ages 5-11 years get vaccinated for COVID-19. Currently, the only vaccine authorized for children ages 5-11 years is the Pfizer vaccine. More details can be found at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/recommendations/children-teens.html> and <https://www.mass.gov/info-details/covid-19-vaccinations-for-children-ages-5-11>.

In addition, the FDA authorized and the CDC also recommended that individuals who are moderately to severely immunocompromised receive an additional dose of mRNA vaccine COVID-19 vaccine after the initial 2 doses. More details can be found at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/recommendations/immuno.html>.

Flu shots are available at pharmacies and other locations (e.g., doctor’s office).

DEVELOPMENT SERVICES

Building/Zoning

The building department is continually reviewing and issuing building, electric, mechanical, gas and plumbing permits. End of year 110 Inspections are ongoing in conjunction with the Fire Department and Health Department and nearing completion.

Planning

This week, the Planning Department completed administrative tasks for the Planning Board and Affordable Housing Trust. Staff had a follow up meeting with a prospective Developer for 5 Millennium Drive, as well as met with representatives of 27 Upton Street and other local businesses and developers. In addition, staff attended a webinar regarding the Hazard Mitigation Plan Update.

Staff is continuing coordinating with representatives of the 244 Worcester Street 43D application, as well as developing a number of proposed zoning changes for the Spring Town meeting as well as an RFP for the Master Plan Update in coordination with the Select Board, Planning Board and other local stakeholders and will be seeking additional input shortly. Staff is also submitting an LRRP Funding Assessment Community Application related to the Local Rapid Recovery Plan (LRRP) (Application Deadline December 17, 2021), continuing review of potential to use 2022 MassTrails Grant Round for additional study and design related to the conceptual Blackstone River bikeway and potential connections to Northbridge and Sutton (Application Deadline February 1, 2022), as well as applying for Tier II funding via the Complete Streets Program for Development of a Prioritization Plan (Application Deadline April 1, 2022).

Conservation

- Prepared for, attended, and issued documents from the Commission's 12/7 meeting
- Updated templates and workflows in Viewpoint
- Worked on Green Communities grant projects
- Worked on FY23 budget
- Conducted site inspections
- Fielded inquiries from residents and applicants

COMMUNITY SERVICES

Recreation Department

No Report Submitted

Council on Aging

Started working on the Executive Office of Elder Affairs FY21 Annual Report which is due 1/31/2022. Held a Holiday Drive-Thru luncheon for Grafton seniors. The luncheon meal consisted of London Broil, Double Baked Potatoes, Green Beans Wrapped in Bacon, and dessert. Each senior also received a Holiday gift. Started receiving and delivering gifts

for seniors from the Unibank Holiday Giving Tree. Received 33 fresh wreaths for seniors from Grafton Scout BSA Troop 107. Met with Mary Lauria to discuss the Senior Tax Work-Off Program. Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

The library welcomed over 640 visitors during Grafton Celebrates the Holidays on Sunday December 5. The LEGO library model was a big hit, and we ran out of the keychain craft by 3pm.

This week as of Friday morning, the library circulated 2,871 items, of which 785 were automatic renewals. Patrons placed 385 holds, and we fulfilled 403; 524 items went out in delivery and 501 items came in. We added 32 new borrowers, and 39 new items, of which 32 were unique – no one else in system owns it! The most requested title was Apples Never Fall by Liane Moriarty.

This week, Library Director Beth Gallaway worked on the FY23 budget and capital requests; submitted an FY23 Action Plan to the MA Board of Library Commissioners; updated policies; worked on agenda, minutes and reports for next week's Board of Library Trustees meeting; met with IT; worked on MPLCP reports, reviewed the Donor wall proof, placed ordered for requested software and peripherals (webcam, speakers, mic) that did not come standard with new library computers; dealt with a social media issue; and met with the Salary and Classification consultants.

She ran a staff meeting and attended Library Planning and Building Committee meeting, where a clock for the Large Print Reading Room was approved. Staff got a reminder about not coming to work sick, and completing daily health self-disclosures, and reviewed protocol for close contacts with Grafton Board of Health (volunteers or staff can come to work IF fully vaccinated and IF symptom free).

Beth attended the Friends of the Library meeting, where the Spring Egg Hunt was scheduled for Saturday April 9, 2023. Thanks to all who supported the Friends many fundraising items for sale during GCTH!

Beth scheduled installation of a second green roof to go over the vestibule at the parking lot entrance; provided a list of additional signage to Capital Campaign; scheduled installation and training for panic buttons; got a demo for Meeting OWL Pro 360 camera and worked on procurement of 2 for the library to own; discussed delivery and installation of the dedication plaque, and dealt with other Ribbon Cutting details, including incentives, invitations, press release and room bookings.

A technician from Chandler was on site to adjust the timing of the door opener, and an electrician was scheduled to review additional outlet locations. Beth reviewed schematics for the still incomplete sliding doors for the maker space and arranged for the project manager from DRA to come over the weekend to verify punch list items are

complete.

Beth approved and denied Meeting Room requests, recommended 2-person meetings meet in tutor rooms as designed, and planned a Winter/ Holiday Farmers Market with Grafton Farmer's Market, to be held Wed 12/15 from 12-4pm. Over a dozen vendors will participate. She planned an upcoming Learn to Play Ukulele course with Apple Tree Arts, to start in 2023, and is working with Blackstone Valley Watershed on their annual meeting. She also met with Patti Keller from Grafton High School to discuss G-Term.

She drafted new policies for Group Visits, Vehicle Charging and Privacy and Confidentiality and then met with Town Legal Counsel to review in advance of Board vote, Beth handled an Unattended Child incident, and has made a recommendation to Board of Library Trustees to consider lowering the Unattended Child minimum from age 13 to grade 5 (age 10/11), pending ability to use the Library independently.

Public Wi-Fi continues to be inconsistent throughout the building.

The Town's custodial crew assisted with building and grounds cleanup, hanging clocks and bulletin boards, GCTH cleanup and salted/sanded walkways in advance of the first snow on Wednesday evening, which was much appreciated.

Eileen kindly helped coordinate gifts for our sponsored family for the Christmas season.

Borrower Services continue to cover the lobby and the adult circulation desk, manage the AMH system, help patrons navigate self-check in, self-check out, room reservations, copier use, finding items on the shelves, answer questions about material, register new borrowers, check out museum passes, manage out of network requests and returns, process delivery daily, place holds, monitor room reservation requests, document questions and comments from the public, and monitor youth behavior in the adult spaces.

Ranjita worked at the Grafton Celebrates the Holidays event here at the library.

This week Allie and Sandhya gave an impromptu tour to the Grafton Police School Liaison officer.

Allie and Susan did remote troubleshooting with Bibliotheca to repair one of our antennae plates (to lock and unlock the RFID tags), and we have a scheduled session to investigate a problem with the sorting machine. Jane worked on the NYT bestseller lists and handled a lot of the checking in of delivery items.

We've gathered a lot of Christmas movies from other libraries, as well as our own, and have them available to borrow.

Sarah and Stacie worked Grafton Celebrates the Holidays this week. Stacie helped patrons in the Children's Room while Sarah ran the craft in meeting rooms A & B.

Sarah ran preschool and toddler time story time sessions, shepherded the Young Scientists program, completed November stats and narrative, corresponded with patrons, prepped and ran a tween painting program, worked with Allison C and Beth G to revise the Unattended Child Policy, coordinated with the Friends of the Grafton Public Library regarding Grafton Celebrates the Library, assisted patrons, organized in the children's program room, and worked on book orders.

Jen continued to work on the January newsletter, updated social media and EventKeeper, ran library babies, put together book displays, assisted patrons, organized in the Children's program room, and helped to decorate the room.

Cyndi organized in the Children's Program Room, assisted patrons, worked on the Library of Things for youth, and helped to decorate the Children's Room with Stacie for a festive seasonal atmosphere. Stacie also put together book displays, and assisted patrons. Mare coordinated with volunteers and assisted patrons.

Kristin assisted patrons, coordinated, and communicated with the schools, and prepped for next week's book clubs.

The Reference Team put together seasonal and themed book displays, including Hot Books for Cold Nights and Pretend To Be A Time Traveler Day (It was December 8, if you missed it, maybe you can go back in time to revisit). Kate, one of our temps, offered to add genre stickers to Romance novels, and Erin offered to package our donation of Seeds so our seed library can debut this spring.

Teen services is working to schedule some tween programming and resume Dungeons and Dragons.

Donna kindly continues to catalog all the strange and interesting items we want to add to the collection, including – coming soon, just in time for winter boredom – puzzles for adults, a bulb planter, and banjoleles.

Veterans Services

No Report Submitted

GCTV

We recorded two Bus Stop Weather segments, hosted by Freshman Sophie Kling. Bob, Bill, and Jack each recorded a Promo for the GCTV Spring Producers Course. We are getting closer to finding a solution for full time Closed Captioning. Our partners at Tighrope/Cablecast are releasing details in January 2022. The Annual Open House was a big success, with over 12 families stopping by to record their Holiday messages in front of the Green Screen.

Brief video here <https://www.youtube.com/watch?v=gk7wmJye0FY>

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

December 14, 2021 (Business Meeting)

December 21, 2021 (Tentative-Business Meeting)

Upcoming Department Head Meetings

December 22, 2021 (Tentative)