



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: December 17, 2021

IMPORTANT NOTICES TO ALL DEPARTMENTS

- Town Offices will be closed Friday, December 24th and Friday, December 31st.

Town Administrator

- Interviewed for open positions
- Attended the library ribbon cutting
- Met with Tufts regarding Grafton Science Park
- Reviewed Budgets & Capital Plan as submitted by Department Heads

ADMINISTRATION & FINANCE

Finance Director/Town Accountant

No Report Submitted

Treasurer/Collector

No Report Submitted

Principal Assessor

No Report Submitted – Position is 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, if approved, to avoid a large number of records to be out at a time. More

information to be shared when available.

At the December 14th Select Board meeting, the Board approved an electioneering policy for the Municipal Center during early and absentee voting to follow the same rules that are followed at the polls on election day. An updated detailed disaster plan was also approved to provide steps on how to handle disasters that could occur on election day for election staff to follow.

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!

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 Carrier 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 (12/05/21 – 12/11/21)

372 log entries were made including 50 - 911 calls, 17 alarm calls, 21 ambulance calls, 3 animal complaints, 117 business/area checks, 3 disturbance calls, 2 fraud/ID theft complaints, 13 motor vehicle accidents, 42 motor vehicle stops and 5 well-being checks.

4 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on Safety Tips for Hosting Holiday Parties.

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.

Officer Crosby attended MPI Gold Shield leadership training. Lt. Minardi attended CEMLEC SWAT training. Sgt. Crosby and Detective Wenc attended MA State Police Drug Destruction Protocols & Procedures training. Officer Niford continues his FTO observations.

Fire Department

No Report Submitted

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

No Report Submitted

Engineering

No Report Submitted

Health Department

As of December 16, Grafton has been informed of a total of 1,800 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

No Repot Submitted

Planning

This week, the Planning Department completed administrative tasks for the Planning Board and met with representatives of Tufts University and Mass Development regarding the Grafton Science Park. Staff also attended an informational webinar regarding the Local Rapid Recovery Plan Community Funding Assessment and submitted the associated Application.

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 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

- Issued documents from the Commission's 12/7 meeting
- Updated templates and workflows in Viewpoint
- Worked on Green Communities grant projects

- Submitted FY23 budget
- Attended MSMCP webinar on resources for managing conservation land
- Conducted site inspections
- Fielded inquiries from residents and applicants

COMMUNITY SERVICES

Recreation Department

Grafton Celebrates the Holidays was held on December 5 with fun had by all. We'd like to thank all the businesses and organizations who participated in the event and helped make it happen!

Have you seen our new winter brochure? NEW afterschool, teen, and adult programs (including an adult pickup games program - all your favorite camp and recess games..come be a kid again!). Check it all out [HERE](#).

Please contact the department with any questions at recreation@grafton-ma.gov or 508-839-5335 x1156, visit our website at GraftonRec.com, and follow us on Facebook (@GraftonRecDept) for the latest updates.

Council on Aging

Completed the January Senior Center newsletter and sent it to be printed. Received a grant in the amount of \$500 from Harvard Pilgrim Health for transportation purposes. The Senior Center also received several very generous donations. The Senior Center continues to receive gift cards for Grafton seniors. Gifts from the Unibank Holiday Giving Tree are being picked up daily from Unibank by staff. Delivery of gift cards and gifts to seniors has started. Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

Beth worked on many details for the Ribbon Cutting and Dedication scheduled for Friday December 17 at 11am. Many thanks to Parks & Cemeteries, DPW, and Custodial for assisting in getting the building ready for its official dedication.

She attended a policy committee meeting, a Friends meeting, a Trustee's meeting, a construction meeting, and a staff meeting. She met with and directed many vendors this week: Evergreen Environments, LLC came to install another green roof, over the vestibule, thanks to a generous donor. Archetype Signworks installed the exterior Library sign, our street number, and our Dedication Plaque. Go2Blu was on site to install panic buttons and train staff. Marketspark came to connect our fax lines. DMH Electrical came to quote additional outlets. IT returned and got our gates software installed.

Beth and Sarah met with Cori from Tucker Interiors to go over shelving needs for the Children's Room, to provide a prioritized list to the Capital Campaign. Beth also unpacked and directed shelving of the historical collection, finished unpacking boxes in

her office and filing items from the move five months ago (finally!), drafted FY23 capital requests, drafted a FY23 library budget, and ordered software for the library.

In addition to staffing public service desks, the Borrower Services staff helped prep for the Ribbon Cutting. Susan also ordered fiction and e-content, interfaced with Musica Antiqua, who will be playing early music at the Ribbon Cutting ceremony, delivered 7 items to 4 Homebound patrons, processed volunteer applications, ran the BookWagon program at Crescent Manor, ran reports on items long in transit, and marked missing, which our Page searched for.

Allie also created signage for the New Material and Large Print Room, and worked with Beth on displaying the Mind, Body, Spirit boards from our summer Community Art Project. Sandhya updated several procedures in the procedure manual to reflect changes in the new building

Jane worked on reformatting the NYT Bestseller lists to fit into our new wall mount sign holders and made labels for the staff mailboxes.

Sarah, Jen, and Cyndi tidied all children's room spaces in preparation for the upcoming ribbon cutting ceremony and collaborated on upcoming afterschool and weekend programming. Sarah met with Allison to begin planning tween programming for January, February, and March, presented 2 live zoom sessions of preschool outreach to SGES, shepherded a session of Young Scientists and managed registration and patron communication, contacted AWE to rectify a support issue with stats, began planning for the winter sessions of Preschool Storytime and Toddler Time, communicated with patrons both over the phone and in person, managed the CR collection, and cover meal breaks in YA.

Jen worked on the January CR newsletter, assisted patrons, planned for the upcoming session of Library Babies, updated Event Keeper and social media, helped to manage CR volunteers, and assisted patrons. Cyndi continues to manage the CR Library of Things, made curtains for the Children's Workroom and programming space, helped to manage CR volunteers, and assisted patrons. Mare contacted volunteers to assign work shifts and followed up as needed, shelved, and assisted patrons. Stacie created take home packets for children and assisted patrons. Kristin has been contacting the schools, created a google form for library tours, planned book clubs, and assisted patrons.

Allison planned winter break programs for teens and tweens, and worked on Beanstack Challenges - creating two new, custom challenges (one for Popsugar Reads and one for Novelist Reads) as well as added some pre-done options for the winter.

Heidi ran book group discussions. Kate attended a round table on Envisionware, a software we are considering for PC print and reservations management. Eileen straightened out our National Grid account and learned where the meter is located.

OverDrive announced a number of accessibility improvements detailed on our website at <https://graftonlibrary.org/2021/12/17/libbyupdates2021/>

Veterans Services

No Report Submitted

GCTV

We recorded two Bus Stop Weather segments, hosted by Freshman Sophie Kling.

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

January 4, 2022 (Business Meeting)

January 11, 2022 (Workshop)

January 18, 2022 (Business Meeting)

Upcoming Department Head Meetings

January 5, 2022 @ 10:00 a.m.