



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: February 18, 2022

ADMINISTRATION & FINANCE

Town Administrator

- Began working on Municipal Energy Agreement bid
- Met with representatives from FinComm and reviewed budget and capital plan
- Met with representative from Grafton Historic Society
- Continued to refine budget book
- Continued work on long term finance projections.

Finance Director/Town Accountant

No Report Submitted

Treasurer/Collector

- Continuing disclosure completed and returned to FA
- Preparing for April BAN Renew
- Sewer C3 at bill print bill date 2/28 Due 3/30
- Excise Files 2021-06 2022-01 ready for bill print in new Software (Vadar) Bill date 3/18 Due 4/18
- Waiting on Lockbox to be done with format conversion to mail Excise
- Made decisions with Finance Director to move all future bill print to Kelley & Ryan as each bill application in Vadar is complete
- Met with tax title attorneys due to split. Made decision with Finance Director to move to Brown Legal PLLC for tax title handling
- Prepping tax title for Vadar conversion
- 21 MLC requests have been received/processed
- 5 Betterment payoff
- 3 Tax Title Certificate of Redemption processed

- January cash reconciliation on track for submission to accountant
- January trust funds reconciliation on track for submission to accountant
- Heavy flow of call and payment traffic online and in house

Principal Assessor

No Report Submitted

Town Clerk

Nomination papers for the Local Annual Election on May 17th have been available since Monday, January 31st. Any registered voter of Grafton can pull papers and 50 certified signatures are required to be added to the ballot. Visit <https://www.grafton-ma.gov/town-clerk/news/nomination-papers-town-election-available-monday-january-31-2022> for more information. The seats available are:

- Select Board – (2) – 3-year terms available
- Board of Library Trustees – (2) – 3-year terms available
- Planning Board – (2) – 3-year terms available
- School Committee – (2) – 3-year terms available
- School Committee- (1)- 1 year term available to fill a vacancy (added 2/1/2022)
- Town Clerk – (1)- 3-year term available

Over 8,500 census forms have been mailed to households in Grafton for 2022. In addition, dog licensing for 2022 has begun. Our staff is working hard to update census forms in the system and process dog license requests to mail back to residents. Forms can be returned via email at census@grafton-ma.gov, by mail or in the red drop box located out front of town hall. If you have not received your form, please contact our office at clerks@grafton-ma.gov to have a form mailed to you.

The annual acknowledgment of receipt sign-off for the conflict of interest was distributed to employees and board/committee members. The sign off is due within 30 days of receipt (due February 23rd, 2022). The online training is only required for individuals who did not complete it in 2021.

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 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.

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.

PUBLIC SAFETY

Police Department (1/23/22 – 2/12/22)

1027 log entries were made including 168 - 911 calls, 45 alarm calls, 95 ambulance calls, 14 animal complaints, 335 business/area checks, 7 disturbance calls, 2 fraud/ID theft complaints, 27 motor vehicle accidents, 47 motor vehicle stops and 15 well-being checks.

22 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on Beware of Recent Scams Affecting Grafton Residents, Online Dating Safety Tips and Cleaning Your Car's Windows and Roof After a Snowstorm.

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.

In addition, Lt. Minardi Attended SWAT in-service and Incident Command System 300 (ICS 300) training. Officer Plotkin attended Field Training Officer School. Officers Michniewicz and Spellman attended "BolaWrap" Remote Restraint Device instructor training.

Fire Department

Open Burning Permits are available at Grafton Fire Headquarters 26 Upton Street. Open Buring continues Monday- Saturday until May 1st at the discretion of the Fire Chief.

The Grafton Fire Department is always looking for residents interested in becoming a call firefighter. Please see the Fire Department page on the town web site for an application or call the fire department office for more information or speak to any current member of the dept.

During the past three weeks the department responded to 6 alarms sounding, 1 natural gas leak, 1 ice rescue, 11 calls for service/assistance, and 7 motor vehicle accidents. The inspectional services division performed 16 inspections, plan reviews, and continued follow-up services for ongoing property issues.

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

Public Works:

Resident sand and salt is available at the DPW facility, the stockpile is located outside

the fence at the entrance closest to the MA Pike ramp. 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. 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. Maintenance staff continues to maintain and repair equipment for winter operations. Staff provided road treatment and plowing operations for 6 winter weather events. Please see the DPW page on the towns website for the snow and ice policy.

Cemetery and Parks:

Routine department functions including, trash pick-up, construction and painting of replacement fencing, and grounds maintenance. Provided support for seven funerals. Asst. Highway Department with plowing operations. Maintain the ice rink at Mill Villages Park

Sewer Department:

Routine 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. Assist the highway dept with plowing operations.

Engineering

No Report Submitted

Health Department

As of February 17, Grafton has been informed of a total of 3,044 confirmed positive COVID-19 cases since case tracking started in early 2020. The number of new cases continues to be at a lower level than during the recent surge in Grafton, surrounding communities, the state and the country, but the Omicron and Delta variants are continuing to circulate throughout the US. 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).

Effective February 18, the local indoor mask mandate has been rescinded by the Board of Health. The local mask mandate was not applicable to schools and school property as the mask requirements for those are governed by DESE at the state level and the local school committee. Although the local mask mandate will not be in effect as of February 18, businesses and other facilities may choose to require employees and/or patrons wear masks (e.g., town-owned buildings). The Board of Health strongly recommends all individuals continue to wear masks, especially in heavily populated indoor locations and for those individuals who are or come in contact with high-risk individuals (e.g.,

immunocompromised). We will continue to monitor the ongoing case count trends.

The CDC advises that all individuals wear face masks when indoors in public places (regardless of vaccination status). In addition, Massachusetts released an advisory that all residents, regardless of vaccination status, wear a mask or face covering when indoors (and not in your own home) if you have a weakened immune system, or if you are at increased risk for severe disease because of your age or an underlying medical condition, or if someone in your household has a weakened immune system, is at increased risk for severe disease, or is unvaccinated. In addition, all unvaccinated individuals should continue to wear a mask or face covering when indoors with others.

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.

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

DEVELOPMENT SERVICES

Building/Zoning

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

Planning

This past week, the Planning Department completed administrative tasks for the Planning Board. Staff attended a webinar meeting regarding the proposed FEMA Workmap and also attended a meeting regarding Low Impact Development (LID) opportunities in Grafton as part of MS4 permit compliance.

Staff is continuing coordinating with representatives of the 244 Worcester Street 43D application, continuing development of a number of proposed zoning changes for the Spring Town meeting as well as applying for Tier II funding via the Complete Streets Program for Development of a Prioritization Plan (Application Deadline April 1, 2022). Staff is continuing coordination with the Planning Board and Town Administrator's Office regarding the budget proposal and continues to meet with a number of developers regarding potential projects in Grafton.

Conservation

- Issued documents from the Commission's 2/1 meeting
- Prepared for, attended, and issued documents from the Commission's 2/15 meeting
- Updated templates and workflows in Viewpoint
- Worked on Green Communities grant projects
- Worked with Recreation on RFP for landscape architect services for 95 North Street
- Attended third session of open space webinar series, FEMA webinar on updating maps, and LID review of town bylaws with VHB
- Met with Finance Director regarding chart of accounts
- Conducted site inspections
- Fielded inquiries from residents and applicants

COMMUNITY SERVICES

Recreation Department

Make plans for the kids during April Vacation! We have Outdoor Adventure, Horse Lovers, Horse Buddies, and Soccer Skilz. Registration is now open for all our spring and summer offerings, too. Check out the spring and summer brochure [HERE](#).

The ice rink at Mill Villages may be winding down for the season due to the recent warm and wet weather and will be closed for at least the next week. Please make sure to check our Facebook page for any operational updates and follow all posted rules. [CLICK HERE](#) for more information.

Last Monday, a Recreation Commission meeting was held and a new commissioner was recommended for appointment which the Select Board accepted the following week. We welcome Michael Bruny. The Director led a walk last Friday for a group of adults at Dean Park when a snowshoe hike wasn't able to occur. Northboro initiated a new spring women's recreational softball league which includes Grafton, Westboro, Hudson, and Southborough which has turned out to have large interest. The 95 North RFP for Landscape Design Services that Recreation and Conservation have been working on has been posted with bids due March 22.

Council on Aging

Completed the March Senior Center newsletter and sent it to be printed. Attended the monthly Worcester Regional Transit Authority Board meeting. Met with Sue Robbins and Greg Marr from the Finance Committee to discuss the COA FY23 proposed budget. Attended the monthly Council on Aging Board meeting. The topic of parking in the back lot was discussed at the COA meeting. The situation is the worst it has ever been. The parents are parking in every spot for student pickup, including the handicap spaces. They also circle the lot waiting for their student if a parking spot is not available. Received 161 brochures from SHINE (Serving the Health Insurance Needs of Everyone) to be addressed to residents turning age 65 between May and December 2022. Received the FY22 formula grant contract from the Executive Office of Elder Affairs. The total of the grant is \$34,584. AARP has started providing free tax service for Grafton

senior residents on Fridays and will continue through the month of March. Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

The Library had a delayed opening due to the unexpected snowfall over Sun/Mon. If Grafton Public Schools are delayed, the Library delays accordingly to give DPW time to clear our parking lot and Building Maintenance time to shovel or de-ice walkways. The Library's website and social media is the best place to check for closing information. The Library lot continues to be very icy due to short staffing at DPW. There is no one responsible for parking lot maintenance after 3pm. Thanks to Todd in the Building Department who came to de-ice!

Completion of the Construction Punch List continues. Beth approved design for a lighter gate for the bottom of the stairs and followed up on procurement requests from December, including gaming equipment, 3D printing equipment, art rail, blinds, shelving, and more. She oversaw DMH's installation of additional electrical outlets and a new roman numeral clock for the Large Print and Main Reading Room, as well as lighting in the lobby for the Donor Wall. Sunshine Sign installed the Donor Wall Friday morning, and it will be unveiled soon! Beth also followed up on additional signage requests.

CTA Construction Managers provided lunch for the staff on Valentine's Day. Beth set up a Valentine station on Valentine's Day; we are still conducting a Library Love program all month. Stop in the Friends Corner to complete a valentine (or take one and make it at home). Bring it back and we'll give you a FREE Library magnet!

Beth and other staff continuing interviewing for three position vacancies and are checking references. She completed a Massachusetts Board of Library Commissioners/Perkins Access Library Survey, reviewed January minutes from the Board of Trustee meeting, posted the November & December minutes and drafted the February meeting agenda. She attended a construction meeting and an online seminar on Weeding Library Collections.

Beth also dealt with behavioral issues, including multiple reminders every day for patrons not masking. We remain under the municipal mandate of August 5, 2021, to mask in municipal buildings.

We began allowing meeting room use and scheduling programs for adults this week. Large group meetings and adult programming begins Monday February 28. Beth fielded meeting room requests and scheduled two Farmer's Markets for March and April, and a discussion and film screening of *Pakachoag: Where The River Bends* for the Annual Meeting of the Blackstone River Watershed Association. She also worked with Apple Tree Arts to plan a 6-week Ukulele 101 class, which will begin March 2. For a complete calendar of events or to register for a program, please visit

www.graftonlibrary.org/events.

Heidi supervised a patron using historical documents, participated in interviews, and facilitated three book discussion groups. In addition to the "Need a Laugh?" display that Kate curated early this month, she has been compiling a social services resource for staff and patrons, which covers Grafton/Worcester area.

Susan and her team worked on faxing and book return/check in issues. Borrower Services also worked on IT support tickets, managing IT issues sheet, Readers Advisory Database, Troublemaker Training webinar, running reports for patrons interested in newsletter, adding patrons' emails to newsletter contact list, and approving a list of historical fiction books. Sandhya dealt with two patrons angry about having to wear a mask. She did her weekly update of Museum Pass procedures and processed several CLIO loans.

Ranjita has taken on upkeep of the Library of Things organization. Sandhya is training her. She will maintain the binders, find pictures and create a page for new additions, and send an email to all staff showing each new item added to the collection. Jane was trained to run the "patrons with wrong library" report and will take over compiling that data beginning with March statistics. The Romance sticker project is finished, and we started on Historical Fiction stickers this week.

Susan ran a department meeting, created a template for book club titles, arranged tech help for the fax machine and worked with Bibliotheca to fix a problem with items stalling on the belt. She also arranged two training sessions with Bibliotheca to be held in March, ordered Overdrive content, submitted CORI requests for volunteers, and began organizing staff reviews.

Sarah ran a Children's Room staff meeting and the weekly all library staff meeting, followed up with Beth and Cori about shelving in the CR, followed up with Beth about story walk stands, communicated with the Friends of the Library about the upcoming Egg Hunt, worked on collection development and material orders, spoke with a patron regarding donations for the library collection, reached out to Willard House to plan a time to meet and discuss partnership opportunities, gave a tour of the teen room, and met with Allison to brainstorm summer programming.

Jen brainstormed programming for Read Across America Day, worked on the library newsletter, updated EventKeeper, attended the weekly staff meeting, attended the CR staff meeting, and ran the Library's Teddy Bear Sleepover program. Cyndi attended the weekly staff meeting, finished preparing the make and takes for the Feb 23rd yearn dog program, continued to find and wrap books for the Mystery Playdate with a Book display, and gave tours to interview candidates. Mare has been following up with volunteers, attended the CR staff meeting, and assisted patrons. Stacie worked on library displays, decorations, and passive programming. Kristin ran three sessions of Book Clubs, organized in the CR supply closet, and collaborated with local schools.

Allison worked on magnet labels for the media collection to make it easier for patrons to find specific titles and easier for volunteers to shelf. Erin made origami hearts. Cyndi practiced dance moves with teen patrons. Additionally, Sarah and Allison met to work more on summer reading and are putting together our notes and we will share with Heidi. Beth has instructed summer reading will have online tracking again, and to pare down the program due to staffing and budgetary limitations.

CW MARS, our library network, will be doing regular maintenance and reorganizing some hardware at our co-location facility that will cause brief periods of down time between 8am-11am on the morning of Monday, February 21, 2022 - the Presidents' Day Holiday. A reminder: the Library will be closed in observance of Presidents Day on Monday February 21, 2022 – please check out our online databases, available 24/7 at www.graftonlibrary.org/digital.

Veterans Services

No Report Submitted

GCTV

No Report Submitted

IMPORTANT DATES TO REMEMBER

Upcoming Select Board Meetings
March 1, 2022 (Business Meeting)
March 8, 2022 (Workshop)
March 18, 2022 (Business Meeting)

Upcoming Department Head Meetings
March 2, 2022 @ 10:00 a.m.