



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: January 7, 2022

Town Administrator

- Hosted budget review meeting with all Department Heads.
 - Reviewed all departmental budgets as a group in ClearGov to facilitate team approach to budgeting.
- Closed Municipal Center due to COVID related staff shortages.
 - All services still operating normally.
- Attended first week of MMA-Suffolk Municipal Finance Seminar.

ADMINISTRATION & FINANCE

Finance Director/Town Accountant

- Continuing to work on revenue projections for FY23.
- Accounting Office is concurrently working on the Annual Continued Disclosure Report and the Town Report for the Accounting Dept.
- Will be meeting with department heads in early January 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.
- Town of Grafton will be participating in the Turbo Tax 2021form Import program. Employees will have the ability to automatically import their W-2 data into TurboTax.
- Attended the Department Budget review meeting where all department heads went over their department budget and capital requests. Town Administrator, and I will be meeting with Department Heads next week to drill down into each department's budgets.

- Started working with our Auditors on FY21 financials. Auditors are expected to be in the Municipal Center for the last week of January.
- Continuing working with Vadar on the chart of account conversion.

Treasurer/Collector

No Report Submitted

Principal Assessor

No Report Submitted – Position Vacant

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department (12/19/21 – 1/1/22)

548 log entries were made including 98 - 911 calls, 30 alarm calls, 50 ambulance calls, 5 animal complaints, 194 business/area checks, 6 disturbance calls, 4 fraud/ID theft complaints, 25 motor vehicle accidents, 25 motor vehicle stops and 10 well-being checks.

5 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on "Gift Cards and Consumer Rights" and "Four Things to do When Trading in Your Old Cell Phone."

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.

Fire Department

The current and former members of the Grafton Fire Department wish to thank Chief Gauthier for his 49 years of service to the department and the citizens of the Town of Grafton and wish him well in his retirement.

The Grafton Fire Department is always looking for residents interested in becoming a call fire fighter. 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 week the department responded to 6 alarms, 2 motor vehicle accidents including 1 fuel spill, and 2 calls for public service/ EMS assistance. The inspectional services division performed twelve inspections and continued follow-up services on five ongoing property issues.

The Fire Department also received a \$2,000 grant for vehicle extrication training and submitted a grant request to the Department of Fire Services for new Thermal Imaging Cameras.

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. 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 for four winter weather events this week. Please see the DPW page on the towns website for the snow and ice policy.

Cemetery and Parks

Routine department functions in including, trash pick-up, construction and painting of replacement fencing, and grounds maintenance. Provided support for three funerals. Asst. Highway Department with plowing operations.

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 continue and is expected to be completed by January 7, 2022. Assist the Highway Dept with plowing operations.

Engineering

No Report Submitted

Health Department

As of January 6, Grafton has been informed of a total of 2,318 confirmed positive COVID-19 cases since case tracking started in early 2020. The number of new cases continues to increase even further in Grafton, surrounding communities, the state and the country, and the Omicron and Delta variants are circulating throughout the US. Individuals are strongly advised to continue to exercise precautions (e.g., mask wearing, 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).

Effective January 5th in Grafton, face coverings are required in all indoor private common spaces in the workplace and indoor private spaces open to the public. This includes but is not limited to the premises of a business, club, place of assembly or other place that is open to members of the public, including but not limited to retail establishments, restaurants, bars, performance venues, social clubs, houses of worship, personal care and fitness establishments and event spaces, except when an individual is alone in a workspace or alone in a room at a workplace with a closed door or socially distanced from other individuals. For the full emergency order please see <https://www.grafton-ma.gov/board-health/news/covid-19-related-boh-executive-orders-effective-january-5-2022>

For those that may live, work, shop or socialize outside of Grafton and other communities that have indoor mask mandates, 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). Massachusetts particularly urges this recommendation 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.

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

No Report Submitted

Conservation

- Issued documents from the Commission's 12/21 meeting
- Prepared for, attended, and issued documents from the Commission's 1/4 meeting

- Updated templates and workflows in Viewpoint
- Worked on Green Communities grant projects
- Attended Department Head Budget Review Meeting
- Conducted site inspections
- Fielded inquiries from residents and applicants

COMMUNITY SERVICES

Recreation Department

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](#).

During the winter season, a temporary 60' x 90' ice rink is installed at Mill Villages Park, 61 Main St., South Grafton for use by all, daily weather-permitting from 8am-9pm. Please make sure to check our Facebook page for any operational updates and follow all posted rules. [CLICK HERE](#) for more information. Happy skating!

Spring & Summer Registration is almost here! The spring & summer brochure will be out the week of Jan. 17th and registration for all spring & summer programs will begin Feb. 7th at 8am.

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 and emailed the Senior Center's December 2021 operational report to the Worcester Regional Transit Authority. Distributed PAYT bags to those individuals who are part of the low income PAYT program. COVID rapid test kits were distributed to seniors who requested them. Began registering Grafton seniors for AARP's tax preparation which will begin on February 4th. Although the Senior Center became closed to the public, Meals on Wheels are still being delivered and transportation for medical appointments continues. Participated in the Executive Office of Elder Affairs training for the newly modified Council on Aging annual report which is due to EOEA by January 31st. Participated in the Department Head FY23 Budget Review meeting. Support was provided to seniors daily.

Library

The Library Director is closely monitoring staffing levels, and if we cannot meet minimum staffing due to COVID, we will close to the public and revert back to curbside pickup of materials and remote reference and reader's advisory. We made the difficult decision to halt in-person programming and meeting room use, along with all other local and surrounding libraries. We had additionally made computers unavailable in the

Children's Room.

We are also monitoring Friday's storm and anticipate reduced hours due to weather conditions and availability of maintenance staff to clear.

Cauzway was back on site at the end of last week to work on the Go2Blu panic button installation. This week, Beth completed a Library Staff and Diversity survey for the Public Library Association, an Accessibility survey for Institute of Museums and Libraries/Bookshare, attended the Library Planning and Building Committee Meeting, a Construction Meeting, attended a Department Head budget Meeting. She worked on final reports for the MA Board of Library Commissioners for the MPLCP grant, updating the Library calendar and staff scheduling. She took unscheduled leave time. Beth cancelled the Apple Tree Arts Ukulele program, scheduled to begin January 5, due to COVID. Beth responded to a patron complain about the reduction of in-person programming and public meeting room use, communicated with Willard House about a potential donation of a Willard Clock. The Library's Grand Reopening was featured in the Community Advocate: <https://www.communityadvocate.com/2021/12/23/welcome-home-grafton-celebrates-new-library/> and had a very nice letter from a patron commending her on her Library Leadership.

Internet was intermittent for staff and patron networks last week and our faxing has not been working since; Beth is working to resolve. Guest Wi-Fi is not working as of Wednesday and an IT request has been submitted. We have not had IT on site for the last two weeks.

Due to scheduled and unanticipated leave time, both youth services departments are short staffed and it was necessary for to close the room at 7pm on Tuesday. We have only closed departments or the building a half-dozen times since re-opening, at the cost of personnel taking meals late or early, covering outside of their departments, or staying late to cover desks. Now that several staff members are out due to COVID, we can't maintain this practice and anticipate further closures in the future.

Sarah created a book order, set up the CR refrigerator, managed staff, assisted patrons, wrote the monthly narrative and compiled CR stats, brainstormed ways to transition our in-person programming to a virtual format, communicated with Apple Tree Arts and Stem Beginnings regarding programming, worked her way through emails that were received during her vacation, assisted volunteers, and planned for the January school outreach virtual storytime visits.

Jen worked on transitioning Library Babies to a virtual format, began updating the website so we can add virtual program prompts and PDF based activities to families, began the February CR newsletter, and assisted patrons. Cyndi worked on shelving, assisting patrons, and her Paralibrarian III application. Stacie assisted patrons and came up with contact-free and socially-distanced passive programming for the CR. Kristin assisted patrons and continued her outreach work with the schools.

Allison reached out to Bibliotheca for training/installation on our collection development wand. She updated displays, ordered new books, and worked on a comprehensive inventory of the YA collection.

In addition to our usual Circulation functions, this week Borrower Services staff prepared three new monthly displays: "BIG BOOKS Might last longer than New Year's Resolutions," which has a selection of books with over 500 pages; "Can't Sleep?" which has a selection of audiobooks; and "Beat the Winter Blues," an assortment of books with blue covers.

Jane spent a lot of time over the past few weeks checking and correcting database links on the website; Sandhya provided notary service to a patron and marked all the Museum Passes for 2022; Ranjita fixed two receipt printers that had stopped working; Susan completed monthly statistics, inventoried bookstands, interfaced with Bibliotheca, delivered nine items to four Homebound patrons, delivered an assortment of materials to Crescent Manor (rather than doing the usual in-person monthly BookWagon program) and updated the list of requests from other libraries and have not been met or received.

Heidi answered reference questions, created library cards for people, worked on post-holiday library displays and prepared for upcoming book groups. Kate created printing instruction table tents to assist patrons on personal devices with connecting to our Xerox.

Veterans Services

No Report Submitted

GCTV

Chatted with TM Dawn Anderson about creating a Town Meeting tutorial series. Pinpointing some of the issues that may confuse Grafton voters.

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 11, 2022 (Workshop)

January 18, 2022 (Business Meeting)

Upcoming Department Head Meetings

January 19, 2022 @ 10:00 a.m.

January 31, 2022, Annual Town Reports Due

January 17th Town offices closed in observance of Martin Luther King Jr. Day