



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: January 14, 2022

Town Administrator

- Attended week 2 of Municipal Finance Seminar
- Continued work of FY23 Budget
- Finalized initial Capital Plan
- Attended kick-off meeting for Municipal Cyber Security Awareness
- Met with MassDOT and residents of Airport Road neighborhood
- Reviewed outstanding Grafton Common Improvement Project items with key stakeholders

ADMINISTRATION & FINANCE

Finance Director/Town Accountant

No Report Submitted

Treasurer/Collector

- RE/PP Q3 payments flowing in online and via mail
- Continuing work on Cont. Disclosure
- Positive Pay system set up
- Updated tax title functions and correcting links in SoftRight
- 12 MLC requests have been received/processed.
- December cash reconciliation on track for submission to accountant
- December trust funds reconciliation on track for submission to accountant
- Receivables reconciliation
- Increased volume of calls/emails and other various weekly tasks

Principal Assessor

1. Working remotely answering emails and returning any customer calls.
2. Met with Mary Lauria to discuss duties and responsibilities of the Principal Assessor.

Principal Assessor (cont.)

3. FY 2022 State form 2 mailed to 371 businesses for personal property.
4. 3 ABC forms mailed to 23 exempt properties requiring yearly approval.
5. Received, reviewed and processed 13 real estate exemptions.
6. Field inspections for 3 new construction properties and 1 permit.
7. Working on the Annual Town Report for the Assessors Department.
8. Working on Continuing Disclosure Annual Report.

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department (1/2/22 – 1/8/22)

317 log entries were made including 60 - 911 calls, 14 alarm calls, 40 ambulance calls, 6 animal complaints, 110 business/area checks, 3 disturbance calls, 4 fraud/ID theft complaints, 9 motor vehicle accidents, 15 motor vehicle stops and 5 well-being checks.

5 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on Tips for Motorists on How to Spot a Drunk Driver.

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 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 week the department responded to 5 alarms, 1 motor vehicle accident, 1 fuel spill, 1 chimney fire, 1 mutual aid, and 2 calls for public service/ EMS assistance/ Gas Odor. The inspectional services division performed six inspections and continued follow-up services for ongoing property issues.

The Fire Department also received a \$16,000 grant from the Department of Fire Services for three new Thermal Imaging Cameras.

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. The town also has been notified that we have received a \$60,000 grant to be applied toward the purchase of a new six-wheel dump truck. 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 three 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 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 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.

Engineering

No Report Submitted

Health Department

As of January 13, Grafton has been informed of a total of 2,607 confirmed positive COVID-19 cases since case tracking started in early 2020. The number of new cases continues to be at an increased level 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 newer Omicron variant. In addition, individuals are strongly encouraged to get vaccinated and to get a booster (if they are eligible).

Effective January 5 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 & 1/4 meetings
- Updated templates and workflows in Viewpoint
- Worked on Green Communities grant projects
- Conducted site inspections
- Fielded inquiries from residents and applicants

COMMUNITY SERVICES

Recreation Department

Make plans for the kids during February Vacation! We have Outdoor Adventure, Horse Lovers, Winter Wonderland Sports, Babysitting Certification and Home Alone Safety. Check out all of our winter offerings including snowshoe and outdoor game rentals [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!

We are excited to announce that our Spring & Summer lineup has arrived! View the brochure [HERE](#). Registration opens February 7 at 8am.

The Recreation Commission held its monthly meeting on Monday. The Director attended the monthly meeting of Massachusetts Recreation and Park Association Central Region and worked with Conservation to draft the RFP for landscape architect services at 95 North St.

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 submitted to the Department of Transitional Assistance (DTA) and UMASS the SNAP (Supplemental Nutrition Assistance Program) FY22 QTR 1 claims for reimbursement. Worked on gathering data for the COA's portion of the Town's Annual Report. Worked on the February Senior Center newsletter. Attended another Executive Office of Elder Affairs training (working session) for the newly modified Council on Aging annual report which is due to EOE by January 31st. Continue to register Grafton seniors for AARP's tax preparation which will begin on February 4th. Distributed At Home COVID Test Kits for seniors who request them. Although the Senior Center is closed to the public, Meals on Wheels are still being delivered and transportation for medical appointments continues. Applications for fuel assistance and SNAP continue to be submitted. Support was provided to seniors daily.

Library

The Library had a scheduled delayed opening on Thursday. A dozen staff attended a remote learning session on the Science Fiction genre where we discussed the benchmark book **1984**, by George Orwell.

After the very freezing weather on Tuesday, we had an issue with the AMH flap and the door opener. AMH is working, and we are troubleshooting the door opener. The doors are very heavy and we rely on it to allow people into the building. A train passing

through rumbled enough to shake loose a screen in a large second floor window, knocking the computer and monitor housing the security software over and necessitating a new monitor, an unexpected expense. It's unclear why the screen was not secure upon installation.

Beth connected with IT and delegated a staff member to work remotely on Wi-Fi and faxing, which have been outstanding issues since the Municipal Center lost internet a few weeks ago. Patrons visiting the library can request a Wi-Fi hotspot to take home or use on site. She registered for the ALA online Midwinter conference LibLearnX, which takes place at the end of January, worked on a non-fiction book order, the FY23 budget, shelving and book end issues, electrical issues, bills/invoices from the construction project, reviewed Library job descriptions for the salary and classification survey, and worked on the Library newsletter.

Digital content fans should be aware that the OverDrive app is being phased out – if you haven't already, download Libby from <https://www.overdrive.com/apps/libby/> and use Libby instead.

Once installed, under the Home screen, scroll down to extras to access on demand content specific to Grafton Library cardholders:

- ArtistWorks provides world-class instruction for the most popular string and band instruments through self-paced video lessons from professional musicians.
- Craftsy is an online resource for all creative makers from basic instruction to advanced techniques for fabric and yarn crafts, baking, drawing, and much more.
- The Great Courses offers engaging and understandable lectures by esteemed professors, professionals, and experts in topics ranging from history, better living, science, language learning, and much more.
- INDIEFLIX is a streaming movie service that offers access to pop culture favorites, box office hits, award-winning feature films, documentaries, and shorts.
- Qello Concerts by Stingray is the world's largest collection of full-length concerts and music documentaries streamed on-demand to just about any digital device.

Borrower Services staff have been managing circulation, patron needs at the public computers, processing holds and requests, managing delivery and the AMH system, and covering the lobby.

Sarah managed scheduling gaps, covered in the lobby, worked solo in the CR covering the desk, assisting patrons, and answering the phone, created fifteen grab and go kits with activity prompts for preschoolers, created storytime handout kits for toddlers, worked on LEGO school age kits, created outreach lesson plans, presented three outreach storytimes to NGES virtually, communicated with Cori from Tucker interiors, corresponded with apple tree arts, YFCP, & STEM Beginnings, communicated interdepartmentally to problem solve as issues arose, and managed volunteers.

Jen created grab and go lessons for babies, worked on the February newsletter, updated the online calendar, covered the desk in the Children's Room, and assisted Sarah and Cyndi with managing volunteers. Cyndi made curtains for the Children's program room bookshelf, made tabletop promotional signage for LEGO Brick Builders, and worked on her paraprofessional application. Kristin worked on school outreach, planning for three upcoming sessions of book club, and decorated the newly installed CR/YA bulletin board.

Stacie cleaned and prepped LEGO for school age kits, covered the desk, and created book displays.

Allison continues working on a complete inventory of the teen collection, checking every YA item to make sure that it's listed correctly in the system - available items are actually on the shelf, etc.

Heidi hosted the "Not Just For Young Adults" Book Group Monday evening. We discussed ***We Hunt the Flame***, by Hafsa Faizal. She also answered reference questions, created library cards for people, worked on statistics, and did research for future book discussions.

A reminder: The Library will be closed on Monday January 17, 2022 in observance of Martin Luther King Jr. Day. No materials are due (even if you received a notice that the item is due, we are in process of changing due dates to 1/18/2022 due to a glitch in our calendar submission to the CW MARS network. We continue to suspend fines for the duration of the pandemic.

Veterans Services

No Report Submitted

GCTV

Bus Stop Weather started up again after the holiday break, and some time off due to Covid concerns. We're all cleared and producing 2 segments per week. Paul Cournoyer has requested help in producing a Fire Department recruitment video. We are currently shooting video for a virtual studio tour. We have also produced three promo videos announcing the April 2022 startup of the GCTV Producers course.

As always, GCTV Staff continues to maintain coverage for all GCTV 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 18, 2022

February 1, 2022

Upcoming Department Head Meetings

January 19, 2022