



## MEMORANDUM

### OFFICE OF THE TOWN ADMINISTRATOR

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TO: Select Board

FROM: Evan Brassard  
Town Administrator

RE: Administrator's Weekly Report

DATE: January 21, 2022

#### ADMINISTRATION & FINANCE

##### Finance Director/Town Accountant

- Continuing to work on revenue projections for FY23. Below is first draft of revenue projections. Still waiting on figures from the State for Cherry Sheet estimates. Will continue to fine tune revenue projections for local receipts. ClearGov is updated with all current data.

R/E & PP Taxes	52,001,820.00
MX Taxes	2,900,000.00
Local Receipts	2,129,308.00
Net Cherry Sheet	12,459,326.00
Sewer TX	2,065,734.00
Total Revenue	71,556,188.00
Overlay	(350,000.00)
Total Avail Revenue	71,206,188.00

- Accounting Office is concurrently working on the Annual Continued Disclosure Report and the Town Report for the Accounting Dept.
- Town of Grafton will be distributing W-2's in the mail to all employees early next week. W-2 information can also be accessed in your Harpers Employee Forward. Please reach out to HR if you need assistance with set up.
- 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.
- Attended the public meeting for Finance Committee. Agenda included setting budget dates for departmental reviews.
- Met with School Department to discuss revenue projections, school budget, and override capacity available for FY23.
- Started working with our Auditors on FY21 financials. Auditors are expected to be in the Municipal Center for the week of January 31st.

- Continuing working with Vadar on the chart of account conversion. Working on Parcel ID Identification formatting. Next Steps in the conversion: MVX Installment for FY22 1<sup>st</sup> commitment, and Tax Title Instalment.

#### Treasurer/Collector

No Report Submitted

#### Principal Assessor

1. Working remotely answering emails and returning any customer calls.
2. Reviewing and processing the 2022 State form 2 (Forms of List) for personal property.
3. Received and reviewed 2 personal exemption applications.
4. Field inspections for 2 new construction property and 2 building permits.
5. Entered 30 permits into the Vision Database
6. Processed 4 abutters requests.
7. Completed the Annual Town Report for the Assessors Department.
8. Working on finishing the Continuing Disclosure Annual Report.
9. Attended MIIA Management Webinar

#### Town Clerk

No Report Submitted

### **PUBLIC SAFETY**

#### Police Department (1/9/22 – 1/15/22)

327 log entries were made including 52 - 911 calls, 10 alarm calls, 32 ambulance calls, 3 animal complaints, 115 business/area checks, 3 disturbance calls, 1 fraud/ID theft complaint, 11 motor vehicle accidents, 20 motor vehicle stops and 5 well-being checks.

11 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on Tips for Safe Winter Driving – Part 1.

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.

Sgt. Mazzola attended a week-long First Line Supervisor training hosted by the MPTC. Lt. Minardi attended SWAT in-service training.

#### Fire Department

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 8 alarms, 1 electrical fire, and 2 calls for public service/ EMS assistance/ Gas Odor. The inspectional services division performed 9 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 \$5,000 grant from the Grafton Land Trust for river and stream crossing signs. 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 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

- Working on revising specs for current year contracts to go out for bid,
- Milford Road sidewalk additional punchlist items reviewed with contractor,
- Met with Eversource to discuss concerns over lack of progress on Main Street,
- Review plans for Fitzpatrick Road culvert project prior to submittal to MassDOT,
- Continue working on Year 4 NPDES Permit requirements,
- Continue to work with town staff and departments on other projects and day to day activities.

#### Health Department

As of January 20, Grafton has been informed of a total of 2,819 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 1/4 meeting
- Prepared for, attended, and issued documents from the Commission's 1/18 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 training on wetland beaver issues & solutions
- 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.

### Council on Aging

Completed the February Senior Center newsletter and sent it to be printed. Attended the monthly Worcester Regional Transit Authority Board meeting. Participated in a virtual meeting with Senator Mike Moore and some of the other Senior Center Directors from his district to give an update on the status of the Senior Center and what issues, if any, we were running into. Completed and submitted to the Executive Office of Elder Affairs the FY21 annual report. Although the Senior Center is closed to the public, Meals on Wheels are still being delivered, transportation to medical appointments continues, and the office is staffed daily. Wellness checks, support, advocacy, and guidance was provided to seniors.

## Library

The Library was closed in observance of MLK Jr. Day on Monday. When patrons reported the intake for the book return was jammed, a staff member kindly came in over the weekend to clear the jam and get the machine running again.

Library Director Beth Gallaway worked on the Annual Report and December report and attended a construction meeting and a staff meeting. Beth finished reviewing revised job descriptions, and scheduled library maintenance visits with Renaud HVAC and East Coast Fire and a Ventilation. She met with a patron regarding donations and fielded questions about Library parking for a local event during operating hours, meeting room inquiries, and library photos . She met with Willard House and Clock museum to discuss several partnership opportunities, including a clock loan, lectures and other programs. Beth reached out to Bibliotheca to schedule trainings on new software. Beth corresponded with returning staff, the Board of Trustee Chair, the Capital Campaign President, accounting, IT, Integra (phone provider), MarketSpark (faxing) and MA Disability Commission regarding a grant award. She also responded to a patron complaint about the way new items added to the collection are displayed on a digital carousel in the library's online catalog; patrons can go to <https://grifton.cwmars.org/eg/opac/results?depth=0;locg=45;bookbag=23343> to view a list of recently added titles or subscribe to Wowbrary, a weekly email that lists new titles, at [www.wowbrary.org](http://www.wowbrary.org). Beth will be attending LibLearnX, the American Library Association's midwinter virtual conference, over the weekend and through Monday. Paul and Richard from CTA Construction Managers were on site to review punch list items, including window clips and HVAC, with various vendors.

We hear tax forms are coming soon. As usual, we allow printing of the first set of forms for FREE – additional copies and instructions are \$.20/page for black and white, double-sided prints. You can access tax forms at [irs.gov](http://irs.gov).

In the past week, we circulated 2,605 items, placed 598 holds, and pulled 394 items for patrons to pick up locally or at another library via delivery. We sent 566 items in-transit and received 357. We issued fourteen new library cards, including one eCard, and our most requested title was The Vanishing Half by Brit Bennett. We've counted 1,765 visitors this month to date.

The Grafton Public Library helped CW MARS reach a record-breaking two million digital book checkouts in 2021, checking out 31,154 to Grafton cardholders in 2021. For CW MARS, this milestone illustrates the continued growth and importance of library digital lending of eBooks and audiobooks, especially after a prolonged period of building closures due to the global pandemic. CW MARS, a consortium consisting of over 150 libraries in Central and Western Massachusetts, is one of 121 public library systems worldwide that surpassed one million checkouts (complete list here). Grafton Public Library and other CW MARS member libraries have been providing readers 24/7 access to eBooks and audiobooks for several years through the award-winning Libby app, the library reading app created by OverDrive.

Borrower Services staff accomplished all the normal weekly tasks involved with circulation; museum passes; volunteers; home delivery; ordering fiction, large print, audiobooks and DVDs, ordering and distributing supplies; overseeing ILL; overseeing the AMH system; tracking IT needs, and brainstorming future display ideas. We began putting genre stickers on our fiction titles, starting this week with romance. Allie worked on newsletter graphics and curation of content, and began assembling an online database of Readers Advisory Genres/Subgenres, with direct links to titles in the library's online catalog.

Heidi hosted the virtual Daytimers Book Group Tuesday afternoon, discussing *The Thursday Murder Club* by Richard Osman. She also hosted the virtual GPL Mystery Book Group Tuesday evening; they discussed *White Corridor* by Christopher Fowler. She also answered reference questions, created library cards for people, worked on statistics, and did research on books for a private mystery book club that borrows their books from the library, ordering the books for them once the titles have been agreed upon.

Allison created a more detailed spine label decoder sign for the volunteers that talks about the different call numbers and what sections they belong to. She also found three boxes of fiction books that contain part of the YA collection! She put up three new endcap displays: Animals (nonfiction), Make It, and One Word Titles. Allison is working on a Blind Date with a Book Display for the month of February.

Sarah met with Beth, began planning for February and March, submitted December stats, communicated with Apple Tree Arts in regards to February and March programming, Communicated with STEM Beginnings and YFCP about upcoming preschool STEM series, met with Cyndi and Jen to update our volunteer program, cleaned in the CR program room, gathered supplies for disc cleaning, spoke to Donna and Susan about a damaged audio boo that may have been due to a bad pressing, met with Allison regarding upcoming tween programming, created grab and go activities for preschoolers and toddlers, moved the CR new books from carts to shelves we purposed from the nonfiction shelving project completed by Cyndi and Stacie, and corresponded with the schools.

Jen worked on the upcoming February newsletter, worked on Eventkeeper maintenance, put together baby grab and go program bags, and helped to create LEGO grab and go kits. Kristin prepped for upcoming book clubs, corresponded with the local schools, and decorated the CR/teen bulletin board. She ran three book clubs for Grades K-5 on Thursday evening via Zoom. Stacie reached out to Milford for our big window display and planned a space themed valentine to go with all our Heart decorations set to go up for February. She planned a fun poem scavenger hunt for the monthly mission for February in the children's room. Cyndi and Stacie shifted and reorganized Children's non-fiction creating a shelving section now for our oversize books as well. Cyndi organized in the Children's Library of Things, and helped to pack LEGO grab and go kits.

Veterans Services

No Report Submitted

GCTV

We recorded two episodes of Bus Stop Weather. So far there have been 3 requests for information relative to our Spring Producers Course. GCTV was the base of operations for the Harrington Fund Raiser (1-15-22) hosted by Rep. David Muradian, and Anzio's Pizza. GCTV Interns spent some time in studio to work on various projects.

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  
February 1, 2022 (Business Meeting)  
February 8, 2022 (Workshop)  
February 18, 2022 (Business Meeting)

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