



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: July 1, 2022

Town Administrator

- Appointed new Senior Center Director
 - Starting 8/1/2022
- Finalized End of Year Transfers
 - Met with FinComm and Select Board for approval
- Met with FinComm to fund new "Welcome to Grafton" sign
- Met with Residents regarding various concerns
- Kicked off Capital Planning Process
- Attended Pinning Ceremony for Chief Mathieu

ADMINISTRATION & FINANCE

Town Accountant

Week of 6/23/2022

- Attended MMA Personnel & Labor Relations Policy Committee. Agenda topics included legislative update:
 - COLA local option for retirees (up to 5%). MMA opposes this bill as money is not budgeted for FY23, and this will also balloon pension liabilities for communities.
 - Bond Bills 1- IT/General- Cyber Security Grant opportunities, 2- Infrastructure/Mass Track – local earmarks for State Roads and Complete Streets, 3- Economic Development Bill/Forward Bill – ARPA Money earmarks. Retiree cap on number of hours have been lifted for 2022 calendar year.
- Participated in the COA Director interviews.
- March & April cash has been reconciled with the Treasurer/Collector.

- Completed mapping out old Softright account numbers to the new Vadar account numbers for FY23 General Fund, Sewer Enterprise budgets. I will push out the file to department heads next week.
- All Vadar users will be contacted by our IT consultants to download the new software onto their computers. Please reach out to the Accounting Department if your computer has not been updated with the new software.
- Continued working on the 5-year forecast. Forecast will be finalized by mid/late August.
- Attended ARPA Committee meeting on Monday June 13th. Committee review ARPA Survey results. Please email me if you would like a copy of the ARPA survey results presentation.
- Continuing working with Vadar on the chart of account conversion, all changes to funds have been submitted to Vadar. Awaiting their completion of the set up.
- IT consultants have been updating all Vadar users with Citrix software in preparation of new chart of accounts for 7/1.
- Emailed all Vadar users their respective login username/passwords.
- Vadar training for A/P will be conducted first week of July.

Treasurer/Collector

No Report Submitted

Principal Assessor

1. Entering growth.
2. Finished and submitted Map Changes.
3. Entering 2022 supplemental bills.
4. Submitted, through DOR Gateway, FY 2022 Veteran Exemptions, MDM-1, motor vehicle excise reimbursement, Omitted & Revised Assessment Report and LA-13A.
5. Fielding calls regarding motor vehicle excise tax.
6. Processed 32 motor vehicle excise abatements.
7. 3 Abutters lists.
8. 20 property inspections.

Town Clerk

On Monday, June 27th, Edward Kilik (101) was awarded the Boston Post Cane for Grafton since revitalizing the program. Mr. Kilik was born on June 9, 1921, in Worcester, Massachusetts, and moved to Grafton at the age of 9, in 1930. He grew up on his family's farm on Brigham Hill Road where he picked apples and milked dairy cows. He graduated from Grafton High School in 1939.

Late fees for unregistered dogs will be added on June 1st. Dogs registered on or after June 1 will have an additional \$10.00 late fee per dog in addition to the license fee and will be referred to the Animal Control Officer.

Preparations for the September Primary are under way. Please check the website for further information and updates.

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 (6/19/22 – 6/25/22)

322 log entries were made including 50 - 911 calls, 5 motor vehicle accidents, 15 alarm calls, 15 ambulance calls, 9 animal complaints, 4 arrests, 73 business/area checks, 5 disturbance calls, 39 motor vehicle stops and 6 well-being checks.

2 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on Leave Fireworks to the Professionals.

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.

Officers Atchue and Spellman attended a Mental Health and Law Enforcement Conference held in Fitchburg sponsored by the Department of Mental Health. I attended a Recovery Coach Grant Quarterly Meeting held by the District Attorney's Office. Lt. Minardi and I attended the quarterly Community Relations Council Meeting at Grafton Job Corps. Officers Dias and Padgett continued their field training with designated Field Training Officers (FTO).

Police Department (6/12/22 – 6/18/22)

355 log entries were made including 49 - 911 calls, 9 motor vehicle accidents, 14 alarm calls, 22 ambulance calls, 9 animal complaints, 5 arrests, 72 business/area checks, 5 disturbance calls, 47 motor vehicle stops and 2 well-being checks.

9 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *Home Alone Safety for Children*.

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.

Lt. Minardi attended CEMLEC SWAT training and Officers Dias and Padgett continued their field training with designated Field Training Officers (FTO).

Fire Department

No Report Submitted

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

No Report Submitted

Engineering

No Report Submitted

Health Department

As of June 24, Grafton has been informed of a total of 3,578 confirmed positive COVID-19 cases since case tracking started in early 2020 (Note: The Alliance has switched to weekly case count reporting on Friday afternoons for now). The case counts continue to be elevated some, so 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). The Board of Health will continue to watch the case counts.

The CDC has released updated guidance on when to wear a mask. See <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>. In addition, Massachusetts released updated guidance on when to wear a mask. See <https://www.mass.gov/info-details/covid-19-mask-requirements>

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.

Tick and mosquito season is upon us, so the BoH reminds everyone to take the proper precautions.

The BoH and Alliance are also monitoring the Monkeypox situation that is occurring in MA, other states, and the world.

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 Commission's 6/14 meeting
- Reviewed applications for Commission's 7/19 meeting
- Continued to transition department to Viewpoint, assemble GIS trail maps, digitize archive files, and work toward obtaining a grant for Hennessey repairs
- Conducted required public outreach regarding septic system maintenance and dog waste disposal under MS4 permit
- Attended: meeting with RDLA for final design for passive recreation park at 95 North Street, meeting with VHB for annual MS4 wrap-up, & weekly development team meeting
- Conducted site inspections
- Fielded inquiries from residents and applicants
- The ad for a Part-Time Field Inspector is live at: <https://www.grafton-ma.gov/human-resources/pages/employment-opportunities-now-hiring>
- Select Grafton at: www.greatamericanrainbarrel.com/community/ to purchase your own rain barrel

COMMUNITY SERVICES

Recreation Department

No Report Submitted

Council on Aging

No Report Submitted

Library

This week we said goodbye to retirees Donna Bates-Tarrant who worked at GPL in the Children's Room and then Technical Services, totaling 22 years, and Susan Leto, who worked for 19 years in Circulation. Susan will return to volunteer and temp after a vacation, and you'll likely see Donna return at Mystery Book Group! We wish them well and will miss them!

Please welcome Eric Lindstrom, appointed as Reference Librarian – he will be working with Heidi Fowler – and Debby Jackson, appointed as Administrative Assistant.

Library Director Beth interviewed 3 candidates for the Head of Borrower Services position and came to consensus on a finalist. She set up interviews for the Technical Services Librarian position for next week. Beth met with the Construction Team, met with John Stephens from CPC, corresponded with Skip Carrier regarding materials at Nelson Library, attended the Friends Annual Meeting, met with IT, met with Joe from Joe Obrien Construction for installation of rain gutters on a door with a leak, met with Advantage HVAC, and worked on overdue construction reports. She ordered books and new materials, reviewed the budget, planned programs, updated the Library website and event calendar, and tried logging into the new accounting software. She also covered in the Children's Room.

Borrower Services

Borrower Services staff managed the adult circ desk, the lobby, the AMH equipment, room reservations, museum pass reservations, placed holds and answered patron questions, assisted patrons with faxing and printing, assisted patrons with self-check in and self-check out and processed delivery.

Sandhya processed ILLs, updated Museum passes, cleared expired holds and ordered books for an upcoming display.

Ranjita worked on NYTimes Best-seller list; did a first-aid/AED check, and ordered books for a July display

Jane prepared for the staircase display on American Revolution fiction. She also prepared an endcap display for "Dewey Decimal Number of the Week" that will be changed each week, beginning with the "zero hundreds" to show what types of topics are in the 0-99 range. She also worked on a list of Amish Fiction series'.

Allie created a museum flyer, worked on the July end-cap display poster, pulled books for July's endcap display, assisted patrons, and worked on Readers Advisory and the newsletter.

Susan supervised the team, arranged for 6 items to be delivered to homebound patrons, compiled a current list of contacts for her replacement, reviewed Circ procedures for future new hires, trained a staff member to compile statistics and handle Home Delivery, completed some statistics, participated in 3 interviews, and cleared her office because she is retiring!

Children's Services

Teen Services

This week the Switch controllers were cataloged and teens could start checking them out to use in the Game Room. Allison finalized a book order for July. She also

brainstormed and put together a list of books for end cap displays in July including: Sunglasses (on the cover), Beach Reads, Camping and more.

Reference Services

This week Heidi hosted the Reads Well with Others book group. We discussed *Harmony* by Carolyn Parkhurst and she also hosted The Inspirational Book Group's discussion of *Featherhood: a memoir of two fathers and a magpie*, by Charlie Gilmour. She also attended the Friends of the Library's Annual Meeting. Heidi answered reference questions, created library cards for people, worked on statistics, on program planning and continued to advertise library events. Eric covered the reference desk.

Veterans Services

No Report Submitted

GCTV

No Report Submitted

IMPORTANT DATES TO REMEMBER

Upcoming Select Board Meetings

July 5, 2022 (Business Meeting)

July 12, 2022 (Workshop)

July 21, 2022 (Business Meeting)

Upcoming Department Head Meetings

July 6, 2022