



## MEMORANDUM

### OFFICE OF THE TOWN ADMINISTRATOR

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TO: Select Board

FROM: Evan Brassard  
Town Administrator

RE: Administrator's Weekly Report

DATE: July 8, 2022

#### Town Administrator

- Attended Codification Meeting for Online Bylaw Software
- Hosted Department Head Meeting
  - Continued Negotiation Training with Chris Voss
- Attended Content Process Meeting for New Website
- Reviewed Policies for Select Board Review
- Finalized Draft of two Request for Proposals
- Ordered the three Ford Maverick Hybrids approved by Town Meeting

### ADMINISTRATION & FINANCE

#### Town Accountant

- Completed mapping out old Softright account numbers to the new Vadar account numbers for FY23 General Fund, Sewer Enterprise budgets. I pushed out the file to department heads.
- FY23 General Fund and Sewer Enterprise Fund budget has been uploaded to Vadar.
- All Vadar users should have been 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.
- I have emailed all Vadar users their respective login username/passwords. Please reach out to accounting if you need your password resent.
- Accounting Office has participated in Vadar Accounting module training.
- Attended School Vadar AP training, as well as Betterment application training.
- Remote AP training will be conducted this Friday as well as next Monday in preparation for all departments to start entering their bills for Warrant #3.
- Continued working on the 5-year forecast. Forecast will be finalized by mid/late August.
- Attended joint Finance Committee and Select Board meeting to complete the final interdepartmental transfers. All accounts have been updated with transfer amounts.

- Attended AG Statewide Opioid settlement webinar. Grafton is expected to receive 586,178 over the next 20 years.
  - FY22 allocation is 65,920
  - FY23 allocation is 34,934
  - The agreement lays out various programs and strategies designed to support and promote:
    - Opioid use disorder treatment access
    - Support for people in treatment and recovery
    - Connections to care
    - Harm Reduction
    - Meeting the needs of justice-involved individuals
    - Support for Pregnant and Parenting Individuals and their Children
    - Prevention
    -
  - For more information see below link:

<https://www.mass.gov/doc/march-4-2022-ma-subdivision-agreement/download>

#### Treasurer/Collector

No Report Submitted

#### Principal Assessor

1. Continuing to enter growth from building permits/inspections through June 30, 2022.
2. Processed Motor Vehicle Excise commitment 2022-03.
3. Updated new base values and chapter land values in Vision.
4. Processed 2 Chapter 61A lien releases.
5. Prepared 2022 supplemental real estate tax billing.
6. Processed 4 motor vehicle excise abatements.
7. 4 Abutters requests.
8. 2 property inspections.

#### Town Clerk

On Monday, June 27<sup>th</sup>, 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 1<sup>st</sup>. 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 (6/26/22 – 7/2/22)

345 log entries were made including 57 - 911 calls, 11 motor vehicle accidents, 11 alarm calls, 30 ambulance calls, 7 animal complaints, 3 arrests, 85 business/area checks, 6 disturbance calls, 43 motor vehicle stops and 5 well-being checks.

16 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *Keep Your Home Safe While on Vacation*

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 Alves and Spellman held an orientation for participants in the Grafton Youth Police Academy on Wednesday. Officers Dias and Padgett continued their field training with designated Field Training Officers (FTO).

### Fire Department

Captain Paul Cournoyer was promoted to Interim Deputy Chief. Auxiliary Firefighter Sara Bianco was promoted to Regular Firefighter status after her graduation from the Massachusetts Fire Academy.

During the past week the department responded to 11 calls including: 1 medical, 2 motor vehicle accidents, 1 service call, and 7 alarms sounding.

Members participated in the Grafton July 4th Parade.

The inspectional services division conducted inspections, plan reviews and continues to train new firefighters on how to perform residential inspections.

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

Public Works: Please contact the DPW Office to report any potholes. The brush dump on Millbury Street will be closed week days during the months of July and August in order to remain open into the fall months. It will remain open on Saturdays from 9:00am- 1:00pm. The recycling drop off area is located at 64 Old Westboro and operates Saturdays 8:00am-1:00pm and Tuesdays and Thursdays from 10:00am-2:00pm. Main Street improvements project will continue for the next two years, please use caution in the area and expect delays and detours

Highway Department: Routine Operation and maintenance of town owned infrastructure and equipment. Catch basin cleaning, and street sweeping will continue through the summer months. Grass and roadside mowing will continue for the season. Drainage improvements and repairs continue. Intersection and crosswalk line painting is underway.

Cemetery and Parks: Routine department functions including, mowing parks and cemeteries, trash pick-up, construction and painting of replacement fencing, and grounds maintenance. Provided support for two funerals.

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. The Grafton Wastewater Treatment Plant continues to participate in the CDC COVID sampling and testing program, results will soon be released by the Board of Health.

### Engineering

No Report Submitted

### Health Department

As of July 1, Grafton has been informed of a total of 3,599 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

- 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
- Assembled quarterly updates for CPC and Green Communities
- Conducted site inspections
- Fielded inquiries from residents and applicants
- The ad for a Part-Time Field Inspector can be seen [here](#).

## COMMUNITY SERVICES

### Recreation Department

Silver Lake is open for the summer through August 14, weather permitting, Tuesday - Sunday from 11am-6pm. **Season passes will need to be purchased in advance online [HERE](#). Day pass purchases now require a one-time waiver to be completed [HERE](#) prior to purchasing a pass onsite.**

The department is pleased to welcome aboard our new Department Assistant, Mary Sevon. Summer programs are in full swing and Concerts on the Common begin next week. Concerts are every Wednesday from 6:30-8pm through August 24; Anzio's and Mooving Cow will be onsite.

Upcoming events include Big Truck Day on June 18 from 10am-12pm at Millbury St. School and a pet-themed movie night on June 23 on the Common with vendors and activities starting at 6:30pm and the showing of *The Secret Life of Pets 2* starting at dusk.

#### Council on Aging

No Report Submitted

#### Library

The library was closed on Monday for Independence Day observance. The staffing shortage can really be felt now that summer is in full swing and we are managing regular duties and summer activities to the best of our ability.

Beth attended the MBLC meeting and learned that Grafton is officially off the MPLCP waitlist with full provisional funding of \$7.4M and up to \$260,226 for LEED certification (award dependent on level of certification). This is great news! We are anticipating another grant disbursement soon. Read the full press release [here](#).

This week we circulated 3,036 items, received 554 items in transit and sent 367; requested 520 items and filled 422 hold requests; registered 25 patrons for library cards, and added 20 new items. The most popular book this week is *Hotel Nantucket* by Elin Hildebrand. We hosted 7 meetings in our conference, study and tutoring rooms for 11 people, including Friends of the Library and private study, test-taking, and tutoring.

Beth completed reference checks for Borrower Services candidates, interviewed for the Technical Services position, met with Roger Trahan from the Disability Commission, trained a new staff member, managed scheduling challenges, reviewed the FY23 budget, and wrote purchase orders for educational materials purchasing, contracted services and repair and maintenance items. Beth will be shepherding a Garden Weeding event for interested volunteers every other Wed this summer, and worked on program prep.

Renaud HVAC was on site for seasonal maintenance. Beth prepped materials for the Building Committee next Monday and met briefly with John Stephens. She had a trustee check in with new Chair Karen Ceppetelli, and met with Evan and various staff members. Eileen and Sarah joined her in interviewing candidates for the Technical Services Librarian position.

Borrower Services staff covered the circulation desk, processed delivery, Ranjita did the monthly AED check, processed a few requests from the Commonwealth Catalog, processed new fiction, and reviewed the *NYT* best seller non-fiction list and made purchase suggestions. Jane reviewed the *NYT* best seller fiction list and made purchase suggestions, reviewed material with item alerts, created a Dewey Decimal Number of the Week display for 100-199s, and searched for complete Amish series available in large print format for a patron request.

Allie updated lobby duties on Google Sheet, printed the July newsletter and updated the website with teen and general newsletters, organized printed book orders in Cataloging, planned the August newsletter, reset the staffConnect gate, and updated the Readers Advisory databases.

Heidi answered reference questions, created library cards for people, worked on statistics, and advertised library events. Eric worked on updating our database page and weeding. Heidi added to a book display to support the author visit with Mike Tougias being held on Wednesday, July 13th at 7pm and the showing of the movie based on his book *The Finest Hours* (which will be shown on Tuesday, July 12th at 6:30pm).

This week marked the first week of summer programming and the Children's Room has been busy with children and caregivers reading, making use of public computers, attending programs, and cooling off in the air-conditioned space. Children's Room staff have been hard at work assisting patrons, running various programs, and prepping for upcoming programming.

Programs offered this week include our big summer kickoff event Ultimate Animal Adventures, session 1 of sewing camp, rubber band cars, Summer Songs in the Park with Apple Tree Arts, Once Upon a Storytime at Willard House and Clock Museum, LEGO Brick Builders, and Shadow Art.

Kristin prepared for book clubs, prepared for and attended the Grafton Farmers' Market, where she provided information about the library as well as offered coloring activities and a sorting activity where children can separate play food by color.

This week kicked off the first week of programs for the summer. For teens this week we have Thursday movie night and Animal Adventures on Saturday. Allison spent time going through the damaged teen books to replace items and the June stats.

#### Veterans Services

No Report Submitted

#### GCTV

Bill Robidoux continues to create new segments of the "The Conversation", Jazz trio. They will be added to rotation soon.

Summer replacement for Bus Stop Weather will be Beach Front Weather presented by Bridget Caya, giving Grafton residents a weather update for Silver Lake Beach.

The I.T. Dept. (CMD) and our vendor Ockers Corp. may reached the goal line with a LIVE feed from GPL. Next test is scheduled for next week.

GCTV covered the Lions Club Independence Day Concert, and the t of July Parade. Both programs are currently in the TV rotation and YouTube feed.

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

July 12, 2022

July 19, 2022

August 2, 2022

#### Upcoming Department Head Meetings

July 20<sup>th</sup> @ 10:00 a.m.

August 3<sup>rd</sup> @ 10:00 a.m.