



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: July 15, 2022

Town Administrator

- Introduced staff to new Council on Aging Director
- Attended Council on Aging Board meeting to discuss needs
- Attended MMA Policy Committee on Energy and Environment meeting
- Received grant award for Massachusetts Small Bridge Program
 - o \$500,000 – Fitzpatrick Road
- Reviewed Human Resources On-Boarding policy and procedures
- Continued moving content and updating website

ADMINISTRATION & FINANCE

Town Accountant

No Report Submitted

Treasurer/Collector

No Report Submitted

Principal Assessor

No Report Submitted

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department (7/3/22 – 7/9/22)

305 log entries were made including 48 - 911 calls, 8 motor vehicle accidents, 19 alarm calls, 24 ambulance calls, 4 animal complaints, 5 arrests, 82 business/area checks, 3 disturbance calls, 35 motor vehicle stops and 3 well-being checks.

9 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *Liquor Compliance Checks and the Dangers of Underage drinking*

Officers received legal updates on current court decisions and roll call notices including Commonwealth Fusion Center bulletins. Officers Dias and Padgett continued their field training with designated Field Training Officers (FTO).

We are happy to announce the addition of three new officers to our department this week. Welcome to Officers Brendan Lyver, Gregory Palmer and Daniel Simmler. We wish them all the best in their chosen career.

Fire Department

No Report Submitted

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

No Report Submitted

Engineering

No Report Submitted

Health Department

As of July 8, Grafton has been informed of a total of 3,618 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 and the new variants that are circulating in the US.

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

- Attended MACC webinar on treating invasives
- Continued to transition department to Viewpoint, assemble GIS trail maps, digitize archive files, and work toward obtaining a grant for Hennessey repairs
- Conducted site inspections
- Fielded inquiries from residents and applicants
- The ad for a Part-Time Field Inspector is live [click here](#) for more information.

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 Summer Concert Series began this Wednesday and will continue weekly through August 24. Summer programming is in full swing; you can still join the fun by registering for remaining programs at [GraftonRec.com](#). The Director met with the Conservation Agent and RDLA to finalize cost estimates for the design of a passive recreation park at 95 North St. The Recreation Commission meets July 18 at 7pm in the Recreation Office.

Significant damage occurred to the Norcross playground this week due to the weather and we're sorry to say it will remain closed for quite some time. Please visit our other playgrounds including Riverview, Ferry, Perry, or Airport or even Nelson Park or the elementary schools!

Council on Aging

No Report Submitting

Library

This week we circulated 3,518 items, received 617 items in transit and sent 591 items. We requested 636 items and filled hold 535 requests; registered 32 patrons for library cards and added 7 new items. The most popular book this week is *The Lighthouse Keeper's Daughter* by Hazel Gaynor. We hosted 14 meetings in our conference, study and tutoring rooms for 18 people, for private work, study, and tutoring sessions.

Grafton Ukulele Musicians met at Apple Tree Arts to sing and strum. They will meet at ATA in August as well, and also plan to participate in Play Music on the Porch Day as a group on Saturday August 27, location TBA. Beth and Dana Wilson from the Library Board of Trustees hosted the first Library Gardening program where seven volunteers donated eight hours of service pulling weeds from the library grounds. We saw a goldfinch and a hummingbird, moths and butterflies, and bees and bunnies while working. Pizza and salad were donated by Pepperoni Express. The next event is Wed July 27 from 4-6 – RSVP at graftonlibrary.org/events.

Eileen and Beth attended VADAR training for the new accounting software, and managed to submit bills for warrant #3! Beth attended the Grafton Anti-Racist Book Club's inaugural meeting; we will be providing support with space and assisting members get copies of the titles they will be discussing. She also gave Debby introductory training in scheduling and payroll.

Beth met with Evan, with Library department heads, with the Board of Trustees Chair, and corresponded with capital Campaign. She conducted final interviews for the Technical Services Librarian position and hired a new head of Borrower Service to start in August; a name will be released when the hiring memo is complete. She registered staff for an upcoming CPR training which will enable us to complete our Food Permit.

Willard House and Clock Museum will be donating a clock this fall, to be on temporary long-term loan for the Historic Reading Room. We are planning an event in November with a horology lecture and wine and appetizer reception. Beth also worked on dates for hosting some of the events for the Small Stones Festival of the Arts in October.

As acting head of Borrower Services, Beth corresponded with patrons about damaged and donated books. She also purchased eBooks and eAudio from OverDrive.

Beth met with the construction team, building committee, and our construction specialist from MBLC. Paul from CTA construction delivered all the operational manuals and plans for the new library building and was on site on Wed for a final review. HVAC work continued with Advantage and LG. The green roof was fertilized. GCTV worked with IT and we can now go LIVE with events, meetings and programs from our Community Room, a project ten years in the making. CAVT Solutions came out on Friday

to address some A/V issues.

We received a recommendation to remove an item from the collection that negatively portrays Native Americans and will go through our request for reconsideration process for the item.

Sandhya Shenoy accepted a promotion to Senior Library Associate for the additional duties taken on with Susan Leto's retirement. She has been employed with the Library since May 2016 with increased responsibilities over the last 4 years.

Borrower Services staff assisted patrons at the circulation desk and in the lobby. Sandhya processed, ordered, requested and returned CLIO/COMCAT materials. She updated and renewed museum passes, added new seed packets to the Seed Library, handled issues with AMH systems, ordered books for August displays, and processed ILL emails. Sandhya and Ranjita processed home deliveries. Jane reviewed the *NYT* best seller fiction list while Ranjita reviewed the non-fiction list purchase suggestions were made. Jane also put together the Dewey Decimal Number of the Week display for 200-299 (religion, mythology, theology), and continues searching for complete large print Amish series.

The Children's Room is in full swing with summer programming and the staff have 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 Teddy Bear Camp-In, Summer Movie & Craft, Comic Creators Club, Summer Stories for Babies and Toddlers, two sessions of Summer Tie Dye, Summer Preschool Storytime, Campfire Ghost Stories, Summer LEGO Brick Builders, Graphic Novel Design Class, Summer Songs in the Park, Summer HexBugs, Summer Gaming, and Color Me Calm.

Teen Services has spent most of their time this week on programming. This week's programs included Tie Dye (a second session will be in August), *Turning Red* movie night, and Anime Club. We hosted two outside presenters this week: New York Times bestselling author Michael Tougias to talk about his book *The Finest Hours* and comic artist and author Cathy Johnson who will be teaching a zine making workshop on Saturday.

Heidi and Eric answered reference questions. Eric got a very nice compliment from a patron for his patience and helpfulness in assisting a patron with computer needs. Heidi created library cards for patrons and worked on statistics. She also shepherded the showing of the movie *The Finest Hours* on Tuesday, July 12th worked on event planning. Eric met with Gale database representatives and is researching various options for rehomeing weeded items.

Veterans Services

No Report Submitted

GCTV

This is the time of year when we concentrate on maintaining systems and upgrading capabilities. Everyone else has gone away on vacation.

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 19, 2022

August 9, 2022

Upcoming Department Head Meetings

July 20, 2022 @ 10:00 a.m.