



## 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 22, 2022

#### Town Administrator

- Met with representatives of Tufts regarding issues of mutual interest (quarterly meeting)
- Attended American Rescue Plan Act Committee meeting
- Completed profile for new COA Director
- D,E & I Audit RFP submission collection ongoing
- Continued work on grant applications
- Worked with State Representative and Senator on earmark funding in State Budget process

#### **ADMINISTRATION & FINANCE**

#### Town Accountant

- Chart of Account conversion is complete. Accounting is working on confirming account reclassifications.
- Accounting Office has completed mapping out old Softright account numbers to the new Vadar account numbers for FY23 General Fund, Sewer Enterprise budgets.
- Accounting Office has completed mapping out all General Fund revenue accounts. Please verify and submit any questions to the Finance Director.
- Completed training in Vadar on: Remote Accounts Payable, Purchase Orders, CRT (Collections, Receipts, and Turnovers), and Account Management.
- Attended ARPA committee. Discussion included Town Administrator project recommendations to the Select Board.
- Completed the initial P-Card application. More information will be forthcoming in the next few months.
- Met with our Health Broker, NPF to review our Health Care plan strategy for FY24.

Treasurer/Collector  
No Report Submitted

Principal Assessor  
No Report Submitted

Town Clerk  
No Report Submitted

## **PUBLIC SAFETY**

### Police Department (7/10/22 – 7/16/22)

335 log entries were made including 53 - 911 calls, 6 motor vehicle accidents, 11 alarm calls, 36 ambulance calls, 7 animal complaints, 3 arrests, 70 business/area checks, 10 disturbance calls, 46 motor vehicle stops and 2 well-being checks.

9 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *Grafton Police to Host National Night Out Block Party on Tuesday, August 2<sup>nd</sup>*. Officers received legal updates on current court decisions and roll call notices including Commonwealth Fusion Center bulletins. Officers Dias and Padgett and Simmler continued their field training with designated Field Training Officers (FTO). Officers Palmer and Lyver conducted veteran officer orientation and field training.

The Grafton Police Youth Academy started on Monday with 12 participants. Officer Alves is directing the academy with Officer Plotkin and other staff to assist. The students were presented several topics including daily formation and drills, station tour, SWAT introduction, handcuffing and arrest procedures, police vehicle and equipment tours, crime scene processing including fingerprinting, MSP helicopter tour and a Worcester County House of Correction tour. The academy concludes on Friday with a graduation to be held at the end of the day.

I attended the Select Board meeting on Tuesday to introduce the department's newest officers to the Board and the Town. I also attended the Tufts Grafton Community Advisory Committee meeting held via zoom.

Preparations for the National Night Out Block Party are going well, and we hope to resume our annual event with more information for the public and additional attractions to keep attendees interested and amazed.

### Fire Department (Week ending July 22, 2022)

The department answered 15 Calls for service this week, 10 False alarms, 1 Good intent, 2 Motor vehicle accidents, 1 Medical assist and 1 Building fire.

A professional fire gear cleaning company was brought in to clean and inspect the gear used at last week's fire at Wyman Gordon Co. This process helps reduce the chance of members coming in contact with potential contaminants.

Members attended an after-action meeting about the Wyman Gordon Co. to discuss our response to fire and potential improvements we could make.

I attended a hands-on demonstration of a rescue sled used to aid in the removal of a downed firefighter from a building. The dept will evaluate this new tool to see if it should be added to our Rapid Intervention equipment cache.

#### Fire Department (Week ending July 15, 2022)

The Fire Department had 5 calls for service this week including 2 good intent calls, 2 false alarms and 1 Structure fire at the Wyman Gordon Company.

Wyman and Gordon fire: Grafton FD assisted by Sutton and Westboro respond to a 2-alarm fire under the 50-ton press. Crew were able to contain and extinguish the fire before it caused major damage to the facilities equipment. Grafton fire stations were covered by Millbury, Upton, and Northbridge fire departments.

The Department participated in the wake and funeral services for Auburn Ma Fire LT Paul Wood. Paul was a member of Grafton Fire for 14 years retiring in 2013.

The Department continues to onboard and recruit new call firefighters.

Fire prevention division continues to carry out numerous residential and commercial inspection and plan reviews.

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

Public Works: Please contact the DPW Office to report any potholes or other roadway issues. The brush dump on Millbury Street is open, hours are and Saturdays 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 four funerals. New granite posts and railings

were installed at the common, the first of four repairs from motor vehicle accidents.

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 15, Grafton has been informed of a total of 3,643 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

No Report Submitted

### Planning

No Report Submitted

### Conservation

No Report Submitted

## COMMUNITY SERVICES

### Recreation Department

Silver Lake is open 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 continues weekly on Wednesdays through August 24. Summer programming is in full swing; you can still join the fun by registering for remaining programs at GraftonRec.com.

The Recreation Commission met July 18. The Director attended the Disability Commission meeting on July 21. Significant damage occurred to the Norcross playground last 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 Submitted

### Library

This week we 3,467 circulated items, received 680 items in transit, and sent 651 items. We requested 477 items and filled 411 hold requests; registered 27 patrons for library cards, and added 18 new items. The most popular book this week is *The Lighthouse Keeper's Daughter* by Hazel Gaynor.

For the first time, all of our meeting rooms were booked on Monday morning! We hosted 21 meetings in our conference, study and tutoring room for 54 people, and had 2 no shows.

Our air conditioning is running, and we have unlimited access to filtered water for those in need of a cool place to go; thanks to the Board of Health for including us in their Heat Advisory this week.

The Library received a \$1,000 grant award for mental health awareness programming in October 2022 from the Coalition for a Healthy Greater Worcester from the Robert Wood Johnson Foundation.

Beth covered in youth services; updated the Library's website, social media, and events calendar; worked on program planning; had a remote assistance session with Rambod from Vadar, worked on 5-year forecasting documents. She submitted bills and wrote 2 applications for CPS funding; prepared Library Board of Trustee materials; and reviewed the Library pages on the Town's website. We have registered 10 staff and 2 trustees for Community CPR so we can apply for our Food License. Staff from several departments updated opening and closing procedures. She passed a funding opportunity on to the Friends.

We held our 124th job meeting and surpassed our one-year anniversary for substantial completion. Roman Iron came to sand down some edges on the glass staircase rail. The community kitchen fire suppression system passed its annual inspection. Beth provided appliance and door information to Ron from DRA, who is working on our LEED certification application. Beth did a lot of work to edit the list of outstanding items, passing some off to William Blake (thank you William!). Ron walked through with a millworker to get a quote for lowering sinks and counters to ADA compliance.

A visitor put over 30 items for donation through the book return Wednesday, even though the Library was open and the Friends have a book donation bin in the parking lot. There is a high likelihood that the machine will go out of order when the operating instructions displayed on the screen are not being followed. Please follow the on-screen instructions and return ONLY Library items one at a time, through the AMH. The following can cause a breakdown:

- Returning non-library items, such as book donations, that do not go in the book return
- Returning more than one item or stacking items
- Returning items at an angle, so they catch on the edge of the belt and stop the machine
- Returning items edge first instead of spine first or spine to the left— paperbacks and magazines are more likely to catch on the conveyer belt
- Sticking foreign objects into the flap, such as jackets, trash, food...

Our vendor has set up an alert if the AMH jams after hours, so in the future we can put out a message on social media if we know it's not working. As a reminder, there is no urgency to returning items when the Library is closed—items are never scheduled to be due on Sunday or a holiday, and we do not charge late fees, and items automatically renew.

### **Borrower Services**

All staff covered the circulation desks and worked in the sorting room to manage returned items and delivery items. Sandhya worked on out of network requests, home delivery, cleared the Hold Shelf of items not picked up by deadline (we hold for 1 week). She provided Notary Services for 2 patrons. Sandhya submitted several tickets to Bibliotheca – we want to enable email due date slips from the self-checks, make edits to the printed slips, and get alerts when the AMH goes down. She prepared projects for our Friday volunteer for Friday and assisted a patron with a HotSpot when he lost connection to our Wi-Fi during meeting room use. She updated Museum Pass Checkout instructions for staff.

Allie worked on planning August main display, troubleshooting lobby self-check for patron and hold receipt errors, working with Bibliotheca technician on lobby self-check issues, worked extra to fill in for dinner gaps, meeting room reservations, curating content and creating graphics for August newsletter, helping patrons with copying, faxing, scanning to USB, processing deliveries, Libby app, CW MARS app and the Hoopla app. Jane worked on *New York Times* best seller fiction purchase recommendations, prepared the Dewey Decimal Number of the Week Display for 300-399 (economics, law, folklore), worked on an endcap display, and checked for patrons with the wrong home library. Ranjita worked on the *New York Times* best seller non-fiction purchase recommendations, organized the Library of Things, and processed requests and returns of from out of network items.

### **Children's Services**

Children's Room staff assisted patrons, running various programs, and prepping for upcoming programming. Programs offered this week include Summer Movie & Craft, 3 sessions of Summer Bookworms, Summer Stories for Babies and Toddlers, Camp Create with Sticks and Yarn, Summer Preschool Storytime, Summer Bubble Program, Summer Rock Games, Summer LEGO Brick Builders, Summer Songs in the Park, and our second session of Summer Sewing Camp.

### **Teen Services**

Allison shifted a bunch of the YA fiction collection to help make more room on shelves and weeded some older, not circulating items from the YA nonfiction collection. She also worked on collection development to have book orders ready to go when the new Technical Services Librarian is hired. Summer programs this week included Teen Movie Night and Disappointing National Parks. The few people who had signed up for the Parks program cancelled so it was cancelled.

### **Reference Services**

Heidi and Eric answered reference questions. Heidi created library cards for people, and worked on program planning. She also facilitated the Daytimers Book Discussion of *The Movement of Stars*, by Amy Brill as well as the GPL Mystery Discussion of *Breaking Wild*, by Diane Les Becquets. Eric updated the Gale database page procedure and the website at [https://www.galepages.com/m/lin\\_c\\_graftpl/all](https://www.galepages.com/m/lin_c_graftpl/all), helped with museum passes/room

reservations, and circulation, reached out to Kanopy for pricing information, as we are thinking of moving on from Hoopla, and looking into options for shipping for BWB/getting boxes for weeding materials.

### Veterans Services

No Report Submitted

### GCTV

This is the time of year when we concentrate on maintaining systems and upgrading capabilities. We have also been busy trying to solve some technical issues related to the most recent SB meeting. We received complaints of the static and noise during the broadcast.

Research revealed that the Streaming video and recorded video were both clean. We opened a ticket with Charter/Spectrum and hope to find answers before the next meeting.

Bob has been spending some time with Grafton PD and the Youth Academy students. He has been working on recording their daily events. The finished video will be available after the 28<sup>th</sup> of July.

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

August 26, 2022

August 9, 2022

August 16, 2022

### Upcoming Department Head Meetings

August 17, 2022 @ 10:00 a.m.