



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: July 29, 2022

Town Administrator
No Report Submitted

ADMINISTRATION & FINANCE

Town Accountant
No Report Submitted

Treasurer/Collector
No Report Submitted

Principal Assessor

- ❖ Continuing to enter growth from building permits/inspections through June 30, 2022.
- ❖ Worked with Vision Government Solutions updating Commercial and Industrial values.
- ❖ Prepared for and attended an Appellate Tax Board Hearing.
- ❖ Processed 2022 supplemental real estate tax billing.
- ❖ Processed 6 motor vehicle excise abatements.
- ❖ 2 Abutters requests.
- ❖ 3 property inspections.
- ❖ Working on FY 2024 Chapter land applications.

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department (7/17/22 – 7/23/22)

292 log entries were made including 59 - 911 calls, 10 motor vehicle accidents, 14 alarm calls, 31 ambulance calls, 4 animal complaints, 4 arrests, 63 business/area checks, 8 disturbance calls, 24 motor vehicle stops and 12 well-being checks.

10 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *Pool Safety Tips*.

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

New officers received Taser certification training. Lt. Minardi attended SWAT training. I attended a virtual meeting with the Blackstone Valley Connector Jail Diversion Program along with Advocates, Family Continuity, and the Department of Mental Health to discuss substance abuse, mental health and domestic violence issues in the participating towns. Services provided by the involved agencies include co-response between police officers and trained clinicians and follow-up visits to ensure that proper assistance is made available for recovery.

Preparations for the National Night Out Block Party continue, 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

No Report Submitted

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

No Report Submitted

Engineering

No Report Submitted

Health Department

As of July 22, Grafton has been informed of a total of 3,669 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

- Prepared for, attended & issued documents from Commission's 7/26 meeting (rescheduled from 7/19)
- Reviewed applications for Commission's 8/16 meeting
- Attended CPR training & an MSMCP webinar on land protection challenges
- Attended CPC meeting along with Recreation to present application for construction of passive recreation park at 95 North Street
- Met with Select Board member Ann Marie Foley to discuss Conservation Department & Commission responsibilities, duties & projects

- 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 at: <https://www.grafton-ma.gov/human-resources/pages/employment-opportunities-now-hiring>

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 Recreation Commission approved last week to discontinue offering non-resident day passes for the remainder of this season upon the request of the Recreation Director citing safety, capacity and operational issues. Non-residents may still purchase season passes and this does not affect any offerings for Grafton residents.

The Summer Concert Series continues weekly on Wednesdays through August 24. A paddling night was held at Silver Lake on Tuesday. Summer programming continues and you can still join the fun by registering for remaining programs at GraftonRec.com.

The Director attended the CPC Meeting on Thursday with the Conservation Agent to present an application for funding the construction of a passive recreation park at 95 North St. Project information can be found at tinyurl.com/95North.

Council on Aging

No Report Submitted

Library

This week we circulated 3,080 items, received 724 items in transit and sent 633 items. We requested 543 items and filled 410 hold requests; registered 32 patrons for library cards, and added 1 new physical item. The most popular book this week is *The Hotel Nantucket* by Elin Hilderbrand. We hosted 14 meetings in our conference, study and tutoring rooms for 23 people. Our pet food drive continues through August 31.

Staff

We are delighted to welcome Kara Dzindolet as our new Head of Borrower Services! She will start the first week of August. Eight staff and two trustees received HeartSaver training through the Board of Health, and as soon as we have our certification e-cards we can complete our Food Permit application.

Beth covered the public service desk for the Children's, Teen and Borrower Services department due to short staffing. She ordered e-books and met with Library department heads to discuss scheduling and programming; Allison created a survey with input from all. The survey is completed now and will go out in the August newsletters; we welcome public feedback at

https://docs.google.com/forms/d/e/1FAIpQLSeGzMjV0jPWDaZFqCL_8mBLrybLwVgKsMypSicCtvWWqsUGFA/viewform.

Beth met with various Borrower Services staff on continuation of services until Kara arrives, and Beth, Allie and Eric worked on unpacking and sorting items ordered in July, and addressed some minor cataloging issues. Beth completed and sent the August newsletter, did some organizing in the Shares folder and Google Drive, updated staff procedures, updated the Library website, and updated pages in her jurisdiction in preparation for the new Town website, worked on a t-shirt order for the GUM program, and corresponded with Small Stones Festival of the Arts. No one attended the library gardening program to weed the garden beds; the next session is Wednesday August 10.

The Board of Library Trustees Policy Sub-Committee met Monday evening to review Unaccompanied Adult Policy and Minimum Staffing Policy; no changes were recommended at this time. Beth prepared materials for the Board of Library Trustees meeting, held on Wednesday. We have received a request for reconsideration for a children's book in the *Dear America* series and will convene a committee to review the request. Beth also met with CPC to review funding requests to restore and preserve antique furniture in our Historic Reading Room, and the cupola on the 1927 building that faces the Common.

Friends Update

The Friends met Tuesday to discuss their August Children's Book Sale (Saturday August 27 from 10am-4pm), set a tentative date for fall Book Sale, plan an October fundraiser (save the date for Mobile MiniGolf on Sunday October 2) and voted to produce and sell two branded tote bags (\$12 and \$25).

Construction Update

Our FY23 grant reimbursement is available and we applied for that funding and signed an updated contract and assurances. The Construction Team met on Monday afternoon. Joe O'Brien Construction was on site to install handles and make some improvements to tutor room and other doors. Stanley Steemer cleaned the carpet in the Teen Gaming Room and the Community Room. LG was on site for HVAC work and noted a blown fuse in one of the cooling units on the roof, which resulted in some areas of the building not getting cooled. Griffin was on site by Thursday afternoon to replace the fuse and do some testing. Signet was on site to resolve a timing issue with the scheduled opening and closing of the doors at the Upton Street Parking Lot, and assist with creating key cards for new staff. Elevator inspection has been scheduled for the second week of August. Beth contacted American Alarm to generate disarm codes for fresh staff.

Borrower Services

Sandhya worked on out of network requests, home delivery, cleared the Hold Shelf of items not picked up by deadline, created an end cap display, troubleshooted the AMH Machine when it got stuck a few times due to patrons returning materials incorrectly, updated the Library website, made reminder calls made to patrons to pick up museum passes scheduled for Sunday & Monday, updated instructions for how to access your Library account on our website to match handouts in the welcome packet, and monitoring incoming messages on Facebook. Jane placed an order for order for audio books in fiction and non-fiction, selected items from the New York Times best seller fiction for a future book order, worked on Amish series in large print, and a display for Dewey Decimal Number of the Week for 400-499 (language, grammar, ESL, German, Chinese, American Sign Language).

Children's Services

The high temperatures continued this week and we saw many families take advantage of our cool, air-conditioned space! Summer Reading is always a busy time at the library Children's Room staff assisted patrons, ran programs, managed volunteer schedules, shelved, and prepped for upcoming programming. As always, we have a selection of coloring pages, take and make craft activities, and a sensory table filled with a fun make your own s'mores dramatic play activity.

Programs offered this week include The Bad Guys Summer Movie & Craft, PJ Storytime, Summer Preschool Storytime, Let Me Play Among The Stars craft program, Summer LEGO Brickbuilders, a special visit from Toto the Tornado Kitten, Summer Campfire Games: the Physics Bottle Flipping, and a visit from Blades the Boston Bruins Mascot!

Teen Services

Allison attended two meetings and worked with Sarah and Heidi to brainstorm ideas for a programming survey and then created one in Google Forms. The Pictionary program this week was canceled due to low enrollment. Other programs this week included movie night and our Bruins visit. Allison started putting together a list of new displays and titles for August.

Sarah S. worked on researching programming ideas for the fall and reaching out to different organizations and renewed our free library outreach crunchyroll subscription for our monthly anime club which now has 8 tweens and teens attending. Manga club met this week with 3 tween/teens all very excited and it was a great conversation. Sarah continued to read weekly manga reviews and keep up with new titles that will be releasing.

Reference Services

Heidi facilitated Book Groups, and worked on phone issues. She made library cards for people, researched and made suggestions for the Mystery Book Group about what to

read, and tried to sort out what's going on with the Common door people counter. She and Eric answered reference questions. Eric assisted with unpacking July book orders and sending withdrawn materials to Better World Books. He and Allie to find books for the August displays, wrote up a blurb about the new databases for the August newsletter, reached out to MBLC and Gale to see if they had any publicity/advertisements we could use for the new databases, and assisted patrons with tech/reference questions and circulation upstairs.

Veterans Services

No Report Submitted

GCTV

Charter/Spectrum continues to work the ticket we opened related to poor audio quality. No results to report.

GCTV has been preparing for our LIVE coverage of National Night Out. This will be the exciting return to this community event since the Covid lock down. We hope that we can get as many Town officials as possible to stop by and chat with Jim Gallagher on camera.

As always, GCTV Staff continues to maintain coverage for all GCTV Gov. events whether LIVE or on Zoom, and all special events or projects for the TA's office.

IMPORTANT DATES TO REMEMBER

AUGUST 2nd – National Night Out

Grafton Police Headquarters

5:00 p.m. – 8:00 p.m.

Upcoming Select Board Meetings

August 9, 2022

August 16, 2022

August 23, 2022

Upcoming Department Head Meetings

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

August 24, 2022 @ 10:00 a.m.