



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: June 10, 2022

ADMINISTRATION & FINANCE

Town Accountant

- Attended an overview of MIIA Cybernet and Resources. Webinar went into details on how municipalities can navigate the MIIA website for additional cyber security websites and resources.
- 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.
- January & February 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.
- Please be sure to submit all Blue Sheets for FY23 pay rate changes no later than June 17th to ensure HR has sufficient time to update our payroll system.
- Received ARPA survey results. ARPA committee will review these results at our next scheduled ARPA Committee meeting on Monday June 13th.

Treasurer/Collector

No Report Submitted

Principal Assessor

No Report Submitted

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department (5/29/22 – 6/4/22)

312 log entries were made including 43 - 911 calls, 9 alarm calls, 21 ambulance calls, 8 animal complaints, 5 arrests, 84 business/area checks, 10 disturbance calls, 5 motor vehicle accidents, 32 motor vehicle stops and 6 well-being checks.

8 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *Tips to Help Avoid Contractor Fraud*.

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 monthly CEMLEC SWAT training and Sgt. Crosby attended MA Police Accreditation Commission Standards Training. I attended a MA Chiefs Directors meeting where US Attorney Rachael Rollins was featured speaker.

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 3, Grafton has been informed of a total of 3,498 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 number of new cases continues to be at an increased level in Grafton, surrounding communities, and the Northeast. 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).

Given the increased case counts, the Board of Health issued a Mask Advisory like a number of surrounding communities did. Please see <https://www.grafton-ma.gov/sites/g/files/vyhlf4461/f/uploads/maskadvisory5.24.2022.pdf>. The BoH 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.

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 6/14 meeting
- Updated templates and workflows in Viewpoint
- Continued GIS trail mapping
- Continued assembling mailing list for required septic system maintenance awareness mailer under MS4 permit
- The second community meeting for the passive recreation park at 95 North Street will be 6/16 at 6:30 pm. The zoom meeting link will be posted once available.
- 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

Get ready for summer and purchase your seasonal beach pass. The beach will be open from June 18 - August 14, weather permitting, with a tentative schedule of 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 second community input meeting for the design of a passive recreation park at 95 North St. will be held on June 16 at 6:30pm via Zoom at tinyurl.com/95NorthStMeeting. Project information can be found at tinyurl.com/95North

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.

The Recreation Commission met on Monday, ADA projects including countertop lowering at the Silver Lake and Ferry St. concession stands and a walkway to the Ferry St. restrooms has been completed, and staff worked on getting the beach ready for staff training this weekend and the opening on June 18 and would like to thank DPW and Parks for their assistance.

Council on Aging

- Attended the monthly Council on Aging Board meeting.
- Worked on the Senior Center's July newsletter.
- A bingo and catered lunch were held in memory of Tom Mara which was made possible by memorial donations received in his name. Tom's wife, children, and grandchildren attended and expressed their gratitude.
- Distributed PAYT bags to individuals who are part of the low income PAYT program.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

Happy Pride Month! Staff worked on June displays and programs. Last week we circulated 2,213 items, received 415 items in transit and sent 346; had 397 items requested and filled 287 hold requests; registered 10 patrons for library cards, added 45 new items. The most popular book this week is Run, Rose, Run by Dolly Parton and James Patterson. We hosted 6 meetings in our study and tutoring rooms for 19 people.

This week we circulated 2,294 items, received 482 items in transit and sent 505; requested 492 items and filled 393 hold requests; registered 14 patrons for library cards, and added 30 new items. The most popular book this week is *Unplugged* by Gordon Korman. We hosted 22 meetings in our conference, study and tutoring rooms

for 75 people, including a Homeowner's Association Meeting, a Grafton Middle School Book Club, and a Nursing Association Meeting. Reserve a room in advance online at <https://graftonlibrary.org/reserve/meeting/>.

On Friday afternoon, The GHS National Honors Society has organized a Pillowcase Project event. Children can come to fill their pillowcases with various items that would be beneficial during an emergency. Our goal is to provide kids with a feeling of security and preparation in case of an unfortunate situation. This is an Independent Service Project as a part of GHS NHS.

Library Director Beth Gallaway returned from vacation to address construction issues, incident reports, meeting room policy and an incident from May where a patron with a large pickup truck backed into one of the Electric Vehicle Charging Stations, reviewing camera footage and filing a police report. We invite the person to save us some time by coming forward as we assess the damage to Town property.

This week Beth approved meeting room use and totaled statistics, publicized upcoming events, greeted the Middle School Book club that held their last meeting of the year on site, and did a short A/V training for an upcoming program. She attended a construction team meeting and addressed building issues including HVAC, flooding after recent rain, the newly installed tutoring room doors, and a ceiling crack.

Beth was awarded Library Advocate of the Year for 2022 by the Massachusetts Library Association's Paralibrarian Section.

Eric attended a webinar on the new statewide databases and contributed to the Beyond the Beaten Path book display.

Beth reviewed applications for the anticipated Technical Services Librarian and Head of Borrower Services vacancies and made an offer to candidates for the vacant Administrative Assistant and Reference positions. We extended offers to fill the administrative assistant and reference librarian positions and are hoping for acceptance and then appointments June 21.

Last week Beth sent out the June newsletter and program press releases, paid bills, completed payroll, updated the staff schedule for FY23, began completing blue sheets for staff salary increases, and made website updates.

Scanning is not functional right now because Microsoft added a layer of authentication and we need to reset the machine. In the meantime, computer users can scan to a zip drive—bring your own or purchase for \$5. Staff are preparing for a major change to email and word-processing as the Town shifts back to Outlook and adds Office 365 from Gmail and Google Drive.

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-checkout and processed delivery. Allie, Jane and Ranjita visited the new Optima sorting facility in Worcester, to see where all the books are sorted for delivery. Interesting facts of the new Optima Facility Tour is that 300,000 items are sorted per week, 15 billion or sorted per year. Their accuracy is 99.95% and less than 5% of books are rolled over to the next day. The cost per item was 38 cents, less than the price of a postage stamp – very efficient!

Ranjita began learning how to process out of network interlibrary loans and did battery inventory checks. Jane worked on NYTimes Best Seller List, items with alerts report and patrons with wrong home library report. Allie worked on the Genre Sticker Project organization for volunteers and staff, updated the website with newsletters, made additions to the Readers Advisory database, tested the fax for confirmation reports, helped with the printer at the reference desk, edited receipt templates, attended a CW MARS Cataloging Roundtable, edited a new CW MARS brochure to add our logo, started working on July newsletter graphics, and processed items from the Commonwealth Catalog.

Last week Ranjita completed the monthly AED check, distributed new Book Page editions, processed new fiction, completed the NYTimes best-seller task for non-fiction and set up a Summer Travel display. Jane created an endcap display for Backyard Chicken Raising, completed the NYT best seller task for fiction, and ran a new items alert list for June. Sandhya updated the seed packets, processed out of network ILLs, did museum pass updates on the google document, created display graphics and set up the Juneteenth display, and submitted museum renewal forms. Allie helped the Scouts with their meeting in the community room, redesigned and printed the events calendar, worked on Readers Advisory database, sent emails about meeting room requests, set up a Father's Day endcap display and helped patrons with faxing and copying. Susan supervised the team, conducted an employee review, completed statistics for May, created a display of "Books to make you L.O.L", and worked on the report for interlibrary loan requests we cannot fill.

Susan supervised the team, worked with Market Spark on faxing issues, contacted Benchmark for scanning issues, completed an employee review, prepared for another employee review, arranged for six items to be delivered to homebound patrons, interviewed a prospective volunteer, cleared the hold shelf, processed out of network interlibrary loans and worked on an updated list of passwords.

Last week, Sarah ran two sets of preschool storytime outreach for a total of 6 classes visited, interviewed a prospective volunteer, ran a table at Fun Fair to promote summer reading, ran a test run of a new program technique, communicated with patrons and staff, compiled May stats, and wrote the May narrative. Jen finalized the June newsletter and updated the Library's Event Calendar. Cyndi cleaned the CR program room, and managed the Children's Room Library of Things. Mare coordinated with

volunteers. Stacie decorated the Children's Room, and set up June displays. Kristin communicated with the local schools.

Children's Room staff planned and prepared for the upcoming Summer Library Program, and assisted patrons. Sarah coordinated the Tom Knight/Kindergarten Readiness program with the YFCP and blocked out the 2022/2023 library storytime schedule. Jen updated the Library event calendar and social media, and shepherded the Tom Knight/Kindergarten Readiness program with the YFCP on Thursday evening. Cyndi managed the CR library of things, followed up with volunteers. She has been placed on a Grand Jury, an appointment which will last up to 18 months, and we will be losing her a day a week from the Children's Room, creating a scheduling gap. Mare managed volunteers. Stacie decorated the room for June—it's full of rainbows!--and set up book displays. Kristin coordinated with the local schools.

Last week Heidi hosted the Inspirational Book Discussion of the book *Clean My Space : the secret to cleaning better, faster -- and loving your home every day* by Melissa Maker. She also answered reference questions, planned programs, advertised library events and did Library Outreach at the Grafton Pride event on Saturday.

Last week our summer reading program: Read Beyond the Beaten Path, went live. For more information visit graftonlibrary.org/srp. This week Allison continued to finalize the program descriptions and registration information for summer events. Allison sent out the June Teen Newsletter. Sarah S. put up our Pride displays in the teen room and she and Allison both worked together to put up a Juneteenth display as well. Summer Reading logging continues at <https://graftonlibrary.beanstack.com/reader365>.

A reminder that the Library will be CLOSED on Monday June 20 in observance of Juneteenth. No items are due.

Veterans Services

No Report Submitted

GCTV

Bill Robidoux has been working steadily on our in house Jazz Trio program.

Two segments of Bus Stop Weather were produced this week featuring GHS student Sophie Kling.

Bob and one of our trusted vendors went back to the GPL to test out the viability of getting a LIVE signal out to the broadcast server here in the GCTV studio. The I.T. vendor and my vendor have spoken and are continuing to pursue the patch.

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

June 14, 2022 (Workshop)

June 21, 2022 (Business Meeting)

June 29, 2022 (Joint Meeting with Finance Committee)

Upcoming Department Head Meetings

T/B/A