



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: June 17, 2022

Town Administrator

- Began interviews with candidates for the Council on Aging Director position
- Met with Monsido Inc., about ADA accessibility on our website
- Met with residents regarding concerns around Town.
- Attended a site visit at Tufts
- Continued revisions of 5-Year Projections.

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

322 log entries were made including 40 - 911 calls, 15 alarm calls, 20 ambulance calls, 9 animal complaints, 3 arrests, 71 business/area checks, 12 disturbance calls, 4 motor vehicle accidents, 38 motor vehicle stops and 6 well-being checks.

6 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *Safe Grilling Tips*.

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.

Detective Wenc attended training offered through the MPTC entitled *You Can't Lie to Me* involving interviewing, interrogation and body language. On Wednesday, School Resource Officer Mark Alves, Officers Anna Padgett and Coryn Dias hosted several challenge stations as part of Grafton High School's G-Term Amazing Race competition. The students were put to the test with several tasks including a drunk goggle golf cart obstacle course, drunk goggle nine step walk and turn as well as several other challenge events. We were happy to participate in the Amazing Race and look forward to next year's G-Term challenge with the students from GHS.

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 17, Grafton has been informed of a total of 3,552 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.

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

- Prepared for, attended, and issued documents from Commission's 6/14 meeting
- Attended MSMCP Annual Meeting featuring training on wetland delineations
- Updated templates and workflows in Viewpoint
- Continued GIS trail mapping
- Finalized mailing list and investigated distribution options for required septic system maintenance awareness mailer under MS4 permit
- Held second community meeting for passive recreation park at 95 North Street on 6/16
- 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.**

BEACH OPERATIONAL UPDATE: This year's seasonal well water test did not meet BOH criteria, therefore bathrooms will be closed and the snack bar will be unable to serve hot food for the next week or so. Portable toilets will be on site. The water will be treated and retested and we hope to be back to 100% operational for next weekend, if not by Monday June 27.

The second community input meeting for the design of a passive recreation park at 95 North St. was held on June 16. 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.

Council on Aging

- Attended a mandatory SNAP (Supplemental Nutrition Assistance Program) Civil Rights training.
- Attended the monthly Worcester Regional Transit Authority Board meeting.
- The Senior Center Chef prepared a lunch of taco salad, Spanish rice, and dessert for seniors. This was Chef Lori's last day cooking at the Senior Center. She is devoting her time to her Food Truck business.
- The Senior Center July newsletter was completed and sent to be printed.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

This week we circulated 2,655 items, received 481 items in transit and sent 479; requested 421 items and filled 330 hold requests; registered 20 patrons for library cards, and added 21 new items. The most popular book this week is *Hello*

Lighthouse written and illustrated by Sophie Blackall. This beloved picture book from two-time Caldecott Medal award-winner Sophie Blackall transports readers to the seaside in timeless, nautical splendor! Step back in time and through the door of this iconic lighthouse into a cozy dollhouse-like interior. Watch the days and seasons pass as the wind blows, the fog rolls in, and icebergs drift by. Outside, there is water all around. Inside, the daily life of a lighthouse keeper and his family unfolds as the keeper boils water for tea, lights the lamp's wick, and writes every detail in his logbook.

We hosted 10 meetings in our conference, study and tutoring rooms for 59 people, including meetings for the Grafton Girls Softball Board and the MetroWest Building Officials Association.

Library Director Beth Schreiber shepherded a program on Food Sensitivities – 57 people registered, and 35 attended. We also hosted a G-Term session led by Mr. Marando, who brought a dozen teens to come write in the library on Wednesday morning. They left with free books from the Friends of the Library Book Sale.

Beth worked on year end procedures, submitted names for appointment for 2 vacant positions, and completed blue sheets for FY23 salary increases for all staff. We recently received disbursements for State Aid to Public Libraries (\$16,163.99) and for our ADA grant (\$23, 251). Beth worked with the Friends on planning their upcoming Annual Meeting, tentatively scheduled for Wednesday June 29. Volunteers are always needed; if you are interested in being considered for the FY23 slate of officers, please contact the Friends at info@friendsgpl.org.

Drummey Rosane Andersen sent a team with principal architect Ken Best to take photos of the library for their documentation. Advantage was on site completing HVAC work to spec. Evergreen fertilized the green roof two weeks ago and the sedum on the is flowering with purple and yellow flowers. Landscaping on the side garden was completed by Perrault's and the community garden beds will be getting some attention next. We need volunteers to help water, weed and maintain the gardens over the summer, please contact gallowayb@graftonlibrary.org.

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-check-out and processed delivery. Ranjita and Susan processed out of network interlibrary loans. Jane worked on *New York Times* Best Seller List, items with alerts report and patrons with wrong home library report. Allie worked with Donna/Cataloging for Ingram orders, assisted Donna at cataloging to export her cataloging templates, worked with IT/Jonathan about IT Issues list, Genre Sticker Project organization for volunteer/staff, worked on the July newsletter content planning and graphics creation, planned July endcap displays, worked on the Readers Advisory database, helped with staff printers, edited receipt templates to include Summer Reading 2022 QR codes, and created a Holds Notices list for patrons limited to landline phones.

Susan supervised the team, arranged for 6 items to be delivered to homebound patrons, ran a Crescent Manor BookWagon for 14 patrons, cleared the hold shelf, met with staff to review about ordering supplies and worked on an updated list of passwords.

Sarah ran a Children's Room staff meeting, met with other Blackstone Valley Youth Services Librarians to discuss summer programming and plans, met with Cyndi regarding summer sewing camp, communicated with patrons, and worked on collection development and management. Additionally, Cyndi notarized a document, increased the shelving in the fiction section by adding shelves and shifting books, and shelved books. Jen updated EventKeeper, scheduled social media posts and worked on the July CR newsletter. Mare managed library volunteers. Stacie decorated the CR, managed book displays, Kristin reached out to the Farmer's Market. All staff assisted patrons and worked on summer reading programming. Grafton Public Schools Passport to Learning and Summer Fun is available online and hard copies will be available at the Library at close of the school day on Friday June 17! The Passport to Learning keeps skills strong over the break by encouraging reading, writing and math, and library use, including databases and museum passes, for North Street and Millbury Street Elementary School students.

This week Sarah S. and Allison set up the Nintendo Switch system in the teen gaming room, and we will be cataloging the remotes for circulation. Additionally, Allison scheduled summer social media posts related to our summer programs and worked on an email for teens with all the info on summer events. Anime Club hosted by Sarah Slocum meets on Friday afternoon.

The "Not Just for Young Adults" book group met to discuss *The Girl at Midnight* by Melissa Grey. Heidi shepherded an author visit with Helen Blazis who shared from her book: "Zosia, Immigration and Industry in Grafton; 80 people attended! Heidi answered reference questions, created library cards for people, worked on statistics, worked on program planning and continued to advertise upcoming Library events.

Veterans Services

No Report Submitted.

GCTV

Bill Robidoux has been working steadily on our in house Jazz Trio program. The program will feature a group called "The Conversation", we're all looking forward to future segments of this program.

The final two segments of Bus Stop Weather were produced this week featuring GHS student Sophie Kling. Sophie will return in September.

Behind the scenes work continues in the hunt for a resolution to the link from the

library conference room back to the GCTV server room. The I.T. Dept. and our vendor Ockers Corp. continue to work in partnership.

Bob hosted Realtor Kimberley Bagni and recorded a series of short real estate Q&A sessions. This early step will hopefully lead to a regular real estate discussion program.

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.

With the departure of Jack Kelley from the staff, we have hired Bridget Caya as a Summer replacement. Bridget will transfer from BVT to Grafton this Fall. Bridget has displayed abundant enthusiasm, and has displayed the ability to control a program from the booth.

Recently she directed the entire School Committee program with limited help.

IMPORTANT DATES TO REMEMBER

Upcoming Select Board Meetings

Tuesday, June 21 – Business Meeting, 7:00 p.m.

Tuesday, July 5 – Business Meeting, 7:00 p.m.

Tuesday, July 12 – Workshop, 7:00 p.m.

Tuesday, July 19 – Business Meeting, 7:00 p.m.

Upcoming Department Head Meetings

Wednesday, July 6, 2022 – 10:00 a.m.

Wednesday, July 20 – 10:00 a.m.