



## MEMORANDUM

### OFFICE OF THE TOWN ADMINISTRATOR

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TO: Select Board

FROM: Evan Brassard  
Town Administrator

RE: Administrator's Weekly Report

DATE: May 13, 2022

Town Administrator  
No Report Submitted

#### ADMINISTRATION & FINANCE

##### Town Accountant

- Attended the ARPA public presentation at the Grafton public Library put on by our consultants Strategic Capital Solutions.
- Finalized ARPA survey with the ARPA committee. Please see below link to take the survey.

<https://www.surveymonkey.com/r/PXSGMMW>

- Attended Grafton's Annual Town Meeting. Happy to report all monetary articles passed.
- FY23 final renewal rate for Harvard Pilgrim is in at 6.74%. Open enrollment information will be forthcoming in the next few days.
- Continuing working with Vadar on the chart of account conversion, General Fund Revenue Accounts are completed. Capital Warrant Article restructure is completed. Continue working on the GF expenses and salary codes so all departments are inline with the same structure.
- I have been accepted into the MMA-Suffolk Certificate in Local Government Leadership and Management to be held in Grafton during the 2022-2023 academic year. The program will start in September and last for 25 weeks.
- Attended a kickoff 5-year forecasting meeting with the school department.
- Year end is almost upon us. I will be sending out FY22 year-end procedures in the upcoming weeks.
- Please be sure to submit all Blue Sheets for FY23 pay rate changes no later than June 17<sup>th</sup> to ensure HR has sufficient time to update our payroll system.
- Received FY21 Final Financial Audit.

Treasurer/Collector

No Report Submitted

Principal Assessor

No Report Submitted

Town Clerk

Absentee ballots for the Local Annual Election are available. The deadline to request a mail in ballot was Wednesday, May 11<sup>th</sup> at 5 pm. The in-person deadline is Monday, May 16<sup>th</sup> at 12 pm (noon). We look forward to the Local Election on Tuesday, May 17<sup>th</sup> from 8am - 8pm.

The deadline to pull nomination papers for the Local Annual Election on May 17<sup>th</sup> was Tuesday, March 29<sup>th</sup> at 5:00 pm. The following candidates will appear on the ballot:

- Select Board (3 year)- Richard Whitney, Andrew Jefferson, Carl Palmer, and Ann Marie Foley
- Board of Library Trustees (3 year)- Dana Wilson and John Paul Bubriski
- Planning Board (3 year)- David Robbins and Prabhu Balaji Venkataraman
- School Committee (3 year)- Amy Marr, Liora Bram, Craig Juelis, Stacie Norton Bennett
- School Committee (1 year)- Mariagraciela Vargas-Baker
- Town Clerk (3 year)- Kandy Lavallee

The Annual Town meeting was on Monday, May 9<sup>th</sup> at 7:30 pm. 216 registered voters were in attendance.

Voting machines were tested on Tuesday, May 10 at 10 am and are ready for the May 17<sup>th</sup> election.

Reprecincting data from the 2020 Census has been received and reviewed. Letters will be mailed 3/25 to residents with changes. A list of all address changes can be found on the town website and Town Clerk department page, along with the new precinct map.

Dog licenses expired March 31. Dog owners can renew their license online, in person during regular business hours, by mail or drop in the red Town Clerk drop box located out front of town hall. A current rabies certificate and spay/neuter certificate (if applicable) must be on file before a license can be issued. Dogs registered on or after June 1 will have an additional \$10.00 late fee per dog in addition to the license fee and will be referred to the Animal Control Officer.

The Boston Post Cane Award will begin in 2022. This is an award given to the oldest citizen of Grafton. A replica cane was made to use when recognizing the individuals but will remain in the custody of the town to avoid being lost. More details to follow soon!

Committee/board members are taking their oath of office as re-appointments or new members.

We continue to assist many residents and individuals with vital requests, dog licensing, marriage licenses, business certificates, public records requests, notaries, and town related information.

## **PUBLIC SAFETY**

### Police Department (5/1/22 – 5/7/22)

343 log entries were made including 44 - 911 calls, 10 alarm calls, 33 ambulance calls, 5 animal complaints, 2 arrests, 87 business/area checks, 5 disturbance calls, 3 fraud/ID theft complaints, 9 motor vehicle accidents, 20 motor vehicle stops and 7 well-being checks.

3 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on Grafton Police Receive Grant to Increase Enforcement of Seat Belt Laws to conduct Click It or Ticket mobilizations. On Saturday, I attended the Grafton Little League parade and opening day ceremonies held at the Ferry Street Ball Park.

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.

In addition, Sgt. Crosby and Detective Wenc attended the MPTC Civil Rights Symposium held in Southbridge hosted by US Attorney General Rachel Rollins. I attended the MA Chiefs of Police Quarterly meeting which featured the Executive Director of the MA POST Commission as guest speaker.

### Fire Department

Open Burning has ended for the season.

The Grafton Fire Department is always looking for residents interested in becoming a call firefighter. Please see the Fire Department page on the town web site for an application or call the fire department office for more information or speak to any current member of the dept. The fire dept. recruit video is in the final editing stage and should available soon.

During the past few week's firefighters participated in first responder recertification training and vehicle extrication training.

During the past three weeks the department responded to 41 calls including: 13 alarms sounding, 7 Mutual Aid calls for brush and building fires, 5 MVAs with entrapment, 7 brush fires, 1 gas leak, 1 building fire, 2 cooking fires, 2 medical assistance, and 3 public assistance. The inspectional services division performed inspections, plan reviews, and continued follow-up services for ongoing property issues.

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

Public Works: Please contact the DPW Office to report any potholes. The brush dump on Millbury Street is now open, hours are Monday-Friday 10:00am-1:00pm 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 work has started and will continue for the next two years.

Highway Department: Routine Operation and maintenance of town owned infrastructure and equipment. Catch basin cleaning, and street sweeping has started and will continue through the summer months. Grass and roadside mowing has started for the season. Drainage repairs continue on Adams RD. and George Hill Road.

Cemetery and Parks: Spring cleanup of Cemeteries and Parks continue. Routine department functions including, trash pick-up, construction and painting of replacement fencing, annual flagpole maintenance, and grounds maintenance. Provided support for three funerals.

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 was selected to participate in the CDC COVID sampling and testing program.

#### Engineering

No Report Submitted

#### Health Department

As of May 6, Grafton has been informed of a total of 3,287 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 given the lower-case counts). The number of new cases continues to be at a lower level than during the recent surge in Grafton, surrounding communities, the state, and the country, although the recent weekly case counts have been elevated compared to earlier weeks. The CDC currently classifies Worcester County and many counties in the Northeast as having a risk of transmission of "high". 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 strongly recommends all individuals continue to wear masks, especially in heavily populated indoor locations and for those individuals who are or come in contact with high-risk individuals (e.g., immunocompromised). We will continue to monitor the ongoing case count trends.

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

No Report Submitted

### Planning

No Report Submitted

### Conservation

- Reviewed applications for Commission's 5/17 meeting
- Updated templates and workflows in Viewpoint
- Continued GIS trail mapping
- Worked with DPW at Hennessey for maintenance projects
- Continued assembling mailing list for required septic system maintenance awareness mailer under MS4 permit
- Worked on Green Communities grant projects
- Publicized the town's rain barrel program - see:  
[www.greatamericanrainbarrel.com/community/](http://www.greatamericanrainbarrel.com/community/) and select Grafton
- Held site walk with Landscape Architect for 95 North Street with Recreation - the

- first community meeting is on 5/19 from 6:30-8PM via Zoom - see:
- <https://tinyurl.com/95north>
- Conducted site inspections
- Fielded inquiries from residents and applicants

## COMMUNITY SERVICES

### Recreation Department

We are accepting applications for a number of paid positions for the summer of 2022 including lifeguards, parking/snackbar attendants, assistant beach director, and summer days program counselors. We are also hiring a Department Assistant in our office. This is a part-time, year-round, benefit eligible position. View job descriptions, age requirements and apply online at [GraftonRec.com](http://GraftonRec.com). There are also opportunities for 14 and 15 year olds as counselors-in training at our summer days program. View details [HERE](#).

The Grafton Gazebo Road Race on May 14 is at capacity and there will be no day-of registrations.

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 Recreation Commission held its monthly meeting on Monday prior to Town Meeting. The Director attended a zoom meeting for an information session for pickleball players and attended a site walk at 95 North St. with the contractor and town staff for a kick off meeting. The first community meeting for the 95 North Passive Recreation Park design will be held May 19 at 6:30pm via Zoom at [bit.ly/3vLoDFq](https://bit.ly/3vLoDFq). Project information can be found at [tinyurl.com/95North](https://tinyurl.com/95North).. Staff held a babysitter meet n' greet at Nelson Park on Wednesday, conducted seasonal interviews, and prepped for the road race.

### Council on Aging

No Report Submitted

### Library

**Childrens Room:** Sarah assisted with NGES 1st grade and NSES 2nd grade visits, ran toddler Time and Preschool Storytimes programming for the library, prepped and lesson planned for Toddler Time, preschool and school visit programming, communicated with the new Westborough Children's Librarian to set up a time to meet, communicated with the schools regarding upcoming visits, met with Allison and Heidi to discuss summer, and met with Beth to discuss odd mechanical noises coming from the CR Workroom.

Jen assisted with NGES 1st grade visit, ran library babies storytime, updated EventKeeper with summer programming, shelf read, updated the June newsletter, and scheduled social media posts.

Cyndi assisted with NGES 1st grade and NSES 2nd grade visits, shelf read the Nonfiction 300-611 and some of the DVDs, took care of patrons and shelved books, books, and more books (volunteers didn't show up this week), accepted and tested a sewing machine from Buy Nothing Grafton for our quilting program for the summer, and worked on the sample project for the quilting program.

Stacie assisted with NGES 1st grade and NSES 2nd grade visits, decorated the room, and shelved books.

Mare assisted the NSES 2nd grade visits, and coordinated with volunteers.

**Borrower Services:** Staff managed the circ desk, the lobby, the AMH equipment; served patrons, placed holds, processed delivery, monitored room reservations, and shifted audiobooks.

Allie assessed historical fiction lists for a volunteer; developed a training form; worked on the Readers Advisory database; worked with Bibliotheca technician; compiled 7-day and 3-week stats for Fiction books; created background screens for public computers; had telescope training, and prepared June newsletter content and graphics

Jane located items on our shelves needing alerts removed and gathering items needing tags; ran the patrons with wrong home library report and worked on NYT bestseller list. Ranjita posted holiday closing signs, did a monthly AED check, and monitored schedule gaps.

Sandhya added to the seed library, made more seed packets, and tracked seed packets on google sheets; cleared expired holds; completed notary training and provided notary service to two patrons; helped with setting up and training on OWL equipment in the Community Room; checked broken links and outdated posts on the website; and did research for Juneteenth display.

Susan supervised the team; worked on transit lists; did a telescope demo for staff; communicated with Bibliotheca regarding the new barcode scanners and had a vacation day.

**Reference:** Heidi hosted the "Not Just for Young Adults" Book Discussion of the book *Legendborn*, by Tracy Deonn and "A Virtual Conversation About Racism: The Action Meeting." Heidi also answered reference questions, created library cards for people, worked on statistics, on program planning and continued to advertise library events.

**Teen Services:**

This week in the teen room Sarah finalized a date for a Make Your Own Zine Workshop for July with Artist/Author Cathy G. Johnson. She made posters for the anime and manga clubs for May and June, and Fullmetal Alchemist Hiromu Arakawa and Fruits Basket by Natsuki Takaya for May and June respectively. For Anime club the series Natsume's Book of Friends, a contemporary supernatural series and Yona of the Dawn, a historical romance fantasy series were chosen for May and June. The weather was lovely this week so teen use of the space was sporadic at times and tended towards later in the afternoon rather immediately after school. A herb gardening class with the community harvest project is still in early brainstorming stages.

Veterans Services

No Report Submitted

GCTV

No Report Submitted

**IMPORTANT DATES TO REMEMBER**Upcoming Select Board Meetings

May 24, 2022 (Business Meeting)

June 7, 2022 (Business Meeting)

June 14, 2022 (Workshop)

June 21, 2022 (Business Meeting)

Upcoming Department Head Meetings

May 25, 2022 2 @ 10:00 a.m.