



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: May 20, 2022

IMPORTANT NOTICES TO ALL DEPARTMENTS

- The open house for the new DPW Facility is Saturday, May 21, at 9:00 a.m., all are welcome.

Town Administrator

- Recorded greeting for the Municipal Center's new phone system.
- Met with the Central Massachusetts Veteran's District to discuss the strategic future of the District.
- Had our first kick-off meeting with CivicPlus for the redesign of the website.
- Met with our new Select Board members.

ADMINISTRATION & FINANCE

Town Accountant

No Report Submitted

Treasurer/Collector

No Report Submitted

Principal Assessor

No Report Submitted

Town Clerk

The Annual Local Election was on Tuesday, May 17th. Approximately 1928 voters came out to cast their vote. Congratulations to the winners on their election:

Select Board- Ann Marie Foley & Andrew Jefferson
School Committee (3 year term)- Amy Marr & Liora Bram
School Committee (1 year term)- Mariagraciela Vargas-Baker
Planning Board- David Robbins & Prabhu Balaji Venkataraman
Board of Library Trustees- Dana Wilson & John Paul Bubriski
Town Clerk- Kandy Lavallee

The Clerk's office would like to thank everyone who helped to make the Local Election a success! Thank you to the Election Staff, DPW staff, Maintenance staff, School department, especially Tony LeMay and Jack at the Middle School, the Police Department, and all the voters who came out to cast their votes! We look forward to seeing everyone at the polls for the September Primary on Tuesday, September 6th from 7am to 8pm.

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

Late fees for unregistered dogs will be added on June 1st. 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.

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.

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

360 log entries were made including 52 - 911 calls, 21 alarm calls, 26 ambulance calls, 4 animal complaints, 6 arrests, 85 business/area checks, 8 disturbance calls, 0 fraud/ID theft complaints, 9 motor vehicle accidents, 32 motor vehicle stops and 8 well-being checks.

9 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on Safety Tips for Runners and Motorists. Lt. Minardi and I attended the Boylston Regional Police Academy 29th Recruit Officer Graduation Ceremonies held on Monday. Congratulations to Officer Anna Padgett who completed her basic recruit training and will now begin her 12 weeks of field training with designated Field Training Officers. We welcome Officer Padgett and wish her well in her chosen career.

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 also attended monthly SWAT training. Officers also received annual Taser recertification training conducted by Lt. Minardi.

Fire Department

No Report Submitted

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

No Report Submitted

Engineering

No Report Submitted

Health Department

As of May 13, Grafton has been informed of a total of 3,369 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 increase in Grafton, surrounding communities, and the Northeast. 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

No Report Submitted

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. 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 was held on May 14 with over 200 registered runners. Thank you to all who participated, congratulations to those who placed, and a big shout out to the volunteers and financial, event, and donation supporters to help make the event a success.

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 first community meeting for the 95 North Passive Recreation Park design was held on May 19. The next community meeting will be June 16. Project information can be found at tinyurl.com/95North.

Council on Aging

- The Senior Center June newsletter was sent to be printed and received. They were then sealed, labeled, and mailed.
- Attended the monthly Worcester Regional Transit Authority Board meeting.
- Submitted the SNAP FY23 budget in the Partner Tracking Activity Hub (PATH).
- Met with the new Northbridge Senior Center Activities Coordinator and discussed the activities we have at the Grafton Senior Center.
- Completed all blue payroll sheets for employees receiving an increase July 1st.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

BORROWER SERVICES staff managed the adult circ desk, delivery, museum passes, the lobby, room reservations and Automatic Materials Handling equipment. We assisted patrons, placed holds, supervised volunteers and had a departmental staff meeting.

Allie worked on the newsletter, printed e-newsletter copies, added May newsletter to website, added screen reader text in all newsletter photos and graphics, added new patrons to Constant Contact list with report, created Juneteenth and Pride display graphics for newsletter, worked with IT technician on username and password issues, reset staffConnect gate, organized room reservations and community rooms, adjusted vendor list for Grafton Farmer's Market in EK Room Use, compiled 7-day stats on New Fiction, helped patrons with Libby e-book/audiobook setup, helped presenters set up for BRWA Annual Meeting Event.

Jane worked on New York Times Best-seller list, item alerts report, and discussed future knitting group program with supervisor.

Ranjita processed new fiction, arranged for two curbside deliveries, and followed up on a missing disc from another library.

Sandhya processed Interlibrary Loans; created a flier in canva; updated the website with new museum information; refreshed seed packets; contacted museums for renewal forms; cleared expired holds, researched books for Juneteenth display and conducted 3 notary appointments.

Susan supervised the team, conducted an employee review, processed Home Delivery, ran a Crescent Manor Bookwagon program, monitored schedule issues and conducted a Department staff meeting

REFERENCE

This week Heidi hosted the Daytimers Book Discussion of the book *Our Souls at Night*, by Kent Haruf and the GPL Mystery Book Discussion of *The Apollo Murders* by Chris Hadfield.

Heidi also answered reference questions, worked on book displays, program planning and continued to advertise library events.

CHILDREN'S SERVICES

Sarah ran three sessions of preschool outreach at SGES, communicated with the school in regards to future programming and upcoming school visits, ran Toddler Time and Preschool Storytime, corresponded with patrons, prepped for summer, lesson planned and worked on program prep, and worked on filling gaps in the CR schedule.

Jen ran Library Babies, scheduled social media posts, and updated EventKeeper.

Cyndi coordinated with volunteers, worked on program prep, notarized documents for patrons, and managed the library of things.

Stacie decorated the Children's Room and prepped for upcoming summer programming.

Mare communicated with volunteers.

Kristin coordinated with the local schools.

TEEN SERVICES

This week Allison continued to prepare for summer reading by updating eventkeeper, the website, and working on Beanstack. She also did some research on setting up a geocache outside of the library, as part of the summer program, but to continue afterward.

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

Upcoming Department Head Meetings

May 25, 2022 – 10:00 a.m.

June 8, 2022 – 10:00 a.m.