



## MEMORANDUM

### OFFICE OF THE TOWN ADMINISTRATOR

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TO: Select Board

FROM: Evan Brassard  
Town Administrator

RE: Administrator's Weekly Report

DATE: August 26, 2022

#### IMPORTANT NOTICES TO ALL DEPARTMENTS

- All Warrant Articles for the Fall Town Meeting are due to the Town Administrator's Office no later than September 9<sup>th</sup>.

#### Town Administrator

- Finalized initial 5 Year Financial Projections
- Attended tour of SEMRECC (Regional Dispatch Center)
- Attended tour of Nelson Park for continued dialogue on Recreation Department relocation
- Finalized phone system details for installation 8/30-8/31
- Hosted Department Head Meeting – Continued Chriss Voss negotiation skill development
- Reviewed Municipal Center Staff parking

#### ADMINISTRATION & FINANCE

#### Finance Director

No Report Submitted.

#### Treasurer/Collector

No Report Submitted.

#### Principal Assessor

- Finishing growth entry from building permits/inspections.
- Took in and reviewed 12 personal exemption applications.
- Took in and reviewed 3 Chapter Land applications.
- Took in and processed 5 motor vehicle applications
- 2 Abutters requests.

- 17 cyclical inspections.
- 9 permit inspections.

#### Town Clerk

No Report Submitted.

### **PUBLIC SAFETY**

#### Police Department

##### **Grafton Police Department Activities (8/14/22 – 8/20/22)**

362 log entries were made including 52 - 911 calls, 8 motor vehicle accidents, 13 alarm calls, 32 ambulance calls, 14 animal complaints, 3 arrests, 114 business/area checks, 6 disturbance calls, 29 motor vehicle stops and 4 well-being checks.

7 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *Back-to-School Safety Tips*.

Officers received legal updates on current court decisions and other roll call notices including Commonwealth Fusion Center and the Worcester Regional Intelligence Bulletins. Officer Simmler continues his field training with designated Field Training Officers (FTO).

#### Fire Department

The Fire Department had 16 calls for service this week including, 1 Brush fire, 1 Medical assist, 2 Carbon Monoxide incidents, 12 Alarm investigations..

Captain and interim Deputy Chief [Paul Cournoyer](#) has been appointed to the position of Deputy Chief. I would like to thank Paul for serving as interim Chief and interim Deputy during the department's transition over the last 8 months. Paul's dedication to the Town and Fire Department is second to none.

Due to drought conditions in the region there has been an increase in the number of brush fires including here in Grafton. These fires are difficult to fight and manpower intensive. The Department would like to remind residents to use extreme caution when cooking outdoors and disposing of smoking materials.

On Sunday 8/21 GFD members as part of a District 7 regional task force assisted the City of Marlborough and Town of Sudbury with fighting a 25 acre brush fire.

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

Please contact the DPW Office to report any potholes or other roadway issues. The brush dump on Millbury Street is open, hours are 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 will continue for the next two years, please use caution in the area and expect delays and detours. Town funded annual road improvements work will start the week of

August 15<sup>th</sup> and continue for several weeks. Paving is scheduled for Old Westboro Road, Wesson Road, Oak Street, Sartell Road, Hillside Ave and Kessel Street. Please use caution in these areas.

Highway Department: Routine Operation and maintenance of town owned infrastructure and equipment. Catch basin cleaning, and street sweeping will continue through the summer months. Grass and roadside mowing will continue for the season. Drainage improvements and repairs continue along with intersection and crosswalk line painting.

Cemetery and Parks: Routine department functions including, mowing parks and cemeteries, trash pick-up, construction and painting of replacement fencing, and grounds maintenance. Provided support for three funerals.

Sewer Department: 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.

#### Engineering

No Report Submitted.

#### Health Department

As of August 19, Grafton has been informed of a total of 3,752 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](https://www.mass.gov/covid-19-vaccine) 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

No Report Submitted.

## **COMMUNITY SERVICES**

### Recreation Department

Our fall and winter programming has been announced and registration is now open. View the brochure [HERE](#).

The last concert of the summer was held this Wednesday and we'd like to thank especially Homefield Credit Union for sponsoring this week's concert and Ross Mortgage Company for being the presenter of the series. Sponsorship opportunities for 2022-2023 are now available and can be viewed [HERE](#).

Staff is packing up and catching their breath from the summer and updating operations to fall. The Director met with a playground vendor to discuss costs, design and replacement for the damaged playground at Norcross. The Director attended the CPC meeting on Thursday with the Recreation and Conservation Commissions to present a request for funding to construct a passive recreation park at 95 North St. CPC approved a warrant article for fall town meeting. The project page at [tinyurl.com/95North](http://tinyurl.com/95North) will be updated soon with final design and estimated costs and the Recreation and Conservation Staff and Commissions will begin outreach via various boards and public information meetings.

### Council on Aging

- September Senior Gazette printed and mailed out to Seniors. It is now available at the Senior Center as well.
- Tax Work Off applications created for FY24 and ready for distribution
- Meeting held with Jim Burns, Nutrition Program Manager of Elder Services to discuss continued relationship with Meals on Wheels and serving congregate meals at the Senior Center
- Wellness checks, support, advocacy, and guidance was provided to seniors daily

### Library

This week we circulated 3,106 items, received 654 items in transit and sent 619 items. We requested 522 items and filled hold 455 requests; registered 32 patrons for library cards, and added 7 new items. The most popular book this week is *The Only Woman in the Room* by Marie Benedict. We hosted 27 meetings in our conference, study and tutoring rooms for 52 people including Capital Campaign, Friends of the Library, 8<sup>th</sup> grade planning, as well as private study, tutoring, and training meetings.

### **Admin**

Several staff attended Bystander Intervention Training in the Workplace. The session covered behaviors that contribute to an unsafe workplace, ranging from interrupting, gossip, favoritism, bullying, racism, sexism, harassment, and violence; implicit and explicit bias; the 5Ds of bystander intervention methodology to de-escalate and disrupt these behaviors, and a [box breathing exercise](https://righttobe.org/bystander-intervention-training/). Resource: <https://righttobe.org/bystander-intervention-training/>

Beth worked on programming, website updates, and began tallying annual stats for the ARIS report; the collection tool is down, and the deadline has been extended through Sept. 9. She created procedures for monthly and annual trustee tasks. Beth met with the department head team, with various staff members; with Evan; with Karen Ceppetelli, Trustee Chair; with Bob from Willard House to discuss a clock loan and upcoming event, with Jonathan from CMD, and with Library Department Head to discuss upcoming library programming She updated the draft volunteer policy and procedures and shared that and the application form and log with Kara, so we can begin accepting new volunteers this fall. She trained a gardening volunteer in weeding.

Beth corresponded with the Friends, with Capital Campaign, and with Signet regarding a door access issue, which CMD resolved, and with patrons on a number of issues, including the T-Mobile hotspots, lost or damaged books, volunteering, meeting room use, and upcoming programs.

Eileen prepped and paid bills. Debby worked on Trustee items, a Stick Library project, and planning for our October Emotional Wellness Fair. She took inventory of the tablets, iPads, and holders mounted to the walls, and contacted Aaron Vandesteen who helped install parental controls so that the Samsung tablets can be used to book meeting rooms soon.

**IT**

Jonathan dropped three laptop carts of 30 laptops configured and ready to go and waiting for Deep Freeze -- we need to set up a virtual server on the public network to manage the computers (along with the desktops on site). He moved one of the network jacks in the Children's Room office and cut a hole through the back wall to put a jack on the other side of the wall and then moved the desk and connected to the network, and installed a switch where the jack was, to accommodate the additional devices. Due to a power outage the other day, the doors and keycard access were not working properly because the software/hardware was offline and while investigating found that the hardware was not powered up. He reset the power to the boards and everything fired up and is now working.

### **Building**

Thanks to George who cleaned the Library while Paul was on vacation this week. Carpet cleaning with the Town's new carpet extractor has been scheduled for Labor Day weekend. American Alarm came out to program in security codes for new staff and trained Heidi in how to do it, to save us from needing a service call in the future. Beth reached out to two different companies for quotes on cupola restoration, as the exterior is deteriorating.

### **Construction**

The Construction Team met on Monday. The LEED application is getting submitted this week and we should have a response by the end of this year; Beth sent a lot of photo documentation of outdoor programming to the consultant. The gate for the stairwell is on its way. DRA presented an option for aluminum doors for the presentation area and maker space. CTA committed to a leak test and will address the leak in the Teen Room at the emergency exit, there is an issue with the door's gasket. ! Beth is contacting Chandler regarding timing for the automatic door opener at the Upton level entrance. Beth worked on allocating funds from the construction project in preparation for a submission to Library Journal and the final report. She took a training webinar on how to use Amplifund for MPLCP grant reporting and fund distribution. Building Committee meets Monday September 12 at 6pm on Zoom. Our restored Steinway piano is almost ready for delivery and we are scheduling its arrival for after Labor Day.

### **Borrower Services**

Staff managed the adult circulation desk, delivery, museum passes, the lobby, room reservations and Automatic Materials Handling equipment. They assisted patrons, placed holds, performed readers' advisory, and supervised volunteers.

Kara worked with a vendor to order comics for the Halloween trick-or-treat event, processed damaged items, reviewed industry publications for collection development and upcoming purchases, met with Beth about ordering, and scheduled a meeting with stakeholders to review the volunteer application process.

Sandhya managed out of network requests for materials, worked on interlibrary loans, cleared expired holds from the hold shelf, ordered items for the home delivery

service and Crescent Manor, and updated museum pass information, including contacting the Mass Police Museum about resuming patron access. Her patron service interactions included ordering classic films for a patron and problem-solving Hotspot connection issues.

Jane corrected patron records, prepared the display for the Dewey Decimal Number of the Week for the 800s (American literature, literature from other countries, plays, poetry), attended a webinar on Bystander Intervention and Conflict De-escalation, posted the New York Times best seller list for fiction, and recommended titles for purchase.

Allie added content to the September newsletter, updated the newsletter's patron contact list, planned September's endcap display for Healthy Aging Month, and created a poster. Her patron service interactions included helping a patron edit the hold history on their account and troubleshooting issues with patrons receiving hold notifications to Charter email accounts, including submitting a ticket to CW Mars; she received a warm thank you from the patron for her assistance.

Ranjita processed out of network requests for materials, performed a routine check of the Library of Things, posted the New York Times best seller list for Nonfiction and recommended titles for purchase. Her patron service interactions included a busy week of room reservations.

### **Children's Services**

This week CR staff spent time assisting patrons, shelving books, managing volunteers, and performing general circulation functions. We are seeing a large number of book returns as families prepare to head into the back-to-school season.

Sarah met with Jen to finalize the September calendar, discussed program dates with YFCP and STEM Beginnings, tentatively scheduled Oct-May Apple Tree Arts visits, worked on collection management and development, submitted the final reimbursement form for the Grafton Cultural Council, booked the Tumble Bus and Goats and Giggles October programs, reached out to Absolute Yoga about fall programming opportunities, reached out to Lauren Scheuer about offering art programs to children, attended a Book Reconsideration Subcommittee meeting, attended a Bystander Training webinar, and began lesson planning for upcoming fall programs.

Jen met with Sarah to finalize the September calendar, created signs and PR materials, worked on CR social media, updated and entered programs in EventKeeper, continued to work on the September CR newsletter, and began lesson planning for upcoming fall programs.

Cyndi managed the CR Library of Things, coordinated with volunteers, and began lesson planning for upcoming fall programs.

Mare worked on coordinating teen volunteer schedules for the fall, worked on volunteer schedules for the next two weeks (including alerting volunteers to the weekend we are closed), and reviewed applicants for fall volunteering.

Kristin coordinated with local schools, began planning for upcoming book clubs, began lesson planning for upcoming comic creators club, and updated the CR bulletin board for Fall.

Stacie has begun to transform the CR into a celebration of all things back to school.

### **Teen Services**

This week Sarah S. and Allison put up two new displays, one with each of our favorite teen staff picks. We also worked on adding new manga titles to our future book order.

Sarah S. had both Manga Club and Anime Club this week.

Allison attended the Bystander Intervention + Conflict De-escalation in the Workplace training, Library Department Head meeting and book challenge meeting.

### **Reference Services**

Heidi and Eric answered reference, circulation, computer and printer questions, created library cards for people, worked on program planning with Sarah S., and worked on statistics. She gave a progress report to Beth and Debby about where things on our list of phone issues so Debby can work with our phone company to resolve them.

Eric gathered information on our Freegal contract to prepare for a meeting with the vendor next week. He followed up with Filmocracy regarding licensing and community events and organized pricing information for Filmocracy and Kanopy. He also continued to make progress on weeding the non-fiction collection -- moving on from the 600's to the 700's. Some discarded items have been made available for free to patrons.

Don't forget: Friends of the Grafton Public Library will be holding their Children's Book Sale on Saturday, August 27 from 10am-4pm, and Grafton Ukulele Musicians will be celebrating International Play Music on the Porch Day from 10-11am on the Library's Community Room Patio.

### Veterans Services

No Report Submitted.

### GCTV

Our new components which will upgrade our Server System have arrived and are being installed. This will give us closed captioning capabilities. First we have to iron out a few kinks, and have our vendor perform a last minute check up before we roll out the new system.



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  
September 6 – Business Meeting @ 7:00 p.m.  
September 13 – Workshop @ 7:00 p.m.  
September 20 – Business Meeting @ 7:00 p.m.