



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: September 9, 2022

Town Administrator

- Met with Moderator to begin Town Meeting Planning
- Attended IT Committee Meeting
- Began Capital Asset Inventory Process
- Continued rollout of new phone system
- Created/Reviewed Town Meeting Warrant

ADMINISTRATION & FINANCE

Finance Director

No Report Submitted

Treasurer/Collector

No Report Submitted

Principal Assessor

- Completing growth entry.
- Took in and reviewed 14 personal exemption applications.
- Took in and reviewed 6 Chapter Land applications.
- Took in and processed 7 motor vehicle applications
- 7 deed entries requests.
- 6 cyclical inspections.
- Printed and distributed Sales Reports
- Printed and mailed 242 Sales Verification Letters

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department

807 log entries were made including 72 - 911 calls, 23 motor vehicle accidents, 41 alarm calls, 53 ambulance calls, 9 animal complaints, 3 arrests, 231 business/area checks, 5 disturbance calls, 186 motor vehicle stops and 10 well-being checks.

10 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *Know the Rules for Children Going to and from School Safely* and *Kids and Bicycle Safety*.

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

Fire Department

The Fire Department had 10 calls for service this week including, 1 Car fire, 1 animal assist, 3 Carbon Monoxide incidents, 1 Alarm investigation, 1 Arcing electrical equipment and 3 Natural gas investigations.

The Departments IT team has started installing iPads in the apparatus. These iPads will allow responding personnel to have access to data on buildings, hazards, and GPS mapping.

The Department has established a Recruitment committee. The committee's primary mission is to design and implement ways of attracting new call firefighters.

Fire prevention division continues to carry out numerous residential and commercial inspection and plan reviews. Capt. Killeen is also collecting information and data that will be used for preplanning of fire incidents.

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

No Report Submitted

Engineering

No Report Submitted

Health Department

As of September 2, Grafton has been informed of a total of 3,790 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 (including the new bivalent 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

I would like to share an experience that I had this week. We all know that being the Inspector of Buildings can often be a thankless job.

This week, while in the field performing inspections, I noticed there was some construction going on at a particular lot. As I was driving by, something struck my eye. I initiated contact with the property owner, and we had a detailed discussion about my concerns. Several hours later, I received the following message in an email. I withheld the names to protect the innocent.

“Hi Bob,
Thank you for getting in touch with me...

I understand that you were looking out for me, and you didn't want to see me spend

money twice or do something that may need correcting...and that it's better to look ahead at the bigger picture!

I appreciate you!!

Planning

No Report Submitted

Conservation

- Prepared for, attended, and issued documents from Commission's 9/6 meeting
- Reviewed applications for Commission's 9/20 meeting
- Worked with Recreation to prepare for upcoming meetings in support of CPC application for construction of passive recreation park at 95 North Street
- Continued to transition department to Viewpoint, assemble GIS trail maps, digitize archive files, and work toward obtaining a grant for Hennessey repairs
- Conducted site inspections
- Fielded inquiries from residents and applicants
-

COMMUNITY SERVICES

Recreation Department

Our fall and winter programming has been announced and registration is now open. You may view the brochure [HERE](#). Sponsorship opportunities for 2022-2023 are now available and they can be viewed [HERE](#).

CPC has approved a warrant article for fall town meeting to fund the construction of a passive recreation park at 95 North St.. Please view the project page at tinyurl.com/95North for information and final design and estimated costs. The Recreation and Conservation Staff and Commissions will begin outreach via various boards and public information meetings.

Council on Aging

September 2, 2022

- Senior Gazette Newsletters received by residents, reservations made for upcoming events in September. Events include: Home to Hearts catered lunch, Out to Lunch at the Wayside Inn, Fall Prevention Lecture
- Complete Streets Forum completed at the Senior Center. About 20 seniors were present to provide their input/ insight on potential improvements to the streets of Grafton.
- Pay as You Throw application completed for FY23, ready to be distributed to seniors for the end of September
 - Referral letter composed for request of sponsorship from Grafton businesses to support the Senior Gazette newsletter
 - Wellness checks, support, advocacy, and guidance was provided to seniors daily

Library

The Library will be closed Friday Sept 16 from 11:30-1pm in line with the municipal center for an all-staff BBQ.

This week we circulated 2,444 items, received 399 items in transit and sent 479 items. We requested 566 items and filled 372 hold requests; registered 17 patrons for library cards, and added 101 new items. The most popular book this week is *The Only Woman in the Room* by Marie Benedict. We hosted 17 meetings for 82 people including Friends of the Library planning meeting for our Caddy Stacks Mini-Golf Fundraiser scheduled for Sunday Oct 2, local Girl Scout leaders, the Grafton Democratic Town Committee, and Grafton Girls Softball as well as private work, study, and tutoring sessions.

Our refurbished 1921 Steinway "O" Series grand piano was delivered on Tuesday September 6! Originally a player piano, a modern QRS PNO player system was installed when it was restored by Geoffrey Searles of Apollo Piano of Grafton, Massachusetts. When plans were made for the renovation and expansion of the library, the Community Room design included space for a baby grand piano, which was purchased for the Library by the Capital Campaign.

At 5' 10³/₄" (180 cm) by 57³/₄" (147 cm), the Model "O" is the largest of Steinway's "small grands." It weighs 662 pounds (300 kg). This piano is large enough to satisfy the need for a full, rich sound, yet sized to fit in our Community Room. The rim and bridges are made of maple, the ribs of sugar pine, and the keys are made from European spruce, while the soundboard is Sitka spruce. The pedals are brass. The treble strings are made of high tensile Swedish steel wire, while the bass strings have a Swedish steel core wrapped with copper wire. Up to 20 tons of string tension is being exerted through the piano at all times; a bronzed cast iron plate provides the strength and stability for this force. The longest string is 54¹/₈" (137 cm).

Due to the delicate nature of this valuable instrument, the piano is currently off limits to the public; policy subcommittee meets September 21 at 7pm to finalize the piano policy. In the meantime, we are offering 2 events to introduce the piano to the public: Name That Tune on Wednesday September 14 at 1pm, and all-ages Piano Karaoke at 1pm on Wed Sept 28, an early release day.

Staff

We welcomed our new Adult Services Librarian – Technical Services Cynthia O'Neil on Tuesday. Visit the bulletin board outside of the Children's Room to play our guessing game of Who's Who on our display of staff school photos!

Building

Paul Farrar cleaned carpets over the long weekend and they look beautiful. Renaud HVAC was on site for quarterly filter changing.

Construction Update

Beth worked on the July MPLCP report. The Construction Team met briefly on Monday afternoon. We had multiple leaks from the rain over the new weekend, which the construction team is addressing. The gate for the bottom of the stairs was delivered, but did not fit as designed/fabricated. The millworker took it back to the workshop and scheduled a meeting on site with someone from the construction team to review. An HVAC commissioning status review meeting is being scheduled for next week.

Admin

Beth worked on the ARIS report due next week, on policies, on collection development, cataloged materials including sending a request for original cataloging to the CW MARS Cat Center, worked on programming including press releases, provided orientation and trained our new cataloger in adding items, updated the Library website and social media, approved and corresponded about meeting room requests. She made purchase requests to the Capital Campaign and requested a meeting. She corresponded with patrons, trustees, and Friends; met with staff, with Grafton Public Schools regarding upcoming parent nights (the Library will send a representative to all sessions) and attended multiple meetings. She also worked on the FY24 budget proposal and staff schedule; of note, we have now had over 200 instances of inadequate staffing that required coverage from another department, calling a temp, closing a room, or closing the building in the last eleven months.

Debby worked on the Weekly Report, updating her calendar, PR deadlines for Blackstone Valley Express and Yankee Express deadlines, and researched PianoMe payment info as discussed in the last policy committee meeting. Eileen worked on bills.

IT was on site to work on a connection issue with one of the smart TVs and assisted in setting up access for our new staff member.

Borrower Services

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

Kara finished the ARIS and circulation statistics for August along with the circ narrative, worked on scheduling the next Borrower Services department meeting, and did collection development on new releases, award winners, and mysteries. She pulled a list of upcoming meetings in the Community Room for Beth, worked with staff on alerts for AMH system problems, provided basic training for Cynthia on Evergreen and other circ functions, attended training on Open Meeting Law, and worked with Sandhya on ILL, including submitting CLIO requests.

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

and updated museum pass information, including the new location and passes for the Massachusetts Police Museum. She provided training for Cynthia on museum pass and meeting room reservations, updated the statistics for the Seed Library for August, and updated staff information on the library website.

Jane created an endcap display for National Honey Month, located items in need of RFID tags or spine label corrections, and worked on pairing the televisions in the meeting rooms to an iPhone, iPad, and laptop--unsuccessfully. IT worked on the problem during their Thu visit and were successful, but staff could not replicate it. Jane posted the New York Times best seller list for print and audio fiction and recommended titles for purchase.

Allie edited the September newsletter and posted links to the website, tested A/V peripherals (mobile phones, tablets, laptops, DVD/BluRay players) in the group study rooms, prepared topics for the Borrower Services department meeting, added piano events to the September event calendar, processed CLIO requests, trained and set alerts in Bibliotheca's LibraryConnect admin account, and reset the staffConnect gate via the circuit board.

Ranjita posted the New York Times best seller list for print and audio nonfiction and recommended titles for purchase, performed a routine check of the Library of Things, and processed out of network requests through the Commonwealth Catalog.

Children's Services

School is back in session and children and families are getting back to the fall schedule. We have seen an uptick in young visitors in the morning and an increase in visitors during the after-school hours. All Children's Room staff have assisted patrons with various reference questions, reader's advisory, and general information, as well as working with volunteers, shelving, and staffing the circ desk.

Sarah attended the "Me Difficult? Nah, They're Difficult!" webinar presented by Niche Academy, met with staff to address concerns and schedule conflicts, finalized August statistics, brainstormed display ideas, planned additional programs through the end of the year, communicated with the new media clerk at North Grafton Elementary School, planned school visits, compiled summer stats for submission to MLS, worked on collection development and maintenance, planned upcoming programming, and worked on compiled this year's CCG submission information.

Jen continued to plan for upcoming storytime programming, managed the CR newsletter, updated the Library Events calendar and social media, helped organize the "Guess Who?" back to school bulletin board display, and brainstormed program ideas. Cyndi has managed the Library of Things, followed up with volunteers, assisted in completion of our final Summer Sewing Camp project, assisted the Teen Room with crowd control and behavior management, and brainstormed program ideas. Mare has continued to coordinate volunteers for the fall season, shelf read picture books, and

search the catalog for books that were donated-- to see if we owned them, etc. before entering them into the catalog. Stacie assisted with a media weeding project, updated the CR STEM Corner, put together passive programming, created book displays, and assisted the Teen Room with crowd control and behavior management.

Kristin has helped to decorate the CR, worked with Jen to create the Guess Who back to school bulletin board, reached out to schools, and planned for upcoming programming.

Teen Services

Allison and Sarah S. managed the teen room during busy after school hours. We had to close before school got out due to staff illness and no one to cover on Thursday September 8. Sarah S. worked on planning upcoming programs. We had two incidents with teen behavior.

Reference Services

Heidi and Eric answered reference, circulation, computer and printer questions. Heidi worked on event planning. Heidi helped the Senior Book Club with their book club selections. Eric worked on a Fall themed book display for the Historic Reading Room and put up a Banned / Challenged Book display. He also continued weeding the non-fiction collection.

Library Weekly Report August 28- September 3, 2022

The Library will be CLOSED Saturday September 3 through Monday September 5 in observance of Labor Day, reopening at 10am on Tuesday September 6. No items are due.

This week we circulated 2,944 items, received 618 items in transit and sent 667 items. We requested 476 items and filled 453 hold requests; registered 32 patrons for library cards, and added 33 new items. The most popular book this week is *The Only Woman in the Room* by Marie Benedict. We hosted 18 meetings in our conference, study, and tutoring rooms for 34 people including the Marvel Championship game as well as private work, study, and tutoring sessions.

Nearly two dozen people watched (and some even sang along!) to GUM on Saturday morning at the Friends Book Sale. We sold a dozen shirts and 14 people strummed and sang. The book sale raised over \$1400 dollars, thanks to all who participated. The next Friends Book Sale is Saturday November 5 from 10am-4pm.

Admin

The Director personally and warmly welcomed middle school students back to the Library Tuesday, Wednesday and Thursday, with reminders about Code of Conduct and Unattended Child. While well-behaved, the kids were polite but overwhelming in sheer numbers. We had to close the teen room due to staff illness on Wednesday, and Thursday had to cap room capacity at 45 (the number of seats available). We are reviewing room occupancies with the architect and Building Inspector. We are delighted

to see so many students who want to use the Library after school, but must remind parents of our Unattended Child Policy, which applies to Library programs as well.

- youth ages 0-7 must be accompanied by a parent/guardian at all times;
- youth ages 8-12 must be accompanied by parent/guardian remaining in the Library;
- youth ages 13+ may be unaccompanied, provided your child is able to use Library independently and follow the Library's Code of Conduct.

Thank you for your compliance, and for going over the Code of Conduct with your children. Policies are posted online at <https://graftonlibrary.org/home/policies/>.

Beth met with various employees, a potential volunteer, and members of the public; gave a library tour to our new Council on Aging Director, Shannon Smith; submitted two IT tickets, corresponded with the Capital Campaign, Board of Library Trustees chair, HR, Building Inspector, and Accounting. She did a walkthrough with Geoff Searles to confirm piano delivery for next week. Policy Subcommittee met to review Unaccompanied Adult Policy (we will draft a paragraph for all policies on the appeals process for special accommodations) and the 3D printer policy (waiting for legal review). She sent PR materials to the Friends for their Mini-Golf Fundraiser which takes place Sunday Oct 2 from 12-4pm at the Library. She worked on programming planning for September and October, including National Library Card Sign Up Month publicity.

The Construction Team met on Monday afternoon. Beth reviewed the proposals for the doors for the Maker Space and the Presentation area of the community kitchen, and for the humidity controls for the historical materials room. We are trying to resolve a leaking door in the teen room, but no leak test has been scheduled yet. Rugs throughout the building will be cleaned over the long weekend.

Beth responded to meeting room requests, planning upcoming programs, worked on our application for a forthcoming Architecture Issue of *Library Journal*, and worked on the ARIS report. She set up a TikTok account, updated the Social Media reviewed and approved leave requests through December trained Debby on scheduling and reviewed payroll management.

IT was on site to work with Beth regarding blocked sites; her laptop is the only one blocking everything via wired, public wifi and private wifi. No other computers had the issue. Jonathan checked in CR to verify moving the desk (and connections) from last week was successful, and fixed minor issues with logins.

It was a very spreadsheety week for Debby, who projected our department's schedule through December. She worked on the Piano Policy, meeting minutes, and our Stick Library, debuting soon! Eileen picked up mail, put together the weekly warrant and department turnovers, corresponded with vendors, and covered the desk, and is heroically trying to get all of the FY22 bills paid.

Staff

Our new cataloger, Cynthia O'Neil, is scheduled to start next week! Beth worked on cataloging some items in technical services with help from Allie, and we got some bestsellers onto the new book display. Mary Bowen picked up some temp hours and continued training. Sarah B. and Allison C. completed crowd manager training.

Borrower Services

Staff managed the circulation desks, delivery, museum passes, the lobby, room reservations and Automatic Materials Handling equipment. We assisted patrons, placed holds, performed readers' advisory, and supervised volunteers. The Borrower Services team had a department staff meeting.

Kara assisted patrons with computer issues, processed received items, prepared a list of mental health comics to correspond with the upcoming emotional wellness event, reviewed the volunteer application form, met with Beth to review the conduct policy, did collection development activities for English mysteries, and started preparing the ARIS and circulation statistics for August along with the circulation narrative. She also trained with Susan on Crescent Manor and made the monthly visit.

Sandhya managed out of network requests for materials, worked on interlibrary loans, ordered items for the home delivery service and Crescent Manor, updated museum pass information, contacted patrons about available holds, planned September's endcap display of eBooks, planned the display of the variety of items the library offers for Library Card Sign Up Month, and created graphics for the displays. Her patron service interactions included assisting with room reservations and technology issues.

Jane prepared the display for the Dewey Decimal Number of the Week for the 900s (geography, travel, ancient history, history of different parts of the world), corrected patron records, worked with Sandhya for e-book information, collected material to add to the staircase displays for September, worked on the *New York Times* bestseller list for fiction, recommended titles for purchase, and troubleshooted connecting an iPad to the television in the upstairs meeting rooms.

Allie selected materials for the main displays and planned an endcap display including checking out books and creating a poster. She created a graphic for Bioplastic Presentation for the September newsletter, ran a second report on patrons interested in newsletter, and edited the newsletter content. She created the Borrower Services September calendar print, tested airplay for mobile phones in the adult meeting rooms, and formatted the Unattended Children Policy document. Her patron service interactions included monitoring the behavior of young adults throughout the Library on the first day of school.

Ranjita posted the *New York Times* bestseller list for nonfiction and audiobooks and recommended titles for purchase. She prepared an endcap display for September of Asian and Indian cookbooks. She performed the monthly AED check and first aid box

check for each department. Thanks to Cyndi for recommending some heavier duty items to augment our kits on each floor.

Children's Services

This week CR staff spent time assisting patrons, shelving books, managing volunteers, performing general circulation functions, and met as a staff. Grafton Public School resumed this week.

Sarah met with Jen to finalize the September calendar and October events, discussed program dates with YFCP and STEM Beginnings, scheduled Oct-May Apple Tree Arts visits, worked on collection management and development, booked a children yoga & mindfulness class and movement class as part of our October Wellness Month programming, booked Lauren Scheuer for April vacation programming, attended a Book Reconsideration Subcommittee meeting, attended a Crowd Manager Training webinar, discussed programming opportunities with Busy Bee Academy, and continued lesson planning for upcoming fall programs.

Jen 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, ran a final sewing camp session with Sarah, 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), reviewed applicants for fall volunteering, and shelf-read picture books.

Kristin coordinated with local schools, began planning for upcoming book clubs, and began lesson planning for upcoming comic creators club.

Stacie has transformed the CR into a celebration of all things back to school (complete with our very own school bus), created signs and posters, and planned upcoming book displays.

Teen Services

As school is now in session, the library staff—particularly Sarah S. and Allison—have been dealing with a huge influx of middle schoolers in the afternoon, with over 60 students arriving between 2-3pm. Overall behavior has been pretty good, but there are a lot of students coming to utilize the space and not enough staff to manage the crowd.

This week Sarah S. and Allison arranged displays for National Suicide Awareness Month and for the Mass Teen Book Award that Grafton teens can vote on during the month of September.

Allison worked in Beanstack to close out summer challenges and updated the Beanstack page on our website: graftonlibrary.org/beanstack. She added five new reading challenges: Back to School, Banned Books, Fall Into Reading, NASA's Artemis Project, and On This Day in September.

Sarah S. set up new displays, finalized a date for a queer history program with author Sarah Prager, and printed and cut out bookmarks.

Reference Services

Heidi and Eric answered reference, circulation, computer and printer questions. Heidi created library cards for people, and worked on statistics. She hosted two book groups: The "Reads Well with Others" Book Group discussed *How the Penguins Saved Veronica*, by Hazel Prior. The Inspirational Book Group discussed *The Secret Wisdom of Nature: trees, animals and the extraordinary balance of all living things* by Peter Wohlleben; translated by Jane Billingham. Heidi also added science fiction / fantasy and mystery books to the Library Card Sign-up Month display.

Eric met with our Freegal representative to discuss advertising, stats and contract status. He will update the Gale database page to reflect some information he got from the Freegal representative, and forwarded information to staff. Eric selected non-fiction and biographies for the September staircase collection and worked on a Fall themed book display and a Banned / Challenged Book display. He also continued weeding the non-fiction collection.

Veterans Services

No Report Submitted

GCTV

New Tightrope server system has been installed, and we are learning the new protocols for its operation. There are a number of new capabilities, but clearly everyone wants to see the CC used for LIVE meetings. More to come.

Bus Stop Weather is back, and Sophie Kling has returned as host. Bridget Caya is working on a new segment covering all the events taking place in Grafton each week. Stay tuned.

Another season of Concerts on the Common has come to a close, and none of them were rained out! Bill covered them all, and they are currently running on GCTV and our YouTube page.

As always, GCTV Staff continues to maintain coverage for all GCTV 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 13, 2022
September 20, 2022