



## MEMORANDUM

### OFFICE OF THE TOWN ADMINISTRATOR

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TO: Select Board

FROM: Evan Brassard  
Town Administrator

RE: Administrator's Weekly Report

DATE: September 16, 2022

#### **IMPORTANT NOTICES TO ALL DEPARTMENTS**

- Town Meeting, October 17, 2022 @ 7:00 p.m. Grafton High School

#### Town Administrator

- IT RFP Awarded
- Warrant Draft Finalized
- Hired new Sealer of Weights and Measures
- Met with Tufts and Water District
- Hosted staff development luncheon

#### **ADMINISTRATION & FINANCE**

#### Finance Director

- Working on Account Receivable reconciliation to close out the General Fund. Finalizing the closing FY22 books.
- Finalized all encumbrances for FY23 for GF, SWR, and CPA.
- Uploaded FY23 encumbrance budget into Vadar.
- Working on uploading ATM warrant article budgetary items in Vadar.
- Attended Purchase Card implementation meeting with BMO Bank. Set up credit cards for multiple departments. Next step is to set up P-Card Spend Dynamics portal with vendor codes and department accounts to link your transactions to.
- Started the MMA-Suffolk Certificate in Local Government Leadership and Management. First course is in Strategic Leadership.

- Attended a meeting with ClearGov data team to go over the mapping of the new Vadar accounts for our budget software. Sending them final revenue and expense reports next week to be uploaded to start the FY24 budget process.
- Attended Brigham Hill Rd auction.
- Attended Finance Committee meeting to go over the public hearing schedule for the Fall STM.
- Met with Fire Dept and HR to go over new payroll reporting procedure.
- Attended a kickoff call with Debt Book. Application will store all of Grafton's debt, leases, and software contracts per GASG 87 and 96 respectively.

Treasurer/Collector

No Report Submitted

Principal Assessor

- ❖ Completed growth for FY 2023.
- ❖ Interim Adjustments have been completed.
- ❖ Submitted the LA3, LA15, LA4 and LA13 in DLS Gateway.
- ❖ Took in and reviewed 6 personal exemption applications.
- ❖ Took in and reviewed 5 Chapter Land applications.
- ❖ Took in and processed 6 motor vehicle applications
- ❖ Entered 10 deeds into the Vision database.
- ❖ Entered 21 building permits into the Vision database.
- ❖ 2 Building permit inspections, 1 cyclical re-inspection.
- ❖ Reviewed 79 inspections.

Town Clerk

No Report Submitted

**PUBLIC SAFETY**

Police Department (9/4/22 – 9/10/22)

455 log entries were made including 34 - 911 calls, 9 motor vehicle accidents, 11 alarm calls, 22 ambulance calls, 6 animal complaints, 7 arrests, 147 business/area checks, 5 disturbance calls, 83 motor vehicle stops and 6 well-being checks. 5 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on Rules of the Road for Bike Riding.

Officers received legal updates on current court decisions and other roll call notices including Commonwealth Fusion Center and the Worcester Regional Intelligence Bulletins. Officers Dias and Padgett attended a 2-day Suicide Awareness hosted by the MPTC. Sgt. Mazzola attended Body Worn Camera training hosted by MPI. Sgt. Crosby attended a MA Police Accreditation Standards & Training meeting. Officer Simmler continues his field training with designated Field Training Officers (FTO).

All officers and staff attended a department meeting to review activities, policies, procedures and to address any concerns or questions related to department operations. TA Brassard attended to speak about the proposed Regional Emergency Communication Center.

We are also pleased to announce that an interim co-response clinician has been appointed to assist the department when responding to calls for persons experiencing mental health issues. We are working with Advocates who will provide the services as part of a grant provided by MA DMH. The clinician will be shared with the towns of Millbury and Sutton.

We received notification that we were awarded a \$30,000 Municipal Road safety Grant (MRS) to assist us with our traffic enforcement initiatives. We anticipate that the funding will allow us to deploy additional patrols dedicated to traffic enforcement throughout the town. The funding will also assist us in purchasing new equipment to enhance the capabilities of officers responsible for traffic enforcement and ensure the safety of motorists and pedestrians utilizing our roadways.

#### Fire Department

The Fire Department had 9 calls for service this week including, 2 Motor vehicle accidents, 5 Alarm investigations, 1 Smoke in the area investigation and 1 Natural gas leak.

Lieutenant Michael Corda was promoted to Captain of Sta. 1. Michael has served as Lieutenant for 22 years and has been a member of the GFD for 37 years.

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.

The Fire Department began training new personnel on the town's viewpoint permitting software. This training is being conducted by the Building Department.

The Fire Chief has been meeting with area towns Fire Chiefs to work on automatic and mutual aid agreements.

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

Public Works: Please contact the DPW Office to report any potholes or other roadway issues. The brush dump on Millbury Street is open, hours are Monday-Friday 10am-1pm 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 has started the and will continue for several months. Paving is schedules for Old Westboro Road, Wesson Road, Oak Street, Sartell Road,

Hillside Ave, and Kessel Street. Please use caution in these areas and seek alternate routes if possible.

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 four 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 September 9, Grafton has been informed of a total of 3,802 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 new bivalent 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

The building department has been issuing building, electric, mechanical, gas and plumbing permits.

### Planning

No Report Submitted

### Conservation

No Report Submitted

## **COMMUNITY SERVICES**

### Recreation Department

Fall programming began this week and you can still join in an adult hike being held next Thursday, half day of school programs on Sept. 28, and elementary afterschool programs starting in October. You may view the brochure [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](http://tinyurl.com/95North) for information and final design and estimated costs. Recreation and Conservation Staff/Commissions will be presenting the project to the Selectboard on Sept. 20 and will hold a community meeting on October 6 at 7pm in Conf. Room G.

### Council on Aging

- October Issue of Senior Gazette Newsletter completed and submitted for print
- Attorney, Carolyn Spring, present to assist seniors with their legal needs
- Attended trainings 2 training with SNAP on assisting residents with signing up for benefits as well as completing reports for reimbursement from SNAP
- Attended FOGE meeting on Wednesday evening
- SNAP report submitted for Q3 and Q4 report initiated
- Wellness checks, support, advocacy, and guidance was provided to seniors daily

## Library

This week we circulated 2,380 items, received 498 items in transit and sent 630 items. We requested 701 items and filled 389 hold requests; registered 20 patrons for library cards, and added 103 new items. The most popular book this week is *David Gets In Trouble* by David Shannon. We hosted 10 meetings in our conference, study, and tutoring rooms for people including the Grafton Public Library Capital Campaign, Thai Chi practice, and the Marvel Champions card game as well as private work, study, and tutoring sessions.

The Library closed Friday, September 16 from 11:30-1 p.m. as encouraged by Evan Brassard, making it possible for many staff members to attend the Fall BBQ at the Municipal Center.

## **Admin**

Beth worked on PR for Library Programs, ordered eBooks for September book clubs, updated the website and Library calendar, and managed staff remotely. We had several incidents involving teen behavior, and a second complaint about lack of privacy on patron computers. She attended a webinar on How to Test for Accessibility with Perkins Access, remotely attended the CMLA annual meeting, and met remotely with the Library Planning and Building Committee, Capital Campaign, and the Friends of the Library.

Beth also completed and submitted the FY22 ARIS report to MBLC for State Aid requirements. In FY22 we were open 2,150 hours over 226 days over 40 weeks, including 35 Saturdays and one Sunday (Grafton Celebrates the Holidays). We had 47,367 visitors, notarized 20 documents and proctored 1 exam; had 45 volunteers donate 915 hours; offered 64 curbside pickups and made 98 deliveries to the homebound, and circulated 85 items from our Seed Library. In FY22 we answered 1,443 reference questions; provided 1,019 computer sessions, and an estimated 1,200 WiFi sessions; and provided 215 programs to 2,193 participants.

FY22 circulation of library materials (checkouts and renewals) totaled 144,210 items, including 36,521 items in digital format and 53,526 items in non-print format. We had 22,567 uses of electronic resources and 38,872 hits to our website. We had 258 meeting room reservations with 1,492 participants. At the end of FY22 we had 10,153 registered borrowers with Grafton cards (including 8,796 residents) and physical holdings totaled 65,475 items. Our non-resident circulation was 11,200 including 8 out of state visitors. Our Friends membership stands at 195 people over 127 households. All of these figures are significant increases from FY21 due to the pandemic and closures during our library relocation and reopening.

Debby worked on press releases for Library Programs, updated PR contact information and publishing schedules, created and posted social media content, attended a webinar from Massachusetts Higher Education Consortium on their new purchasing software.

She contacted local businesses to participate in the Emotional Wellness Fair in October and partner with the Library to grow our social media following. She compiled the weekly report, set up and promoted the Stick Library for dogs, started setting up the Caddy Stacks mini golf display and continued to work on scheduling, ordering, and communications for the Library Board of Trustees.

### **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, performed readers' advisory, and supervised volunteers.

Kara rescheduled the volunteer staff review meeting, scheduled next month's department meeting, and helped gather items for the Friends of the Library Caddy Stacks Mini-Golf Fundraiser display. She worked on replacing damaged items, including communicating with other C/W Mars libraries, prepared for ordering new adult fiction titles, and updated the comics order for the upcoming Halloween event.

Sandhya ordered items for the home delivery service and Crescent Manor, updated museum pass information and physical passes, helped update social media for Teen Room closures, and performed troubleshooting on the AMH. She managed out of network requests for materials, worked on interlibrary loans, and dealt with items on hold including contacting patrons, clearing expired items, and following up with lending libraries about missing items.

Jane posted the New York Times best seller list for print and audio fiction, recommended titles for purchase, corrected patron records, began planning the October display, and worked on using the DVD players in the study rooms.

Allie planned the October newsletter and created graphics, set up Bibliotheca alerts in the Library Connect account, recommended non-fiction titles for purchase, arranged the new 7-day and 3-week fiction books, and curated the October endcap display. She removed the "check-in" button on three self-check machines, performed troubleshooting on the self-check machines and AMH computer, and put-up notices when Evergreen and the AMH were down.

Ranjita posted the New York Times best seller list for Nonfiction and audiobooks and recommended titles for purchase, processed ComCat requests, and performed a routine check of the Library of Things.

### **Children's Services**

This week all Children's Room staff assisted patrons, placed holds, completed readers advisory and reference tasks, and shelved.

Sarah reviewed the quarterly schedule and discussed it with her staff, presented a storytime at the Willard House & Clock Museum, spoke with a book vendor, worked on

collection development and maintenance, submitted summer stats to MLA, followed up with the Grafton Food Bank regarding pet food donations, planned Halloween CR theme, handled an issue with an concerned patron, and attended the Friends of the Grafton Public Library's September board meeting.

Jen worked on the October newsletter, planned for upcoming programming, managed EventKeeper CR events, updated the website to reflect the fall storytime schedule, and planned the CR Halloween theme.

Cyndi assisted with managing volunteers, dropped items off at SGES, managed the library of things, decorated the room, helped in the teen room, used the labels Kristin developed and laminated and put them on the holiday bins, and worked on moving holiday books to the bins and the picture books from the bins to the shelves.

Mare corresponded with volunteers about cancellations/changes with their fall schedules, shifted picture books and holiday and seasonal items, shelf read, and pulled the CR the pull list.

Stacie continued her media project, decorated the CR for fall, and planned upcoming programming.

Kristin presented at Open House nights for grades 2-5 at MSES, held a Comic Creators Club, reserved and dropped off books for NGES and SGES CARES.

### **Teen Services**

This week Allison attended a few webinars including one on the new Peterson's Test Prep database; she made a social media slide and promoted it on the library's website. She also attended the Grafton Middle School Open House and had a table to talk to parents.

This week Sarah S. worked on catching up with weekly manga reviews and ordered copies of the first three volumes of *Your Lie in April* for this month's Manga book club. She set up displays for Batman Day and Hispanic Heritage Month. Sarah has been working to supervise the teens using the Teen Room for homework as well as putting out board games, turning on movies, and making Lego bricks and coloring sheets available. She also decorated the room for fall with gourds from local farm stands.

### **Reference Services**

Heidi and Eric answered reference, circulation, computer, and printer questions. Heidi created library cards for people, worked on program planning, statistics, and hosted the "Not Just For Young Adults" book discussion of *Aurora Rising* by Amie Kaufman and Jay Kristoff. Heidi also helped the Mystery Book Club with their book club book selections. Eric worked on a fall themed book display for the Historic Reading Room. He also continued weeding the non-fiction collection.



Veterans Services

No Report Submitted

GCTV

Local bands continue to reach out to Bill Robidoux looking for studio time. The recent Jazz series featuring “The Conversation” has attracted talent to the GCTV Studio. This is exciting as it offers us the opportunity to show off the studio and offer new programming to the community.

Bridget Caya will be recording her first “Get Out Grafton” segment this Monday. Bridget will highlight Grafton events that the whole family can enjoy.

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 20, 2022

October 4, 2022

Upcoming Department Head Meetings

October 12, 2022