



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: September 23, 2022

IMPORTANT NOTICES TO ALL DEPARTMENTS

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

Town Administrator

- Blasting will start this week on Institute Rd
 - Will Continue for several weeks
 - Sent CodeRed message to all within 1 mile
- Held Capital Summit to Kick-Off capital process
- Attended ARPA Meeting
- Reviewed administrator dashboard for new phone system
- Awarded \$50,000 Community Compact Grant for EV Charging at Municipal Center

ADMINISTRATION & FINANCE

Finance Director

No Report Submitted

Principal Assessor

- ❖ Worked with the Department of Revenue to answer questions on the LA3.
- ❖ Worked with Vision Government Solutions on questions the Department of Revenue had on the LA3.
- ❖ Worked with support at Vision Government Solutions regarding recalculation issues in the real estate database.
- ❖ Took in and reviewed 7 personal exemption applications.

- ❖ Took in and reviewed 12 Chapter Land applications.
- ❖ Took in and processed 3 motor vehicle applications
- ❖ Entered 11 deeds into the Vision database.
- ❖ Entered 5 building permits into the Vision database.
- ❖ 5 permit inspections, 1 new construction inspection and 1 sales inspection.
- ❖ Reviewed 25 inspections.

Treasurer/Collector

No Report Submitted

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department (9/11/22 – 9/17/22)

378 log entries were made including 35 - 911 calls, 7 motor vehicle accidents, 13 alarm calls, 20 ambulance calls, 7 animal complaints, 3 arrests, 115 business/area checks, 7 disturbance calls, 45 motor vehicle stops and 4 well-being checks.

3 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on What to do When Encountering a Fox or Coyote.

Officers received legal updates on current court decisions and other roll call notices including Commonwealth Fusion Center and the Worcester Regional Intelligence Bulletins. Sgt. Crosby, Officers Dias, Padgett and Simmler attended Cop-Link law enforcement investigative database training at the Commonwealth Fusion Center. Lt. Minardi and I attended the three-day Chiefs Conference hosted by the MA Chiefs of Police Association and MPI. Officer Simmler continues his field training with designated Field Training Officers (FTO).

It was my pleasure to attend the Select Board meeting on Tuesday to introduce Lieutenant Minardi for affirmation to the position of Deputy Chief.

Fire Department

The Fire Department had 7 calls for service this week including, 3 Alarm investigations, 1 Water problem, 1 Smoke investigation, 1 Carbon monoxide investigation, and 1 Hazardous material investigation.

Chief Mathieu, Captain Killeen, and Lieutenant Remillard attended a Senior Fire Officer Forum on Crisis Leadership and management for extreme events. The presenter was FDNY Chief (Ret.) Joseph Pfeifer. Chief Pfeifer was the incident commander at the World Trade Center on 9/11 and numerous other large-scale emergencies in NYC.

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 Department has established a Training Committee to evaluate training needs and to develop and implement training for the Department Members.

The Select Board affirmed the promotions of Deputy Chief Cournoyer and Captain Micheal Corda. The Lieutenant vacancy left by these promotions has been posted and will be filled by the beginning of October.

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

No Report Submitted

Engineering

No Report Submitted

Health Department

As of September 16, Grafton has been informed of a total of 3,815 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 still 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

We are pleased to announce that we have completed converting the Zoning Board of Appeals data. It is now available through the town's online permitting system, OpenGov. The building department continues to issue building, electric, mechanical, gas and plumbing permits.

Planning

No Report Submitted

Conservation

- Issued documents from Commission's 9/6 meeting
- Prepared for, attended, and issued documents from Commission's 9/20 meeting
- Attended MS4 Annual Report meeting with VHB & Capital Summit
- Worked with Recreation to prepare for upcoming meetings in support of CPC-approved warrant article at fall town meeting on 10/17 for construction of passive recreation park at 95 North Street, including presentation at Select Board on 9/20 – The final community meeting will be held 10/6 at 7pm in conference room G – See www.tinyurl.com/95north for more info
- 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

COMMUNITY SERVICES

Recreation Department

Registration for youth basketball for Grades 1 -12 is going on now. Registration closes soon for Babysitting Certification that begins in early October. You may view the brochure [HERE](#) with all upcoming program/events or register online [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. Recreation and Conservation Staff/Commissions will be presenting the project at a community meeting on October 6 at 7pm in Conf. Room G.

The Director attended the SelectBoard meeting this week to present the 95 North Passive Recreation Project, virtually attended the National Recreation and Park Association annual conference and participated in the Capital Summit with department heads led by town administration.

Council on Aging

- October Issue of Senior Gazette Newsletter received and distributed ~450 seniors in the community
- Q3 SNAP report successfully submitted
- Connections Physical Therapy presented a lecture, “The Basics of Balance” in honor of Fall Prevention Awareness Week
- Everyone enjoyed Bingo with a lunch of pizza, thanks to FOGE, following
- A celebration of Bill Drago, former COA chair was held to thank him for 20 years of service for the Council of Aging
- COA meeting held. A warm welcome was provided to new member, Eliza Sharrah
- Wellness checks, support, advocacy, and guidance was provided to seniors daily

Library

This week we circulated 2,740 items, received 5645 items in transit and sent 593 items. We requested 589 items and filled 438 hold requests; registered 22 patrons for library cards, and added 87 new items. The most popular book this week is *The Only Woman in the Room* by Marie Benedict. We hosted 23 meetings in our conference, study, and tutoring rooms for 90 people including Grafton Republican Town Committee and MetroWest Building Officials Association as well as private work, study, and tutoring sessions.

Admin

Eileen maintained the collection of periodicals and prepared and paid bills. Debby worked on press releases, social media content, partnerships with local businesses, finalizing the Caddy Stacks mini golf display and the upcoming Emotional Wellness Fair. She attended the Massachusetts Higher Education Consortium expo as well as scheduling, payroll, and Board of Library Trustees tasks. This is the last week to participate in our Library Card Selfie Contest! We'd LOVE to hit 10,000 borrowers by the end of September. Current count: 9,635 residents with cards (8,901 borrowers with Grafton cards). #GetLibraryCarded #LibraryCardSignUpMonth #FindYourVoice#GetCards To enter, post a picture of yourself with your Grafton Public Library card by 9/30/22 at 6 p.m. for a chance to win a \$25 Visa gift card. Post your library card selfie as a comment to this post to enter. Rules: There is no age limit, if you have a Grafton Public Library card in your name, take and post a picture with it to enter! If your card is expired, call the library to renew it over the phone! 508-839-4649. The winner will be chosen at random and the winner notified via Facebook Messenger on the account they used to post their entry. A parent/guardian may post one entry per child in their home through their Facebook account, but the child must have a library card in their name. (There is no minimum age to get a library card!) If you don't have a library card, you still have time! What are you waiting for?

Beth attended a Capital Summit with other department heads, completed and submitted the ARIS report, and responded to patron correspondence. She met with town counsel to review draft policies. She worked on PR and website updates for

upcoming October programs, collection development and responded to staff and patron requests.

CTA construction addressed the leak at the teen room door. No leaking during the rainstorms this week! The gate for the stairs is scheduled to be installed next week. Work to meet ADA compliance for counters and sinks is anticipated for November. HVAC commissioning continues. We are moving forward with a plan for a humidifier for the historical documents room Beth attended meetings with the construction team.

Borrower Services

Staff managed the circulation 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 worked on replacing damaged items, had a phone meeting with the large print vendor representative, ordered new large print adult fiction and nonfiction, prepared for upcoming orders, selected horror comics for a Scary Stories display, worked on collection development for adult horror, and tested and provided training on transferring title-level holds.

Sandhya managed out of network requests for materials, worked on interlibrary loans, cleared expired holds from the hold shelf, processed holds on museum passes, and assisted patrons with technology questions. She worked on the home delivery service, including ordering items, making calls, and processing holds. Jane posted the New York Times best seller list for print and audio fiction, recommended titles for purchase, collected items with alerts for cataloging corrections, worked on using the DVD players in the study rooms, and developed a list of winter holiday fiction for a display. Allie created graphics and curated content for the October newsletter, applied new formatting to the newsletter template, arranged a display for new fiction, planned an endcap display, and performed troubleshooting and cleaning of the AMH. Ranjita posted the New York Times best seller list for print and audio nonfiction and recommended titles for purchase, processed ComCat requests, performed a routine check of the Library of Things, and processed new hardcover adult fiction. Mary trained on Teen Room procedures with Allison and got an introduction to the Children's Room from Jen.

Children's Services

Sarah presented Toddler Time and Preschool Storytime programs, booked the school year outreach with Busy Bee Academy, coordinated with presenters, practiced collection maintenance and collection development, planned for upcoming fall programming, shopped for Octoberfest basket donations, and met with staff.

Jen presented a Library Babies storytime, worked on the October newsletter, decorated the room for fall, created a Banned Books display, updated EventKeeper, and created CR PR.

Cyndi decorated the room for fall, planned for upcoming fall programming, managed the Library of Things, and assisted Mare with volunteers. Mare wrote letters of recommendation for a few of our CR volunteers who are applying to be in the NHS. Kristin attended school open houses, delivered books to local schools, and planned upcoming fall programming and displays,

Stacie decorated the room, planned for upcoming fall programming, and created displays.

Teen Services

This week Allison attended the Grafton High School Open House and spoke to an assembly of parents to let them know about our space and highlight our new Peterson's Test Prep database and tutor.com. She is also working on 3D printing the parts needed to set up the 3D printer enclosure and updating the Ingram cart when new books can be ordered. Sarah staffed the teen room and worked on October programming, including movie nights and an Author Fair scheduled for October 8.

Reference Services

Heidi and Eric answered reference, circulation, computer and printer questions. Heidi created library cards for people, worked on program planning and statistics. She hosted the Daytimers' book discussion of *The Lost Castle* by Kristy Cambron as well as the GPL Mystery Book Group discussion of *Plaid and Plagiarism* by Molly MacRae. Heidi also attended the Grafton Anti-Racist Book Group (GARB). Eric replaced books checked out from the Banned / Challenged book display, selected books and made graphics for the Fall Reading display in the Historic Reading Room and continued weeding the non-fiction collection.

Technical Services

Cynthia cleared the backlog of adult books and tween books from the summer, learned how to use the label maker, and followed up on original cataloging requests. She is working on finishing cataloging the new adult and children's books--nonfiction, fiction, graphic novels, and manga.

Veterans Services

No Report Submitted

GCTV

We are getting very close to rolling out the CC feature on LIVE meetings on the GOV channel. Tests have been promising, and our next challenge is to display the CC during playback.

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

October 4, 2022

October 11, 2022

October 17th (Town Meeting)

Upcoming Department Head Meetings

October 12, 2022 @ 10:00 a.m.