



## 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 30, 2022

#### IMPORTANT NOTICES TO ALL DEPARTMENTS

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

#### Town Administrator

- Toured Great Meadow
- Completed MA Responds Basic Training
- Met with representatives of MassDevelopment
- Met with Worcester Health Alliance
- Began work on two new policies:
  - Progressive Liquor License Enforcement Policy
  - Liquor License Policy
- Installed new "Welcome to Grafton" sign on Rt 140  
(across from Wyman Gordon)

#### ADMINISTRATION & FINANCE

#### Finance Director

No Report Submitted

#### Treasurer/Collector

No Report Submitted

#### Principal Assessor

- Worked with the Department of Revenue to answer additional questions and make changes to the LA13.
- Received approval from the Department of Revenue on the LA3, LA4 and LA13.

- Worked on settlement agreements for outstanding Appellate Tax Board Cases.
- Took in and reviewed 8 personal exemption applications.
- Took in and reviewed 21 Chapter Land applications.
- Took in and processed 32 motor vehicle applications
- Entered 8 deeds into the Vision database.
- Entered 11 building permits into the Vision database.
- 6 permit inspections, 1 new construction inspection and 2 cyclical and 2 sales inspection.
- Reviewed 33 inspections.

#### Town Clerk

No Report Submitted

### **PUBLIC SAFETY**

#### Police Department

406 log entries were made including 46 - 911 calls, 5 motor vehicle accidents, 12 alarm calls, 27 ambulance calls, 2 animal complaints, 1 arrest, 140 business/area checks, 4 disturbance calls, 26 motor vehicle stops and 5 well-being checks.

6 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *Prevent Auto Theft – Don't Make Your Vehicle an Easy Target*.

Officers received legal updates on current court decisions and other roll call notices including Commonwealth Fusion Center and the Worcester Regional Intelligence Bulletins. Officer Benoit attended a two-day Search Warrant training hosted by MPI. Officer Simmler continues his field training with designated Field Training Officers (FTO).

#### Fire Department

The Fire Department had 7 calls for service this week including, 1 Mutual aid building fire, 2 Alarm investigations, 1 Outside trash fire, 1 Propane leak investigation, 1 Medical assist, and 1 Good intent call no emergency found.

Captain Rick Allain is retiring from the Grafton Fire Department on Sept. 30th after 49 years of service on. Captain Allain was appointed to the department in 1973, promoted to Lieutenant in 1990 and to Captain in 2002. Captain Allain's experience and knowledge will be missed. Captain Allain will still be assisting the department as a member of the recruitment committee.

The department has adopted a new Mission Statement, it has been posted on the Towns website and will be posted at all three stations. Our Mission Statement is.

*The mission of the Grafton Fire Department is to improve the quality of life for Grafton's residents and visitors by preventing the loss of life and protecting property through the*

*professional delivery of fire suppression, emergency services, training, fire prevention and public education.*

The Department has appointed Ken Carter as a new auxiliary member assigned to Station One. Ken applied after talking with firefighters staffing our recruitment table at the National Night Out event.

Fire prevention division has been conducting school fire drills and 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 23, Grafton has been informed of a total of 3,837 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

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

### Planning

No Report Submitted

### Conservation

- Issued documents from Commission's 9/6 & 9/20 meetings
- Coordinated with DPW for fall field mowing at conservation properties & posted informational materials in our first trail head kiosk at Hennessey – Thank you to DPW for all of your help with our conservation lands!
- 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 FinCom on 9/29 – The final community meeting will be held 10/6 at 7pm in conference room G – See [www.tinyurl.com/95north](http://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 4 -12 is going on now. We have a bunch of great programs coming up with registration closing in a couple weeks so make sure to take a look at our [Fall and Winter Brochure](#). We are also excited to bring back our Friendly Trick or Treat event at the municipal center. Children ages 5 and under can trick or treat at town offices in a lighted, safe and non-scary environment. Costumes encouraged! Stay tuned for details.

The Conservation and Recreation Departments have been working on developing a passive recreation park at 95 North St. CPC has sponsored an article at fall town meeting (October 17) to fund construction of the project. A Community Meeting will be held on October 6 at 7pm in Conference Room G of the Municipal Center so residents can learn about the project and ask questions. We hope to have your support on making this park come to life. Visit the [Project Page](#) for information.

The Director attended the Finance Committee meeting this week along with Conservation to present the 95 North Passive Recreation Project. Finance Committee recommends passage of the article to fund the project.

#### Council on Aging

No Report Submitted

#### Library

This week we circulated 2,641 items, received 763 items in transit and sent 684 items. We requested 485 items and filled 592 hold requests; registered 25 patrons for library cards and added 146 new items. The most popular book this week is *The Only Woman in the Room* by Marie Benedict. We hosted 28 meetings in our conference, study, and tutoring rooms for 106 people including Tai Chi, Marvel Champions, Pleasant Street Neighbors group, and Girl Scout Troop 65070 as well as private work, study, and tutoring sessions.

#### **Admin**

Beth was out for two days for Rosh Hashanah observance. She worked on the financial part of the ARIS report, due on Friday October 7, and requested final FY22 figures from the Town Accountant's office. She prepared meeting materials for next week's policy committee meeting, attended the Library Board of Trustees meeting, and managed the Teen Room for part of the early release day. We had to close the room at 1pm due to lack of staffing. Teens were dispersed from the building and police were called to multiple locations on the Common in response to the crowds of middle school students.

Beth responded to a public records request and reviewed and edited Library page updates for the new Town website. She reviewed requests for camera footage—our cameras focus on library property, and we are unable to provide footage of the Common, Upton Street, or South Street. She reviewed and edited meeting room requests, tested A/V equipment, and met with a League of Women Voters member about their upcoming program. No one attended the Friday evening movie night last week, which Beth ran. She hosted a piano karaoke program that no one attended and worked with Apple Tree Arts on the October Ukulele 101 program. Beth reviewed incident reports, corresponded with the construction team, and worked on the July MPLCP report. She worked with IT to determine HDMI cable issues. Jonathan brought to our attention that the televisions are not properly secured, Beth will bring this up with custodial. She met with Cynthia regarding ordering new library materials; once we have straightened out which accounts from our jobber, Ingram, are coming in shelf ready, we can commence with ordering. Part of the delay is due to the long outstanding FY22 balance due to the new accounting system, but with this week's warrant, we should be up to date and back in good standing. Beth requested a quote for new barcode scanners (two have stopped working) and will have to ask Trustees to fund as there is no budget for new equipment in FY23. Signet returned to manage staff key card issues and program our doors with the approved September Calendar. She completed and sent the October newsletter and paid bills. She reached out to a contractor for a quote on cupola

restoration, and reviewed options for renewing our popular Wi-Fi hotspots, as the free program ends October 1.

Beth coordinated with Willard House and Clock Museum staff installed a Willard clock, made in Grafton, in the Historic Reading Room. This is on temporary loan. Willard House and Clock Museum: 50-Years of Collecting Excellence: An Illustrated Lecture will be presented by Robert C. Cheney on Monday November 14 at 7pm with a wine and cheese reception to follow. Registration begins Saturday October 1.

The Friends are planning their third Caddy Stacks mini-golf fundraiser, which takes place in the Library this Sunday October 2 from 12-4pm. Tickets are available in advance online at <https://www.eventbrite.com/e/caddy-stacks-2022-tickets-416733700717>. Thanks to all of our local businesses who are sponsoring holes!

Eileen maintained the collection of periodicals and prepared and prepared the weekly warrant for payment. We received a \$1000 check for our grant from the Coalition from a Healthy Greater Worcester and a \$50 memorial gift. This week Debby worked on diagnosing and trying to resolve concerns with the phone system, created graphics and communicated with vendors for the Emotional Wellness Fair. She planted new mums on the front porch, created and posted content to Facebook, Instagram, and TikTok accounts, attended the Board of Library Trustees meeting, and continued to work on scheduling, payroll, and Board of Library Trustees tasks.

### **Construction Update**

Our stair gate arrived for installation on Thursday and we anticipate completion on Friday. The panel insets do not match what was selected by the Interiors Committee. Veterans was on site working on HVAC system. A solution for handles for the display case was provided by the architect.

### **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 placed the large print fiction and nonfiction book order for October, processed damaged fiction titles and media, began working on an October endcap display, and attended training on using the A/V equipment in the meeting rooms.

Sandhya managed out of network requests for materials, worked on interlibrary loans, cleared expired holds from the hold shelf, followed up on missing holds with lending libraries, performed troubleshooting on the AMH, assisted patrons with technology questions and using the Libby app, answered patron questions on social media, and began decorating the Borrower Services areas for Halloween. She worked on the home delivery service, including ordering items, making calls, processing holds, and coordinating volunteers.

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, and prepared an endcap display for October for National Pizza Month. She worked with Allie on using the A/V equipment in the meeting rooms and provided training to Kara, Mary, and Cynthia.

Allie finalized content and graphics for the October newsletter, gathered materials for an endcap display, talked to young adults about appropriate behavior in the library and the Code of Conduct, and worked with the Bibliotheca support representative on troubleshooting instructions, including problems with the security gate and external return issues.

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, processed new hardcover adult fiction, and assisted patrons with technology questions.

Mary attended training on using the A/V equipment in the meeting rooms.

### **Children's Services**

In addition to shelving, assisting patrons, and managing volunteers, the Children's Room staff worked on the following projects:

Sarah presented two Toddler Time programs and one Preschool program, communicated with YFCP and STEM Beginnings, shopped for Octoberfest donation baskets, attended a Blackstone Valley Youth Services Roundtable meeting, coordinated Tumble Bus and provided storytime to children waiting, discussed Halloween outreach programming, planned November programming, and reviewed the schedule and brainstormed possible solutions.

Jen provided storytime to children waiting for their turn on Tumble Bus, sent out the October Children's Room newsletter, worked on the November newsletter, updated EventKeeper and posted to social media, planned November programming, and presented a successful session of Library Babies. Cyndi prepared the October room decorations, shifted collections, planned for October, began preparing for November, and made the program room more accessible. Stacie cleaned and organized the program room closet, began decorating for October, prepped book displays, and reorganized the CR toys. Kristin covered lunches in the Children's Room, dropped books off at both SGES and NGES, and communicated with the schools.

### **Teen Services**

This week Allison shopped for and put together two themed baskets for Octoberfest at South Grafton Elementary School: Hocus Pocus and Bluey! Wednesday was a half day and there were dozens of tweens & teens in and around the library. Allison also ordered the remainder of items needed for Halloween and Grafton Celebrates the Holidays, and

created and sent out the October Teen Newsletter.

This week Sarah helped the teens to change out games in the Nintendo Switch from Super Smash Bros. to Just Dance and put on an afternoon movie on Tuesday. She put up displays for LGBTQ History Month, Space Week, and Fall themed books. She made Halloween bookmarks as well as stenciled bats and werewolves for seasonal decorations.

### **Reference Services**

Heidi and Eric answered reference, circulation, and tech questions. Heidi created library cards for people, worked on program planning and statistics. In honor of National Library Card Sign-Up Month, she hosted the “Reads Well with Others” book discussion of *The Last Chance Library* by Freya Sampson as well as the Inspirational Book Group (and Guided Meditation) discussion of *The Writer’s Library: The Authors You Love on the Books that Changed their lives*, edited by Nancy Pearl and Jeff Schwager.

Eric organized and repopulated book displays and planned for future displays. He continued weeding the non-fiction collection, worked on troubleshooting databases with GALE, and made more patron-requested seasonal bookmarks.

### **Technical Services**

Cynthia has been working on cataloging Young Adult fiction, new adult fiction, and large print books. She unpacked and organized new shipments of books that came in and worked on fixing damaged items.

### Veterans Services

No Report Submitted

### GCTV

No Report Submitted

## **IMPORTANT DATES TO REMEMBER**

### Upcoming Select Board Meetings

October 4, 2022

October 11, 2022

October 18, 2022

### Upcoming Department Head Meetings

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