



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: October 7, 2022

IMPORTANT NOTICES TO ALL DEPARTMENTS

- Town Meeting, October 17, 2022 @ 7:00 p.m. Grafton High School
- Municipal Offices Closed Monday, October 10, 2022

Town Administrator

- Met with new Chief of Staff in Senator Moore's Office
- Hosted Public Employee Committee Meeting (employee and retiree health insurance)
- Reviewed changes to liquor license policy
- Shifted Library Project completion oversight to TA Office
- Continued work on new website

ADMINISTRATION & FINANCE

Finance Director

- Submitted Combined Balance Sheet to DOR. Awaiting FY23 Free Cash certification.
- Attended two Finance Committee public hearing meetings last week to review town meeting warrant articles.
- Will start working on the Tax Recap with the Assessor to set the tax rate.
- Attended monthly PEC meeting. Discussion included: RFP (Request for Proposals) timeline. The town should be receiving health care proposals in the upcoming weeks. Deadline to receive RFP's is October 21st. Next meeting is set for November 3rd to go over the results of the RFP.
- Goal this month is to set up P-Card Spend Dynamics portal with vendor codes and department accounts. More to follow in the coming weeks.
- Every Friday I attend the MMA-Suffolk Certificate in Local Government Leadership and Management. First course is in Strategic Leadership.

Below are the five Practices of Exemplary Leadership:

Model the Way	Set the example by behaving in ways that reflect the shared values. Achieve small wins that build confidence, commitment, and consistent progress.
Inspiring a Shared Vision	Envision an uplifting, exciting, meaningful future. Enlist others in a shared vision by appealing to their values, interests, hopes and dreams.
Challenge the Process	Search out challenging opportunities to change, grow, innovate, and improve. Experiment, take risks and learn from any mistakes.
Enabling Others to Act	Foster collaboration by promoting cooperative goals and building trust. Strengthen people's ability by delegating power, developing their competence, and offering visible support.
Encourage the Heart	Recognize individual contributions to the success of the project. Celebrate team accomplishments regularly.

Treasurer/Collector

No Report Submitted

Principal Assessor

- ❖ Discussed & submitted proposed settlement agreements for outstanding Appellate Tax Board Cases.
- ❖ Reviewed 69 Chapter Land applications for the Board of Assessors Meeting.
- ❖ Prepared for a meeting with Town Counsel.
- ❖ Reviewed information to begin preparations for Classification Hearing.
- ❖ Took in and processed 16 motor vehicle applications.
- ❖ Entered 10 deeds into the Vision database.
- ❖ Entered 15 building permits into the Vision database.
- ❖ 3 permit inspections, and 2 cyclical inspections.

Town Clerk

The last day to register for the October 17th Semi-Annual Town Meeting is Friday, October 7th at 5 pm (in person registration). Voter registration forms must be postmarked by this date to be accepted.

The last day to register for the November 8th State Election will be Saturday, October 29th at 5 pm (in person registration). Voter registration forms must be postmarked by this date to be accepted.

Early voting for the November 8th State Election will begin on Saturday, October 22nd through Friday, November 4th in the Municipal Center Gymnasium. The Schedule will be:

Saturday, October 22- 8:30 am – **2:30 pm**
Monday, October 24 - 8:30 am - 12:30 pm
Tuesday, October 25 - 8:30 am – **12:30 pm**
Wednesday, October 26 – 8:30 – 12:30 pm
Thursday, October 27 – 8:30 am – 12:30pm
Friday, October 28 – 8:30 am – 12:30 pm
Saturday, October 29 – 8:30 am – **2:30 pm**
Monday, October 31 – 8:30 am – 4:30 pm
Tuesday, November 1 – 8:30 am – **7:00 pm**
Wednesday, November 2 – 8:30 am - 4:30 pm
Thursday, November 3 – 8:30 am – 4:30 pm
Friday, November 4 – 8:30 am – 4:30 pm

*If voting by mail, your application for Mail-In Voting must be received by 5:00 pm on Tuesday, November 1st and your voted ballot **must be postmarked by Tuesday, November 8th and be received by 5:00 pm on Saturday, November 12th**

Late fees for unregistered dogs were added on June 1st. Dogs registered on or after June 1 will have an additional \$10.00 late fee per dog in addition to the license fee and will be referred to the Animal Control Officer.

Committee/board members are taking their oath of office as re-appointments or new members.

We continue to assist many residents and individuals with vital requests, dog licensing, marriage licenses, business certificates, public records requests, notaries, and town related information.

PUBLIC SAFETY

Police Department Activities (9/25/22 – 10/1/22)

366 log entries were made including 38 - 911 calls, 6 motor vehicle accidents, 9 alarm calls, 26 ambulance calls, 5 animal complaints, 4 arrests, 137 business/area checks, 6 disturbance calls, 46 motor vehicle stops and 11 well-being checks.

3 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *October has been designated as National Domestic Violence Awareness and Prevention Month.*

Officers received legal updates on current court decisions and other roll call notices including Commonwealth Fusion Center and the Worcester Regional Intelligence Bulletins. Deputy Chief Minardi attended CEMLEC SWAT training. He and Officer Benoit also attended Firearms Instructor Qualifications.

The Grafton Police Department is proud to welcome two new officers to our ranks. Officers Joseph Wojnar and Randy Asassy took the oath of office administered by the Town Clerk on Monday. We look forward to working with our new officers and wish them both a long, safe and successful career. Deputy Chief Minardi was also sworn in to his new position.

Fire Department

The Fire Department had 15 calls for service this week including, 2 Alarm investigations, 1 Carbon Monoxide incident, 4 Carbon Monoxide detector malfunctions, 1 Mulch Fire, 1 Medical assist, 3 Motor vehicle accidents, 2 Alarm investigations, and 1 Appliance Fire.

Firefighter James O'Brien has been promoted to Lieutenant of Station One. Lt. O'Brien is a 15 year veteran of the Department and has been serving at Interim Lt since January 2022.

Lieutenant Robert Remillard has been promoted to Interim Captain of Station Three. Captain Remillard is a 35 year veteran of the Department.

Firefighter Mark Beauregard has been promoted to Interim Lieutenant of Station Three. Lieutenant Beauregard is a 19 year veteran of the Department.

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)

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 year, please use caution in the area and expect delays and detours. Town funded annual road improvements work will continue on 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 fall months. Grass and roadside mowing will continue for the season. Mowing of the Town owned fields has started and will continue for the next several weeks. Drainage improvements and repairs continue along with intersection and crosswalk line painting. Yearly street light repairs are underway and should be complete by the end of October.

Cemetery and Parks: Routine department functions including, mowing parks and cemeteries, trash pick-up, construction and painting of replacement fencing, and grounds maintenance. Continue to assist with the ongoing Common improvements project. 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 September 30, Grafton has been informed of a total of 3,853 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
- Prepared for, attended, and issued documents from Commission's 10/4 meeting
- Thank you to DPW for working on the fall field mowing at the conservation properties
- Recreation attended the 10/4 ConCom meeting to finalize the presentation for community meeting #3 (10/6) & town meeting (10/17) for the CPC-approved warrant article for construction of a passive recreation park at 95 North Street – 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 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](#).

Upcoming Events: Scarecrow Building Contest on the Common on October 16 from 11am-1pm. (We'll provide the hay, twine and stakes, just bring your decorations and imagination!). Pumpkin Decorating at Houlden Farm on October 23 from 11am-1pm. (Pumpkins and paint provided). Friendly Trick or Treat at the Municipal Center on October 26 from 3-4pm. (Children ages 5 and under can trick or treat at town offices in a lighted, safe and non-scary environment. Costumes encouraged!)

A Recreation Commission meeting was held this week, the Director and Commission members attended the Conservation Commission meeting to discuss the presentation of the 95 North St Park Project and a Community Meeting was held for residents to learn about the project in which CPC has sponsored an article at fall town meeting (October 17) to fund construction. We hope to have your support on making this park come to life. Visit the [Project Page](#) for information.

Council on Aging

No Report Submitted

Library

The Library will be closed Monday October 10 in observation of Indigenous People's Day. No materials are due, no fines charged. Of note, the entire CW MARS network is now fine-free.

This week we circulated 2,721 items, received 595 items in transit and sent 708 items. We requested 531 items and filled 502 hold requests; registered 16 patrons for library cards, and added 143 new items. The most popular book this week is *It Ends with Us* by Colleen Hoover. We hosted 22 meetings in our conference, study, and tutoring rooms for 74 people including Girl Scouts and the Massachusetts Board of Library Commissioners as well as private work, study, and tutoring sessions.

Admin

Beth and all Library Department heads met to address the ongoing middle school student behavior problem. The Teen Room was subsequently closed to the public for the rest of the week due to these ongoing behavioral issues. We have had 68 documented behavior incidents in the last 9 months, several which warranted calling the police for assistance. Beginning on Tuesday, we are going to be requiring advance registration with a library card for students ages 13-17 who want to use the Teen Room or Study Rooms so we can identify them when there is an issue. Children ages 12 and under are not allowed to be alone at the Library per our Unattended Child Policy. Middle schoolers will not be allowed on the Upper Level; staff will bring requested materials to them. The Teen Room will not open until 2pm on October 26, 2022 which is a half day of school. We will re-evaluate at the end of the month and appreciate parent intervention about expected Library Behavior; our Code of Conduct and Unattended Child Policy are posted in the building and online at <https://graftonlibrary.org/home/policies/>.

Beth reviewed incident reports, paid bills, and worked on the MBLC financial report. She had phone and email exchanges with the middle school principal and Board of Trustees. A number of patrons expressed concern over the procedural change, including Friends, donors, parents, school committee members, and Trustees.

The Friends storage closet is full and they have halted donations for the time being. We had an HVAC emergency with temperatures reaching over 76 degrees on the upper level, and temperatures dropping to 61-67 degrees on the lower level. Veterans, the HVAC commissioning company, has been made aware of the issue. Paint and plaster from the historic reading room ceiling dropped into the room due to a cupola leak after Tuesday's rain; the Building Department is handling repairs.

Eileen maintained the collection of periodicals and prepared bills. Debby worked on press releases, social media, gathering pictures of weekend events to pass on to local media, and communicated with local businesses regarding the upcoming Emotional Wellness Fair. She met with Department Heads and the Director to create a plan of action to combat behavior issues after school in the Teen Room, worked to solve several

existing issues with our phone system as well as scheduling, payroll, and Board of Library Trustees tasks.

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 met with the volunteer coordinators for each department to review the volunteer application process and plan for working through the backlog of applications, sent the first batch of applications to coordinators for review, and began updating volunteer record keeping. She worked on the ARIS and circulation statistics for September along with the Circ narrative, pulled materials for and made the monthly visit to Crescent Manor with Susan, and submitted the October audiobook order.

Sandhya managed out of network requests for materials, worked on interlibrary loans, cleared expired holds from the hold shelf and followed up with patrons. She began working on an endcap display of movies, investigated a unique 1940's movie request for a patron, assisted patrons with technology questions and room reservations, updated museum pass information for Old Sturbridge Village, and worked with the Director on ending the existing MBLC hotspot service and researching alternatives. She worked on the home delivery service, including ordering items, making calls, processing holds, and coordinating volunteers. She prepared incident reports for events that happened throughout the week. Jane posted the New York Times best seller list for print and audio fiction, recommended titles for purchase, began collecting items with alerts for cataloging corrections, checked the Top Ten Titles for CWMARS against our catalog, and performed troubleshooting on the AMH. Allie partnered with Jane to provide A/V Training for staff members, did last-minute edits and created graphics for the newsletter, shelved new adult fiction and new large print fiction, and met with the Bibliotheca technician to discuss two case issues. She worked with Bibliotheca customer support on the phone, performed troubleshooting with the Bibliotheca technician onsite, documented the troubleshooting steps, created a new recording sheet, and wrote new procedures for Bibliotheca AMH induction/returns. In addition to circulation and lobby duties, Ranjita set up the monthly displays of Horror and Mystery fiction books and Mindfulness Meditation and Yoga nonfiction books for Emotional Wellness month in October. She posted the NY Times Bestseller Nonfiction listing; processed ComCat requests; reviewed the Library of Things; checked in, stickered, and shelved October's new hardcover fiction books and audio CDs; and performed the monthly check of AED and First Aid boxes.

Children's Services

Children's Room staff assisted youth patrons and their caregivers. Sarah attended an Encyclopedia Britannica database webinar, met with library Department Heads, discussed an HVAC issue with Beth, scheduled school outreach sessions with NGES, planned for upcoming October programming, attended a staff meeting, ran two sessions of Toddler Time, one session of Preschool Storytime, and two sessions of

Outreach at Busy Bee Academy.

Jen ran a session of Library Babies, shepherded a session of Music and Movement with Apple Tree Arts, updated EventKeeper, planned for upcoming October programming, attended a staff meeting, and worked on the November CR newsletter. Cyndi worked on the Library of Things CR collection, added storage hooks to the CR closet, helped to decorate the CR, attended a staff meeting, planned for upcoming October programming, shepherded a session of Young Scientists with STEM Beginnings, and managed volunteers. Mare managed volunteers, shelved, and attended a staff meeting. Stacie decorated the CR, planned for upcoming October programming, and attended a staff meeting. Kristin updated the CR bulletin board for October, coordinated with local schools, and planned for upcoming October programming.

Teen Services

Allison met with Department Heads this week at special meeting to develop a plan to address ongoing behavior issues in the Teen Room. She collaborated with other staff to close the Teen Room temporarily, communicate the closure to teens who came to the library, develop a system to limit the number of teens that can use the Teen Room at a time that ensures that they have library cards. She also attended a webinar on using Britannica Library Edition.

This week Sarah decorated the windows with yarn spider webs with bats and moths, brought in more pumpkins and gourds and set up a display decoration with a poster for the North Quabbin Garlic and Arts Festival. She put up displays for Bullying Awareness and Indigenous Heritage Month. She had three events this week with a showing of the horror movie *Lost Boys*, a Queer History talk with author Sarah Prager, and hosted the New England Horror Writers Halloween Roundtable in the Community Room on Saturday.

Reference Services

Heidi and Eric answered reference, circulation, and tech questions. Heidi created library cards for people, worked on program planning and statistics. Heidi also helped shepherd the Spooky Movie shown Tuesday evening. Eric continued to plan a new book display to replace the Challenged Books display as well as working with Sandhya to create a Halloween non-fiction book display for the Large Print /New Books room. He worked on statistics for the ARIS report and helped Borrow Services make their visit to Crescent Manor more festive and spookier.

Technical Services

Cynthia worked on cataloging adult and young adult graphic novels and young adult manga, adding 143 new items to the collection. She unpacked and cataloged new large print books, completed training through CWMARS on CatCenter records requests and cataloging, as well as training with our representative from Ingram Content Group.

Veterans Services

No Report Submitted

GCTV

Closed Captioning has been tested LIVE during Select Board and Planning Board meetings. The accuracy has improved considerably. The viewer of the LIVE meeting must enable the function on the box. Playback of recorded meetings will display the CC if you enable the function on the cable box, or by watching the YouTube version.

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 11, 2022

November 1, 2022

Upcoming Department Head Meetings

October 12, 2022 @ 10:00 a.m. Conference Room G