



## MEMORANDUM

### OFFICE OF THE TOWN ADMINISTRATOR

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TO: Select Board

FROM: Evan Brassard  
Town Administrator

RE: Administrator's Weekly Report

DATE: October 14, 2022

#### IMPORTANT NOTICES TO ALL DEPARTMENTS

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

#### Town Administrator

- Received and reviewed free cash certification
- Finalized preparation for Town Meeting
- Attended What's New in Municipal Law seminar
- Attended training(s) for new website rollout

#### ADMINISTRATION & FINANCE

#### Finance Director

- DOR has certified FY23 Free Cash.
  - General Fund 1,777,324
  - Sewer Enterprise Fund 3,703,179
- Attended What's New in Municipal Law seminar. Topics included recent municipal case law studies, TNC new reporting requirements, changes to cannabis HCAs, and opioid settlement information.
- Started working on Tax Recap with the Assessor to set the tax rate.
- Accounting Department is currently working on Schedule A submission for DOR.
- Received FY22 OPEB Audit Draft report. Town of Grafton has 814 current active plan members.
- 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.
- Will be working with Vadar over the next couple of weeks to upload FY22 ending Fund Balances to our beginning Fund Balances for FY23. Once this is completed the chart of account conversion will be completed.

### Treasurer/Collector

- Completed the first 5-week block of Friday classes with MMA/Suffolk University-Certificate in Local Government and Leadership (Strategic Leadership)
- Attended “What’s New in Municipal Law”
- Closing out auction process with tax title attorney (successful closing 10/11)
- RE/PP Q2 Bills coming due 11/1
- Excise Commitment 2023-4/5 mailed out for collection due 11/14
- Weekly T/C 30min team meeting (what’s in the works, what are we individually working on, any help needed to stay caught up)
- Submitted all Year end reports successfully in DOR Gateway to Fin. Director
- Met with Vadar/School/Finance Director on Vadar Cash Receipt Process for the school. Drafted process to meet again next week
- Working Cash/Receivable reconciliations
- Trust Fund recon caught up
- Very heavy in-house payment and call traffic.
- Building Tax Title accounts in Vadar
- Processed large number of MLC requests
- Processed 2 sewer betterment payoffs

### Principal Assessor

- ❖ Attended the Massachusetts Assessing Officers Association Fall Conference on October 11, 2022. The Department of Revenue, Division of Local Services, Bureau of Accounts presented on the Recap process and setting the tax rate. How to prepare for a Classification hearing was presented by the Assessors for the City of Quincy, Town of Natick and Town of Berlin.
- ❖ Attended the Massachusetts Assessing Officers Association Fall Conference on October 12, 2022. MA cannabis control Commission and representatives from AgVisiory and Navigaire presented on the process for obtaining licensing for cannabis facilities and reviewed what machinery etc., is used in conjunction with the grow facilities and what is assessed for personal property. John Warner, Archivist for the Commonwealth of Massachusetts, Secretary of State, reviewed the records retention process and changes to the retention schedule. Richard Allen from the Appellate Tax Board presented on recent ATB decision and how it changes the way Assessor work.
- ❖ Attended the Department of Revenue’s What’s New in Municipal Law Seminar on October 13, 2022.
- ❖ Took in and processed 4 motor vehicle applications.
- ❖ Entered 7 deeds into the Vision database.
- ❖ Entered 20 building permits into the Vision database.
- ❖ 1 permit inspections.
- ❖ Took in 9 sales verification letters.
- ❖ Took in and reviewed 4 exemption applications.

## Town Clerk

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

Early voting for the November 8<sup>th</sup> State Election will begin on Saturday, October 22<sup>nd</sup> through Friday, November 4<sup>th</sup> 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 1<sup>st</sup> and your voted ballot **must be postmarked by Tuesday, November 8<sup>th</sup> and be received by 5:00 pm on Saturday, November 12<sup>th</sup>**

Late fees for unregistered dogs were added on June 1<sup>st</sup>. 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 (10/2/22 – 10/8/22)

438 log entries were made including 49 - 911 calls, 9 motor vehicle accidents, 14 alarm calls, 27 ambulance calls, 11 animal complaints, 4 arrests, 167 business/area checks, 2 disturbance calls, 48 motor vehicle stops and 10 well-being checks.

6 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *National Domestic Violence Awareness and Prevention Month - Traits and Warning Signs of an Abuser*.

Officers received legal updates on current court decisions and other roll call notices including Commonwealth Fusion Center, First Amendment Audits and the Worcester Regional Intelligence Bulletins. Sgt. O'Rourke, Det Wenc and Officer Benoit attended *Firearms Trafficking, Crime Gun Recognition and Ghost Guns* training hosted by the MPTC. Sergeants Crosby, O'Rourke and Det. Wenc also attended *Advanced Neuro-Linguistics Recognition* also hosted by the MPTC. Officers Wojnar and Asassy continued their field training with designated Field Training Officers (FTO).

On Tuesday, School Resource Officer Alves stopped by Grafton Children's Day Care & Preschool Center to read a special book about safety to the kids. He also talked to them about staying safe for Halloween and answered their many questions.

I attended the Traffic Safety Advisory Committee meeting held in the GPD training room on Wednesday. Ten citizen requests were reviewed and voted on during the meeting. Recommendations will be forwarded to the Select Board for final approval.

#### Fire Department

The Fire Department had 15 calls for service this week including, 5 Alarm investigations, 3 Good intent calls no emergency found, 2 Motor vehicle accidents, 2 Natural gas leaks, 1 Electrical problem, 1 Mutual aid station coverage, and 1 Smoke from cooking investigation.

Fire Department members will be participating in the build a scarecrow event on the Grafton Common this Sunday October 16th at 11:00am. Thank you Jen Anderson and the Recreation Department for hosting this event.

Our Recruitment committee has set up an hiring information event on Saturday October 22nd from 9:00am -12:00pm at Fire Headquarters 26 Upton Street.

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 preplaning of fire incidents.

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

No Report Submitted

#### Engineering

No Report Submitted

#### Health Department

As of October 7, Grafton has been informed of a total of 3,874 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

No Report Submitted

## **COMMUNITY SERVICES**

### Recreation Department

No Report Submitted

### Council on Aging

No Report Submitted

## Library

This week we circulated 2,231 items, received 387 items in transit and sent 371 items. We requested 487 items and filled 253 hold requests; registered 20 patrons for library cards, and added 50 new items. The most popular book this week is *It Ends with Us* by Colleen Hoover. We hosted 16 meetings in our conference, study, and tutoring rooms for 58 people including Apple Tree Arts Theatre Rehearsal as well as private work, study, and tutoring sessions.

The Library was closed on Monday, October 10, 2022 in observance of Indigenous People's Day. The Library will have a delayed opening on Friday October 21 for Staff Development, opening from 2-6pm.

## **Admin**

Beth completed and filed the annual ARIS report required for receiving State Aid to Public Libraries. We should be in compliance for FY23. Beth assisted in managing teen behavior expectations, library card registration for teens, and approved facility rental requests. She responded to requests around procedural changes and worked with the department head to evaluate our Teen Room procedures.

She reviewed policies for the upcoming policy committee meeting and responded to patron requests for information. She attended six hours of website training for the forthcoming new website for Town of Grafton, covered public service desks for staff breaks, and reviewed documents for upcoming Town meeting. She worked with Sarah on staff scheduling and Grafton Celebrates the Holidays. We have a number of staff out on leave and scheduling has been challenging.

Eileen maintained the collection of periodicals, took care of incoming mail, and prepared bills. Debby worked on social media content notifying the winner of our \$25 gift card and posting the "Branch Manager" Stick Library contest collaboration with Quite Fetching Barkery. She scheduled mini-sessions for the Emotional Wellness Fair on October 29 and reached out to more local businesses and completed scheduling and Board of Library Trustees tasks.

## **Construction Project**

October 13 marks our one-year anniversary in the new building. We are still resolving HVAC, the humidifier for Historical Storage, the gate for the bottom of the stairs, and waiting for donor signage, remaining art rail, patio furniture, additional shelving, and other items. Beth and William had a walkthrough with the architect and millworkers to review the plan for lowering sinks and counters to ADA compliant height. Work is likely to begin in December. Rockwell Roofing came to address a leak from a roof perforation in the Historic Reading Room, not cupola-related. Beth called and emailed Veterans regarding an HVAC issue; we are still in commissioning and resolving issues. The piano lock was installed. We received a preliminary LEED report and need to try to make up a few more points, but sense is that a silver certification is within reach.

### **Borrower Services**

Staff managed the adult circ desk, delivery, museum passes, the lobby, room reservations and Automatic Materials Handling equipment. They assisted patrons, placed holds, performed readers' advisory, and supervised volunteers. The monthly Borrower Services department meeting was held.

Kara adjusted staff schedules as needed for the upcoming weeks, picked up comics for the Halloween trick-or-treat event, helped coordinate A/V support for upcoming events, and worked on processing volunteer applications, including reviewing applications with department coordinators and record keeping.

Sandhya managed out of network requests for materials, worked on interlibrary loans, cleared expired holds from the hold shelf, performed troubleshooting on the AMH, addressed facility concerns, investigated pricing of replacements for the MBLC hotspot lending program, and assisted patrons with technology questions, including adding other libraries to the Libby app and paying library bills online. Jane posted the *New York Times* Best Seller List for print and audio fiction, recommended titles for purchase, corrected patron records for patrons with the wrong home library, assisted with a movie night program, and worked on a display for National Puzzles and Games Week, including fiction titles and items from the Library of Things. Allie worked on the November newsletter, planned the display for November, set up A/V for the MBLC monthly meeting, assisted patrons with the Libby app, and performed extensive troubleshooting for Bibliotheca, including reconnecting the AMH to the ILS, coordinating with representatives from Bibliotheca and CW MARS, and updating documentation and error reports. 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.

### **Children's Services**

Sarah presented two sessions of Toddler Time, one session of Preschool Story Hour, one session of Once Upon a Story at Willard House & Clock Museum, three sessions of outreach at North Grafton Elementary School, completed the September narrative, compiled AWE stats, met with CR staff, communicated YFCP, and attended the South Grafton Octoberfest event.

Jen updated EventKeeper, worked on the October newsletter, ran a session of Library Babies, ran the LEGO Brick Builders program, and worked on social media posts. Cyndi assisted with October decorations in the CR and monitored Young Scientists. Stacie shelved, assisted patrons, and decorated the room for October. Kristin ran the Comics Creators Club and three sessions of Bookworms Book Club.

### **Teen Services**

This week the new procedure for the teen room was implemented. Full details are outlined on the teen page of the website: <https://graftonlibrary.org/teens/>. The new

procedures require that teens sign up in advance for a space and some teens have had to be turned away. Allison has been busy collaborating with Department Heads and the Director to clarify behavior expectations and implement procedures in place. Allison and Sarah S. have been stationed at a desk near the entrance of the teen room to assist teens in the new process and answer any questions. On Saturday, Allison and Sarah Banister represented the Library at the Octoberfest community event in South Grafton to promote the Library and our services.

### **Reference Services**

Heidi worked on PR for future book groups, created library cards for people, answered reference questions, worked on the library's entry in the Recreation Department's Scarecrow contest and worked on a Cultural Council grant. Eric assisted with tech and reference questions as well as circulation. He also donated 25 books that were discarded via the CREW method back to the community and attended a GALE webinar.

### **Technical Services**

Cynthia has been working on cataloging new young adult nonfiction and adult large print books, cataloging AV equipment, and researching the best way to add laptops to the catalog to make those available for use by patrons soon.

### Veterans Services

No Report Submitted

### GCTV

GCTV continues to work with our vendors and cable provider to find the cause of our ongoing audio issue. Investigative work will continue into the week of Oct. 17<sup>th</sup>.

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**

Town Meeting Oct 17, 2022 @ 7:00 p.m. GHS

### Upcoming Select Board Meetings

November 1, 2022

November 8, 2022

November 15,

### Upcoming Department Head Meetings

November 9, 2022 @ 10:00 a.m.