



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: October 21, 2022

Town Administrator

- Hosted Municipal Center Virtual Staff Meeting
- Continued work on new website
- Resolved issues with current website
- Town Meeting Attendance
- Submitted MIIA Reward Grant

ADMINISTRATION & FINANCE

Finance Director

- Attended DLS Webinar on Cherry Sheets. Topics included detailed information on receipts and assessments to cities and towns.
- Working on Tax Recap with the Assessor to set the tax rate.
- Accounting Department is currently working on Schedule A submission for DOR.
- Met with HR analyst and Town Treasurer/Collector to go over the Payroll Supplemental process.
- Met with School Finance Director and Town Treasurer/Collector to go over the new school cash receipt turnover procedure.
- Currently working on the P-Card Spend Dynamics portal with vendor codes and department accounts. Should be able to pilot the program first of November.
- 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.
- Met with a couple departments this week to go over reporting features in Vadar accounting software, and issues regarding the refund warrant policy.
- Started second course at Suffolk University Certificate Program. Public & Safety policy Contemporary Legal and management challenges for Local Government.

Course objective is to understand the history of the common law and statutory authority inherent in Municipal Government and gain a basic understanding of the power available and how to use it to enable a manager to chart her/his own course in Massachusetts.

Treasurer/Collector

No Report Submitted

Principal Assessor

- ❖ Working on RECAP.
- ❖ Working on the Classification Hearing presentation.
- ❖ Reviewed mapping changes.
- ❖ Updated addresses with 911.
- ❖ Took in and processed 11 motor vehicle applications.
- ❖ Entered 4 deeds into the Vision database.
- ❖ Entered 10 building permits into the Vision database.
- ❖ 6 permit inspections & 1 new construction inspection.
- ❖ Took in 3 sales verification letters.
- ❖ Took in and reviewed 2 exemption applications.

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department (10/9/22 – 10/15/22)

421 log entries were made including 33 - 911 calls, 12 motor vehicle accidents, 15 alarm calls, 22 ambulance calls, 4 animal complaints, 3 arrests, 142 business/area checks, 6 disturbance calls, 64 motor vehicle stops and 8 well-being checks.

No License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *Grafton Police Department to Participate in DEA's National Prescription Drug Take Back Event on October 29th*.

Officers received legal updates on current court decisions and other roll call notices including Commonwealth Fusion Center, New England State Police Information Network (NESPIN) and Worcester Regional Intelligence Bulletins. Deputy Chief Minardi attended SWAT in-service training hosted by the US Air Marshalls. Officer Benoit attended Firearms Instructor recertification. Officer Alves and Benoit provided instruction to GPS students and teachers in ALICE active shooter training. Officer Alves also attended School Resource Officer in-service training.

Officers Wojnar and Asassy continued their field training with designated Field Training Officers (FTO).

Fire Department

The Fire Department had 8 calls for service this week including, 3 Alarm investigations, 1 Good intent call, 1 Medical assist, 1 Mutual aid Building fire, 1 Water problem, and 1 Service call.

On Thursday 10/20 Grafton Fire Department responded to Grafton RD (122) in Millbury to assist Millbury Fire with a 2 alarm structure fire in the former Wyman Gordon building. Grafton Engine 2, Tower 1, Car 1 and Car 2 operated at the incident for 3 hours

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

Captain Michael Killeen has been certified as a Fire Incident Safety Officer after completing a 50 hour course at the Massachusetts Fire Academy and passing the Pro Board Certification exam. Congratulations Captain Killeen.

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.

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

No Report Submitted

Engineering

No Report Submitted

Health Department

As of October 14, Grafton has been informed of a total of 3,894 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.

Flu vaccines are available at a number of locations (e.g., CVS, Walgreens, other pharmacies, some health care providers). The board strongly recommends getting the flu vaccine.

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 10/4 meeting
- Reviewed applications filed for Commission's 11/1 meeting
- Thank you to DPW for working on the fall field mowing at the conservation properties!
- Attended Town Meeting with Recreation & RDLA to present the (now approved) warrant article for construction of a passive recreation park at 95 North Street utilizing CPA funds
- Attended webinar on management of nuisance aquatic vegetation
- Worked on Green Communities annual report
- 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: 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!)

Town Meeting was held on October 17 and Conservation and Recreation presented a request for CPC funding to construct a passive recreation park at 95 North St. and the town voted to approved. Thank you to all who supported to help make this park come to life! The Director attended a meeting of the Grafton Farmer's Market to discuss the future of its operation and whether it will become a non-profit or possibly a recreation program.

Council on Aging

- November Issue of Senior Gazette Newsletter submitted for print
- September WRTA and GSS reports completed and submitted; 538 rides provided to Seniors during the month of September
- Podiatry appointments completed on site for Seniors
- SHINE appointments held twice during the week to assist Seniors with Medicare open enrollment
- Office hours held for representative, Dave Muradian
- Council on Aging Board meeting held to discuss upcoming events
- Wellness checks, support, advocacy, and guidance was provided to seniors daily

Library

This week we circulated 2,615 items, received 643 items in transit and sent 584 items. We requested 506 items and filled 507 hold requests; registered 14 patrons for library cards, and added 62 new items. The most popular book this week is *It Ends with Us* by Colleen Hoover. We hosted 28 meetings in our conference, study, and tutoring rooms for MetroWest Building Officials Association, Cub Scout Troop 106: Wolf Den, Girl Scouts, Brownie Troop 65197, for 177 people as well as private work, study, and tutoring sessions. This weekend will be partnering with the Small Stones Festival to host "Nicholas Gage: A Writer's Odyssey" on Friday evening and "Victorian Gossip Girl (TM): Annie Adams Fields" on Saturday evening.

The Library will have a delayed opening on Friday October 21 for scheduled staff development, opening at 2pm.

Admin

Beth was out for observance of Shmini Atzaret and Simchat Torah. Policy Committee met Wednesday evening and approved an Appeals Process for addressing conflict over policy, the Piano Policy and the Privacy and Confidentiality Policy for reviewed by Board of Library Trustees for their monthly meeting next Wed. She worked on construction reports, made website and social media updates, paid bills, and met with various staff members.

Beth attended the Friends meeting; they have canceled their November book sale and scheduled a date in February 2023. Their book bag fundraiser is ongoing. Donations remain on hiatus. It is National Friends of Libraries week and we thank our all of our volunteer Friends Board for everything they do.

Beth prepared meeting materials for next week's Board of Library Trustees meeting on Wed October 26 at 7pm on Zoom, and corresponded with volunteers, Capital Campaign, the Grafton Historical Society, GCTV, the Accessibility Commission, Grafton Police Department, and with presenters for this week's staff development day. She worked with HDC, CPC, and Town Administration to withdraw a funding request for furniture restoration.

Eileen maintained the collection of periodicals and prepared bills. Debby worked on social media content, preparing for the Emotional Wellness Fair, as well as scheduling, payroll, and Board of Library Trustees tasks including attending and taking notes for the Board of Library Trustee Policy Subcommittee meeting on Wednesday.

Two thirds of the staff attended staff development on Friday. Offerings including a session on American Sign Language, by request, to better serve our deaf and hard of hearing patrons, and a Sounder Sleep workshop to reduce stress in honor of National Mental Health Screening and Suicide Awareness month.

Construction Update

Beth corresponded with MA Department of Labor Standards regarding fluctuating temperatures in a staff member's office. HVAC review is scheduled for Monday; HVAC is the outstanding item on the construction punch list. The gate at the bottom of the stairs received hardware and a lock; a supporting wheel is still missing. William Blake is following up on a signage issue. At the end of last week, we did an emergency broadcast test with our phone system, Grafton Public Schools, and Grafton Police. Building Committee meets on Zoom Monday November 7 at 6pm.

Borrower Services

Staff managed the circulation desks, delivery, museum passes, room reservations and Automatic Materials Handling equipment. We assisted patrons, placed holds, performed readers' advisory, and supervised volunteers.

Kara trained with Susan on regular print, e-book, and media ordering as well as running monthly collection reports in Evergreen. She processed volunteer applications, worked

on onboarding new volunteers, added to the volunteers projects list, arranged for staff coverage for the circulation desks, and submitted the large print fiction and nonfiction orders for November and December.

Sandhya managed out of network requests for materials, worked on interlibrary loans, cleared expired holds from the hold shelf, followed up with patrons about expired holds, investigated hotspot lending programs in other libraries, created a staff projects sheet for the department, updated museum pass information on TixKeeper, and worked on the home delivery service, including ordering items, making calls, processing holds, and coordinating volunteers. Jane assisted with the A/V setup for a Small Stones program, 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, collected items with alerts for cataloging corrections, and replenished the National Pizza Month display since all the titles had been checked out. Ranjita posted the *New York Times* best seller list for print and audio nonfiction and recommended titles for purchase, processed ComCat requests, and performed a routine check of the Library of Things. Allie planned and created graphics for the November newsletter, added contacts to the distribution list, performed testing on the Library Connect account, and trained a patron on the A/V system for a weekend presentation.

Children's Services

Sarah ran two sessions for Toddler Time programming, presented one session of Preschool Storytime, prepared for the Municipal Center Trick or Treat event next week, managed CR collections and updated materials orders, planned for upcoming fall programming, and attended the staff development day.

Jen updated EventKeeper calendar and social media posts, worked on the upcoming November CR newsletter, ran a session of Library Babies, shepherded two wellness programs for children, and attended the staff development day. Cyndi worked on cleaning up the CR Daily sheet tabs and volunteer file, managed and organized the CR Library of Things, and added labels to the holiday book bins, audio books and picture book labels. Mare managed library volunteers. Stacie ran two sessions of drop in fall crafts, planned for spooky storytimes next week, updated book displays, updated the Science Nook, and attended staff development day.

Teen Services

This week Allison and Sarah B. gathered table decorations for next week's Friendly Trick or Treating at the Municipal Center. They have also been staffing the desk during after school hours (2-6) to ensure that teens sign in to use the space. Allison attended the Policy Subcommittee Meeting on Wednesday evening. Sarah read reviews for new manga and researched upcoming 2023 YA and MG books to be possibly added to the collection. She put up new displays for Origami and International Magic Week and worked on organization and storage of display cards.

Reference Services

Heidi and Eric assisted with tech and reference questions as well as circulation. They also attended professional development events. Heidi continued to work on PR for future book groups, finished the Library's entry in the Recreation Department's Scarecrow contest. She will be shepherding "Retro Fashion in Your Closet" and the Saturday Afternoon Knitting group this weekend. She also hosted the Daytimers Book Group discussion of *The Authenticity Project* by Clare Pooley and the GPL Mystery Book Group discussion of *The Lady Has A Past*, by Amanda Quick. Eric continued weeding non-fiction and worked on the November displays.

Technical Services

Cynthia met with the representative from Ingram rep about our accounts and processing of books. She cataloged new adult fiction, nonfiction, and audiobooks; sent in CatCenter requests for records to be added to the catalog, and ordered new adult biographies from Ingram.

Veterans Services

No Report Submitted

GCTV

We have begun the search for an alternative way of getting our signal out of the HS Auditorium, and onto the broadcast server system. We are hopeful that the internet will provide that option. We are working with our Vendor Ockers Co. to solve this problem.

Work continues on the search of the popping noise on all 3 channels coming over Charter/Spectrum.

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

November 1, 2022

November 8, 2022

November 15, 2022

Upcoming Department Head Meetings

November 9, 2022