



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: October 28, 2022

Town Administrator

- Met with Interim Planner
- Attended several meetings at Grafton Public Library relating to project closeout
- Attended Grafton is Open for Business with Tufts
- Met with Grafton Municipal Employee Association representatives for Union Negotiation Kickoff
- Met with developers, residents, and stakeholders regarding various projects and concerns
- Had a great time hosting trick or treating for children under 5 at the Municipal Center
Thank you to everyone who participated!

ADMINISTRATION & FINANCE

Finance Director

- Attended MMA Personnel & Labor Policy Committee. Discussion included: Recommendations for Personnel & Labor Relations proposals which include: 1-Revocation of Civil Service by local option 2-Municipal unemployment insurance reforms 3-Membership on State Retiree Benefits Trust Fund Board of Trustees 4-Structure of the Commonwealth Employment Relations Board. MMA Best Practices. Members discussed key concepts for potential committee best practice recommendations. Members are working on data collection, hiring contract employees, and remote work best practices for local governments in MA. Please reach out to the Finance Director if interested in more information.
- Attended GEMA kick off meeting. Meeting went over ground rules for negotiations.
- Working on Tax Recap with the Assessor to set the tax rate.
- Accounting Department has completed journal entry training from Vadar and are now in the process of reconciling July - September A/R.
- Accounting Office participated in the Municipal Hall Halloween Trick or Treating event sponsored by the REC Dept.

- Met with ClearGov rep to go over the new mapping of the budget due to the chart of account conversion.
- Accounting Department is currently working on Schedule A submission for DOR.
- 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.

Treasurer/Collector

- Weekly T/C 30min team meeting (what's in the works, what are we individually working on, any help needed to stay caught up)
- Began reviewing/Interviewing applicants for Department Assistant position
- Working on pulling through school cash receipts using new process
- Working Cash/Receivable reconciliations
- Very heavy in-house payment and call traffic mainly Q2 RE/PP
- Building Tax Title accounts in Vadar
- Processed 12 MLC requests

Principal Assessor

No Report Submitted

Town Clerk

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.**

The State election is on Tuesday, November 8th and polls are open from 7am – 8pm. Precincts 1,2, & 3 are located at the Grafton Middle School (22 Providence Road) and Precincts 4 & 5 are located at the Millbury Street Elementary School (105 Millbury Street).

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 (10/16/22 – 10/22/22)

404 log entries were made including 46 - 911 calls, 7 motor vehicle accidents, 13 alarm calls, 27 ambulance calls, 5 animal complaints, 6 arrests, 123 business/area checks, 5 disturbance calls, 44 motor vehicle stops and 3 well-being checks.

3 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *Halloween Safety Tips for Parents, Trick-or-Treaters, Homeowners and Motorists*.

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. Officer Alves provided instruction to GPS students and teachers in ALICE active shooter training. Deputy Chief Minardi provided Terrorism training to the Community Emergency Response Team (C.E.R.T).

Officers also began the MPTC in-service training held at the Boylston Police Academy. Mandatory classes included Criminal and Motor Vehicle Legal Updates, Frontline Digital Evidence, Trauma Informed Policing, Officer Response to Interpersonal Violence, Duty to Intervene, Hate Crimes and 212 Degrees: Preventing Officer Crises. Also required is firearms qualification, First Responder and CPR recertification.

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

Fire Department

The Fire Department had 15 calls for service this week including, 6 Alarm investigations, 1 Good intent call steam for smoke, 1 Medical assist, 1 Car fire, 1 Brush fire, 3 Motor vehicle accidents, and 2 Oil/ Gas spills.

Our Training Committee is finalizing plans to use a few buildings that are slated for demolition for hand on training and drills. This type of training is invaluable to the Department. I would like to thank the building owners and the Training Committee for making this possible.

Our Recruitment Committee held a hiring information event last Saturday October 22nd at Fire Headquarters 26 Upton Street. The event was well attended.

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.

Daylight savings time is approaching so remember to change your clocks and check your Smoke and Carbon Monoxide detectors.

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

No Report Submitted

Engineering

No Report Submitted

Health Department

As of October 21, Grafton has been informed of a total of 3,905 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.

There are also concerns with an increase of Respiratory Syncytial Virus (RSV) cases being seen throughout the country.

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

- Reviewed applications filed for Commission's 11/1 meeting
- Worked on Green Communities annual report
- Continued to transition department to Viewpoint, assemble GIS trail maps, & digitize archive files
- Conducted site inspections

COMMUNITY SERVICES

Recreation Department

Upcoming Events: Amazing Turkey Challenge on November 12 - Sign up [HERE](#). Grafton Celebrates the Holidays Home & Decorating Contest – Sign up [HERE](#) by Nov. 28.

The Recreation Department held Friendly Trick or Treat on Wednesday at the municipal center for children ages 5 and under to get goodies from town hall offices in a safe, lighted, and non-scary environment. Thank you to the Town of Grafton for sponsoring the event and all the offices who participated.

Staff is working on the Amazing Turkey Challenge, Grafton Celebrates the Holidays (December 4) and spring/summer programming.

Council on Aging

- November Issue of Senior Gazette Newsletter received and 450 newsletters mailed out to Seniors in the community. It is also available at the Senior Center and online.
- Grafton High School students came over and participated in a pumpkin painting activity for a fun intergenerational afternoon.
- A Halloween themed floral arrangement class was held with Sweetbriar Florist.
- The first ever men's club meeting, The Dull Men's Club, was held with 9 enthusiastic gentlemen participating.
- Halloween themed, "Crazy Hat Bingo" was held. Seniors were able to show off their creativity and enjoy a catered lunch.
- Attended a conference in Worcester on the steps needed to make Grafton a Dementia Friendly and Age Friendly community.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily

Library

This week we circulated 2,672 items, received 505 items in transit and sent 469 items. We requested 469 items and filled 452 hold requests; registered 13 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 44 meetings in our conference, study, and tutoring rooms for 106 people including multiple events with Small Stones Festival of the Arts last weekend, Grafton Girls Softball, Environmental Sustainability Committee, and Scout troops, as well as private work, study, and tutoring sessions.

Admin

Beth worked Friday and Saturday night last week to accommodate Small Stones Festival of the Arts programming, as we still do not have a lock for the newly installed gate at the bottom of the stairs. We continue to monitor temperature and wait for a replacement part for our system. She attended the New England Library Association conference, meeting with vendors and colleagues, and attending sessions on Dealing with Difficult Patrons and Library behavior management, sunsetting programs and items that no longer serve the institution, Coaching as a Management Strategy, Fine Free Libraries, Confronting Propaganda, Intersectionality of Social Issues, and more. She attended a number of meetings with staff, worked on MBLC reports and the construction grant, corresponded with patrons, volunteers, vendors, Capital Campaign, Friends, trustees, and various Town Departments. GCTV came by to test the live feed for a Thursday evening program.

The Board of Library Trustees met and approved a Piano Use Policy; we are waiting for insurance before making it available to the public. Save the date for student recitals scheduled for Sunday January 8 and Sunday June 18, 2023. Building Committee met to approve a change order (affordable due to several credits) and pay bills.

Beth also assisted with planning for the Emotional Wellness Fair on Saturday; please join us from 10am-4pm for vendors, mini-sessions and Goats and Giggles on the front lawn from 10:30am-12:30 noon. Our month of programming was funded in part from a grant from the Robert Wood Johnson Foundation through the Coalition for a Healthy Greater Worcester.

A special thank you to Christine, our gardening volunteer, who delivered 22.5 hours of service in our Library gardens this fall to weed and prune. Join her next spring on Tuesday mornings as soon as the weather is over 50 degrees!

Eileen maintained the collection of periodicals and prepared bills. Debby worked on press releases, social media content, details for the Emotional Wellness Fair and shepherded the Fair on Saturday as well as scheduling, payroll, and Board of Library Trustees tasks. She attended the Massachusetts Library Trustee Association Meeting on Saturday, October 22 along with several Trustees, and the Board of Library Trustees meeting on October 26.

Borrower Services

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

Kara reported results for the MLS delivery survey, adjusted staff schedules, ordered adult fiction and nonfiction e-books and e-audio, consolidated e-books and e-audio titles with expiring licenses for additional purchase consideration by department heads, met with the scanner vendor, and prepared items for Halloween trick-or-treating. She spoke with the high school transition program coordinator about volunteer opportunities, prepared documentation for previous volunteer hours, and continued to coordinate existing volunteers and new applications.

Sandhya cleared expired holds from the hold shelf, followed up with patrons about missing holds, managed out of network requests for materials, assisted patrons with technology questions, investigated hotspot vendors used by other CW/Mars libraries, followed up with a library on an item damaged in the AMH, created signs for the Friends corner, and planned her November endcap and main displays, including ordering books and creating graphics. Allie performed troubleshooting for books kicked back in the AMH and updated the tracking sheet, displayed new fiction books, created graphics for the November newsletter, organized and updated the readers' advisory binder, prepared materials for the volunteer, worked with CMD solutions IT technician for troubleshooting public computer default printing settings, designed posters for the

featured museum of November, and she planned her November endcap display, including ordering books and designing the poster. She received multiple positive comments on the beautifully renovated library. Jane corrected records for patrons with the wrong home library, posted the New York Times best seller list for print and audio fiction and recommended titles for purchase, worked on an endcap display for "No Shave November" featuring books with moustaches on the cover, and worked on the main staircase display for November celebrating games and puzzles. 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 adult fiction titles.

Children's Services

Sarah ran two sessions of Toddler Time, ran one session of Preschool Storytime, participated in the Recreation Department's Trick or Treat program, managed the collection and worked on collection development, worked with patrons to recommend and put aside materials on a variety of topics, reached out to the Grafton Food Bank, communicated with YFCP and STEM Beginnings about the upcoming session of Young Scientists, hosted the Library's Goats and Giggles program, prepared for Monday's Library-wide Trick or Treating event, acted as manager on duty and managed staff absences on Monday evening, attended the webinar How to Give and Receive Feedback, provided coverage upstairs on Monday night, and attended a meeting at the library.

Jen ran a session of Library Babies, shepherded a session of Young Scientists, updated Event Keeper and social media, worked on finalizing the November newsletter, and researched and pulled requested items for patrons on a variety of topics. Cyndi worked on completing a sample apron for an upcoming sewing session in November, continued to work on removing the items to delete from the library of things, assisted in decorating the CR for fall/Halloween, and trained a new volunteer. Mare communicated with and managed library volunteers. Stacie ran a library craft program, presented a Spooky Storytime, decorated the room, and planned for upcoming programs. Kristin coordinated with local schools about school visits, dropped off items to NGES, and prepped for upcoming programs.

Teen Services

On Wednesday, Sarah and Allison attended the Friendly Trick or Treating run by the Recreation Department at the Municipal Center. We brought rubber ducks and were a hit with the 175 people we saw over the course of the hour. Allison also hosted two Mandala Pumpkin Painting programs on Wednesday night, one for tweens and teens and a second for adults. Sarah S. brought down and displayed newly catalog teen nonfiction and graphic nonfiction titles and researched 2023 teen and tween graphic nonfiction.

Reference Services

Heidi and Eric assisted with tech and reference questions as well as circulation. Heidi

continued to work on PR for future book groups, shepherded "It's Electric! How Your Body's Electrical System Impacts Your Emotional Well-Being", and hosted the "Inspirational Book Group and Guided Meditation. In honor of Emotional Wellness Week, the group discussed Emotional Advantage by Randy Taran. Eric attended a GALE webinar and continued tweaking the GALE database page.

Technical Services

Cynthia worked on cataloging fiction, nonfiction, audiobooks, and DVDs, and added new puzzles and a DVD player to the Library of Things. She requested records for cataloging from the CatCenter, and worked on a project for the Children's Room cataloging DVDs.

Veterans Services

No Report Submitted

GCTV

Our search for an alternative video flow out of the HS auditorium may have come to an end. Last night we covered an event put on by the LWV at the GPL. We successfully aired the event on the PUB channel 191 and streamed via the internet. This is the technology we will use for future Town Meetings.

Work continues in the search of the popping noise on all 3 channels coming over Charter/Spectrum. Techs have been in the building again Thursday in search of answers.

Bus Stop Weather was produced in studio twice this week (hosted by Sophia Kling), and one episode of Get Out Grafton (hosted by Bridget Caya).

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