



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: November 4, 2022

Town Administrator

- Continued work on new website - website training links made available to staff
- Met with Capital Improvement Planning Committee to review initial requests
- Began interviewing for Town Planner and Staff Planner positions
- Met with the Public Employee Committee to continue work on employee health insurance
- Continued work on Payroll Forecast Workbook
- Kickoff meeting for Diversity, Equity & Inclusion Audit Kickoff meeting scheduled
- Affordable Housing Trust Housing Production Plan Request for Proposal Issued
- Library finalization walkthrough
- Veteran's Advisory Committee holding Veteran's Day event at South Grafton Community House at 11:00 AM on the 11th

ADMINISTRATION & FINANCE

Finance Director

No Report Submitted

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)
- Met with Lockbox provider about online portal and other service options to speed up exception processing/lower fees
- Met with Vadar about actual billing /what is needed
- Spoke with bill printer to schedule upcoming billings RE/PP actual/sewer
- Continued reviewing/Interviewing applicants for Department Assistant position
- Working with school on pulling through cash receipts using CRT process. Met with

School/Town Finance Directors to bring this whole process back to the Treasurer for November instead of splitting

- Working Cash/Receivable/Trust Fund reconciliations
- Large amount in-house payment, mail and call traffic mainly Q2 RE/PP. Large amount of online payment, payment file, and lockbox transfers
- Met with consultant about assisting in building Tax Title accounts~December

Principal Assessor

- ❖ Completed the Classification Hearing presentation to present to the Select Board on November 15, 2022.
- ❖ Met with Roy Bishop of Bishop and Associates to discuss Revaluation Services.
- ❖ Took in and processed 28 motor vehicle applications.
- ❖ Entered 9 deeds into the Vision database.
- ❖ Entered 26 building permits into the Vision database.
- ❖ 6 permit inspections & 1 new construction inspection.
- ❖ Took in 5 sales verification letters.
- ❖ Took in and reviewed 3 exemption applications.

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department (10/23/22 – 10/29/22)

397 log entries were made including 46 - 911 calls, 8 motor vehicle accidents, 12 alarm calls, 24 ambulance calls, 1 animal complaint, 6 arrests, 148 business/area checks, 1 disturbance call, 51 motor vehicle stops and 1 well-being check. No incidents were reported during Halloween. Officers were posted at both ends of South Street to monitor traffic and, although busy with Trick-or-Treaters, all was quiet.

4 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *Computer Tech Support Scams*.

The department was notified that it received the FY 2023 State 911 Support and Incentive Grant in the amount of \$56,732.00 to help defray the costs of salary for Grafton telecommunicators. We also received notification that we received the FY 2023 State 911 Training Grant in the amount of \$24,224.44 to pay fees for training courses and personnel costs associated with certification and recertification requirements of Grafton telecommunicators.

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.

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.

Deputy Chief Minardi attended monthly SWAT in-service training. Sgt. Crosby and Detective Wenc attended the Faith Based Organizations and Hate Crimes Conference hosted by the MPTC. Officer Simmler attended MPTC Instructor Development.

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

Fire Department

No Report Submitted

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 will be open daily Monday-Friday 10am-1pm until November 10th and Saturdays 9:00am- 1:00pm. The Brush dump will be closing for the season on Saturday November 19th. 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. Mowing of the Town owned fields has been completed. 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 November.

Cemetery and Parks: Routine department functions including, mowing parks and cemeteries, trash pick-up, and grounds maintenance. Continue to assist with the ongoing Common improvements project. Provided support for 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 October 28, Grafton has been informed of a total of 3,917 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.

Given the concerns with COVID-19, flu, and RSV, it is recommended that individuals wear masks in indoor locations, especially those who are at higher risk or those that live with or have family that is at higher risk.

The BoH and Alliance are also monitoring the Monkeypox situation that is occurring in MA, other states, and the world.

DEVELOPMENT SERVICES

Building/Zoning

We're proud to announce that the Zoning Board of Appeals has been fully incorporated into the town's OpenGov, online permitting system. This is another big milestone that we have accomplished. We will continue working with other department's data migration to eventually have all of our land-use departments utilizing this technology. Additionally, the building department continues to work with residents, issuing building, electric, mechanical, gas and plumbing permits.

Planning

No Report Submitted

Conservation

- Prepared for, attended, and issued documents from Commission's 11/1 meeting
- Finished and submitted Green Communities annual report
- Attended webinar on upcoming changes to the stretch energy code
- Worked with Recreation on next steps for the 95 North Street park
- Continued to transition 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. Grafton Celebrates the Holidays and Craft and Vendor Fair – December 4. Brochure coming soon.

The Director met with the ATA and Conservation Agent to formulate next steps to proceed with starting construction at 95 North for the passive recreation park. Staff continues to work on the Amazing Turkey Challenge, Grafton Celebrates the Holidays (December 4) and spring/summer programming. The Recreation Commission meets on Monday.

Council on Aging

- The Senior Center celebrated the 100th birthday of Grafton resident, Tom Smith. He was awarded certificates from Senator Moore, Representative Dave Muradian and Congressman McGovern.
- October WRTA report completed and submitted; 263 rides provided to seniors via WRTA transportation.
- Seniors turned in completed timesheets for SWAP (Senior Work off Abatement Program) and submitted to Assessor's office
- Meeting held with the SWAP team to discuss the process of tax rebates and to plan for next year.

- Appointments held throughout the week with Lisa Kelley to assist seniors with applying for SMOC.
- SHINE appointments held on Friday to assist seniors with insurance needs
- Breakfast to be sold at the senior center this Friday- please join!
- Wellness checks, support, advocacy, and guidance was provided to seniors daily

Library

This week we circulated 2,406 items, 498 received items in transit and sent 641 items. We requested 555 items and filled 436 hold requests; registered 19 patrons for library cards and added 68 new items. The most popular book this week is *A Bad Case of Stripes* by David Shannon. We hosted 21 meetings in our conference, study, and tutoring rooms for 44 people including Cub Scout Pack 106 Wolf Den and Brownie Troop 65197 as well as private work, study, and tutoring sessions.

The Library will serve as a collecting location for unwanted Halloween candy, to be sent to military troops by Girl Scout Troop 11087.

Please register for our partnership program with Willard House and Clock Museum on Monday November 14 at 7pm! Executive Director and curator Robert C. Cheney will present an illustrated lecture "50-Years of Collecting Excellence" in celebration of the museum's 50th anniversary and the recent loan of a Willard clock to the Library, on display in the Historic Reading Room. A wine and hors d'oeuvres reception will follow. Register online at <http://www.eventkeeper.com/mars/xpages/G/GRAFTON/ekp.cfm>

Admin

Beth greeted trick or treaters at the Common Entrance and sent them into the building on Halloween – over 500 people came through. She met with American Alarm for a walkthrough for a quote for annual fire alarm test and inspection and reached out to Xcel for a quote for annual sprinkler inspection. She completed and sent the November library newsletter, worked on planning for Grafton Celebrates the Holidays, contracted an online seminar training on "Good Kids, Bad Behavior: What to Do About Unruly Young People in the Library," met with staff, and met with Ann Marie Foley, our newest representative on the Select Board. She submitted bills, worked on the FY24 budget, dealt with policy violations, updated the website, posted to social media, and finalized an order for new nonfiction. Policy Committee met to review the draft Art Display and Exhibit policy, and will review the meeting room and facility rental policy next, on Wednesday Nov 30 at 7pm via Zoom. She represented the Library at NGES Community Read Day on Friday morning.

Eileen managed mail service and the periodicals as well as preparing bills. Debby posted the entries to the Stick Library contest for dogs in partnership with Quite Fetching Barkery, put up a photo wall for Halloween visitors to take pictures, greeted trick-or-treaters who stopped by the Admin office, created the "Lost & Left Behind" and NaNoWriMo displays in the lobby display case, created and posted content for social media, organized and labeled keys, attended the Board of Library Trustee Policy

Committee meeting on Wednesday evening and took notes, as well as weekly reporting, scheduling, payroll, ordering, and Board of Library Trustee Tasks.

Construction Update

Beth completed and turned construction reports for July, August, and September. Building Committee approved a credit last week and change order for additional HVAC commissioning work and for doors for the presentation area, but we are still trying to find a less expensive solution. The Construction Team met to discuss doors, the humidifier, and leaks. Beth did a building walkthrough with the Bob Berger, Tom Frederico, Paul Farrar, and William Blake to look at remaining outstanding items from the construction project. Capeway Roofing was here to look at the leak in the Historic Reading Room; we are still waiting for photos and report to determine the cause. John Keller from CTA came by to review the work still needed on the gate for the bottom of the stairs. Volunteers assembled benches for DPW to cement into place.

Borrower Services

Staff managed service 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 helped organize treats for the Halloween trick-or-treat event, continued processing volunteer applications and onboarding new volunteers, took patron requests for future audio book orders, processed pending library card account requests, adjusted staff schedules as needed, and reviewed the meeting room and collection development policies for comment. She worked on the ARIS and circulation statistics for October, prepared the October narrative, pulled materials for Crescent Manor, and made the monthly visit with Susan.

Sandhya managed out of network requests for materials, worked on interlibrary loans, cleared expired holds from the hold shelf, contacted game companies about missing parts of board games, worked on the home delivery service, resolved a lost ComCat book issue with the owning library, worked on volunteer training materials with Allie, tested ideas for a book folding program for December, and set up end cap displays for succulents, terrariums, and air plants and for Thanksgiving. Allie created the November Borrower Services calendar handout, processed November's display books, helped set up the Blu-ray player for a book club event, fixed an issue with the lobby printer, made November newsletter edits, ran a New Patron report for the newsletter, updated the website with October newsletter links, met with a volunteer about scheduling, worked on updating the volunteer materials sheets, updated the readers' advisory book, and helped patrons with the Libby app. Jane helped a patron with the A/V system, 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, collected items with alerts for cataloging corrections, and set up the endcap display for "No Shave November" and the main staircase display for "National Games and Puzzles Week." Ranjita posted the *New York Times* best seller list for print and audio nonfiction and

recommended titles for purchase, performed a routine check of the Library of Things, processed new adult fiction titles, performed the monthly AED and first aid boxes check, and set up an endcap display for Thanksgiving recipes.

Children's Services

The Children's Room assisted patrons, shelving, and tidying up toys and games. Sarah worked Monday night and handed out goodies to trick-or-treaters in the Children's Room, worked on book and material orders, ran two storytime sessions at Busy Bee Academy, attended a meeting, met with the Girl Scouts to discuss Gingerbread House placement for GCTH, researched library train tables, made playdough for "Dinovember," met with Beth and Cyndi regarding CR computers, rearranged CR computers to increase sight lines, spoke with Cynthia about the upcoming CR Ingram order, and assisted Allison with a project.

Jen worked Monday night and handed out goodies in the Children's Room, finalized the November CR newsletters, updated the website, planned for upcoming story times, gathered materials for a Dino Storytime. Cyndi shepherded the Young Scientists, trained new CR volunteers, met with Beth and Sarah regarding CR computers, rearranged CR computers to increase sight lines, and completed an incident report. Mare reached out to new volunteer applicants, communicated with current volunteers, coordinated volunteer schedules, and arranged for volunteer training. Stacie worked on planning passive programming for November, pulled books for display, decorated the room, and set up the November sensory table. Kristin delivered books to local schools, planned for upcoming comic and book clubs, and prepped for the November Bulletin board.

Teen Services

Allison cleaned out the teen room office and removed items from the Maker Space counters. she worked on October stats and prepared carts in Ingram so that Cynthia could order new teen items. Sarah handed out treats during the Library's trick or treat program. So many fun costumes! She also created new displays for Aviation History Month, NaNoWriMo, and Mythology.

Reference Services

Heidi and Eric assisted with tech and reference questions as well as circulation. Heidi hosted the "Reads Well with Others" Book Group discussion of *Nine Perfect Strangers* by Liane Moriarty and the rescheduled "Not Just for Young Adults" Book Discussion on *The Accident Season* by Moira Fowley-Doyle. Heidi also removed the library's Scarecrows from the Grafton Recreation Department contest to install them at The Community Harvest Project for their Scarecrow contest. The library's Scarecrows (inspired by the book *Waltz of the Scarecrows*, by Constance W. McGeorge and May Whyte) will be seen by all the folks who attend the Harvest Home Festival on Sunday, Nov. 6 from 11am-3pm. Eric set up a staircase display for the Toys & Games theme and worked on ARIS report statistics.

Technical Services

This week has been a good week for our Library of Things Collection! Cynthia added a Yamaha keyboard to the collection (we LOVE turning items on our No log into Yes!), as well as five sensory kits that include a variety of sensory and fidget toys which can be checked out by patrons for in-house use. She ordered YA books and cataloged adult fiction and children's books as well as cataloging replacements for previously lost or damaged items.

Veterans Services

No Report Submitted

GCTV

GCTV covered its first LIVE event from the GPL. The LWV presented a lecture on politics and dissent. We streamed the program LIVE via the internet, and successfully sent the event out to the Public TV channel. The recorded event is available on YouTube. Bill Robidoux hosted another local band for a studio session. Holdin' Back the 60s performed and will air soon.

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 Offices will be Closed Friday, November 11th in observance of Veterans Day.

Upcoming Select Board Meetings

November 8, 2022

November 15, 2022

Upcoming Department Head Meetings

November 9, 2022