



## MEMORANDUM

### OFFICE OF THE TOWN ADMINISTRATOR

---

TO: Select Board

FROM: Evan Brassard  
Town Administrator

RE: Administrator's Weekly Report

DATE: November 18, 2022

#### Town Administrator

- Hired new Town Planner – Starting Date: December 19<sup>th</sup>
- Offered position of Staff Planner
- Attended Kick-Off for DE&I Audit
- Met with staff from MassDevelopment and One Stop for Growth
  - Reviewed programs for Grafton businesses
  - Discussed partnerships for commercial growth
- Entered into negotiations with Grafton Municipal Employees Association
- Met with member communities of Central Massachusetts Veteran's District
  - Hiring of new Director of Veteran's Services

#### **ADMINISTRATION & FINANCE**

#### Finance Director

- Attended Vadar training on reporting. Will be reaching out to departments to set up one on one training with Vadar once beginning balances are uploaded into the system. This should be completed by next week.
- Continuing classes every Friday at the Grafton Police Station for the Suffolk Municipal Management Certificate Program. This week I will be giving a presentation to the class on strategies for the Town of Grafton Police Reform Implementation. Please reach out to the Finance Director if interested in more information on the presentation.
- Attended GMEA union negotiation meeting.
- Tax Recap has been submitted to DOR. Waiting on approval for Grafton's tax rate of 15.71
- Continued discussions with ClearGov to go over the new mapping of the budget due to the chart of account conversion. All configurations should be completed by the

end of next week and will be pushing out the FY24 budget once the platform remapping is finalized.

- Accounting Department is currently working on the Town Report and Schedule A submission for DOR.
- P-Card Spend Dynamics portal has been set up and Accounting Office is piloting the P-Card to ensure the system is running smoothly and that the import process configuration is set up before all P-Cards are pushed out to departments. This should happen early January.
- Started working on FY24 revenue projections and salary figures.
- Attended host community agreements (HCAs) Training on the new Cannabis legislation. Several new law provisions affect municipal HCAs. The law eliminates the inclusion of community impact fees in HCAs after the first 8 years of a licensee's operation. Please see link for more information. <https://www.mma.org/mma-holds-webinar-on-new-cannabis-law/>

#### Treasurer/Collector

No Report Submitted

#### Principal Assessor

- Joint meeting with the Select Board on November 15, 2022 to present the FY 2023 Classification Hearing.
- Took in and processed 6 motor vehicle applications.
- Entered 13 deeds into the Vision database.
- Entered 10 building permits into the Vision database.
- 3 permit inspections.
- Took in and reviewed 5 exemption applications.
- Prepared 114 Personal exemptions for the Board of Assessors Meeting.
- Prepared 15 Senior Work-Off for the Board of Assessors Meeting.

#### Town Clerk

No Report Submitted

### **PUBLIC SAFETY**

#### Police Department (10/30/22 – 11/12/22)

746 log entries were made including 100 - 911 calls, 13 motor vehicle accidents, 24 alarm calls, 73 ambulance calls, 4 animal complaints, 8 arrests, 252 business/area checks, 17 disturbance calls, 99 motor vehicle stops and 7 well-being checks.

13 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *Call/Volunteer Firefighters Responding to Emergencies* and *How to Avoid Accidents with Deer During Rutting Season*.

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 attended 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.

All sergeants attended a 2-day *Sergeant's Leadership Conference* hosted by the Municipal Police Institute in Randolph. Sgt. Crosby and Detective Wenc attended a *Juvenile Law Update* hosted by MPI. Officer Simmler attended MPTC Instructor Development. Officer Dias assisted the Quinsigamond Community College Police Academy with their Applied Patrol Procedures (APP) training.

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

#### Fire Department

The Fire Department had 16 calls for service, 1 Structure fire, 7 Alarm investigations, 1 Water problem, 1 Medical assist, 1 Shed/outdoor building fire, 1 Motor vehicle accident, 1 Smoke investigation, 1 Natural gas leak, 1 Hazardous materials incident, and 1 Electrical problem.

The Department is holding numerous training sessions this month and next at the former Knights of Columbus building on Ferry St. This building is slated for demolition and the owner allowed the FD to do destructive type training such as ventilation (cutting the roof and removing windows) and overhaul (pulling drywall and plaster to expose the inner walls). This type of training is invaluable to the Firefighters and the Department.

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)

Public Works: Please contact the DPW Office to report any potholes or other roadway issues. 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 be shutting down for the winter months, starting again the spring. Town funded annual road improvements work is wrapping up for the season with only hand work remaining.

Highway Department: Routine Operation and maintenance of town owned infrastructure and equipment. The department has been transitioning to winter

operations and had our first winter weather event this week.

Cemetery and Parks: Routine department functions including, leave pick-up at various town owned properties, trash pick-up, and grounds maintenance. Continue to assist with the ongoing Common improvements project. Provided support for 4 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 November 11, Grafton has been informed of a total of 3,938 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.

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 a major 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

The building department has been issuing building, electric, mechanical, gas and plumbing permits.

### Planning

No Report Submitted

### Conservation

- Prepared for, attended, and issued documents from Commission's 11/15 meeting
- Reviewed applications for Commission's 12/6 meeting
- Attended webinar on stream crossing standards
- 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: Grafton Celebrates the Holidays Home & Decorating Contest – Sign up [HERE](#) by Nov. 28. Gingerbread House Contest – Sign up [HERE](#) by Nov. 30.

Grafton Celebrates the Holidays returns for its 27th year on December 4 with over 30 businesses, churches and organizations as 'Frosty Stops', a craft and vendor fair, a home and businesses decorating contest, and other holiday happenings. Look for the 'Frosty Stop' snow bear logo at participating locations. View the Event Brochure [HERE](#)

Staff continues to work finalizing details for Grafton Celebrates the Holidays (December 4) and spring/summer programming (registration opens February 6).

The Recreation Commission meets next on December 5. The commission is seeking applications to fill a vacancy and complete the term through June 30, 2023. The commissioner would have the opportunity to renew for a 3-year term after that time. A commissioner helps promote, develop and maintain recreational facilities and programs

for the benefit of the citizens of the Town. Board meetings are held on the first Monday of every month. Commissioners are also needed to volunteer at a few events throughout the year. Individuals must be a registered voter and possess a basic understanding or knowledge of the duties and responsibilities of the subject multiple member body. Strong candidates would express an interest in participating and growing adult programming. If you are interested in serving, please complete the Citizen Activity Form [HERE](#)

### Council on Aging

- December issue of Senior Gazette finalized and submitted to print.
- October GSS report completed and submitted; 329 rides provided to seniors via WRTA transportation.
- FOGE “Month of Prizes” calendar finalized and now available for sale at the Senior Center.
- Cognitive/ memory activity completed with Seniors and Speech and Language Pathology student, Emma Pelser.
- Skits performed by the “Fraud Squad” from Seven Hills to teach Seniors about how to avoid scams.
- Annual review completed with SNAP Outreach Program.
- Participated in quarterly updates meeting with Elderly Services of the Worcester Area and neighboring COA members.
- Meeting with the Birthday Committee held to discuss requirements to implement celebrations.
- Appointments held throughout the week with Lisa Kelley to assist seniors with applying for SMOC.
- SHINE appointments held on Monday to assist seniors with insurance needs.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

### Library

This week we circulated 2,576 items, received 524 items in transit and sent 581 items. We requested 541 items and filled 453 hold requests; registered 7 patrons for library cards, and added 68 new items. The most popular book this week is *Mad Money* by Jodi Picoult. We hosted 27 meetings in our conference, study, and tutoring rooms for 137 people including group meetings of Girl Scout Troop 11225, Grafton Democratic Town Committee, MetroWest Building Officials Association, Brownie Troop 65197, North Grafton Elementary PTG, MLSA Union, Mystery Book Club, and Grafton Girls Softball as well as private work, study, and tutoring sessions.

### **Admin**

Staff met Tuesday morning; much of the meeting was focused on Meeting Room reservation procedures. We will be reviewing the Meeting Space and Facility Rental policies at a Board of Library Trustees Policy Subcommittee meeting on Wed Nov 30 at 7pm via Zoom.

Beth covered all day in the Teen Room on Friday so Teen Services staff could attend the Teen Summit. She attended a program in partnership with Willard House and Clock Museum on Monday evening, which had 55 attendees. She prepared for and attended the Board of Library Trustee meeting. The Board voted to update the Code of Conduct with a few minor changes – editing age 14 to age 13 to reflect the correct age for youth allowed unattended at the Library, and eliminating the Policy/Procedure Breakdown. Going forward, all policies will contain a line directing visitors to our website for our Appeals Process for policy disagreements. We also passed a Privacy and Confidentiality Policy. Beth updated staff on new policies. She worked on an action plan update for 2023, updated the website and internal documents, such as the emergency contact list, and worked on the December newsletter. Beth worked on Nonfiction and Graphic Novel collection development and recommended magazine titles for 2023. She had meetings with various staff members and corresponded with Trustees, Friends, vendors and committee members.

Eileen maintained the collection of periodicals, took care of incoming mail, and prepared bills. Debby created content for and managed social media accounts, updated the lobby display for Dinovember, completed scheduling through March 2023, worked on payroll and current scheduling needs, attended to various tasks for the Board of Library Trustees and attended the Trustee meeting on Wednesday evening.

### **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 attended the Annual Circulation and Resource Sharing meeting, ordered adult fiction and non-fiction e-books and e-audio, prepared an order for new regular print adult fiction as well as replacement copies for worn backlist titles, attended a meeting with the library's Ingram representatives, followed up with a media vendor about an open order, and prepared lists of materials for a December endcap display. She reviewed staff changes to the orientation and training materials for new volunteers, prepared thank you cards for recently retired volunteers, and started a new volunteer.

Jane assisted a patron with the AV setup for Community Room A/B, 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 worked on display ideas. Sandhya managed out of network requests for materials, worked on interlibrary loans, cleared expired holds from the hold shelf and contacted patrons, performed troubleshooting on the self-check, processed pending library cards for new patrons, prepared instructions and materials for the upcoming book folding events, suggested updates to the organization of the library's website, and worked on updating the volunteer policies, procedures, and project list. She worked on the home delivery service, including ordering items, making calls, processing holds, and coordinating with Children's Room staff about offering home delivery to their patrons. Allie recorded stats

for room reservations, planned the main display for December and created signage, called IT support for Bibliotheca AMH troubleshooting, helped a patron with the Libby App and Kindle, and created signage for Audiobook, DVD, and game shelves. She created graphics, content, and event descriptions for the newsletter. Ranjita posted the New York Times Best Seller List for print and audio nonfiction and recommended titles for purchase. She processed ComCat requests and new adult fiction titles, performed a routine check of the Library of Things, and processed pending library cards for new patrons.

### **Children's Services**

Sarah attended "Willard House and Clock Museum: 50-Years of Collecting Excellence: An Illustrated Lecture: and assisted with set up, set up drop-in play programs for toddlers and preschoolers, made dino eggs for an upcoming program, attended an Ingram selector's meeting, communicated with YFCP and STEM Beginnings, shepherded Young Scientists, assisted in running Sewing Club, and updated past stats into the new recording format.

Jen updated EventKeeper, worked on the December calendar, began working on the December newsletter, updated the large in-room calendar, planned for the upcoming session of Library Babies, set up a drop-in play session for babies, planned for the New Year's at Noon event, and wrote press release for the Children's Room. Cyndi ran a session of the Sewing Club making aprons, attended a union session to discuss the dress code, completed the Library of Things Inventory, made fabric bookmarks for December's sewing club activity, cut fabric to prepare for December's sewing club, and trained and managed volunteers. Stacie's move to 20 hours per week was approved; she replenished book displays, ran an Autumn Craft program, planned for winter themed school age art activities, and prepped for upcoming Dinovember activities. Mare, who has dropped to 12 hours per week, coordinated and managed volunteers, assisted patrons, and shelved materials. Kristen held Comic Creators Club and three Bookworm Book Clubs, suggested books for the CARES program at SGES, and NGES and delivered/picked up books at local schools.

### **Teen Services**

We continue to document very cold temperatures in the Teen Librarian's office. Beth has been in communication with MA Board of Labor relations regarding the HVAC system which is waiting for parts. A space heater and instruction manual has been provided to the Teen Services staff for use in the room. Staff completely cleaning of the Teen Services office.

Allison added a craft program to the teen schedule for December, ordered additional supplies, sent out a reminder email for Manga Book Group next week. Sarah assisted setting up the Nintendo Switch for teens to play Just Dance, performed Reader Advisory, set up displays for Transgender Day of Remembrance and National Family Week. She shelved new YA fiction with so many cool new titles added to the collection. Both Allison and Sarah attended the virtual New England Teen Summit.



### **Reference Services**

Heidi and Eric assisted with tech and reference questions as well as circulation. Heidi worked on statistics and program planning, attended the "Willard House and Clock Museum: 50 years of Collecting Excellence, an Illustrated Lecture" in dress inspired by clocks to publicize this library-museum collaboration. She hosted the meeting of the Daytimers' Book Discussion Group to discuss *The Colors of All the Cattle* by Alexander McCall Smith and the GPL Mystery Book Group discussion of *The Island* by Ragnar Jónasson. Eric continued weeding the nonfiction collection, worked on future book displays, and updated the monthly Book Club cheat sheet for staff.

### **Technical Services**

This week Cynthia worked on unpacking, processing, and cataloging children's, young adult, and adults books and had a meeting with Baker & Taylor to get our account set up. She held a meeting for several staff members with our Ingram representatives about consolidating accounts and getting materials correctly processed upon their arrival.

### Veterans Services

No Report Submitted

### GCTV

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

Local bands continue to perform in the studio, and Bill is working diligently to get all the newest episodes edited and loaded to our broadcast server, and to YouTube.

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

December 6, 2022

December 13, 2022

December 20, 2022

### Upcoming Department Head Meetings

December 14, 2022 @ 10:00 a.m. Conference Room G