



## MEMORANDUM

### OFFICE OF THE TOWN ADMINISTRATOR

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TO: Select Board

FROM: Evan Brassard  
Town Administrator

RE: Administrator's Weekly Report

DATE: December 2, 2022

#### Town Administrator

- Met with resident to review pedestrian safety
- Review Employee Health Insurance options with consultant
- Attended Department of Housing and Community Development walkthrough of 116 Upton Street
- Met with architect regarding Cupola Renovation at Grafton Public Library
- Launched new website
- Managed Office 365 conversion
- Conducted candidate interviews for open positions
- Met with representatives of Grafton Little League

#### **ADMINISTRATION & FINANCE**

##### Finance Director

No Report Submitted

##### Treasurer/Collector

No Report Submitted

##### Principal Assessor

- ❖ Attended a Zoom Meeting with Vadar for Actual RE & PP Billing Review.
- ❖ Working on the Assessors Compliance and Internal Control for the Auditors. Updating and reviewing the FY 23 overlay spreadsheet and potential liability spreadsheet to provide to the Auditors.
- ❖ Filed a Motion to Dismiss with the Appellate Tax Board.
- ❖ Reviewed map changes.

- ❖ Working on cleaning up approximately 600 +/- open permits in the database.
- ❖ Manually entered 131 Income & Expense Liens into Vadar.
- ❖ Manually entered 110 Personal exemptions into Vadar.
- ❖ Took in and processed 41 motor vehicle abatement applications.
- ❖ Entered 6 deeds into the Vision database.
- ❖ Entered 31 building permits into the Vision database.
- ❖ 1 permit inspections.
- ❖ Took in and reviewed 3 exemption applications.
- ❖ Took in 8 Sales Verification Questionnaires.
- ❖ Took in and processed 3 Abutters Lists.

### Town Clerk

Grafton had 8,116 voters participate in the State Election on November 8<sup>th</sup>. Thank you to all who voted and especially to our dedicated Election staff. We couldn't have done it without you!

Census forms are being prepared and will go out after the first of the year. Please be on the lookout and return the form within 10 days. This is also a reminder to register your dogs!

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 (11/13/22 – 11/26/22)

771 log entries were made including 70 - 911 calls, 9 motor vehicle accidents, 35 alarm calls, 47 ambulance calls, 12 animal complaints, 3 arrests, 314 business/area checks, 9 disturbance calls, 61 motor vehicle stops and 12 well-being checks.

6 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *Black Friday & Holiday Shopping Safety Tips* and *Illegal Shooting & Safety Advisory to Hunters and Residents*.

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 officers attended firearms qualifications conducted at the North Grafton Fish, Game & Bird Club. We would like to thank the club for their support and use of their range for our training.

Deputy Chief Minardi attended MPTC Electronic Controlled Weapons Instructor recertification. Officers Dias and Padgett attended MPTC Sexual Assault Investigation training. Officer Coggans and Spellman attended MPI Crime Scene for First Responder training.

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

#### Fire Department

From 11/18 through 12/2 the Fire Department had 20 calls for service, 10 Alarm investigations, 5 Medical assists, 2 Motor vehicle accidents, 2 Smoke investigations, and 1 Electrical problem.

The Department is holding numerous training sessions this month at the former Knights of Columbus building on Ferry St. This building is slated for demolition and the owner allowed the FD to do hands on 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)

No Report Submitted

#### Engineering

No Report Submitted

#### Health Department (Week ending Dec 2<sup>nd</sup>)

As of November 25, Grafton has been informed of a total of 3,958 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). Individuals are strongly advised 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 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 ongoing 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 Mpox (formerly named Monkeypox) situation that is occurring in MA, other states, and the world.

Health Department (Week Ending Nov 23<sup>rd</sup>)

As of November 18, Grafton has been informed of a total of 3,942 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). 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.

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## **DEVELOPMENT SERVICES**

### Building/Zoning

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

### Planning

No Report Submitted

### Conservation

- Reviewed applications for Commission's 12/6 & 12/20 meetings
- Worked with Recreation on next steps for the 95 North Street park
- Updated new webpage for the Commission
- Continued to transition to Viewpoint, assemble GIS trail maps, & digitize archive files
- Conducted site inspections

## **COMMUNITY SERVICES**

### Recreation Department

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. Get all the details and an event brochure [HERE](#)

The Recreation 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

- Preparations made for both Grafton Celebrates the Holidays and the Senior Center Holiday Celebration
- Menu finalized for lunch to be served during Grafton Celebrates the Holidays- all proceeds to go back to the Senior Center
- SHINE appointments held on Friday to assist seniors with insurance needs.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

#### Library

We have been prepping for our Grafton Celebrates the Holidays Open House on Sunday December 4 from 12-4pm. This year we are offering henna, storytime, seasonal crafts from Grafton RISE, and a Friends table with book bundles, canvas bags, notebooks, bookmarks and memberships for sale. We will host the Girl Scouts Gingerbread House contest and a table from Central MA Foster/Adopt MA Initiative – please stop by!

This week we circulated 2,361 items, received 723 items in transit and sent 742 items. We requested 462 items and filled 403 hold requests; registered 15 patrons for Library cards, and added 323 new items. The most popular book this week is Mad Money by Jodi Picoult. We hosted 29 meetings in our conference, study, and tutoring rooms for 78 people including Brownies Troop 65197, BSA Scout Troop 107 Astronomy Merit Badge class, Cub Scout Pack 107 AOL Den as well as private work, study, and tutoring sessions.

#### **Admin**

Beth was out on sick leave for most the week, but responded to urgent email and had phone conversations with the Trustee Chair and Capital Campaign chair. She completed the Library's December newsletter, 2024 Action Plan, and October MPLCP construction grant report. She setup Niche Academy enrollment for all staff, who will be participating in a year-long online training initiative for responding to marginalized populations, including homeless, teenagers, and mentally ill patrons. She attended a policy

subcommittee meeting where we discussed art display, security cameras, meeting room and facility rental and parking We will allow for up to 4 consecutive books for groups or individuals meetings daily, weekly or monthly, and re-evaluate in March 2023—we had been allowing one booking at time to encourage turnover and equity of use. We anticipate installation of a replacement distributor for an HVAC issue on Friday.

Eileen maintained the collection of periodicals, took care of incoming mail, and prepared bills. Debby compiled the weekly report, attended and took notes for the Board of Library Trustees Policy Subcommittee meeting, watched the “Good Kids, Bad Behavior” webinar, and completed ordering, scheduling, and payroll tasks.

### **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 pulled materials for Crescent Manor and made the monthly visit with Susan, ordered requested e-audio materials, reviewed CW MARS top lists against our collection, reviewed a report on top hold titles for CD audiobooks, brainstormed ideas for collection development and readers' advisory next year, continued processing incoming volunteer applications, re-started a previous volunteer, worked on the ARIS and circulation statistics for November, and prepared the circ narrative. She put up a display of fiction and nonfiction titles for December to celebrate Jane Austen's birthday, created signage, and prepared a list of titles for the library's website.

Jane posted the New York Times Best Seller List for print and audio fiction and recommended titles for purchase, corrected records for patrons with the wrong home library, collected items with alerts for cataloging corrections, and corrected typos on the library website. Ranjita posted the New York Times Best Seller List for print and audio nonfiction and recommended titles for purchase, processed ComCat requests, processed new adult fiction titles, performed a routine check of the Library of Things, added new puzzles to the collection, and provided orientation and training for a new volunteer. Allie created laminated shelf labels, proofread and edited the general e-newsletter, inserted alternate text descriptions for screen readers for newsletter graphics, added contacts to the newsletter distribution list, printed copies of the Tough Topics flyer, researched and solved problem with self-check receipts in System Manager, updated the Bibliotheca issues sheet with serial numbers and IPv4 addresses of all the self-check machines, and provided direct web addresses to edit all the self-check machines from the computer. Sandhya managed out of network requests for materials, worked on interlibrary loans, cleared expired holds from the hold shelf and sent follow up emails to patrons. She performed troubleshooting on the AMH, purchased materials for the upcoming book folding programs, processed online library card requests, and worked on the home delivery service, including ordering items, making calls, processing holds, and coordinating volunteers.

### **Children's Services**

This week in the Children's Room wrapped up our big Dinovember program and began the transition to all things winter. We also started up our winter sessions of storytime programming!

Sarah ran four sessions of outreach preschool programming for SGES, ran two sessions of outreach preschool programming for Busy Bee, planned and prepared for GCTH, co-ran a session of Sewing Camp, followed up with staff, met with Allison to discuss programming, followed up with members of Grafton RISE to discuss the craft they will be running during GCTH, lesson planned for upcoming preschool, toddler, and outreach programming, and met with Cynthia to discuss spine label text.

Jen ran a session of Library Babies, planned for upcoming storytime sessions, ran a LEGO Brick Builders program, finalized and sent out the December Children's Room newsletter, planned for New Year's @ Noon, began the January Children's Room newsletter, and updated EventKeeper. Cyndi painted items to hide for the December passive room hunt. She planned programs, window displays, and room decor for the next 3 months and organized the Library of Things. Stacie ran a Dino Egg session, prepped book displays, planned room themes. Mare assisted a patron with placing holds on materials from outside the network, continued to manage volunteers, replenished display books, and assisted patrons by placing holds. Kristin dropped off C.A.R.E.S. books to NGES and SGES, planned for upcoming programs, provided outreach to the local schools, and began planning the January bulletin Board.

### **Teen Services**

This week the teen room worked on new displays for Pearl Harbor Remembrance, Gifts to Make, and Holiday Books as well as using some of the larger displays to showcase the new books to the collection. Allison worked on monthly stats and book orders.

### **Reference Services**

Heidi and Eric assisted with tech and reference questions as well as circulation. Heidi also worked on PR, Readers' Advisory with patrons and preparing for Grafton Celebrates the Holidays. Heidi also hosted the "Reads Well with Others" book discussion of *The Watchmaker of Filigree Street* by Natasha Pulley and the Inspirational Book Group (and Guided Meditation) discussion of *Friendfluence: The Surprising Ways Friends Make Us Who We Are*, by Carlin Flora. Eric shifted books to make more room in the non-fiction collections and received training on how to use the Ingram website and shifted book displays for December.

### **Technical Services**

Cynthia ordered books, unpacked new books, worked on revisions for the Ingram processing/spine labels project, and cataloged new young adult graphic novels, children's graphic novels and nonfiction, and adult nonfiction.



Veterans Services

No Report Submitted

GCTV

Bus Stop Weather was produced in studio twice this week (hosted by Sophia Kling).

The newest studio music sessions featured The Holdin' Back Band, and The Conversation featuring vocalist Kris Adams. Bill's efforts to add new content to YouTube has netted us 18 new subscribers in the month of November.

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

Upcoming Department Head Meetings

December 14, 2022