



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: December 9, 2022

Town Administrator

- Continued to refine new website
- Held "Office Hours" in Senior Center
 - Met with 6 residents with various concerns
- Attended Regional Dispatch Meeting to further exploration into district establishment
- Attended RT 30 watermain upgrade meeting with Grafton Water District and Tufts University
- Continued work on Office 365 and Multifactor Authentication
- Attended Economic Assistance Coordinating Council (EACC) Meeting in support of Feedback Earth
- Began initial exploration into the Property Assessed Clean Energy (PACE) Massachusetts Program

ADMINISTRATION & FINANCE

Finance Director

- Completed the second course in the Suffolk Management Certificate Program. The Public & safety policy contemporary legal and management challenges for local government course objectives are to understand the history of the common law and statutory authority inherent in Municipal Government and gain a basic understanding of the power available.
- Met with MIIA executive manager to go over the Town of Grafton Insurance policies and confirm all year end changes have been made.
- Pushed out FY24 budget to Department Heads. Budgets are due back no later than Friday December 30th at 4pm. Please reach out to Accounting Department if you need any assistance with the ClearGov budgeting platform.

- 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.
- Continue working on FY24 revenue projections and salary budgets.

Treasurer/Collector

No Report Submitted

Principal Assessor

No Report Submitted

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department (11/27/22 – 12/3/22)

407 log entries were made including 51 - 911 calls, 3 motor vehicle accidents, 11 alarm calls, 39 ambulance calls, 4 animal complaints, 5 arrests, 162 business/area checks, 2 disturbance calls, 27 motor vehicle stops and 4 well-being checks.

4 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *Preventing Mail and Package Theft During the Holidays*.

On Sunday, December 4th, GPD took part in Grafton Celebrates the Holidays by hosting an open house. Citizens were invited to tour the police station, inspect cruisers, motorcycles and other specialty vehicles and meet with department members to discuss any problems or issues that might be of concern. More than 50 children received ID kits from the Siloam Lodge of Masons who offered their CHIPS (Child Identification Program) for parents/guardians. We also provided public safety and crime prevention information as well as free gun locks to adults. Badges and coloring books were available for children who also had a chance to say hello to *McGruff the Crime Dog*.

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 include 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 and I attended the MACOPA Leadership Conference featuring Chief Paul Butler (Ret.), a nationally known motivational speaker and trainer utilized by the FBI National Academy. Deputy Minardi also attended monthly SWAT training. Officers Dias and Padgett attended MPTC Sexual Assault Investigation training. Officer Lyver attended MPI Evidence and Property Control training. Sgt. Crosby, Det. Wenc, Officers Padgett and Palmer attended MPTC Law Enforcement & Social Media Presence training.

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

Fire Department

The Fire Department had 11 calls for service, 6 Alarm investigations, 1 Medical assists, 1 Police assist, 1 Motor vehicle accidents, 1 Smoke investigations, and 1 Carbon Monoxide incident.

It was announced this week that the Grafton Fire Department was awarded a \$16,000 grant from the Massachusetts Department of Fire Services. The grant funds will be used to purchase personal protective equipment for the department members.

Department members attended an 8hr training class on our new Thermal Imaging Cameras. The new cameras meet the current NFPA standards and will replace some of our aging non serviceable units. The new cameras were purchased through a grant that was awarded last year.

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, plan reviews, and 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 is closed for the season. 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. Stowe Road Culvert replacement will begin January 3, 2023, Stowe RD will be closed to through traffic for the duration of the replacement. Main Street improvements project is 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. Crews are replacing 200ft of collapsed drain line at Oak and Kessel Streets.

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 3 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 December 2, Grafton has been informed of a total of 3,971 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 and the upcoming holidays, 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.

DEVELOPMENT SERVICES

Building/Zoning

The building department has been issuing building, electric, mechanical, gas and plumbing permits. 110 inspections with the Fire Department are ongoing and should be completed in the upcoming weeks.

Planning

No Report Submitted

Conservation

- Reviewed applications for Commission's 12/20 meeting
- 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 was held this past weekend; over 30 businesses and organizations to visit and over 50 craft fair vendors plus the financial support of donors and the work done by the Recreation staff, DPW, and Parks Department made for a successful event. Thank you to all!

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

- The Senior Center participated in Grafton Celebrates the Holidays by selling lunch items to the patrons of the craft fair.
- WRTA and GSS van ride reports completed and submitted. The Senior Center provided a total of 462 rides to Grafton Seniors.
- Food permit renewal application submitted.
- Donations in the form of gift cards, socks, gifts and cash were received to be distributed amongst seniors in need.
- Boxwood Tree decorating completed with local florist, Denise of Sweetbriar Florist.
- Office hours with the Town Administrator were held. Six seniors stopped in to discuss concerns with Evan.
- Senior Center Christmas party to be held on Friday, December 9th with live entertainment and a catered lunch. A very generous donation from Dave and Jamie Belezarian was made to help fund the party.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

Millwork to lower counters and sinks to ADA compliance is scheduled to begin next week in multiple areas of the Library. We appreciated your patience as some areas, rooms and services may be out of order, or meetings may need to be relocated. The project is expected to be completed by the end of the year.

This week we circulated 2,766 items, received 636 items in transit and sent 618 items. We requested 469 items and filled 492 hold requests; registered 29 patrons for library cards, and added 205 new items. The most popular book this week is *Mad Money* by Jodi Picoult. We hosted 34 meetings in our conference, study, and tutoring rooms for 91 people including Girl Scout Troop 11225, Grafton Book Group, Tai Chi ladies, and Grafton 4H as well as private work, study, and tutoring sessions.

Admin

We received notice that we will receive \$21,301.90 before the end of the year for our compliance in the MBLC State Aid to Public Libraries program. Beth led the Monday Music and Movement class for a half-dozen families when our contracted performer missed the gig. She covered in the Teen Room on Monday and Friday due to staff absences. She met with various staff and union representation, and corresponded with IT, Evan, HR, Trustees, Capital Campaign, Friends, HDC, Accessibility Commission, accounting, the Town Clerk's office, vendors, MBLC, and volunteers. She worked on the 2023 Action Plan, FY24 budget, prepared a schedule of work for the sink and counter remediation; scheduled meeting rooms; started the 2023 Food Permit Application; worked on the Building Inspection application; made website updates; paid bills; and prepared materials for next week's Board of Library Trustees meeting on Wed 12/14 at 7pm via Zoom. She prepared non-fiction and graphic novel book orders; supplied missing Building Committee Meeting Minutes, and made sure a meeting room for Saturday was set up before she left on Friday afternoon.

IT

Staff are preparing for a switch from Google Suite and Gmail to Office 365 and Outlook; IT provided instructions for file backup, which Beth distributed and then completed the task for her account. Multiple staff members have expressed concern over the new authentication procedure which will require use of personal devices to access email on your phone or files from a laptop or tablet from home, for example during work from home days in lieu of snow days or leave time during inclement weather, or during a pandemic. Beth forwarded the concerns to IT.

Eileen maintained the collection of periodicals, took care of incoming mail, and prepared bills. Debby prepared the weekly report and worked on various scheduling, payroll, and Board of Library Trustee tasks.

Construction

Building Committee met Monday evening and voted to proceed with a \$29K revised proposal to install the doors in the YA Maker Space and Presentation Area. The Construction Team met on Monday afternoon. HVAC work is on hold while we wait for the correct part. In the meantime, the Children's Program closet had to be emptied for the anticipated part installation, rendering the program room unusable, and because the system is turned off for some portions of the building, our community room is 61 degrees. We anticipate part delivery Friday and installation on Monday, followed by system mapping to restore appropriate temperatures to all areas of the building. Sunshine Sign was on sign to replace incorrect donor cells on the donor wall, which has been veiled while we waited for these repairs, and to remove the Dedication Plaque, which has misspellings and omissions due to a miscommunication.

Borrower Services

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

Kara arranged coverage for open shifts at the end of December, cleared April and May events from EventKeeper to make room for new reservations, discussed CW Mars proposed change to hold slip PII, scheduled a department meeting for next week, and ran Evergreen reports for lost, transit, and missing items for November. She reviewed backlist adult fiction titles, followed up on an account question with the media vendor representative, and placed December orders for new adult fiction, DVDs, CD audiobooks, e-books, and e-audio.

Jane posted the New York Times Best Seller List for print and audio fiction and recommended titles for purchase, set up the "we love books a latte" endcap display about coffee, helped a patron pair their laptop to a meeting room TV, registered new patrons who made online library card applications, ran a report for new items with alerts, and brainstormed with Heidi for the January staircase display. Ranjita helped staff

Grafton Celebrates the Holidays, 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, processed pending library card applications, and performed the monthly check on AED and first aid boxes.

Allie took down the November endcap display, set up the main display for December, worked with IT on backing up the Google drive, creating a pricing sheet for the Friends' Corner with the PayPal QR code, researched and discussed the proposed change to the hold slip PII, planned the January 2023 newsletter and endcap display, and reset the Lobby, Reference, and Borrower Services self-checks to print the events calendar QR code on the receipts. Sandhya helped staff Grafton Celebrates the Holidays, managed out of network requests for materials, worked on interlibrary loans, cleared expired holds from the hold shelf and followed up with patrons, and gathered circulation data for the Library of Things to suggest items to weed or relocate to the young adult collection. She prepared instructions for the upcoming book folding programs, planned ideas and dates for January programming, and hosted the Hedgehog Book Folding program for adults.

Children's Services

Sarah met with Cyndi and Beth and attended a meeting with Beth, Cyndi and Evan. She presented three sessions of preschool outreach at NGES, brainstormed a plan for programming since the program room is unavailable and the community rooms do not have heat, reached out to storytime registrants, and worked at the Library during Grafton Celebrates the Library.

Jen updated event keeper and social media, worked on the January CR newsletter, brainstormed a plan for programming since the program room is unavailable and the community rooms do not have heat. Cyndi worked at Grafton Celebrates the Holidays, prepared for Sewing Club, assisted in decorating the CR, cleaned and organized the CR workroom, met with Sarah and Beth, attended a meeting with Beth, Evan, and Sarah, and managed the Library of Things. Stacie decorated the CR for winter, planned upcoming winter art activities, planned upcoming books displays, and assisted patrons. Mare worked on scheduling and communicating with current volunteers, reviewed applications for new volunteers, started work on a *New York Times* Bestseller List Display Sheet for Children's picture books/middle grade books, and attended to patrons. Kristin planned for upcoming book clubs, dropped off the C.A.R.E.S. books to NGES and SGES, assisted Cyndi with Sewing Club, and communicated with the local schools.

Teen Services

Allison completed the monthly stats for November, created BeanStack challenges for 2023, ordered manga books, and worked on additional book carts to order. Sarah decorated the Teen Room for winter, put up displays for holiday reads, continued training with our new volunteer and read weekly manga and graphic novels reviews for future collection orders.

Reference Services

Heidi and Eric assisted with technology and reference questions as well as circulation. Heidi worked on collection development, monthly statistics, and book group preparations. Eric finished planning out shifting books in the non-fiction area and worked on monthly statistics.

Technical Services

Cynthia ordered and unpacked items, ran reports to see how many items were added and deleted for November, compiled her monthly report, cataloged children and adult nonfiction books, adult fiction, and young adult books. She worked on revisions for the Ingram processing and spine label project.

Veterans Services

No Report Submitted

GCTV

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

The Annual Open House (part of GCTH) was a big success, ten families took part in creating Holiday greetings for their families and for Grafton. Some of the videos can be seen in the video we created for YouTube. The arrival of Santa was less than successful as there is no lighting at the newly renovated common. We'll have to stage our lighting there next year.

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 13, 2022

Upcoming Department Head Meetings

January 11, 2022 @ 10:00 a.m. Room G