



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: December 16, 2022

Town Administrator

- Met with Fire Department, Police Department, and Radio Vendor to review Fire Radio enhancement.
- Met with Central Massachusetts Regional Planning Commission to review possibility or Regional Housing Coordinator.
- Finalized exploration of Grafton joining the Property Assessed Clean Energy (PACE) Program.
 - Will present to Board in January.
 - <https://www.massdevelopment.com/what-we-offer/key-initiatives/pace/>
- Continued to work in ClearGov on Budget and Capital Plan.
- Met with Library Board of Trustees regarding roles and responsibilities.

ADMINISTRATION & FINANCE

Finance Director

- Attended GMEA negotiation meeting.
- Started working on cash reconciliation as Vadar now has beginning balances uploaded. Please verify your grant and special revenue account fund balances and let the Accounting Department know of any discrepancies.
- Met with ClearGov rep to go over adding new departments into the budget. ClearGov team is working on uploading our FY22 revenue and expense actuals. I will email Department Heads once this is completed. Delay is due to account conversion, and issue should not happen next year.
- 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 with the Town Administrators & Grafton Police Department 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.
- Attended MMA Personnel & Labor Relations Policy Committee. Agenda topics included discussion on key concepts for potential committee best practice recommendations for data collection, hiring contract employees, and remote work best practices.

Treasurer/Collector

No Report Submitted

Principal Assessor

- Attended a Zoom Appellate tax Board Hearing for a Motion to dismiss.
- Worked with the Treasurer Collector and Vadar on the FY 2023 Real Estate and Personal Property bill files.
- Worked with Paul Cournoyer and Vadar to transfer FY 2023 Sewer Betterments to the Real Estate bill file.
- Manually entered 110 CPA Exemptions into Vadar.
- Entered 15 Senior Work-Off Abatements and associated CPA into Vadar.
- Entered 9 deeds into the Vision database.
- Processed 10 Motor Vehicle Excise Abatements.
- Entered 17 building permits into the Vision database.
- 4 building permit inspections.
- Took in and reviewed 3 exemption applications.
- Took in 10 Sales Verification Questionnaires.
- Took in and processed 3 Abutters Lists.

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department (12/4/22 – 12/10/22)

415 log entries were made including 49 - 911 calls, 10 motor vehicle accidents, 16 alarm calls, 32 ambulance calls, 1 animal complaints, 5 arrests, 136 business/area checks, 4 disturbance calls, 49 motor vehicle stops and 6 well-being checks.

7 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *The Key to a Safe and Successful Holiday Party*.

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.

Officer Atchue and Spellman attended online Police Mental Health Intervention Training. Officers Wojnar and Asassy continued their field training with designated Field Training Officers (FTO).

Fire Department

The Fire Department had 13 calls for service, 5 Alarm investigations, 1 Medical assists, 1 Motor vehicle accidents, 1 Smoke investigation, 3 Water problems, 1 Hazardous material investigation, and 1 Natural gas leak.

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 inspections, 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)

No Report Submitted

Engineering

No Report Submitted

Health Department

As of December 9, Grafton has been informed of a total of 3,985 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 strongly 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

No Report Submitted

Planning

No Report Submitted

Conservation

- Reviewed applications for Commission's 12/20 & 1/3 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

The Director met with Town Counsel regarding outstanding and unresolved items on the ADA park improvements contract, is starting to tackle the lead tasks assigned to Recreation through the Open Space and Recreation Plan and is working with Spatial IQ to incorporate parks and playgrounds into the town's GIS system. Staff is finalizing spring and summer programs with a brochure to launch mid-January. The Selectboard approved signing a contract with RDLA to enter into construction services of the passive recreation park at 95 North St. Look out for our new Gnome on the Roam event launching next week!

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

- Rehab professionals from Shrewsbury Rehabilitation and Nursing Center provided an interactive presentation on fall prevention for Grafton Seniors.
- Elder Services of Worcester Area provided an info session to interested seniors on the various services they offer to the greater Worcester community.
- Gifts received from the Unibank Giving Tree and distributed to Grafton Seniors in need.
- Gift cards and socks distributed to seniors in need. Thank you to all that donated!!
- January issue of Senior Gazette submitted for print.
- A gingerbread making activity to be held today, while a caroling group, the Sunshine Girls, provide entertainment.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

This week we circulated 2,462 items, received 538 items in transit and sent 633 items. We requested 477 items and filled 406 hold requests; registered 4 patrons for library cards, and added 205 new items. The most popular book this week is Mad Honey by Jodi Picoult. We hosted 31 meetings in our conference, study, and tutoring rooms for 81 people including Brownies Troop 65197, Grafton Community Nurses, as well as private work, study, homeschool, and tutoring sessions.

As a reminder, the Library will be closed on Saturday December 24 through Tuesday December 26 in observance of the Christmas Holiday – no materials are due.

Admin

Beth met with the Board of Library Trustees, who approved the 2023 Action Plan, which was submitted to MBLC and is posted on the Library's website. She worked on the January newsletter, paid bills, and made website updates; corresponded with various town departments, staff and patrons; and hosted GUM Jam which had a record 16 attendees.

Eileen maintained the collection of periodicals, took care of incoming mail, and prepared bills. Debby compiled the Weekly Report, worked on upcoming social media posts, and completed payroll and scheduling tasks as well as attending and taking notes for the Board of Library Trustees 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 followed up with the DVD vendor on replacing a locked DVD case, discussed follow up actions for an item error on a patron account with the cataloguer, requested supplies for book displays and items that are new to the collection, and reviewed industry publications for collection development. Jane created graphics for the January staircase display for series starters and selected books to request to fill that display, 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, and collected items with alerts for cataloging corrections. 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 pending library card applications. Allie assisted senior library book group patrons, created and set snowflake backgrounds for the three self-check machines, issued support ticket to Bibliotheca for the lobby self-check machine not properly reading cards or printing, researched labels for items new to the collection and magnetic shelf label holders, reported a Library Connect labeling discrepancy to Bibliotheca and spoke to support services several times, processed and displayed 7-day and 3-week fiction books, and curated and created graphics for the January 2023 general newsletter. Sandhya managed out of network requests for materials, worked on interlibrary loans, cleared expired holds from the hold shelf and followed up with patrons, prepared for the January end cap display and created graphics, followed up with a patron and the lending library on replacement of a missing item, and prepared for and hosted a second book folding program for adults.

Children's Services

Sarah presented at Willard House and Busy Bee Preschool, met with various department

heads about programming and procedures. Jen updated EventKeeper 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 prepared for the January Sewing Club, assisted in decorating the CR, cleaned and organized the CR workroom, and managed the Library of Things. Stacie decorated the CR for winter, hosted the winter art activities, planned upcoming book 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, hosted book clubs and communicated with the local schools.

Teen Services

Multiple staff covered in teen services due to staff absence. Sarah worked on the lost/missing item list, read reviews for manga and graphic novels, checked 2023 middle grade fiction titles, and made more holiday-themed bookmarks, and finished putting up winter decorations. WE bounced out several teens who returned under a no trespass order.

Reference Services

Heidi and Eric assisted with tech and reference questions as well as circulation. Heidi worked on collection development, hosted the "Not Just for Young Adult" book group discussion of Carols and Chaos by Cindy Anstey and worked on program planning and PR. Eric continued adjusting the non-fiction collection to make more room. He also refreshed endcap displays, shipped a box of discarded books to Better World Books, and continued work on weeding.

Technical Services

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

Veterans Services

No Report Submitted

GCTV

Bus Stop Weather was not produced this week our host Sophie has been sick.

Bill hosted another in studio session with the Jazz trio The Conversation and vocalist Kris Adams, this new program is running on the PUB channel and of course on our YouTube channel. Speaking of YouTube, the analytics shows . . .

1800+ viewers for the Month of Dec.
225 hours of total viewing time
6 new subscribers

170 returning viewers
58 new viewers

We hope these numbers continue to grow.

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

January 3, 2022

January 10, 2022

January 17, 2022

Upcoming Department Head Meetings

December 21, 2022, Conference G