



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: December 30, 2022

Town Administrator
No Report Submitted

ADMINISTRATION & FINANCE

Finance Director

- What a year it has been! The Finance Departments have accomplished a lot this year. We've implemented a new financial software system for tax, utility, and accounting. We've reconfigured ClearGov budgeting platform due to the conversion. We're in the beginning stages of implementing a new purchase card for all departments. Can't wait to see what 2023 brings us!
- Working on cash reconciliations for July-September.
- 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 late January.
- Continue working on FY24 revenue projections and salary and department budgets.
- Reconciled all MIIA endorsements for Q1 & Q2.
- Continue to meet with Department Heads and Vadar users on Vendor History lookup, and reporting features. Please reach out to Accounting Department if you would like training.

HAPPY NEW YEAR!!!

Treasurer/Collector
No Report Submitted

Principal Assessor
No Report Submitted

Town Clerk
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!

Dog licenses for 2023 will begin after the first of the year. A current rabies and spay/neuter certificate (if altered) must be on file or provided in order to register a dog or to submit a request and payment online (Any requests with missing information will be refunded). The cost for a license is \$10.00 for spay/neutered and \$15.00 for unaltered.

Seats expiring on boards/committees that will appear on the 2023 Local Election ballot will be announced mid-end of January. Please check the website and the Town's social media pages for updates. 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
No Report Submitted

Fire Department
The Fire Department had 30 calls for service, 8 Alarm investigations, 6 Medical assists, 1 Assist Police, 2 Motor vehicle accidents, 1 Motor vehicle fire, 1 Mutual aid station coverage, 1 Stalled Elevator, 2 Smoke or odor removals, 1 Water problems, 1 Power line down, 1 Hazardous condition, 2 Good intent, and 3 Natural gas leaks.

The Grafton Fire Department has reached a milestone this year for the first time in our history the Department has responded to over 600 calls for service. This increase in call volume reflects the growth of the town and that the Fire Department is an all-hazards response agency.

I would like to take this opportunity to thank the Officers, Firefighters and the community for their continued commitment to and support of the Grafton Fire Department.

Department of Public Works (Including Engineering, Cemetery & Sewer)
No Report Submitted

Engineering
No Report Submitted

Health Department

As of December 23, Grafton has been informed of a total of 4,021 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 holiday gatherings, 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

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

Planning

- Drafted MBTA Communities Action Plan for CMRPC review
- Worked with Town Administrator and Developer on next steps for 5 Millenium
- Continued to transition to Viewpoint
- Worked with potential applicant for 50 Ferry St
- Drafted first draft of Annual Report
- Reviewed possibilities Staff Planner positions
- Updated the planning website with current project status
- Prepared meeting materials for Planning Board meeting on 1/9

Conservation

- Reviewed applications for Commission's 1/3 meeting
- 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

The Gnome on the Roam hunt began Wednesday held in conjunction with the Conservation Department. Lumpy the Gnome is in a hiding spot in town. Whoever can find him first will win a \$25 gift card to a Grafton business of their choice. Each day a clue will be posted on Facebook through January 2 until he is found. So far the clues are hit the conservation trails, in the area of town from the common and south, in a place where archaeologists have found Native American artifacts. Happy hunting!

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

- January Issue of Senior Gazette Newsletter received and 450 newsletters mailed out to Seniors in the community. It is also available at the Senior Center and online.
- Holiday gifts distributed to Seniors in need.
- Meeting held with members of the Birthday Celebration sub-committee to prepare for the launch of the birthday celebration luncheon, beginning in January.
- Blood pressure assessments completed from the nursing staff of Shrewsbury Rehab.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

This week we circulated 2,157 items, received 300 items in transit and sent 446 items. We requested 359 items and filled 219 hold requests; registered 7 patrons for library cards, and added 154 new items. The most popular book this week is *Remarkably Bright Creatures* by Shelby Van Pelt. We hosted 6 meetings in our conference, study, and tutoring rooms for 21 people, including Boy Scouts Troop 107 Astronomy Merit Badge Class, as well as private work, study, homeschool, and tutoring sessions.

Admin

Beth submitted the Library's draft FY23 budget, wrote the Director's note for the Library's January newsletter, completed items on her Trustee task list, reviewed a list of outstanding minutes for Building Committee (mostly from canceled or postponed meetings), worked on a non-fiction book order, scheduled meeting room use and confirmed a facility rental for a piano recital (2pm Sunday January 8, open to the public), worked on the Library's 2022 Annual Report, and met with the Construction Team. She worked on the 2023 Food Permit Application, building inspection documents, and scheduled the annual inspection of the alarm system. She addressed a museum pass issue and made website updates. She reviewed meeting minutes and agendas for upcoming meetings, reviewed policy and December incident reports, and corresponded with IT regarding domain issues for transferring to Office 365. She covered breaks in the Children's Room and at Borrower Services for staff on leave. We dealt with an ongoing leak in the Community Room and ongoing HVAC issues. Beth is preparing a letter of intent, to submit an application for the MHC community preservation grant round in March 202 for restoration of the Library's cupola, and is working on the final report for the MPLCP grant, due Feb 1, 2023.

Eileen ordered periodicals for 2023. Debby compiled the Weekly Report, collaborated with CR staff on upcoming social media posts, worked with Benchmark to inventory and order Xerox toner cartridges and completed payroll, scheduling, and Board of Library Trustees' 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 performed troubleshooting on the AMH, took down last month's Jane Austen display, set up the January endcap display for Public Domain Day, and sent December's OverDrive MARC records to CW MARS. Jane continued updating links on the library's site in conjunction with the new Town of Grafton website, collected items with alerts for cataloging corrections, 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, and gathered local materials and prepared the staircase display and endcap display for January. Allie created the January endcap poster "Art Browser", reviewed the training form for New Year's goals, adjusted the font for the Evergreen

print templates, wrote screen reader descriptions for graphics in the e-newsletter, created a printable adult January events calendar and Museum of the Month poster, processed new adult fiction arrivals, emailed Bibliotheca about a problem with the external return window over the weekend, performed troubleshooting on the Children's Room's RFID plate, and retrained in CLIO. Sandhya and Ranjita were out this week. We can't wait until they get back!

Children's Services

This week has been busy in the Children's Room! With schools being on holiday break, we have had a lot of families using the room and taking out materials. Keeping the room clean and tidy has taken a bit of work. Sarah has been enjoying a much-deserved vacation. Jen has worked on the January newsletter and prepared for the New Year's at Noon event. Cyndi has gone through the fabric donation and is slowly washing and organizing the fabric collection for the sewing club and continues to work on updating the Library of Things Binder. Stacy ran Winter Arts. Kristin is preparing for the book clubs while Mare has been in close contact with our volunteers about holiday closings and their holiday plans.

Teen Services

This week Allison worked on a Dusty Titles report and prepared the January Teen Newsletter. Sarah helped patrons with readers advisory and worked on shelf reading nonfiction.

Reference Services

Heidi and Eric assisted with tech and reference questions as well as circulation. Heidi hosted the Inspirational Book Group (and guided meditation) discussion of *The Power of Moments: Why Certain Experiences Have Extraordinary Impact* by Chip and Dan Heath and worked on program planning and PR. Eric worked on weeding the non-fiction collection and planned book displays for January.

Technical Services

Cynthia worked on ordering new books and unpacking new books and DVDs. She cataloged new adult fiction, nonfiction, and graphic novels and worked more on the bookplates that were part of a recent donation to the library by printing and adding them to the donated books.

Veterans Services

No Report Submitted

GCTV

Bus Stop Weather was not produced this week due to HS holiday break. No other activities took place.

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, 2023

January 10, 2023

January 17, 2023

Upcoming Department Head Meetings

January 11, 2023 @ 10:00 a.m. Room G

Annual Town Reports due January 30, 2022