



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: January 6, 2023

IMPORTANT NOTICES TO ALL DEPARTMENTS

- Annual Town Reports due Jan 30, 2023

Town Administrator

- Attended a Regional Dispatch Meeting
- Attended Peace in Action DE&I Discussion Meeting
- Bylaw Review Committee update with Dave Robbins
- Installed new Xerox multi-function printer/copiers. Our 5-year lease expired several months ago, all have been replaced with updated equipment
- Met with the Vice President of the Grafton Food Bank to review 2022 and discuss what is in the works for 2023
- Continue to work on the FY24 Budget
- On Jan 3rd we welcomed Jack Henderson to the Treasurer Collectors team

ADMINISTRATION & FINANCE

Finance Director

No Report Submitted

Treasurer/Collector

No Report Submitted

Principal Assessor

- Speaking with customers at the door and on the phone with regard to the increase in property valued and how we arrive at the assessed values.
- Prepared and mailed 380 Personal Property Forms of List.
- Prepared and mailed 22 3ABC applications.
- Prepared 422 Income and Expense returns for mailing.
- Processed and reviewed 5 real estate exemptions.
- Processed 3 motor vehicle abatements.
- Entered 14 deeds.
- Entered 22 building permits.
- 2 building permit inspections.
- Took in and reviewed 3 sales verifications.

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department (12/4/22 – 12/31/22)

1630 log entries were made including 200 - 911 calls, 41 motor vehicle accidents, 49 alarm calls, 121 ambulance calls, 13 animal complaints, 20 arrests, 603 business/area checks, 8 disturbance calls, 179 motor vehicle stops and 21 well-being checks.

20 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *The Key to a safe and Successful Holiday Party, Drive Sober or get Pulled Over Campaign, 4 Things You Should Do Before You Trade In Your Mobile Phone.*

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.

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

Fire Department

The Fire Department had 11 calls for service, 5 Alarm investigations, 3 Medical assists, 1 Assist Police, 1 Smoke investigation, 1 Hazmat spill.

The Grafton Fire Department was awarded two grants this week by the Department of Fire Service; they include a SAFE grant in the amount of \$4,381 and Senior SAFE grant in the amount of \$2,277. The grants will be used to support the Fire Department's public fire safety education program.

Department of Public Works (Including Engineering, Cemetery & Sewer)

Public Works: Please contact the DPW Office to report any potholes or other roadway issues. Please see the towns WEB site for information on the towns new Household Hazardous Waste Disposal Program. 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 10:00 a.m. - 2:00 p.m. Stowe Road Culvert replacement will begin January 9, 2023, Stowe RD will be closed to through traffic for the duration of the replacement. Main Street improvements project is shut down for the winter months, starting again the spring.

Highway Department: Routine Operation and maintenance of town owned infrastructure and equipment. The department has transitioned to winter operations. With the slow start to winter, staff has only been out for three winter weather events.

Cemetery and Parks: Routine department functions including, 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 30, Grafton has been informed of a total of 4,029 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 recent 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

- Reviewed projects and updated status in ViewPoint
- Finalized meeting materials, agenda, and other logistics for 1/9 Planning Board meeting
- Worked with applicant for Alfonso Village and Institute Road on next steps
- Met to discuss affordable housing project status and next steps
- Met with CMPRC twice to begin the process for District Local Technical Assistance (DLTA) application
- Hosted Development Team Meeting
- Town Planner introduction to the Select Board
- Miscellaneous counter, phone, and email inquiry follow up for several projects

Conservation

- Prepared for, attended, and issued documents from Commission's 1/3 meeting
- Issued documents from Commission's 12/20 meeting
- Worked with Recreation on next steps for the 95 North Street park
- Submitted quarterly status report for Green Communities

- Worked on Annual Town Report submission
- Continued to transition to Viewpoint, assemble GIS trail maps, & digitize archive files
- Conducted site inspections

COMMUNITY SERVICES

Recreation Department

No Report Submitted

Council on Aging

- WRTA report completed. The Senior Center provided 235 rides via WRTA van for the month of December.
- Sign up for AARP Tax Assistance initiated.
- SHINE appointments held.
- Grafton Trash Bags distributed for qualifying seniors.
- Completed home visit to check in on Senior in need. Follow up completed with both Grafton Police Department and Elder Services of Worcester.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

This week we circulated 2,247 items, received 413 items in transit and sent 614 items. We requested 483 items and filled 365 hold requests; registered 17 patrons for library cards, and added 135 new items. The most popular book this week is *Remarkably Bright Creatures* by Shelby Van Pelt. We hosted 24 meetings in our conference, study, and tutoring rooms for 109 people including AED Conference Prep, Brownies Troop 65197, Cub Scout Pack 107 AoL Den, a piano recital, as well as private work, study, homeschool, and tutoring sessions.

Our New Years at Noon program for families with young children had 148 attendees on Saturday December 31, 2022. The library was closed to the public on Monday January 2 in observance of the New Year's holiday.

Admin

Beth submitted payroll, approved meeting room use requests, updated the Library's website and event calendar, placed an order for nonfiction books, including graphic novels and biographies, worked on the 2022 Annual report, completed the 2023 food permit application, completed the November construction report, met with Robert Gierschick from Willard House to discuss future programs, reached out to Apple Tree Arts regarding contracted programs, met with Mary Lauria to review library accounts and how to run reports in Vadar, and managed staff.

The Board of Library Trustees policy subcommittee met to discuss Parking Policy on Wednesday evening. The Construction team met on Thursday afternoon. Additionally, a team met to review roof issues and water leaks into the Community Room. American Alarm was on site on Wednesday for their annual inspection. Millwork began on Thursday, January 5, to lower counters in various areas of the building to meet ADA

compliance.

Eileen maintained the collection of periodicals, took care of incoming mail, and prepared bills. Debby compiled the set up the Goals 2023 display in the lobby display case, compiled the Weekly Report, worked on upcoming social media content, and posted to social media. She completed payroll and scheduling tasks as well as tasks for the Board of Library Trustees including attending and taking notes for the Policy Subcommittee.

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 prepared a list of titles for library's website to go with Public Domain Day display, approved a new agreement for DVD cases with media vendor, submitted the ARIS and circulation statistics for December, prepared the circ narrative, reviewed adult fiction standing order titles for January, evaluated worn materials for replacement, pulled materials for Crescent Manor and made the monthly visit with Susan, worked on DUSTY report for fiction weeding, and ran Evergreen reports for lost, transit, and missing items for December.

Jane set up the staircase display for January for "They're #1" (the first book in a book series), corrected typos on the library website, collected items with alerts for cataloging corrections, posted the New York Times Best Seller List for print and audio fiction and non-fiction and recommended titles for purchase. Allie processed CLIO and ComCat items, set up three January endcap displays, edited and sent the newsletter, displayed museum and calendar event flyers, recorded 7-day and 3-week fiction statistics, answered patron questions about Hoopla, shifted and began weeding fiction books and helped develop a shelving plan. Sandhya managed out of network requests for materials, worked on interlibrary loans and followed up with patrons, cleared expired holds from the hold shelf, helped shift fiction books, prepared for the upcoming January "Color Me Calm" programs, set up the January endcap display for Indian authors, updated museum pass information on TixKeeper, and worked on the home delivery service, including ordering items, making calls, coordinating volunteers, and getting a new patron set up for the service. Ranjita should be back next week. We can't wait!

Children's Services

Sarah reviewed email, met with staff, attended to collection development and maintenance, coordinated with MSES about their yearly Grafton History Day field trip, and planned for upcoming outreach programming. Jen updated EventKeeper, posted to social media, prepped the CR newsletter, planned for upcoming storytime programming, and assisted patrons. Cyndi washed and organized fabric that was donated to the CR sewing program, coordinated with CR volunteers, and brainstormed future programming. Stacie looked at ways to maximize collection shelving and creative

reorganization since we are running out of shelf space for CR materials, and planned for upcoming room decorations and programming. Mare coordinated CR volunteers, shelf read, and shelved since we were down a number of volunteers due to the holiday. Kristin planned upcoming programming. Jen, Stacie, and Mare recovered from a hugely successful New Year's at Noon celebration.

Teen Services

Allison continued to work on the teen fiction weeding project and prepared carts of books to order as well as working on entering December stats. Sarah S. removed holiday decorations from the teen room and prepared her desk space for upcoming construction.

Reference Services

Heidi and Eric assisted with tech and reference questions as well as circulation. Heidi worked on program planning and PR. Eric worked on weeding the non-fiction collection and set up the nonfiction book display for January with books to help people reach their 2023 goals.

Technical Services

Cynthia ran reports for cataloging stats for the month of December, wrote her monthly report, ordered and unpacked books as they arrived, cataloged new young adult manga, DVDs, and children's books. She met with Bev Mara to show her the books that were ordered and added to our collection with a donation made by her family in memory of her late husband, Tom Mara.

Veterans Services

No Report Submitted

GCTV

Bus Stop Weather produced two new episodes this week. Bill Robidoux will have another musical guest in studio this coming week. Stay tuned for details.

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 10, 2023

January 17, 2023

January 24, 2023

Upcoming Department Head Meetings

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