



## MEMORANDUM

### OFFICE OF THE TOWN ADMINISTRATOR

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TO: Select Board

FROM: Evan Brassard  
Town Administrator

RE: Administrator's Weekly Report

DATE: January 13, 2023

#### Town Administrator

- Focus on budget and capital planning
  - Presented capital plan to CIPC
- Continued GMEA Negotiations
- Held Senior Center "Office Hours"
- Attended First Amendment Audit Training

#### **ADMINISTRATION & FINANCE**

#### Finance Director

- Accounting Department submitted Schedule A to DOR.
- Continue working on cash reconciliations for August-November.
- Accounting Department is currently working on the Town Report.
- P-Card Spend Dynamics portal has been set up and Accounting Office is ready to push out card to Departments within the next couple of weeks.
- Continue working on FY24 revenue projections and salary and department budgets.
- 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.
- Attended GMEA union negotiations.
- Met with ClearGov rep and data team to go over some budgeting conversion features.
- Auditors were on site this week to audit FY22 financials. Audit is still in progress and should be completed by next month.

#### Treasurer/Collector

No Report Submitted

### Principal Assessor

- Speaking to customers at the door and on the phone with regard to the increase in property valued and how we arrive at the assessed values.
- Preparing to roll the Assessors database to FY 2024.
- Reviewing changes to the FY 2024 Assessors budget.
- Calculated a Chapter 61A rollback.
- Calculated a FY2023 apportionment.
- Printed 308 field cards to coincide with property sales that took place in 2021 for the public to review as part of the abatement process.
- Took in 2 real estate abatement applications.
- Took in 1 personal property application.
- Took in 3 Forms of List.
- Took in 1 3ABC return.
- Mailed 19 sales verification questionnaires.
- Processed and reviewed 3 real estate exemptions.
- Processed 4 motor vehicle abatements.
- Entered 3 deeds.
- Entered 9 building permits.
- 6 building permit inspections.
- Took in and reviewed 9 sales verifications.

### Town Clerk

No Report Submitted

## **PUBLIC SAFETY**

### Police Department (1/1/23 – 1/7/23)

425 log entries were made including 54 - 911 calls, 7 motor vehicle accidents, 10 alarm calls, 38 ambulance calls, 0 animal complaints, 3 arrests, 189 business/area checks, 4 disturbance calls, 38 motor vehicle stops and 4 well-being checks.

9 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *Tips for Avoiding Craigs List Rental Scams*.

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 Padgett completed the Rape Aggression Defense (RAD) Instructor Certification training held at Fitchburg State University. The RAD system is a program of realistic, self-defense tactics and techniques. The RAD System is a comprehensive course for women that begins with awareness, prevention, risk reduction and avoidance while progressing on to the basics of hands-on self-defense training. We hope to offer RAD classes to residents in the near future.

Officers Wojnar and Asassy successfully completed their Field Training and have been approved for single-officer patrol activities.

#### Fire Department

The Fire Department had 9 calls for service, 1 Ice rescue, 5 Alarm investigations, 2 Smoke investigations, and 1 Flooded basement.

Open burning season begins on January 16th and continues till May 1st. Residents can pick up an open burning permit at Fire Headquarters 26 Upton street Mon - Fri 7:30 - 3:30. There is a \$10 fee for the permit. Burning is not permitted on Sundays and residents must call each day for permission to burn.

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

No Report Submitted

#### Engineering

No Report Submitted

#### Health Department

As of January 6, Grafton has been informed of a total of 4,061 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](https://www.mass.gov/covid-19-vaccine) 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 the high levels of Flu and Respiratory Syncytial Virus (RSV) cases being seen throughout the country.

Given the concerns with COVID-19, Flu, and RSV, 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
- Town tour with the Building Department
- Planning Board meeting and follow up work
- Began discussions for an engineering grant application for a dam at the Fisherville Mill site
- DLTA grant application submission with CMRPC for a 5 Mill Street park redesign
- Worked with CMRPC to finalize data on our 2023 Build out analysis
- Hosted Development Team Meeting
- Finalized last steps of Hazard Mitigation Plan and processes for close out
- Letter of support for Regional Waste Action Plan
- Finalized grant/plan/project/development project spreadsheet
- Miscellaneous counter, phone, and email inquiry follow up for several projects

### Conservation

- The Commission is looking to fill a vacancy – please see <https://www.grafton-ma.gov/492/Conservation-Commission> for more information on the Commission's duties & apply here: <https://www.grafton-ma.gov/259/Boards-Committees-Information-Center> if you're interested
- Issued documents from Commission's 1/3 meeting

- 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

Staff is finalizing the details for the launch of the 2023 Spring/Summer Brochure coming out next week, removed the holiday decorations from the common, and updated the park kiosks. The Director attended the GPS Wellness Committee and the Recreation Commission held its monthly meeting this week.

Unfortunately, the ice rink at Mill Villages will not be making an appearance this year, due to weather and parts delay. Youth basketball is in full swing and winter pickleball play opportunities have been able to be expanded.

We've got your plans for February vacation! Programs include Outdoor Adventure, Winter Wonderland Sports, Babysitting Certification and Home Alone Safety. Visit [GraftonRec.com](http://GraftonRec.com) for info and to register.

### Council on Aging

- Seniors in the Tax Work Off Program are currently looking for hours. Please contact Shannon if you would like assistance with light tasks within your department.
- GSS report completed. The Senior Center provided 239 rides via GSS van for the month of December.
- FOGE meeting held. John Cameron has been selected as the new President and Patricia Hart as the Vice President.
- Grafton High School students held a tech assistance program for Seniors looking for assistance with their tech devices.
- A computer class was held by Grafton resident and computer science teacher Laura Cole.
- Seniors attended a lunch outing to Lowell's Restaurant.
- An educational lecture was held by a pharmacist from MCPHS with focus on red flag medications for Seniors to be aware of.
- Town Administrator office hours held for Seniors to discuss concerns w/ Evan Brassard.
- Council on Aging meeting held to review preview events and discuss which events and programs would be beneficial to have in the future.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

### Library

This week we circulated 2,757 items, received 598 items in transit and sent 592 items. We requested 652 items and filled 455 hold requests; registered 39 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 40 meetings in our conference, study, and tutoring rooms for 175 people including Boy Scout Troop 107 Astronomy Merit Badge training, Cub Scout Troop 107 AoL Den meeting, Girl Scout Troop 11225, MetroWest Building Officials Association, Boy Scout Troop 106 Deb meeting, as well as private work, study, homeschool, and tutoring sessions.

The library will be closed in observance of the Martin Luther King holiday on Monday, January 16, 2023. The library will have a delayed opening at 2 p.m. on Thursday, January 19, 2023 for professional development.

Please join us in congratulating Eileen LeBlanc on 20 years of service to the Grafton Public Library.

### **Admin**

Beth worked on submitting outstanding minutes for Board of Library Trustees, updated the Procedures manual, made website updates and managed staff. She contacted our lighting company about some ongoing issues with sensor lighting throughout the building, accepted a quote for phase one of cupola restoration, and called American Alarm regarding a corrupted board on the fire panel (the system is operational, and the panel was subsequently replaced this week). She reviewed the FY24 budget submission, and met with IT on installation of MS Office 365/Outlook and an authenticator app. She paid bills, dealt with an HVAC issue, attending training for a new book vendor, covered in the Children's Room due to a staffing shortage on Monday evening and met with the Library Planning and Building Committee. She trained a new volunteer who will be scanning historical documents for us, completed a Department of Labor RFI survey, in coordination with IMLS and others, for information related to digital literacy and digital resilience in relationship to workforce development. She worked on budget, the nonfiction book order, the final construction report, and grants.

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 the agenda and activities for the professional development next Thursday, January 19, 2023 and completed payroll and scheduling tasks as well as 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 set up a graphic novel display for January, worked on weeding the adult fiction collection, reviewed industry publications for titles to order, checked CWMars top titles against the library collection, placed an order for adult CD audiobooks in fiction and nonfiction, placed pre-orders for upcoming adult e-audio and e-book titles, prepared the adult fiction order for January, and responded to volunteer requests. Jane 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, worked on a circulation report for the Library of Things collection, and began displaying the "snow joke of the week" at the borrower services desk (a new joke will debut every week this month). Allie worked on shifting holiday books to a separate shelf near the staff room, helped create a fiction weeding plan, communicated with patrons about returning books through the AMH, planned February's endcap display and requested books, weeded duplicate books and marked as storage, discussed email communication with patrons with CR staff, recorded 7-day and 3-week fiction book statistics for October titles, prepared materials for volunteers, added magnetic labels to Borrower Services sorting room shelves, stickered and displayed New to Collection books, stickered new January titles, checked in, and displayed new 7-day and 3-week fiction, large print, graphic novels, and manga. Sandhya touched base with a community group and discussed adding daytime programming for adults, managed out of network requests for materials, worked on interlibrary loans and followed up with patrons, cleared expired holds from the hold shelf and contacted patrons about pickup, processed pending library card applications, prepared for the main display for February, coordinated with volunteers about scheduling, researched ideas for February programming for adults, sent renewal forms for two museum passes to billing department, and worked on the home delivery service, including ordering items, making calls, and coordinating volunteers. Ranjita caught up after her time off, performed the monthly AED check, and performed the weekly check on the Library of Things.

### **Children's Services**

Sarah met with staff, corresponded with patrons, scheduled future programming with YFCP and STEM Beginnings, ran two sessions of preschool outreach with Busy Bee Academy, ran a Storytime at Willard House and Clock Museum, created book orders, worked on collection maintenance, and planned upcoming programming. Jen planned upcoming programming, updated EventKeeper and social media, worked on the CR newsletter, and troubleshooted tech issues. Cyndi began to put away items in the CR program room after HVAC work was completed, planned upcoming programming, met with staff, organized donated fabric, finalized the Library of Things binder. Stacie removed damaged Magnatiles from use, planned upcoming displays and room decorations, planned upcoming programming, and troubleshooted tech issues. Kristin ran 3 sessions of Book Worm Book Club, ran a session of Comic Creators Club, delivered books to NGES and SGES, and planned upcoming programming. Mare has been out sick this week although periodically communicating with volunteers and staff.

### **Teen Services**

Allison continued to weed the fiction collection to make room on the shelves for new books, prepared carts of books to order, and has been working on a large book display to put up in the teen room next week: books based on astrological signs.

### **Reference Services**

Heidi and Eric assisted with tech and reference questions as well as circulation. Heidi hosted the "Not Just for Young Adults" book group discussion of *A Castle in the Clouds*

by Kerstin Gier. She also worked on program planning and PR. Eric also organized and displayed new non-fiction arrivals and ordered non-fiction books

### **Technical Services**

Cynthia ordered new books and unpacked books as they arrived, cataloged new children's books, large print, adult nonfiction, and DVDs, sent in requests for records to the CatCenter, worked on fixing problem items and changing labels for children's books, as well as attending a training meeting with Baker and Taylor.

### Veterans Services

No Report Submitted

### GCTV

Bus Stop Weather produced two new episodes this week, hosted by Sophie Kling. Bill Robidoux hosted musical duo Emma and Blake in studio for a session recording, video will be available next week.

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 17, 2023

January 24, 2023

February 7, 2023

### Upcoming Department Head Meetings

February 9, 2023