



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: January 27, 2023

IMPORTANT NOTICES TO ALL DEPARTMENTS

- Annual Town Reports are due Jan 31, 2023

Town Administrator

- Meet with Department Heads to review the FY24 Budget.
- Held Public Outreach Meeting to discuss Regional Dispatch and the draft Inter-Municipal Agreement.
- Attended the Massachusetts Municipal Association Annual Meeting.
- Met with the PEC Committee.
- Began On-Board process for new Veterans Services Officer.
- Worked with Contractors on the ADA Door Accessibility Project.
- Continued work on finalizing the Library Construction Project in tandem with the Library Director.

ADMINISTRATION & FINANCE

Finance Director

- Attended MMA Annual Meeting and Trade Show. Governor Healey spoke about the FY24 budget and noted communities will be notified about key local accounts before she files the state budget on March 1st.
- Accounting Department is currently working on the Town Report.
- P-Card Spend Dynamics portal has been set up. Please pick up your department card at the Accounting Office.
- Continue working on FY24 revenue projections and salary and department budgets. Continued meeting with Department Heads with Town Administrator to fine tune budget needs and requests.

- 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 Worcester Regional Retirement System meeting. Agenda included FY24 Assessment and 2% additional COLA for retirees. Grafton's FY24 Assessment is 2,835,071
- Accounting Department submitted Schedule A to DOR.
- Continue working on cash reconciliations for August-November.
- Continue classes in the third course in the Suffolk Management Certificate Program. The Human Resource Management course is a conceptual and functional review of Public Service Human Resource (HR) Management issues, concepts, policies, practices, techniques, and legal frameworks, as well as an introduction to contemporary HR management systems. This week I will be completing a presentation on Personal Relationships in the Workplace.

Treasurer/Collector

No Report Submitted

Principal Assessor

- Speaking to customers at the door, on the phone and through email with regard to the increase in property valued and how we arrive at the assessed values.
- Training new data collector.
- Created a spreadsheet for all outstanding building permits for the purpose of sending letters to inspect.
- Took in 3 real estate abatement applications.
- Entering data changes into vision for FY 2024 growth.
- Took in 9 Forms of List.
- Mailed 424 Income and Expense forms.
- Took in 1 Income and Expense return.
- Processed 4 motor vehicle abatements.
- Entered 6 deeds.
- Entered 17 building permits.
- 6 building permit inspections.
- Inspected the progress of 3 developments.
- Took in and reviewed 10 sales verifications.
- Took in and reviewed 1 exemption.
- Took and prepared 4 abutters requests.
- Took in 3 sales verification questionnaires.

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department (1/15/23 – 1/21/23)

426 log entries were made including 34 - 911 calls, 9 motor vehicle accidents, 10 alarm calls, 32 ambulance calls, 3 animal complaints, 5 arrests, 183 business/area checks, 4 disturbance calls, 62 motor vehicle stops and 7 well-being checks.

6 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *Safety Tips for Driving on Snow Covered Roads*.

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.

Fire Department

No Report Submitted

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

No Report Submitted

Engineering

No Report Submitted

Health Department

As of January 20, Grafton has been informed of a total of 4,088 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 the elevated 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.

DEVELOPMENT SERVICES

Building/Zoning

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

Planning

1. Grant applications
2. Regional Housing Coordinator collaboration with CMRPC
3. Budget updates
4. Planning Board meeting follow up
5. Master Plan work
6. General development project assistant and meetings
7. Viewpoint updates for outstanding 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 1/17 meeting
- Reviewed applications for Commission’s 2/7 meeting
- Worked with DPW on creation of fishing-line collection tubes to install along shore lines
- Continued to transition to Viewpoint, assemble GIS trail maps, & digitize archive files
- Conducted site inspections

COMMUNITY SERVICES

Recreation Department

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

We’re excited to launch our 2023 spring and summer brochure. New programs, new events, and a season full of fun. Registration opens February 6 at 8am. Save the date!

The Grafton Celebrates the Holidays banners were removed from the telephone poles around the common. Thank you to Shrewsbury DPW for their assistance.

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.
- February issue of Senior Gazette received and mailed out to ~450 Seniors in the Grafton community.
- Due to inclement weather on Monday, 1/23, all programs and exercise classes were canceled to encourage Seniors to stay home and remain safe.
- Attorney Carolyn Spring met with Seniors seeking legal counsel.
- Participated in a training through the MCOA: "New Directors Training: Understanding Municipal Government"
- The Seniors enjoyed Bingo and a special lunch afterwards.
- Data collected to complete the COA's Annual Report for 2022.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

This week we circulated 2,343 items, received 361 items in transit and sent 581 items. We requested 452 items and filled 369 hold requests; registered 6 patrons for library cards, and added 64 new items. The most popular book this week is *Spare* by Prince Harry, Duke of Sussex. We hosted 16 meetings in our conference, study, and tutoring rooms for 96 people including Town of Grafton Select Board and Tai Chi Ladies, as well as private work, study, homeschool, and tutoring sessions.

The Library was closed on Monday, January 23 due to winter weather and closed at 5 p.m. on Wednesday, January 25 due to staff shortage and impending winter weather.

The Friends are accepting donations for their upcoming book sale! Please bring gently used books and media in saleable condition during Library operating hours now through Feb 10! Please drop off items in bags or boxes to Community Room B. The Book Sale takes place Saturday Feb 11 from 10am-4pm and Sunday Feb 12 from 12-2pm.

Admin

Beth attended the Board of Library Trustees meeting on Wed 1/25. We unintentionally submitted the agenda with December's Zoom meeting link, and as soon as we were alerted by a resident, posted the correct link to the Library's Facebook page. The Director checked in to the Town Clerk and Town Administrator the following day and then self-reported the alleged OML violation to the MA Attorney General's office using their form.

Beth met with Mary, Evan and William to review the Library's FY24 budget request, and met with various staff. We were short this week with staff on unscheduled leave. She drafted a Food, Beverage and Kitchen Use policy, updated the website, placed a book

order, met with IT, approved meeting room use, worked on the Annual Report, paid bills, and reviewed timecards for payroll. She met or corresponded with Trustees on various issues, including the Library walkabout, Capital Campaign, and general check in. We launched a Niche Academy training program for Library staff that begins with The Librarian's Guide to Homelessness, which is about treating all patrons with dignity and respect while enforcing library policy.

Beth attended the construction team meeting – the gate at the bottom of the stairs has a lock! Millwork continued on the counter and sink remediation. She met with Mary, William and Mark Sullivan to review the final grant report for the MPLCP grant. We still need a permanent certificate of occupancy, which is the next benchmark to get our fourth grant disbursement.

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. She attended and took 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 created an adult programming ideas sheet to track staff suggestions, watched the MMA webinar on First Amendment Audits, watched webinars from ALA's GNCRT on "Preparing for Challenges" and "Using Comics to Support Teen Mental Health," reviewed industry newsletters to add upcoming titles to purchase lists, completed a requested review form for a Borrower Services volunteer, checked the CW MARS top ten lists against the collection, and selected materials and created graphics for the February endcap display.

Jane posted the *New York Times* Best Seller List for print and audio fiction and recommended titles for purchase, corrected patron records with the wrong home library, worked on an endcap display for February ("Meet the Presidents" featuring biographies of recent presidents), continued to post the Snow Joke of the Week, and watched the Niche Academy webinar about library displays. 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, processed pending library card applications, watched the Niche Academy webinar about library displays and the first part of the webinar on mental illness. Sandhya managed out of network requests for materials, worked on interlibrary loans, cleared expired holds from the hold shelf and followed up with patrons, processed pending library card applications, watched the Niche Academy webinar about library displays and dealing with disruptive patrons, research March programming ideas for adults, and worked on the home delivery service, including ordering items, making calls,

and coordinating volunteers. Allie performed readers advisory, processed new fiction and large prints, arranged new books on display, ran the 2022 StaffConnect report for front and lobby gates (we have 1,872 instances of the gate catching material not checked out!), and watched two webinars including "Level Up Your Book Displays" and "The Librarian's Guide to Homelessness." She finalized the newsletter adding Spotlight on Fiction, events graphics, deleting unused library graphics, proofreading, adding "for screen readers" alt-text descriptions for the blind and communicated via email with our Bibliotheca rep about books entering wrong bin.

Children's Services

Sarah watched the First Amendment Audits Webinar Recording + Evaluation, began the Librarian's Guide to Homelessness Core Training, ran four outreach sessions at SGES, three outreach sessions at NGES, two sessions of Toddler Time, and one session of Preschool Storytime She met with Beth, communicated with staff regarding an onsite injury and future time off, met with Kristin, and met with Cyndi. Jen updated the CR newsletter, wrote PR for the upcoming "Cradles to Crayons" PJ fundraiser, ran a session of library babies, updated EventKeeper, began the Librarian's Guide to Homelessness Core Training, and assisted patrons. Cyndi met with Sarah, watched the First Amendment Audits Webinar Recording + Evaluation, completed the Librarian's Guide to Homelessness Core Training, planned for upcoming programming, and assisted patrons. Stacie planned for upcoming programs, made a supply request list, created book displays, and planned upcoming CR passive programming. Kristin delivered C.A.R.E.S. books for NGES & SGES, and communicated with local schools regarding library field trips and Grafton History Day. Mare assisted patrons, communicated with volunteers, watched the First Amendment Audits Webinar Recording + Evaluation, began the Librarian's Guide to Homelessness Core Training, and kept in touch with staff during the snow closures.

Teen Services

The Teen Room has been getting some updates this week with the computer counter being lowered to meet ADA standards and allow for use of existing rolling chairs as well as the furniture and carpet in the gaming space getting a deep clean by Paul. Allison, Sarah S., Sarah L. and Beth covered the Teen Room. Allison took the Niche Academy webinar The Librarian's Guide to Homelessness, met with Beth and Sarah B., and worked on creating new badges for upcoming Beanstack challenges. Sarah reviewed webinars and updated the monthly manga release spreadsheet covering titles through the end of August.

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 Self-Care Solution: A Year of Becoming Happier, Healthier, and Fitter -- One Month at a Time by Jennifer Ashton. She also worked on program planning and collection development. Eric prepped for the February nonfiction book displays; met with Paul Jin, CEO of Filmocracy; started a new online professional development training series offered by the library and

attended an "Access to Justice" information session which talked about public libraries partnering with MA court services to give pro se litigants digital access to resources and courtrooms.

Technical Services

This week Cynthia watched the First Amendment Audit webinar by MMA and the Librarians Guide to Homelessness, worked on creating records for Library of Things items, and cataloged a portable sewing machine to add to the Children's Room's Library of Things collection. She cataloged new adult fiction, nonfiction, and young adult fiction, trained a volunteer, and worked on ordering documentation from Baker & Taylor.

Veterans Services

No Report Submitted

GCTV

Bus Stop Weather produced two new episodes this week, hosted by Sophie Kling. GCTV covered two events LIVE from the GPL conference room using our new equipment that sends video back to the studio via the internet. The two programs were the Grafton and Upton RR Discussion, and the Public Discussion on the Regional Dispatch Center.

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

February 7, 2023

February 14, 2023

February 21, 2023

Upcoming Department Head Meetings

February 8, 2023