



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: February 3, 2023

Town Administrator

- Regional Dispatch
 - Continued working with partner communities on Inter Municipal Agreement
- Budget
 - Continued to refine budget numbers
 - Will attend School Committee Meeting on 2/7 to present current municipal budget
- Technology
 - Updated security protocols and first phase of Multi-Factor Authentication
- Other
 - Reviewed snow removal protocols for municipal buildings
 - Worked with various residents on concerns and questions

ADMINISTRATION & FINANCE

Finance Director

No Report Submitted

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.
- Reviewing real estate and personal property abatement applications and scheduling inspection appointments.
- Processed motor vehicle excise commitment 2023-01 in the amount of \$2,324,219.45, containing 16,924 bills.
- Processed motor vehicle excise commitment 2022-07 in the amount of \$17,986.22, containing 405 bills.
- Took in 7 real estate abatement applications.
- Took in 1 personal property abatement application.
- Entering data changes into vision for FY 2024 growth.
- Took in 12 Forms of List.
- Took in 15 Income and Expense return.
- Processed 2 motor vehicle abatements.
- Entered 2 deeds.
- Entered 10 building permits.
- 4 building permit inspections.
- Took in and reviewed 3 exemptions.

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department (1/22/23 – 1/28/23)

468 log entries were made including 56 - 911 calls, 10 motor vehicle accidents, 17 alarm calls, 39 ambulance calls, 5 animal complaints, 4 arrests, 172 business/area checks, 4 disturbance calls, 58 motor vehicle stops and 11 well-being checks.

8 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *Tips for Avoiding Social Security Scams and Fraud*.

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.

Deputy Chief Minardi and I attended Legal Update training conducted by the MPTC in Southbridge. Deputy Minardi also attended monthly SWAT in-service training. Sgt. Mazzola spent several days coordinating setup, installation, and administrative training with the Motorola Watchguard Body Worn Camera field representative. This will bring us another step closer to implementing our Body Worn Camera program.

Fire Department

The Fire Department had 11 calls for service, 1 Building Fire, 2 Alarm investigations, 2 Good intent calls, 1 Carbon Monoxide Incident, 2 Medical Assists, 1 Motor Vehicle Accident, 1 Oil Burner Malfunction, and 1 Assist Police.

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 27, Grafton has been informed of a total of 4,101 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. Various Site Walks - Elmrock Estates and Pigeon Hill Booster Pump Station
3. Introduction to EDC
4. ARPA funding/priority strategizing
5. Grafton Historical Society tour
6. Finalizing zoning updates for Town Meeting
7. General development assistance and meetings w/ interested applicants/those in permitting process
8. Application review and preparation for 2/13 Planning Board Meeting

Conservation

No Report Submitted

COMMUNITY SERVICES

Recreation Department

No Report Submitted

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.
- COA Annual Report for 2022 completed and submitted.
- Monthly book club held.
- Outreach Coordinator met with Grafton residents applying for fuel assistance via ARPA funds.
- WRTA report completed for the month of January. 209 rides were provided to Grafton residents via WRTA shuttle.

- Senior Center programming canceled Friday, February 3rd at 1:00 pm due to construction in the hallway outside of the bathroom. The Senior Center will continue to be open for Seniors in need/ those seeking a safe, warm environment.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

This week we circulated 3,405 items, received 523 items in transit and sent 587 items. We requested 555 items and filled 515 hold requests; registered 36 patrons for library cards, and added 183 new items. The most popular book this week is *Spare* by Prince Harry, Duke of Sussex—additional copies have been ordered to meet demand. We hosted 34 meetings in our conference, study, and tutoring rooms for 100 people including Apple Tree Arts Community Chorus Rehearsal, Brownies Troop 65197, Tai Chi Ladies, Capital Campaign, Capital Campaign Subcommittee, Dungeons & Dragons, and Girl Scout Award Planning, as well as private work, study, homeschool, and tutoring sessions.

We kicked off the Boston Bruins/MBLC Cradles to Crayons Pajama Drive on February 1 and are accepting donations of NEW pajamas for ages 0-18 through the end of the month. Staff will be wearing pajamas on Friday and Saturday all month to generate interest in the pajama drive.

Admin

Beth finished and submitted the Library's 2022 Annual Report and assisted the Library Planning and Building Committee and Board of Trustees with their expenditures. She dealt with lighting and heating issues, approved meeting room requests, and made updates to the website. communicated with Grafton Public Schools about Summer Reading Lists, met with union representatives, and sent out the February newsletter. Sunshine Sign was on site to install the dedication plaque and several donor signs, and Veterans was on site to deal with an HVAC issue.

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, oversaw room reservations, edited and sent PR to local publications, attended and took notes at the staff meeting, coordinated details for the Super Cheesy Secret Cupid exchange, removed holiday decorations from the front planters, researched time-saving measures for setting up the Seed Library, worked on tasks for the Board of Library Trustees Policy Subcommittee, and completed payroll and scheduling tasks as well as tasks for the Board of Library Trustees.

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 processed pending library card applications, prepared the second adult fiction order for January, calculated the total number of unique volunteers for the 2022 calendar year, reviewed industry newsletters to add upcoming titles to purchase lists, sent January's OverDrive MARC records to CWMars, checked CWMars top titles against the collection, took down the January endcap display and graphic novel display, set up the February endcap display for Library Lovers Month, created signage and set up a graphic novel display for February for Valentine's Day, pulled materials for Crescent Manor and made the monthly visit, and prepared the ARIS, circulation statistics, and circ narrative for January. Jane began the Niche Academy homelessness training, put up an endcap display for February ("Meet the Presidents", featuring biographies of recent presidents), continued to post the Snow Joke of the Week, posted the *New York Times* Best Seller List for print and audio fiction and recommended titles for purchase, and completed the MMA webinar on First Amendment Audits. 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, performed the monthly AED and first aid check, and put up the February endcap display for Historical Romance Reads. Sandhya managed out of network requests for materials, prepared a CLIO request that required an invoice, worked on interlibrary loans and followed up with patrons, cleared expired holds from the hold shelf and followed up with patrons, updated the event calendar information and graphics for the February adult programs, researched and planned for March programming for adults, set up the main staircase display for February, began preparing for the reopening of the seed library, and worked on the home delivery service, including ordering items, making calls, and coordinating volunteers. Allie ran the StaffConnect report for 2022, communicated with Bibliotheca for AMH support, displayed new books and CDs, removed November stickers from new books, trained a patron on how to reserve meeting rooms, assisted a patron with finding small business resources in our collection and online, created graphics and set up the "Everything Chocolate" endcap display, added Historical Fiction stickers to fiction titles, replaced missing signage in the New Fiction shelves, and accomplished newsletter tasks, including running the report, adding contacts, editing, creating graphics and a patterned background, and adding "FOR SCREEN READERS" alt text description for images.

Children's Services

Sarah attended meetings, ran two sessions of Toddler Time, ran one session of Preschool Storytime, met with CR staff, planned for upcoming programming, met with Allison to discuss February school vacation programming, planned for upcoming programming, submitted January narrative, and submitted January statistics. Jen ran a session of Library Babies and LEGO Brick Builders and prepped for upcoming February programming. Cyndi prepped for the upcoming sewing program, decorated the PJ drive bin, attended meetings, and ran a session of Saturday Sewing Club. Stacie decorated the CR for February, planned book displays, and prepped for upcoming programming. Mare assisted patrons, communicated with volunteers, reviewed volunteer schedules for upcoming weeks, ran pull lists and worked through some deletions, placed holds for patrons, and shelved items. Kristin coordinated with local schools, delivered C.A.R.E.S

books to NGES and SGES, and assisted Cyndi with the Saturday Sewing Club.

Teen Services

Allison prepared upcoming Beanstack challenges and book orders to cover her maternity leave, and worked on completing January stats. Sarah planned programming dates for Anime and Manga clubs; researched cost of outdoor sporting items for passive programming; renewed the anime club free premium library subscription to Crunchyroll; checked in, stickered and shelved new YA fiction and graphic novels; and put up displays for American Heart Month and Black History Month.

Reference Services

Heidi and Eric assisted with tech and reference questions as well as circulation. Heidi hosted the Reads Well with Others Book Group discussion of *Set My Heart to Five* by Simon Stephenson and worked on program planning and research for the Community Read. Eric worked on updating the staircase display (Interpersonal relationships and relationships with yourself), updated nonfiction endcap displays, compiled the monthly stats, and worked through new training modules for staff.

Technical Services

Cynthia ordered new books and unpacked items as they arrived; cataloged new adult fiction, nonfiction, audiobooks, and children's books; worked on fixed problem items; ran cataloging statistics for the month of January; wrote her monthly report; and sent in requests for records and original cataloging to the CatCenter.

Veterans Services

No Report Submitted

GCTV

Bus Stop Weather produced two new episodes this week, hosted by Sophie Kling. In addition we have a new program created by Ben Clements of GHS. He will create a weekly sports update. The first update hit the channel and YouTube this Monday afternoon. (1-30-23)

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 @ 10:00 a.m.