



## MEMORANDUM

### OFFICE OF THE TOWN ADMINISTRATOR

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TO: Select Board

FROM: Evan Brassard  
Town Administrator

RE: Administrator's Weekly Report

DATE: February 10, 2023

#### Town Administrator

- Continued discussions with regional dispatch team, finalizing IMA
- Presented the FY24 Budget to the School Committee
- Continuing budget discussions with our Finance Team & Staff
- Assisted with interviews for the Assistant Finance Director position
- Met with a candidate for the Board of Assessors vacancy
- Held office hour at the Senior Center
- Met with Conservation Agent and Recreation Director regarding 95 North Street
- Followed up on resident requests, site visits/drive by for a better understanding of issues

#### **ADMINISTRATION & FINANCE**

#### Finance Director

- Schedule A from DOR has been approved.
- Continuing to work with auditors on FY22 financials. Draft audit report should be completed by next week.
- Completed Continuing Disclosure report for Financial Advisors.
- Accounting Department submitted annual FY22 Town Report.
- P-Card Spend Dynamics portal has been set up. Please pick up your department card at the Accounting Office. Once you've made a transaction, please reach out to Accounting for training.
- 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.
- Conducted Assistant Finance Director interviews this week.
- Finalized cash reconciliations for August-November.
- Completed 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 submitting a paper on The Age Discrimination Act of 1967.
- Attended Municipal Law workshop on Chapters 39,40,41, and 44.

#### Treasurer/Collector

No Report Submitted

#### Principal Assessor

- Training new data collector.
- Entered 14 building permits.
- 6 new construction permit inspections.
- 7 cyclical inspections
- Reviewing real estate and personal property abatement applications and scheduling inspection appointments.
- Entering FY 2024 growth.
- Took in 13 Forms of List.
- Took in 21 Income and Expense return.
- Took in 4 FY 2024 exemptions.
- Processed 5 motor vehicle abatements.
- Entered 8 deeds.
- Took in and reviewed 3 exemptions.
- Took in 5 3ABC returns.
- Processed 3 abutters request.
- Processed the January sales report.
- Mailed 16 sales verification questionnaires.

#### Town Clerk

Census forms are out. This is also a reminder to register your dogs! 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 have been announced and nomination papers are available. Information about pulling papers is:

- Any registered voter of Grafton may pull papers
- Papers can be obtained by contacting the office in advance for an appointment (emailed preferred) at [clerks@grafton-ma.gov](mailto:clerks@grafton-ma.gov) or 508-839- 5335 X 1300
- Papers must be returned to the Registrar of Voters, through the Town Clerk's office, by 5:00 p.m. on Tuesday, March 28<sup>th</sup> for certification
- Nomination papers must contain the names of at least 50 registered voters of Grafton, but candidates are urged to submit more than the minimum number required in case some names or signatures cannot be verified
- Candidates may withdraw their nomination papers up until 5:00 p.m. on Thursday, April 13<sup>th</sup>
- The Local Election is on Tuesday, May 16<sup>th</sup> from 8 am-8 pm
- The seats available are:
  - Select Board – (2) – 3-year terms available
  - Board of Library Trustees – (2) – 3-year terms available
  - Planning Board – (1) – 3-year terms available
  - School Committee – (1) – 3-year terms available
  - Town Moderator- (1)- 3-year term available

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 (1/29/23 – 2/4/23)

452 log entries were made including 59 - 911 calls, 9 motor vehicle accidents, 26 alarm calls, 32 ambulance calls, 1 animal complaints, 5 arrests, 186 business/area checks, 10 disturbance calls, 50 motor vehicle stops and 7 well-being checks.

6 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *Ice safety Tips*.

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.

Detective Wenc attended a three-day Advanced Digital Crime Scene and Forensic Evidence Photography class conducted by the Municipal Police Institute at GPD Headquarters.

#### Fire Department

The Fire Department had 28 calls for service, 1 Building Fire Investigation, 1 Brush Fire, 1 Unauthorized Burning, 11 Alarm investigations, 1 Smoke in the Building, 1 Tree onto a Structure, 1 Motor Vehicle Accident, and 11 Water Problems.

It is with profound sadness that I announce the passing of Retired Grafton Fire Chief Philip L. Gauthier. Chief Gauthier joined the Grafton Fire Department in May of 1954 and retired as Chief of Department in October of 1997. Phil was a fixture in the fire station long after his retirement, working on the canteen and maintaining fire headquarters. Chief you will be missed and thank you for your service to the citizens of Grafton.

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 February 3, Grafton has been informed of a total of 4,111 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 still 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

No report submitted

### Planning

- Grant application for Fisherville Mill Dam
- Housing Production Plan coordination with the Affordable Housing Trust
- Application processing for 18 & 22 Donahue Road
- Preparation for 2/13/23 Planning Board meeting
- Coordination with CMRPC for 5 Mill St Kickoff
- Zoning Bylaw final updates for Town Meeting before PB vote
- Coordination with CMRPC for Master Plan kickoff
- Several meetings with various individuals interested in submitting applications
- Continuing to work with developers in the permitting phase

### 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.
- Prepared for, attended, and issued documents from Commission's 2/7 meeting.
- Reviewed applications for Commission's 2/21 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

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.
- GSS report completed for the month of January. 274 rides were provided to Grafton residents via GSS shuttle.
- Participated in training held by the Executive Office Elder Affairs for assistance on completing the Annual Report.
- Seniors created Valentine's themed floral arrangements with local florist, Sweetbriars.
- Sat in on the Friends of Grafton Elders monthly meeting.
- Participated in educational series in Ageism through the Massachusetts Council on Aging.
- Council on Aging Board meeting held to discuss the previous month's events, upcoming events and to share ideas for future events.
- Breakfast served to Seniors and Town Employees Friday morning.
- Shrewsbury Rehabilitation and Nursing Center's rehabilitation team provided an inservice on balance and fall prevention.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

### Library

This week we circulated 2,427 items, received 448 items in transit and sent 522 items. We requested 483 items and filled 413 hold requests; registered 15 patrons for library cards, and added 194 new items. The most popular book this week is *Spare* by Prince Harry, Duke of Sussex. We hosted 34 meetings in our conference, study, and tutoring rooms for 81 people including Girl Scouts Award Meeting, Capital Campaign Subcommittee, as well as private -work, study, homeschool, and tutoring sessions.

The Friends Used Book Sale is this weekend: Saturday 2/11 10am-4pm and Sun 2/12 12-2pm (\$5 per bag!).

### **Admin**

We were short-staffed on multiple occasions and need to expand our temp pool—Debby is working on a list of upcoming gaps and Beth will be asking the Board of Library Trustees (BoLT) to fund additional staff to provide coverage for anticipated gaps this winter and spring.

Beth expressed profuse thanks to Building Department and DPW for their responsiveness to an unexpected hail and ice storm on Tuesday evening – custodial was deployed and the Library lot thoroughly salted on Wednesday morning. She attended a department head meeting and met briefly with Legal regarding policy questions and a

few incidents. She met with the Board of Library Trustees Policy Subcommittee, where we approved bringing three revised policies (Parking Policy, Security Camera Policy, and Inclement Weather) to the February BoLT meeting. We discussed a Food & Beverage and Kitchen Use Policy as well, and the Art Display and Exhibit Policy is with legal for review.

Beth made website updates, Beth made website updates, started the Librarian's Guide to Homelessness training, which is about responded to behavior issues in ways the preserve the dignity and respect of patrons of all ages, from all walks of life. She responded to requests from Trustees and Capital Campaign, provided logistical support for the Friends upcoming Used Book Sale, and worked on promoting Library events. She responded to meeting room use and facility rental requests and participated in GUM Jam, which we held in the Historic Reading Room. IT was on site to continue work on migration to Office 365.

Beth attended the weekly construction meeting – we have a quote from Evergreen to remove a boarder of the green roof that may be contributing to the ongoing leak in the Community Room. She took minutes at the Library Planning and Building Committee, where frustration was expressed over long lead time for punch list items and lack of collaboration with Director for scheduling of contractors. This week, Beth met with Chandler regarding an ADA door opener issue – the motor sensor has failed, and part needs to be ordered. Chandler swapped two crash bars so we can alarm the emergency exits from the Children's Room, a needed safety feature. Beth met with millworkers and confirmed a quartz backsplash option and wall supports instead of laminate legs for computer counters. She turned in a December MPLCP report to the MBLC and reviewed the draft final financial report.

Eileen maintained the collection of periodicals, took care of incoming mail, and prepared bills. Debby compiled the Weekly Report, helped oversee millwork, assisted with Black History Month Displays, worked on upcoming social media posts, and completed payroll and scheduling tasks as well as tasks for the Board of Library Trustees including attending and taking notes for the Policy Subcommittee meeting on Wednesday. She represented GPL at the 2023 Legislative Breakfast at the Worcester Public Library.

### **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 completed a requested hours log for a Borrower Services volunteer, created a title list and lobby displays for Black History Month, checked CWMars top titles against the collection, reviewed upcoming monthly weeding tasks with staff, submitted the February adult CD audiobook order, reviewed industry publications to prepare the first adult fiction order for February, and ran Evergreen reports for lost, transit, and

missing items for January. Jane processed pending library card applications, posted the *New York Times* Best Seller List for print and audio fiction and recommended titles for purchase, collected items with alerts for cataloging corrections, and continued the Niche Academy homelessness training. 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, and processed new adult fiction, graphic novels, DVDs, CD audiobooks, and large print. Sandhya managed out of network requests for materials, cleared expired holds from the hold shelf and followed up with patrons, worked on interlibrary loans and followed up with patrons, updated the event calendar information and graphics for the March adult programs, contacted patrons about new library cards that are ready for pick up, and worked on the home delivery service including ordering items, making calls, and coordinating volunteers. Allie created newsletter content for February and March 2023, a handout for adult programming, and signage for fiction and nonfiction audiobooks. She assisted a program presenter with event setup in the community room, updated the readers' advisory database for science fiction, created a tracking sheet for recording 7-day and 3-week fiction stats, selected materials for March's endcap display, continued with the Niche Academy Librarian's Guide to Homelessness webinar, and added stickers to new DVDs, CD audiobooks, and adult fiction.

### **Children's Services**

Sarah ran two sessions of Toddler Time, one outreach session of Once Upon a Storytime, one session of Preschool Storytime, 3 sessions of Preschool Outreach at NGES, and two sessions of Preschool Outreach at Busy Bee Academy, compiled January stats, wrote January narrative, prepped for future staff absences, and prepped for future programming. Jen updated the EventKeeper calendar and social media, prepped for upcoming programming, and worked on the March CR newsletter. Cyndi prepped for the next sewing session, worked on making alphabet letters for the sensory table, and helped decorate the children's room. Stacie prepped for upcoming programming, created CR book displays, decorated the room, and ran drop-in programming. Mare spent time assisting patrons, shelving, communicating with volunteers, and searching the CWMARS system for books related to a Black History Month display. Kristin dropped off the C.A.R.E.S. books at SGES and NGES, prepped for upcoming book clubs, and prepped for Comic Creators Club.

### **Teen Services**

Allison C prepared end cap displays for next week and Beanstack challenges for next month. Millwork was taking place this week to lower the sink in the Maker Space and counters in the Teen Librarian Office.

### **Reference Services**

Heidi and Eric assisted with tech and reference questions as well as circulation. Heidi continued to work on program planning and research for the Community Read. She also



finished up the monthly report and worked on statistics. Eric worked on refreshing the endcap displays and weeding.

### **Technical Services**

Cynthia ordered new books and unpacked items as they arrived; cataloged new young adult books, children's books, adult nonfiction, fiction, and DVDs; worked on fixing problem items and created a spreadsheet to track these items; and sent in requests for records to the CatCenter.

### Veterans Services

No Report Submitted

### GCTV

Bus Stop Weather produced two new episodes this week, hosted by Sophie Kling. Ben Clements produced a new segment of Sports Update. It was a very busy week for Zoom recordings.

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 14, 2023

February 21, 2023

Upcoming Department Head Meetings

March 8, 2023