



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: March 10, 2023

IMPORTANT NOTICES TO ALL DEPARTMENTS

- The deadline for all Warrant Articles for the May 2023 Town Meeting is 1:00 p.m. on Friday, March 24, 2023.

Town Administrator

- Held Office Hours at the Grafton Senior Center.
- Meet with the Finance Committee and School Department to discuss the FY24 School Budget.
- Worked on uploading historic minutes and agendas to the new website.
- Finalized details for the launch of Grafton's composting program.

ADMINISTRATION & FINANCE

Finance Director

- Attended Statewide Opioid Settlement webinar. Agenda items included: how abatement funds are distributed to MA local municipalities, and guidance on how to treat municipal abatement funds under state finance law.
- Continue working on FY24 revenue projections.
- Received final FY22 Financial Audits.
- 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.
- Met with our insurance rep from MIIA to go over schedule of locations verifying asset inventory list is reflected correctly on the schedule.
- Attended a Budget Review with Finance Committee members.
- Attended Finance Committee Public Hearing on Budgets. School Department presented their FY24 budget.

- Continued classes in the fourth course in the Suffolk Management Certificate Program: The Budgeting and Financial Management.

Treasurer/Collector

No Report Submitted.

Principal Assessor

- Answering taxpayer questions in person and on the phone regarding the 2023-01 motor vehicle excise tax billing.
- Entering FY 2024 new growth into the Department of Revenue template.
- 2022 Map changes.
- Entered 79 building permits.
- 18 building permit inspections
- Took in 43 Forms of List.
- Took in 31 Income and Expense return.
- Took in 3 FY 2023 exemption applications.
- Processed 36 motor vehicle abatements.
- Processed 3 abutters request.
- Took in 3 sales verification questionnaires.

Town Clerk

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 or 508-839- 5335 X1300
- Papers must be returned to the Registrar of Voters, through the Town Clerk's office, by 5:00 p.m. on Tuesday, March 28th 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 13th
- The Local Election is on Tuesday, May 16th 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
 - *** Housing Authority- (1)- 3-year term (to fill a vacancy) added 3/8/2023

Dog licenses expire on March 31st. The cost to register a dog is \$10.00 for spay/neutered or \$15.00 for non-altered. Any dogs registered on or after June 1st will have a \$10.00 late per dog in addition to the registration fee. Any dogs not registered will be referred to Animal Control.

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

Grafton Police Department Activities (2/26/23 – 3/4/23)

498 log entries were made including 45 - 911 calls, 4 motor vehicle accidents, 12 alarm calls, 39 ambulance calls, 4 animal complaints, 2 arrests, 219 business/area checks, 3 disturbance calls, 73 motor vehicle stops and 4 well-being checks.

4 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *National Consumer Protection Week and the Top Scams of 2022*.

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 Spellman and I hosted the first Hoarding Resource Network meeting held at GPD. The Network will bring together several agencies and Town departments to address issues of hoarding by residents in the town with a goal to bring awareness to citizens and provide assistance and improve the quality of life to those affected. The committee was formed at the request of Officer Spellman who has conducted much research and outreach to address the issue. I would like to recognize and commend Officer Spellman for his efforts. Members of the committee include representatives from the police and fire departments, mental health clinicians, Building Inspector's office, Council on Aging, Board of Health and the Grafton Housing Authority.

Sgt. Swift, Officers Palmer and Simmler attended Stress Resiliency training held at the MPTC. Officers Alves and Benoit conducted ALICE training at the library and Officer Padgett assisted the MPTC with their Applied Patrol Procedures training.

Fire Department

No Report Submitted.

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

No Report Submitted.

Engineering

No Report Submitted.

Health Department

As of March 3, Grafton has been informed of a total of 4,148 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

1. finalized zoning changes for TM
2. reviewed applications and provided comment to applicants
3. prepared for 3/13 PB meeting
4. finalized survey deliverables for the Master Plan
5. inspection at 155 George Hill Road
6. grant applications processed for various projects
7. DLTA application finalized with CMRPC
8. met with ZBA member to discuss housing and updating the SHI count
9. various site visits

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 2/21 meeting
- Prepared for, attended, and issued documents from Commission's 3/7 meeting
- Reviewed applications for Commission's 3/21 meeting
- Attended MACC's Annual Conference virtually
- Continued to transition to Viewpoint, assemble GIS trail maps, & digitize archive files
- Conducted site inspections

COMMUNITY SERVICES

Recreation Department

Registration dates approaching: March 13 for [Zumba](#), March 24 for [Adult Pick Up Games](#), April 1 to be guaranteed an event t-shirt at the [Grafton Gazebo Road Race](#), and Spring [Women's Softball](#) has just 3 spots left.

Seasonal positions are now posted! Open positions include Beach Director, Lifeguard, Water Safety Instructor, SnackBar/Parking Attendant, and Summer Days Program Counselors. Visit the [employment page](#) for job descriptions and to apply.

The Recreation Commission met on Monday – the next meeting is April 3. The Director attend the SelectBoard meeting via Zoom to request a road closure for the Grafton Gazebo Road Race on May 13.

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.
- Nutrition class held by Senior Exercise instructor, Wendy Reid.
- The Council on Aging staff participated in the Grafton's Hoarding Disorder Resource Network meeting.
- Attended Friends of Grafton Elders monthly meeting
- Participated in Council on Aging Board meeting to provide monthly update on events, budget status and goals of the future.
- Covid Vaccine clinic held through the Worcester Department of Public Health/ Central Mass Regional Public Health Alliance.
- Town Administrator office hours held for Seniors.
- AARP Taxes appointments held.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

Library Weekly Report Week of March 6-11, 2023

This week we circulated 2,768 items, received 828 items in transit and sent 609 items. We requested 450 items and filled 484 hold requests; registered 24 patrons for library cards, and added 196 new items. The most popular book this week is *Spare* by Prince Harry. We hosted 37 meetings in our conference, study, and tutoring rooms for 97 people including 10 library programs such as Winter Farmers Market, GUM Jam, and Young Scientists, as well as private -work, study, homeschool, and tutoring sessions.

Tickets are still available for Matt York's presentation Johnny Cash - Stories and Songs on Friday TONIGHT, Friday March 10 at 7pm. Go to <https://www.eventbrite.com/e/matt-york-presents-johnny-cash-songs-and-stories-tickets-554675618707> to reserve your free ticket. This program is supported in part by a grant from the Grafton Local Cultural Council, a local agency which is supported by the Mass Cultural Council, a state agency.

Tickets for the Friends of the Library's spring fundraiser, the Egg Hunt, go on sale at 10am Saturday April 11 (\$5 per ticket, choose from 2 start times). The Egg Hunt takes place Saturday April 1, 2023 (no foolin'!).

Thank you to Grafton Police Department officers Alves and Benoit! Ten staff participated in Staff Development with a panic button test and implementation of January's ALICE Active Shooter Training.

Admin

Beth coordinated staff development, worked on the MHC preservation grant submission, submitted bills, compiled the weekly report, reviewed applications for temporary on-call youth services staff, wrote and reviewed incident reports and

addressed patron behavior issues. She submitted press releases for spring events, updated the website, approved meeting room requests, submitted MPLCP grant reports, prepared an agenda for the Library's budget hearing with FinCom scheduled for Wednesday March 15, and checked in with residents who pulled nomination papers for Board of Library Trustees. She covered service desks in three departments, attended GUM Jam, and hosted the Matt York program on Friday evening.

Beth attended a short construction team meeting on Monday and a walkthrough on Friday with the millworkers who corrected sinks and countertops for ADA compliance. A portion of the green roof was removed to address a recurring leak. Beth followed up with the door vendor on a replacement part to make the door opener button functional again. She followed up on an issue with staff key cards not working, and met with the vendor to test our panic button software.

Eileen maintained the collection of periodicals, took care of incoming mail, and prepared bills. Debby sent the Weekly Report, worked on upcoming social media posts, 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 added a subpage for book lists to the Library's website: find it under the READ heading, or go directly to <https://graftonlibrary.org/2023/03/01/booklists/>. She set up a March display for the Academy Awards, sent February's OverDrive MARC records to CW MARS, submitted the March adult CD audiobook order, checked CW MARS top titles against the collection, ordered high demand e-book and e-audio titles, reviewed industry newsletters to add upcoming titles to purchase lists, prepared the first adult fiction order for March, processed volunteer applications, and ran Evergreen reports for lost, transit, and missing items for February.

Ranjita and Jane posted the *New York Times* best seller lists for print and audio and recommended titles for purchase, collected items with alerts for cataloging corrections, corrected patron records with the wrong home library, worked on weeding adult fiction, and began displaying the "spring joke of the week" at the borrower services desk. Ranjita processed ComCat requests, processed pending library card applications, and performed a routine check of the Library of Things. 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, processed pending library card applications, provided training on Evergreen and museum pass reservations, contacted patrons to pick up new library cards, coordinated museum pass renewals with museum contacts and accounting, updated information for renewed museum passes, and worked on the home delivery service,

including ordering items, making calls, and coordinating volunteers. Allie recorded statistics for 7-day and 3-week fiction books, helped patrons with readers' advisory and printing from an iPad, made changes in Evergreen to the hold notices for patrons who are notified by phone call, contacted Bibliotech about an AMH issue, and began research for April's endcap display.

Children's Services

Sarah worked on collection development and maintenance, met with staff, compiled February stats and narrative, presented two sessions of preschool storytime to Busy Bee Academy, attended the Friends Egg Hunt meeting, and planned upcoming spring programs with Jen and Stacie. Jen worked on social media and the newsletter. Stacie decorated the CR bulletin board and shifted books with Jen. Mare coordinated with volunteers and assisted patrons.

Teen Services

Allison met with staff about what's been happening in the library as she works from home. She worked on planning summer programs, preparing orders and displays, and other items in advance of upcoming maternity leave. Sarah finished inventorying the manga collection, added additional titles to be ordered, shelved books, participated in the professional development, worked on manga reader advisory cards, and spring bookmarks. She emailed and spoke with parents about teen behavior and continued to train our new volunteer.

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 *Wintering: the power of rest and retreat in difficult times* by Katherine May. Heidi also worked on the Friends of the Library Community Read preparations and collection development. Eric met with our Comics Plus vendor. Eric and Heidi both participated in professional development activities.

Technical Services

Cynthia ordered new books and unpacked items as they arrived, cataloged new adult nonfiction, fiction, and children's books, worked on fixing problem items, and sent in requests for records to the CatCenter. She covered the desk for Borrower Services.

Veterans Services

- Took over all CH115 case work from Interim VSO.
- Gained access to State Military Record Database.
- Attended and spoke at several community groups around the district.
- Started working in Memorial Day planning across the district.

GCTV

No Report Submitted.

IMPORTANT DATES TO REMEMBER

Upcoming Select Board Meetings

Tuesday, March 14 @ 7:00pm

Tuesday, March 21 @ 7:00 pm

Upcoming Department Head Meetings

(Tentative) Wednesday, March 15 @ 10:00am