



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: March 17, 2023

Town Administrator

- Held weekly update meeting with Finance Director
- Met with School Dept/Committee Member to review budget & Chapter 70
- National Grid Weather Update Meeting for Storm Related Outages
- Attended a 27 Upton Street Project Review Meeting
- Met with Development Team Group
- Attended Finance Committee Meeting

ADMINISTRATION & FINANCE

Finance Director

- Accounting Department is currently working on February receivables.
- Reconciling cash for December - February.
- 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 Finance Committee Public Hearings on FY24 Budget. BVT Regional School and various Department's presented their budgets.
- Continued classes in the fourth course in the Suffolk Management Certificate Program: The Budgeting and Financial Management.

Treasurer/Collector

No Report Submitted

Principal Assessor

No Report Submitted

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 (3/5/23 – 3/11/23)

437 log entries were made including 34 - 911 calls, 4 motor vehicle accidents, 9 alarm calls, 22 ambulance calls, 2 animal complaints, 6 arrests, 182 business/area checks, 2 disturbance calls, 62 motor vehicle stops and 3 well-being checks.

6 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *Unemployment Fraud Claims Continue to Plague Residents*.

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.

On Monday, I took part in a winter storm conference call hosted by the MA Emergency Management Agency (MEMA) to review preparations for the impending storm for Monday night through Wednesday. In addition, Officer Spellman attended the Hoarding Disorder Training Series.

Fire Department

The Fire Department had 9 calls for service, 1 Motor Vehicle Fire, 4 Alarm investigations, 1 Electrical Problem, 2 Motor Vehicle Accidents one requiring extrication, and 1 Natural Gas Leak.

The Department received its first shipment of new turnout gear for our Firefighters. The new gear's outer layer is PFAS (Forever Chemicals) Free. PFAS are a known carcinogen and studies show it has contributed to the high rates of firefighter occupation cancer. The department is doing all it can to keep our Firefighters safe and healthy and we appreciate the town's continued support of our efforts.

Open burning season began 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 March 10, Grafton has been informed of a total of 4,157 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.

Given the ongoing concerns with COVID-19 and other respiratory infections, 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

- DLTA application request
- One Stop EOI submission
- 59 Pleasant St review
- Planning Board meeting and follow up
- Finalization of zoning changes for May TM
- Zoning updates from October '22 TM
- Hazard Mitigation reimbursement processing
- Technical assistance for applicants before the PB
- Complete Streets prioritization plan finalized
- Master Plan engagement tasks
- Metrowest 495 Partnership meeting
- SHI coordination - various 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 2/21 & 3/7 meetings
- Reviewed applications for Commission's 3/21 & 4/4 meetings
- Attended SuAsCo network meeting, Development Team, & 95 North St team meeting
- Continued to transition to Viewpoint, assemble GIS trail maps, & digitize archive files
- Conducted site inspections

COMMUNITY SERVICES

Recreation Department

Registration dates approaching: 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 2 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.

Staff have been detailing upcoming events and interviewing seasonal applicants. The Director has been finalizing details on the Ferry St. court renovation project, met with the Consultants on the 95 North Project, and the Accessibility Advisory Committee.

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.
- Intergenerational activity held and led by Grafton High school students.
- The Senior Center was closed on Tuesday due to the snowstorm. Staff continued to be available by phone for Seniors in need of assistance.
- Senator Moore office hours held.
- A birthday luncheon was held to celebrate those with birthdays in the month of March. The luncheon was organized by the Birthday Committee with assistance from FOGE, the COA and donations from Lori Girard.
- Participated in WRTA Advisory Board monthly meeting.
- St Patrick's Day themed Bingo was held, followed by a lunch of corned beef and cabbage from ESWA.
- April's issue of the *Senior Gazette* was submitted for print.
- Karaoke held in a sing along form.
- AARP Taxes appointments held.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

This week we circulated 2,798 items, received 189 items in transit and sent 613 items. We requested 475 items and filled 311 hold requests; registered 20 patrons for library cards, and added 174 new items. The most popular book this week is *Lessons in Chemistry* by Bonnie Garmus. We hosted 30 meetings in our conference, study, and tutoring rooms for 132 people including including Grafton Girls Softball, Grafton Neighborhood Planning, Republican Town Committee, Brownie Troop 65197, NGES PTG Fun Fair Planning, Girl Scouts Gold Award Planning, and Tai Chi Ladies, as well as private -work, study, homeschool, and tutoring sessions.

The Grafton Public Library was closed Tuesday, March 14, 2023 due to inclement weather. Staff worked from home on various projects.

Admin

Beth submitted a grant to the MA Historical Commission to supplement restoration and preservation of the Library's cupola, which has weather damage and missing flashing and has leaked into the historic Wheelock Reading Room, it was last restored over 20 years ago. She attended a budget hearing with FinCom to review the Library's FY24 budget request of \$1,106,760, a 6.6% increase for additional staffing. Beth covered in the Teen Room, submitted bills, set up an interview schedule for candidates for the on-call temporary Library Associates vacancies, prepared Board of Library Trustee documents for the upcoming Board meeting, and corresponded with patrons about Hoopla, meeting room and facility rental reservations, and training requests.

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 as well as tasks for the Board of Library Trustees. She processed incoming applications for open temporary Youth Services positions, reviewed applications with Sarah, and attended and recorded minutes at the Board of Library Trustees joint meeting with the Finance Committee 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 procedure for merging Overdrive user IDs, reviewed industry newsletters to add upcoming titles to purchase lists, asked CWMars about database MARC records, checked CWMars top titles against our collection, reviewed the next Ingram standing order, placed the March DVD order, and prepared for the opening of the Seed Library by reviewing seed library opening tasks with staff, preparing letters requesting seed donations and promotional materials, updated website content, and helped with other opening tasks. Jane replenished the Irish Heritage endcap display, processed pending patrons, continued weeding adult fiction, corrected patron records with the wrong home library, viewed two Niche Academy webinars ("Back Up--How to Back Up Your Coworkers During a Crisis", and "Advanced Body Language"), and began working on the endcap for April for Stress Awareness Month. Ranjita posted the New York Times Best Seller List for print and audio nonfiction and recommended titles for purchase, processed ComCat requests, processed pending library card applications, and performed a routine check of the Library of Things. Allie performed troubleshooting on the Children's Room Star printer, watched part of a webinar on "Sexual Harassment: How to Respond to a Customer's Inappropriate Comments," observed the staff development active shooter trainings, performed troubleshooting with Bibliotheca on the AMH Staff Induction barcode scanner, requested two newly published books to be added to the next order to fill patron requests, created a new brochure to present the GPL New Library Patron Welcome Packet content, and performed tasks for the April Newsletter, including creating graphics for spotlight on fiction, museum of the month, and upcoming events. 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, contacted patrons to pick up new library cards, processed pending library card applications, 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.

Children's Services

Sarah communicated with many of the local schools to finalize spring field trip details, scheduled the spring session of Young Scientists, communicated with Willard House & Clock Museum regarding summer programming, planned upcoming outreach Storytime programs, planned for April School Vacation, planned for the upcoming summer reading program, touched base with staff about scheduling and programming, met with other department heads, met with Debby to review applications for the temp positions in Youth Services, contacted William Blake about low temps in the library, ran three outreach Storytime sessions at NGES, attended the Library's staff meeting on working with the homeless population, and worked on collection maintenance and development. Jen worked on upcoming Storytime lesson plans, planned for upcoming programming including April Vacation and Summer Reading, attended the staff meeting on working with the homeless population, updated EventKeeper and social media, and shifted the collection. Stacie planned for upcoming programming including April Vacation and Summer Reading, attended the staff meeting on working with the homeless population, updated EventKeeper and social media, prepped the Egg Hunt craft, and shifted the collection. Mare assisted patrons, communicated with and supervised volunteers, completed the Niche Academy homelessness training, and shelved materials. Kristin delivered C.A.R.E.S. books to NGES and SGES.

Teen Services

Allison telecommuted working this week finalizing book orders and summer reading plans. Sarah S worked on decorating the Teen Room for spring, put up displays for Mermaid Day, cosplay, Transgender Day of Visibility, and Graphic Nonfiction, and worked on stickering and shelving new nonfiction and manga.

Reference Services

Heidi and Eric assisted with tech and reference questions as well as circulation. Heidi continued to work on things for the Friends of the Library Community Read and made a display to publicize the upcoming Beekeeping Workshop (the same program will run Monday, March 20th; 7-8:30pm and Wednesday, March 22nd; 1-2:30pm). Eric worked with Cynthia and Borrower Services to send two boxes of items to Better World Books. Eric also refreshed bookends, planned the April book display, and worked on non-fiction collection development and weeding.

Technical Services

Cynthia ordered new books and unpacked items as they arrived; cataloged new young adult books, children's books, and adult nonfiction; worked on fixing problem items;

worked with Bibliotheca to help fix the problem with my RFID tag reader; put together a Demco order; and watched two training webinars--one on Violence in Libraries and the other on Preventing Conflict.

Veterans Services

No Report Submitted

GCTV

Bus Stop Weather with Sophia Kling and Weekly Sports Recap with Ben Clements were both recorded in studio this week. We are currently discussing a video project with the Mass. Association of Chiefs of Police, located in South Grafton. Stay tuned.

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

Town Meeting May 8, 2023

Upcoming Select Board Meetings

March 21, 2023

April 4, 2023

April 11, 2023

Upcoming Department Head Meetings

April 12, 2023