



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: March 24, 2023

IMPORTANT NOTICES TO ALL DEPARTMENTS

- Annual Town Meeting, May 8th 7:00 p.m. Grafton High School

Town Administrator

- Ongoing FY24 budget discussions / meetings with Finance Director.
- Attended virtual MMMA Program Committee Meeting.
- Met with consultants from NFP, to continue FY24 Insurance review.
- Met with Grafton Little League representative to discuss field uses and League needs.
- Held check-in meetings with several department heads.
- Attended ZBA meeting.

ADMINISTRATION & FINANCE

Finance Director

- The Accounting Department is currently working on February/March receivable reconciliation.
- Finalized cash reconciliation for December - February.
- Working on Overlay reconciliation with Principal Assessor.
- Continue to meet with Department Heads and Vadar users on Vendor History lookup and reporting features. Please reach out to the Accounting Department if you would like training.
- Sent Vadar users a cheat sheet on how to create Vadar reports and report templates.
- Met with CPC committee to review CPC general ledger and expense accounts and estimate FY24 revenues.

- Met with Ken at NFP on the prescription benefits of MSHG compared to Harvard Pilgrim Group.
- Attended Tri Com Meeting with Select Board, Finance Committee and School Committee. Agenda included meeting with Representative Muradian to discuss Ch70 funding.

Treasurer/Collector

No Report Submitted

Principal Assessor

- Attended a Worcester County Assessor Association Winter Meeting. Understanding and applying NAL (Non-Arm's Length) codes for the LA3 sales report was presented by Rebecca Boucher, Department of Revenue Bureau of Local Assessment Field Advisor. Why your data is so important, cyclical inspections and field work were presented by Mary Oliver, Department of Revenue Bureau of Local Assessment Field Advisor. The abatement process through to Appellate Tax Board preparation including the filing process, authorized agents and 61A requests, extensions, jurisdictional document, various motions and formal and informal hearings was presented by Karen Rassias, Principal Assessor of Willmington. Projecting new growth for budget purposes, where to start reports to run and communicating those results was also presented by Karen Rassias.
- Addressing taxpayer inquiries in person and on the phone regarding the current motor vehicle excise tax billing.
- Continuing to enter FY2024 new growth into the Department of Revenue template.
- Entered 11 deeds.
- Processed 77 motor vehicle excise abatements.
- Took in 50 Income and expense filings.
- Took in 7 forms of list.
- Gave RRC (Real Estate Research Consultants) all Forms of List previously received to data enter and scheduled RRC to start personal property collection on March 27, 2023.
- Took in 2 real estate exemption applications.
- Processed 3 abutters requests.
- Entered 19 building permits.
- Performed 14 cyclical inspections and 7 building permit inspections.
- Tool in 1 sales verification questionnaire.

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 (3/12/23 – 3/18/23)

437 log entries were made including 34 - 911 calls, 5 motor vehicle accidents, 13 alarm calls, 31 ambulance calls, 0 animal complaints, 3 arrests, 196 business/area checks, 7 disturbance calls, 55 motor vehicle stops and 1 well-being check.

6 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *The Dangers of Public Wi-Fi and Safety Tips to Assure Your Security*.

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.

All officers received in-house training in the familiarization and use of the department's new Body Worn Cameras (BWC). It is our hope that BWC will be deployed within the coming weeks. Officer Spellman attended another session of the Hoarding Disorder Training Series. Officer Padgett assisted at the Boylston MPTC Academy in Advanced Patrol Procedures.

Fire Department

The Fire Department responded to 9 calls for service, 1 Motor Vehicle Accident, 3 Fire Alarm Investigations, 1 Oven Fire, 2 Medical Assists ,1 Smoke Investigation, and 1 Oil Burner Problem.

This week the Fire Department is promoting 5 members from Auxiliary to Regular FireFighter status. These members have completed the Massachusetts Call Volunteer Fire Academy and have been recommended for promotion by their Company Officers. Congratulations to Ron Gardner, Andrew Miller, Ronan Kast-McBride, Joseph Mathieu, and Kevin O'Brien.

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 17, Grafton has been informed of a total of 4,165 confirmed positive COVID-19 cases since case tracking started in early 2020.

Given the COVID-19 public health emergency in Massachusetts and at the federal level will be ending as of May 11, and the shift to dealing with ongoing community infection as they do other illnesses, the Alliance will no longer be providing weekly reporting of COVID-19 case counts and vaccination data to communities.

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).

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

- EDC meeting on Monday 3/20
- Grant discussion w/ MassDevelopment for Bolack Plaza
- Preparation for 5 Mill St. Community Workshop
- CPC meeting to apply for funds for the Institute Woods Trail
- Preparation for the 3/27 Planning Board meeting
- Collaboration with VHB on LID updates to the Zoning Bylaw, Subdivision Regulations, and the Complete Streets Policy
- Master Plan tour with CMPRC and follow up information/deliverables
- Pre-construction erosion control inspection of Winslow Point (100 Westboro Rd) project
- Preparing Hazard Mitigation Plan grant documents for state reimbursement

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 3/7 meeting
- Prepared for, attended, and issued documents from Commission's 3/21 meeting
- Reviewed applications for Commission's 4/4 meeting
- Attended MS4 call with VHB & 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: April 1 to be guaranteed an event t-shirt at the [Grafton Gazebo Road Race](#), April 10 for [Someone Special Dance](#) and Spring [Women's Softball](#) has just 2 spots left. Don't forget also all our great April vacation programs including Outdoor Adventure, Soccer Skilz, and Horse and Farm Buddies.

Seasonal positions are now posted! Open positions include Beach Director, Lifeguards, Water Safety Instructor, SnackBar/Parking Attendants, 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 met with CMRPC to discuss the Town's master plan and recreation, presented an inclusive playground at Norcross Park to the Community Preservation Committee which was supported to go to Town Meeting in May, and worked with consultants and conservation on next steps at 95 North St.

Council on Aging

- One on one legal consultations held with attorney Carolyn Spring.
- Technology assistance provided by Grafton High School students.
- MCPHS Outreach Pharmacist, assisted by pharmacy students, provided one on one medication reviews for Seniors to ensure appropriate use of polypharmacy. Follow-up will be provided with the seniors' physician as appropriate.
- Follow up meeting held with MCPHS Geriatric Physical Therapy Professor to discuss future capstone project plans.
- Participated in MCOA Nutrition Legislative Task Force meeting.
- Presentation was held by a representative from the Worcester Institute for Senior Education to discuss educational opportunities for older adults in the Worcester area.
- Presentation held by MJ's Market on the benefits of marijuana for older adults with focus on pain management, anxiety and sleep.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

This week we circulated 2,704 items, received 639 items in transit and sent 637 items. We requested 520 items and filled 370 hold requests; registered 12 patrons for library cards, and added 108 new items. The most popular book this week is *Lessons in Chemistry* by Bonnie Garmus. We hosted 41 meetings in our conference, study, and tutoring rooms for 168 people including Central Massachusetts Softball Umpires, MetroWest Building Officials Association, Friends of the Grafton Library, and Grafton Girls Softball coaches, as well as private work, study, homeschool, and tutoring sessions.

Interviews and reference checks were conducted this week for temporary part-time positions in the Children's Room and Teen Room—thanks to all staff who scheduled and

participated in interviewing, calling references, and conducting library tours.

Tickets are still available for the Friends of the Grafton Public Library's Spring Egg Hunt on April 1! Tickets are available in advance only, for \$5 per child, for hunts at 10am or 11am. Purchase at the Lobby Desk before they are sold out, and don't forget to put your name and contact information on the reverse to enter the prize drawing!

Admin

Beth covered the Teen Services Desk, put together a book order, submitted bills for payment, met with IT and various staff members, and attended the Board of Library Trustees meeting where we approved updates to the Inclement Weather, Parking and Security Camera Policies, all posted to the Library's website. She gave a tour to Sarah from CMRPC, updated the website, approved meeting room use, organized library photos for upcoming project, accepted a GHS intern who will start April 3, created an ad for the GHS spring musical, met with a staff member from Willard House – we will be hosting a clock scavenger hunt at the Library in April, and youth participants will earn a glow in the dark sticker and enter a drawing for a mantle clock in April.

Eileen maintained the collection of periodicals, took care of incoming mail, prepared bills, and assisted Borrower Services staff with desk coverage. Debby compiled the Weekly Report, worked on social media posts, and completed payroll and scheduling tasks as well as tasks for the Board of Library Trustees. She communicated with applicants, helped interview, and checked references for applicants for the temporary on-call positions in Youth Services as well as attending and taking notes at 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 sent out letters requesting donations for the seed library, reported the results for the MLS delivery survey, submitted a graphic novel order for March, placed the March order for e-books and e-audio, removed past events from the room reservation system, checked CWMars top titles against the collection, reviewed industry newsletters to add upcoming titles to purchase lists, prepared the second adult fiction order for March, prepared additional promotional materials for the upcoming seasonal opening of the Seed Library, and worked on upcoming displays and title lists for April. Ranjita and Jane posted the *New York Times* Best Seller Lists and recommended titles for purchase. Jane collected items with alerts from old displays and invalid RFID tags, continued weeding adult fiction, and created graphics for the April endcap display. 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, updated information for renewed museum passes and sent in additional renewals,

created graphics for promotional materials for the Seed Library exchange program, created graphics for the April endcap display, and worked on the home delivery service, including ordering items, making calls, and coordinating volunteers. Ranjita processed ComCat requests, pending library card applications, and new adult fiction titles, and performed a routine check of the Library of Things. Allie created a redesigned Welcome Packet brochure, created a Call for Seeds promotional poster for the Seed Library, performed cleaning on the AMH, ordered a book series for a patron, helped coworkers with Canva graphics, and worked on the newsletter including creating graphics and adding events.

Children's Services

Sarah corrected January stat sheet, placed materials orders, met with staff, coordinated with schools, reached out to presenters, finalized April vacation planning, and met with Allison to discuss Summer Reading Program. Jen updated EventKeeper and social media posts, worked on the April CR newsletter, and planned April vacation programming with Stacie. Stacie shelved books, requested materials, and planned for Summer Reading Program. Cyndi worked on fabric prep for sewing club. Mare assisted patrons, answered reference questions, shelf read, ran and pulled pull list items, and managed volunteers.

Teen Services

This week Allison made multiple challenges on Beanstack live for the next few months and finalized book orders in preparation for her upcoming maternity leave. Sarah updated the manga release spreadsheet, reader advisory, read reviews of upcoming titles for manga and YA fiction, worked on manga display cards, and shelved books.

Reference Services

Heidi and Eric assisted with tech and reference questions as well as circulation. Heidi helped to shepherd the two sessions of the Beekeeping Workshop. She also continued to work the Friends of the Library Community Read and helped the Mystery Book Club select their April titles. Eric worked on the book display for next month, assisted with the Blackstone Canal programming, and performed collection maintenance.

Technical Services

Cynthia ordered new books and unpacked items as they arrived; cataloged new young adult graphic and manga, adult nonfiction, and children's books; worked on fixing problem items, including a large number of items with faded spine labels. She sent in requests for records to the CatCenter, worked with Bibliotheca to get help fixing the problem with the RFID tag reader and software, and gave a tour of the library to one of the interview candidates.

Veterans Services

- Conducted Interviews with Veteran Agent candidates and prepared for full district interviews and meeting.
- Attended New VSO training hosted by Executive Office of Veterans Affairs.
- Continues networking with local Veterans Organizations.

- Processing new VA Claims from all communities.
- Ongoing planning for Memorial Day events across the district.

GCTV

Bus Stop Weather with Sophia Kling and Weekly Sports Recap with Ben Clements were both recorded in studio this week. Last Friday the Jazz Trio “Conversation” returned for another studio session.

What town VIP will co-host National Night Out coverage with Bob DeToma this August?

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

March 28, 2023 - George Hill Road Outreach Meeting Grafton Library

April 4, 2023

April 11, 2023

April 18, 2023

Upcoming Department Head Meetings

April 12, 2023 @ 10:00 a.m.