



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: March 31, 2023

IMPORTANT NOTICES TO ALL DEPARTMENTS

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

Town Administrator

- Ongoing FY24 budget discussions / meetings with Finance Team.
- Continue check in meetings with various department heads.
- Attended virtual CMRPC Meeting.
- Attended George Hill Road Reconstruction informational meeting.
- Attended The ZBA Public Hearing for 59 Pleasant Street.
- Met with Dave Robbins to review the progress of the Bylaw Review Committee

ADMINISTRATION & FINANCE

Finance Director

No Report Submitted

Treasurer/Collector

No Report Submitted

Principal Assessor

- Attended a Vision Zoom training webinar for Taxpayer correspondence and mail merge reports. The webinar focused on the process around running mail merge reports in CAMA for the purpose of generating notices and/or correspondence to taxpayers.
- Processed 2023-02 motor vehicle commitment in the amount of \$368,343.48, containing 1,056 bills.

- Processed 2023-02A motor vehicle commitment in the amount of \$109.23 containing 2 bills.
- Processed 2022-08 motor vehicle commitment in the amount of \$311.25 containing 1 bill.
- Working with Bishop & Associates on Solar values.
- Continuing to enter FY 2024 new growth into the Department of Revenue template.
- Entered 4 deeds.
- Processed 17 motor vehicle excise abatements.
- Took in 18 Income and expense filings.
- Took in 4 forms of list.
- Took in 3 real estate exemption applications.
- Processed 2 abutters requests.
- Entered 27 building permits.
- Performed 21 building permit inspections.
- Took in 2 sales verification questionnaires.

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department

458 log entries were made including 79 - 911 calls, 7 motor vehicle accidents, 13 alarm calls, 29 ambulance calls, 4 animal complaints, 3 arrests, 188 business/area checks, 4 disturbance calls, 86 motor vehicle stops and 5 well-being checks.

9 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on Traffic Offenses and the Different Type of Citations Officers May Issue.

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.

Executive Assistant DeVries attended Administrative Assistant training offered by MPI. Officer Spellman attended another session of the Hoarding Disorder Training Series. I hosted a class for the area congregations on Crime Prevention and Safety for Houses of

Worship. I attended the quarterly meeting of the MA Chiefs of Police Association where we were briefed on legal updates as well as updates from the MPTC, EOPSS and POST.

Patrol officers began wearing the Body Worn Cameras (BWC) on Monday starting with the day shift. According to the officers, they appear to be working as expected. Video is clear and audio is strong. Downloading and video retrieval is user-friendly. The cameras, related equipment and software were purchased through a grant from the Executive Office of Public Safety and Security (EOPSS) and come at no cost to the Town. We are hoping that our BWC program will increase public trust, instill confidence in the police department through improved transparency, and expand the quality of interactions with citizens we encounter.

Fire Department

The Fire Department responded to 7 calls for service, 2 Motor Vehicle Accident, 2 Fire Alarm Investigations, 1 Natural Gas Leak, 1 Stalled Elevator, and 1 Brush Fire.

The Department participated in a number of training sessions this week.

- The Department held an inhouse training exercise on Chimney Fires
- Chief Mathieu attended a tabletop exercise with National Grid. The exercise was focused on severe weather response and coordination between National Grid and Municipalities
- Captain Killeen and Chief Mathieu attended a webinar conference held by City Of New York and D.C. Fire Departments. The conference addressed the hazards of lithium-Ion batteries and ways to mitigate emergencies involving them.

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)

Public Works: Please contact the DPW Office to report any potholes or other roadway issues. **Please see the towns WEB site for information on the towns new Household Hazardous Waste Disposal Program.** The Brush dump is open for the season starting April 1st. The recycling drop off area is located at 64 Old Westboro and operates Saturdays 8:00am-1:00pm and Tuesdays and Thursdays from 10:00am-2:00pm. Stowe Road Culvert replacement is nearly completed, with some minor work remaining. Stowe RD is now open to through traffic. Main Street improvements project remains shut down for the winter months, starting again the spring. Participated in the public information meeting for George Hill Road upgrades project.

Highway Department: Routine Operation and maintenance of town owned infrastructure and equipment. The department continues winter operations, hopeful that warmer weather is here to stay. During the past several weeks staff has been out for six winter weather events. Staff continues assistance to other town departments as

needed.

Cemetery and Parks: Routine department functions including, trash pick-up, and grounds maintenance. Continue to assist with the ongoing Common improvements project. Started spring cleanup of parks and fields. Provided support for 3 funerals.

Sewer Department: Operation and maintenance of the town's wastewater treatment and collection systems. Routine administrative functions including quarterly billing, collection issues, final billing, and resident questions and requests. Provided inspection services and reviews for new service connections and new subdivisions. Assist with snow and ice operations.

Engineering

No Report Submitted

Health Department

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

- PB meeting on Monday 3/27
- Regional Housing Coordinator follow up

- George Hill Road project coordination
- MBTA Communities scenario testing
- Ongoing Master Plan project coordination
- Decision drafting and PB meeting follow up
- Technical assistance to current/pending applicants
- Beginning to evaluate zoning needs for Spring TM
- Vetting and addressing various inquiries from the public

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 & 3/21 meetings
- Reviewed applications for Commission’s 4/4 meeting
- Project coordination for 95 North Street Park & Hennessey culvert replacement
- Attended George Hill Road Project Update meeting & Development Team
- Continued to transition to Viewpoint, assemble GIS trail maps & digitize archive files
- Conducted site inspections

COMMUNITY SERVICES

Recreation Department

Registration dates approaching: April 7 for an [Adult Hike](#), April 10 for [Someone Special Dance](#). And don’t forget also all our great April vacation programs including Outdoor Adventure, Soccer Skilz, Horse Lovers, Horse Buddies and Farm Buddies.

We are accepting applications for the following seasonal positions: Beach Director, Lifeguards, Water Safety Instructors, and Summer Days Program Counselors. Visit the [employment page](#) for job descriptions and to apply.

The Director attended the Massachusetts Recreation and Park Association Annual State Conference and amongst great sessions and connections, got sworn in as the new representative for the Board’s Central Region. Prep has begun for the Ferry St. renovation project; fencing has been removed and shortly the basketball hoops will be removed and the courts will begin its shut down period for about 8 weeks. We thank you for your patience and are excited to launch these new renovations!

Council on Aging

- The April issue of the Senior Gazette was received by many seniors with many sign ups completed for April events.
- Participated in MCOA New Director Training: Community Partnerships.

- A luncheon for seniors was held with the Select Board members. Seniors enjoyed being able to chat and interact with the Select Board and Town Administrator.
- New Caregiver Support Group, led by Lisa Kelley, was launched this week. It will be held the last Thursday of each month at 10 am.
- AARP Tax assistance held.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

This week we circulated 2,871 items, received 773 items in transit and sent 689 items. We requested 426 items and filled 473 hold requests; registered 16 patrons for library cards, and added 196 new items. The most popular book this week is *Lessons in Chemistry* by Bonnie Garmus. We hosted 29 meetings in our conference, study, and tutoring rooms for 254 people including Select Board, Capital Campaign, Grafton Youth Football and Cheer Association Board, Book Group, and Friends of the Grafton Public Library, as well as private -work, study, homeschool, and tutoring sessions.

The Friends Egg Hunt is this Saturday April 1 at 10 & 11am! Tickets will not be sold at the event. Join us on site for free for storytime, crafts and a visit and photo op with the Easter Bunny.

Reminder: the Library will be closed in observance of Patriot's Day on Monday April 17.

Admin

Beth participated in a training from MA Board of Library Commissioners in Crisis Communication, specifically addressing the prevalence of book challenges and how to respond. She worked on April programming, the April newsletter, updated the Calendar of Events and Library website, and set up a Horology Display for the Library Clock Scavenger Hunt in partnership with Willard House and Clock Museum that kicks off April 1. She paid bills, met with staff, worked on building inspection docs, met with Capital Campaign and Town Administration, and completed paperwork and extended hire offers to five people for our on-call temporary staffing pool.

Eileen maintained the collection of periodicals, took care of incoming mail, and prepared bills. 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 and Trustees Policy Committee. She continued checking references for applicants for part-time temporary positions and set up a schedule for new hire training.

Construction

The construction team met on Monday; we are waiting for DRA architects to send a letter to the Building Inspector to inform him of resolution of the outstanding ADA compliance issue and completion of the counter and sink renovations so we can get our permanent certificate of occupancy, which is the required benchmark for our next MPLCP grant reimbursement.

David L. King architects was out to inspect the cupola to develop a scope of work and

estimate for restoring and repairing it. Deteriorating wood and flashing is caused a leak into the Historic Reading Room a few months ago and we are working to remedy the situation. There has been no further leaking in the Community Room and ceiling tiles were replaced.

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 checked CW MARS top titles against collection, followed up with coordinators on previous volunteer applications, helped prepare for the opening of the Seed Library, prepared an adult graphic novel order and worked on upcoming orders, submitted the first adult fiction order for April, reviewed industry newsletters to add upcoming titles to purchase lists, worked on upcoming DVD orders, took down March displays, and prepared title lists and set up displays for April. Jane filled in for a Children's Room shift, provided A/V support for the Blackstone Canal presentation and the Select Board meeting, continued weeding adult fiction, corrected patron records with the wrong home library, and prepared graphics and selected material for an endcap display for April for Stress Awareness Month. 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, contacted patrons to pick up new library cards, updated information for renewed museum passes and sent in additional renewals, created graphics for promotional materials for the Seed Library opening on April 1st, created graphics for the April endcap display, and worked on the home delivery service, including ordering items, making calls, and coordinating volunteers. Allie made edits to the Welcome Packet brochure, covered a break for Children's Room staff, updated event information for the Spring Farmer's Market, created a printable April Events for Adults calendar, ran a report to pull January's "New to Collection" items and remove item alerts, helped with shelving, requested items and created graphics for the April endcap display for National Greeting Card and Letter Writing Month, helped a patron with researching a 19-book series, and accomplished April newsletter tasks, including running a report on patrons interested in newsletters, adding new patron contact information to Constant Contact, creating content for the High Demand list and upcoming events, researching the spotlight book, adding FOR SCREEN READER alt text descriptions for graphics, and quality checking links and grammar. Ranjita and Jane posted the *New York Times Best Seller* recommended titles for purchase. Ranjita processed ComCat requests, processed pending library card applications, and performed a routine check of the Library of Things.

Children's Services

Sarah planned for upcoming programming, ran the Egg Hunt storytime program, presented two sessions of preschool outreach at Busy Bee Academy, placed material orders, assisted patrons, and met with staff. Jen updated EventKeeper and social media,

assisted with the Egg Hunt storytime programming, planned upcoming programs, and assisted patrons. Stacie prepped for and ran the Egg Hunt craft program, decorated the Children's Room, and assisted patrons. Cyndi prepped for upcoming programming, met with staff, and labeled new items in the collection. Mare coordinated with volunteers, shelved, and assisted patrons.

Teen Services

Sarah S shelved new YA fiction, nonfiction, graphic novels and manga. She created displays for National Food Month and Humor Month in April, conducted reader advisory, reached out to a contact about tarot programming for the summer and kept up with reviews for upcoming releases.

Reference Services

No report received.

Technical Services

Cynthia ordered new books and unpacked items as they arrived; cataloged new movies, children's books, and adult fiction and nonfiction; met with Bibliotheca to get her RFID tag reader fixed and worked on a backlog of items needing secure tags and problem item; and reviewed new documents from Ingram regarding setting up a new account to assist with correctly processing items.

Veterans Services

- Took part in second round interviews for Veterans Agent position.
- Attended Central Mass Veterans Coalition quarterly meeting.
- Continuing to familiarize with state and federal guidelines for benefits.

GCTV

Bus Stop Weather with Sophia Kling and Weekly Sports Recap with Ben Clements were both recorded in studio this week.

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

Candidate's interviews in studio will be starting on April 3rd.

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

April 11, 2023

April 18, 2023

Upcoming Department Head Meetings

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