



## MEMORANDUM

### OFFICE OF THE TOWN ADMINISTRATOR

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TO: Select Board

FROM: Evan Brassard  
Town Administrator

RE: Administrator's Weekly Report

DATE: April 7, 2023

#### IMPORTANT NOTICES TO ALL DEPARTMENTS

- Annual Town Meeting – May 8<sup>th</sup> 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.
- Met with Town Moderator to review the town meeting warrant.
- Toured Monson Police Department & WestCom Regional Emergency Communications Center.
- Attended the COA celebration for Lucille Rodominick's 100<sup>th</sup> Birthday.

#### ADMINISTRATION & FINANCE

#### Finance Director

No Report Submitted

#### Treasurer/Collector

- Q4 RE/PP tax bills out 4/1 due 5/1
- MVX commitments 2,2a,8 bill files out for billing 4/10 due 5/10. Including demands
- MMA Suffolk Finance Management block 4 completed
- 6 MLC requests have been received/processed
- March cash reconciliation on track for submission to accountant
- Working on debt conversion to debt book
- Finishing remaining tax title conversion accounts
- Receivables recon with accounting
- Payables submitted

- Heavy phone, mail, email and counter traffic with bills going out and due dates passed

Principal Assessor

No Report Submitted

Town Clerk

The last day to register for the Annual Town Meeting on Monday, May 8<sup>th</sup> and the Annual Local Election on Tuesday, May 16<sup>th</sup> is Friday, April 28<sup>th</sup> from 8:30-5 pm (in person registrations).

The following candidates will appear on the ballot for the Annual Local Election on Tuesday, May 16<sup>th</sup>:

Select Board- Mark Crasten Alimo, Mat Often & Colleen Roy

School Committee- Craig A. Juelis & Rebecca S. Soco

Planning Board- James Davidson

Board of Library Trustees- Carrie A. Hogan & Roger R. Trahan, Jr.

Housing Authority- John Paul Kelley

Town Moderator- Dawn C. Anderson

Dog licenses expire on March 31<sup>st</sup>. 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 1<sup>st</sup> 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

516 log entries were made including 64 - 911 calls, 7 motor vehicle accidents, 6 alarm calls, 20 ambulance calls, 4 animal complaints, 5 arrests, 177 business/area checks, 4 disturbance calls, 127 motor vehicle stops and 2 well-being checks.

11 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *Autism Awareness / Acceptance Month and Grafton Police Association Offering Autism Awareness / Acceptance Patches to raise money for the Doug Flutie, Jr. Foundation for Autism*. Patches are available at GPD for \$10.00.

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 Financial Crimes Training in Maynard and Officer O'Brien attended a Worcester East Department of Children & Families (DCF) Advisory Committee meeting. Deputy Chief Minardi attended CEMLEC SWAT training. Executive Assistant DeVries and I responded to Monson PD to observe and gather information about their experiences with the Regional Emergency Communications Center (RECC) and running a "dark station."

#### Fire Department

The Fire Department responded to 17 calls for service, 1 Structure Fire, 1 Mutual Aid Structure Fire, 1 Motor Vehicle Accident, 6 Fire Alarm Investigations, 3 Natural Gas Leaks, and 1 Authorized Burning Investigation. 1 Public Service, and 3 Medical Assists.

The Department announces the retirement of Captain Robert Egan of Engine Co.2. on 4/5/2023. Captain Egan joined the Grafton Fire Department on November 11, 1992, he was promoted to Regular on June 15, 1993 and to Captain on August 1, 2013.

Captain Egan has always been enthusiastic about training and has served on numerous committees supporting the Fire Department including the Fire Staffing Study Committee, Fire Chief Search Committee, and the Training Committee.

Thank you Captain Egan, for your 30 years of service to the Town of Grafton and its Fire Department.

I would also like to announce the following members promotions: Lieutenant Thomas Mulcahy has been promoted to Interim Captain of Station 2 and Firefighter Eric John has been promoted to Interim Lieutenant of Station 2. Congratulations Tom and Eric.

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

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 continue 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.

## **DEVELOPMENT SERVICES**

### Building/Zoning

No Report Submitted

### Planning

- PB meeting preparation for Monday 4/10
- MBTA Communities coordination
- Complete Streets coordination
- 5 Mill St Park Workshop coordination
- Site Visit to Donahue Lane
- Ongoing Master Plan project coordination
- Decision drafting and PB meeting follow up
- Technical assistance to current/pending applicants
- Vetting and addressing various inquiries from the public
- Technical assistance to the AHT
- Brigati Village document compilation
- HPP document review

### 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 3/21 meeting
- Prepared for, attended, and issued documents from Commission's 4/4 meeting

- Project coordination for 95 North Street Park & Hennessey culvert replacement
- Continued to transition to Viewpoint, assemble GIS trail maps & digitize archive files
- Conducted site inspections

## COMMUNITY SERVICES

### Recreation Department

Registration dates approaching: April 10 for [Someone Special Dance](#), [April 24 for the Community Yard Sale](#), [April 25 for the Grafton Gazebo Road Race early bird pricing](#). And don't forget also all our great April vacation programs including [Outdoor Adventure](#), [Soccer Skilz](#), [Horse Lovers](#), 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 Recreation Commission held its monthly meeting. The Director held the Massachusetts Recreation and Park Association Central Region monthly meeting. New signage has been installed at the entrances to the parks to replace a variety of other posted signs and increase awareness about leashing and picking up after dogs. Test pits were dug at 95 North St. in preparation for permitting and final design of the passive recreational park anticipated to be completed late fall. Prep has begun for the Ferry St. renovation project; fencing and basketball hoops have been removed and once crack repair can begin (within the next week) the courts will begin its shut down period for about 8 weeks. Thank you to DPW and the Parks Department for their assistance with these tasks. We thank you for your patience and are excited to launch these new renovations!

### Council on Aging

- A new minivan was received this week for the Senior Center! The minivan was funded through ARPA and will allow transportation for Seniors to expand to Milford and Northborough.
- WRTA and GSS reports completed. The Senior Center provided a total of 534 rides to Grafton residents for the month of March.
- Nutrition class was held by exercise instructor, Wendy Reid.
- Senior Center staff held a meeting with the Chief Public Health Nurse of the Worcester Public Health Department to discuss future goals of partnership. A plan was initiated to have a health and wellness fair at the Senior Center this fall.
- SHINE appointments were held to assist Seniors with insurance needs.
- Initial plans were made with the YWCA to bring in an evidence based program, Active Living Every Day. This is a behavior change program that also involves an exercise component.
- The last day of AARP tax assistance was held this Friday.

- The Senior Center celebrated the 100th birthday of Grafton resident, Lucille Rodominick. The celebration was joined by Congressman Jim McGovern, Senator Mike Moore, Representative Dave Muradian and members of the Select Board.
- The Seniors enjoyed a “Duck Hunt” around the Senior Center.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

### Library

This week we circulated 2,788 items, received 494 items in transit and sent 536 items. We requested 466 items and filled 481 hold requests; registered 21 patrons for library cards, and added 152 new items. The most popular book this week is *Lessons in Chemistry* by Bonnie Garmus. We hosted 27 meetings in our conference, study, and tutoring rooms for 69 people including Board of Library Trustees Policy Committee, Tai Chi Ladies, Library Building Planning Committee, NSS Book Fair Planning, and Girl Scouts, as well as private -work, study, homeschool, and tutoring sessions.

### Building

Friday morning, Tucker Interiors was on site installing shelving in the Children’s Room.

### Staffing

We are pleased to announce five new on-call temporary staff members who will be filling in staffing gaps in the Children’s Room and Teen Room in the coming months. Welcome to Katie Millett, Betsy Perry, Shannon Phelan, Greta Schonberg, and Jessica Young!

### Admin

Eileen maintained the collection of periodicals, took care of incoming mail, and prepared bills. Debby compiled the Weekly Report; created and managed social media posts; completed payroll and scheduling tasks as well as tasks for the Board of Library Trustees; filled in staffing gaps in the Teen Room; and prepared for new-hire training. She kept up correspondence for, attended, and took minutes at the Board of Library Trustees Policy meeting on Monday.

Beth had meetings Monday for the Massachusetts Public Library Construction Program, Library Building Committee, and Board of Library Trustees Policy Committee. She welcomed an intern from Grafton High School who will be with us for six weeks working on a technology project which will showcase the progress of the library expansion.

### 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 reviewed adult fiction standing order titles for April; sent March's OverDrive MARC records to CWMars; prepared the ARIS, circulation statistics, and circ narrative for March; checked CWMars top titles against the collection; pulled materials for Crescent

Manor and made the monthly visit; reviewed industry newsletters to add upcoming titles to purchase lists; ran Evergreen reports for lost, transit, and missing items for March; and placed an order for DVDs and high demand e-book titles. Jane posted the New York Times Best Seller List for print and audio fiction and recommended titles for purchase, continued weeding adult fiction, collected items with alerts from old displays and invalid RFID tags, processed pending patron applications, and provided A/V support for a program in the Community Room. Sandhya managed out of network requests for materials; cleared expired holds from the hold shelf, following up with patrons; worked on the home delivery service, interlibrary loans and followed up with patrons on lost items; processed pending library card applications and contacted patrons to pick up new library cards; began planning for May programming; and prepared for the seasonal opening of the Seed Library, including setting up the endcap and main display, putting together seed packets, and creating graphics, fliers, and signs. 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, performed a routine check of the Library of Things and processed new items for the collection, and set up this month's staircase display for National Poetry Month. Allie processed new adult fiction and DVDs, helped with setup and breakdown for the Grafton Zoning Board of Appeals meeting, finalized the April newsletter, uploaded the March and April newsletters to the website, created graphics and set up an endcap display for Letter and Card Writing, organized the lobby carts and set up a new display of award-winning book covers, helping with A/V setup and a book display for the Time to Habitat presentation, edited the new Welcome Packet brochure, organized staff copies of the New Library Welcome Packet folder, and prepared paperwork for a volunteer.

#### Children's Services

Sarah presented four Outreach Storytime sessions at SGES, ran two sessions of Toddler Time and one session of Preschool Storytime, communicated with program presenters to confirm school vacation programming, planned upcoming programming, planned summer programming, worked on collection development and book orders, managed the library's Lost and Found and met with Staff. Jen updated EventKeeper, drafted the May calendar, drafted the Summer Reading calendar, presented a session of Library Babies, put together a book list of recommended titles for purchase, and planned for upcoming programming. Cyndi worked on sewing club curriculum and samples, and planned summer programming. Stacie put together a book list of recommended titles for purchase, ran two Drop-In Craft nights, planned upcoming room designs and book displays, and assisted patrons. Mare managed CR volunteers, reached out to volunteer applicants, worked on volunteer scheduling, assisted patrons, and shelved a good amount of materials. Kristin delivered books to NGES and SGES.

#### Reference Services

Heidi and Eric assisted with tech and reference questions as well as circulation. Heidi shepherded two programs: "Time to Habitat" (Tuesday, April 4th at 7pm) and a "Financial Seminar: Foundations of Investing" (Thursday, April 6 at 10:30am and worked on monthly statistics. Eric worked on collection development, prepared monthly stats

for March, continued collection maintenance, and made the April staircase display to promote the Seed Library.

#### Technical Services

Cynthia ordered new books and unpacked items as they arrived; cataloged new adult nonfiction, graphic novels, and children's books; sent in requests for records to the CatCenter; finished reviewing and returned the documents to Ingram; prepared to stop ordering while Ingram completes our account consolidation and grid account set up.

#### 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.

Candidate's interviews began this week. Rebecca Soco was first on Monday, and T.M. Dawn Anderson came by on Tuesday.

On Friday the 7th, Justin Stone will come by to record a video to Promote the 4<sup>th</sup> of July Parade.

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