



## MEMORANDUM

### OFFICE OF THE TOWN ADMINISTRATOR

---

TO: Select Board

FROM: Evan Brassard  
Town Administrator

RE: Administrator's Weekly Report

DATE: April 14, 2023

#### IMPORTANT NOTICES TO ALL DEPARTMENTS

Annual Town Meeting, May 8, 2023 – 7:00 p.m. Grafton High School.

#### Town Administrator

- Ongoing meetings with town departments to finalize the town meeting warrant and budget.
- Attended Prentice Place site walk/meeting.
- Met with paving contractor to review municipal center parking lot project
- Held TA Office hour at the Senior Center.
- Attended Finance Committee public hearings.
- Held several department head check-in meetings.

#### ADMINISTRATION & FINANCE

#### Finance Director

- The Accounting Department is preparing for the yearend. Open PO report will be distributed this week for any close outs. Guidance will be sent out to Department Heads at the end of next month for end of year bills and payroll split.
- Currently working on March/April receivable reconciliation.
- Working on mapping out Sewer Betterments in Vadar.
- Working on Overlay reconciliation with Principal Assessor.
- Sent Vadar users a cheat sheet on how to create Vadar reports and report templates, and to look up vendor history. Please reach out to the Accounting Department if you need any assistance with running Vadar reports.

- Attended Central MMAAA Spring annual meeting. Agenda topics included: Opioid Settlements, ARPA Funds, changes to the combined balance sheet and tax rate recap.
- Met with MIIA insurance representative to go over the schedule of locations insurance schedule. The Recreation Director and Nelson Library board member will be assisting to ensure all recreation structures are captured.
- Attended Finance Committee Public Hearings on FY24 Annual Town Meeting warrant articles.

Treasurer/Collector

No Report Submitted

Principal Assessor

- Attended a 7 hour USPAP (Uniform Standards of Professional Appraisal Practices) course for my Assessor recertification.
- Continuing to enter FY 2024 new growth into the Department of Revenue template.
- Entered 8 deeds.
- Processed 22 motor vehicle excise abatements.
- Took in 6 Income and expense filings.
- Took in 2 forms of list.
- Processed 2 abutters requests.
- Entered 26 building permits.
- Performed 11 building permit inspections.
- 5 cyclical inspections.
- Took in 3 sales verification questionnaires.
- Mailed 20 Sales verification Questionnaires.

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

I would like to thank Assistant Town Clerk, Paul Cook, for his service and all the hard work and dedication he provided during his tenure here with the Town Clerk's office. We wish him well on his new position!

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 (4/2/23 – 4/8/23)

480 log entries were made including 126 - 911 calls, 5 motor vehicle accidents, 12 alarm calls, 28 ambulance calls, 2 animal complaints, 1 arrest, 186 business/area checks, 3 disturbance calls, 62 motor vehicle stops and 6 well-being checks.

11 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on National Telecommunicators Week observed from April 9<sup>th</sup> through April 15<sup>th</sup>. During this week, we honor and commend our telecommunicators for the extremely important work they do each and every day. We are fortunate to have such dedicated individuals and recognize their contributions as they are truly the Town's First Responders.

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 firearms training with the Blue Line Mobile Firing Range. The range is contained in a trailer which is transported from site to site. The training consisted of low light qualifications and scenario-based training with live fire drills incorporating de-escalation and shoot/don't shoot situations. Officer Simmler attended Defensive Tactics

Instructor Training hosted by the MPTC Lynnfield Academy. Officers Dias and Padgett attended training offered by New England HIDTA.

#### Fire Department

No Report Submitted

#### 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.

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.

Tick season is starting, so the BoH reminds everyone to take proper precautions.

## **DEVELOPMENT SERVICES**

#### Building/Zoning

The building department has been issuing building, electric, mechanical, gas and plumbing permits.

#### Planning

- Planning Board Meeting
- Finance Committee Meeting
- Affordable Housing Trust Meeting

- 5 Mill Street Park Community Meeting and follow up project coordination
- Master Plan outreach tasks
- Bolack Plaza UPP grant coordination
- Application processing and technical assistance to current/pending applicants
- Vetting and addressing various inquiries from the public
- Coordinating temporary administrative help
- MVP grant coordination with DPW and TA's office
- HPP document review
- Decision drafting
- Technical assistance for 25 Worcester St. RFP

### 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 4/4 meeting
- Reviewed applications for Commission's 5/2 meeting
- Attended training on certifying vernal pools
- 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 22 for the Disc Golf Clinic ([Families](#) and [Adults](#)), April 24 for the [Community Yard Sale](#), April 25 for the [Grafton Gazebo Road Race](#) early bird pricing.

The Director has been tackling the remaining items on the ADA transition list for its associated parks and playgrounds and attended the Finance Committee warrant article review meeting for the request of CPA funding for the Norcross Park Inclusive Playground.

A Community Info Night will be held April 26 at 7pm via Zoom to present the project. Project and meeting information can be found at [tinyurl.com/NorcrossParkPlayground](https://tinyurl.com/NorcrossParkPlayground).

Renovations are scheduled to begin within the week at the Ferry St. courts. The courts will be closed for about 8 weeks. We thank you for your patience and are excited to launch these new renovations! Follow project updates on GraftonRec.com under ['Current Projects'](#).

The Someone Special Dance was held Friday for those in grades 2-5 with their special someone. A night of dancing, music and fun entertained the crowd. Lampy the Gnome will be on the roam again during April vacation and the winners will receive WooSox tickets for them and their family. The hunt begins Monday and hints will be posted daily on [Facebook](#).

### Council on Aging

- Grafton High School students held a “game day” as an intergenerational for seniors.
- A site visit was conducted by the YWCA’s Director of Wellness and Health Equity to determine plans for a new evidence based 12 week program to begin at the Senior Center in June. The program is called “Active Living Every Day” that focuses on behavior change and exercise.
- Computer class was held for seniors hoping to become more technologically savvy.
- Dull Men’s Group met and enjoyed a lively discussion with Assistant Town Administrator, William Blake.
- Participated in a session of a four part educational series through the MCOA, “Exploring Ageism.”
- Town Administrator office hours were held in the Bolack Room.
- The Seniors enjoyed a “pop up” celebration of the start of the baseball season.
- The monthly COA Board meeting was held to discuss Senior Center programming, future goals and the budget. The board welcomed its newest member, Lori Girard.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

### Library

This week we circulated 2,419 items, received 606 items in transit and sent 541 items. We requested 458 items and filled 415 hold requests; registered 15 patrons for library cards, and added 169 new items. The most popular book this week is *Lessons in Chemistry* by Bonnie Garmus We hosted 21 meetings in our conference, study, and tutoring rooms for 144 people including Grafton 4H, Grafton Farmer’s Market, Brownie Troop 65197, NSS Book Fair planning, Tai Chi Ladies, Republican Town Committee, Grafton Girls Softball, Grafton Soccer Club Board of Directors, as well as private -work, study, homeschool, and tutoring sessions.

### **Admin**

Beth covered the Teen Room – the Teen Room will be CLOSED on Friday afternoon due to lack of staffing. She promoted the Library Clock Scavenger Hunt and updated the book list and display; cleaned and sanitized doors, windows and handrails; submitted bills; met with IT on laptop bookmarks and browser homepages; approved meeting room usage; and updated the website, events calendar and the procedures manual. She met with legal to discuss the MHC grant requirements and policy issues, worked on missing items from the MHC grant application, shepherded the monthly GUM Jam session, connected with Renaud HVAC to schedule semi-annual seasonal maintenance. Our GHS intern continued work on a slideshow presentation and display of historical photos to satisfy MHC requirements for our building renovation and expansion.

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, prepared training materials for our newly hired temps, and completed payroll, scheduling, and Board of Library Trustees' tasks.

### **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 removed old events from the room reservation system, ordered items for next month's Crescent Manor visit, followed up with large print vendor, put out new adult graphic novels and manga, reviewed industry newsletters to add upcoming titles to purchase lists, added patron requests to future orders, worked with staff on shelving adjustments, placed an order of CD audiobooks and prepared future orders, checked CWMars top titles against collection, and ordered large print adult fiction and nonfiction. 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, filled a staffing vacancy in the children's room, and provided A/V support for two events. 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 adult fiction print and CD audiobooks. Allie created graphics and ordered items for the Memorial Day May endcap, communicated with the Bibliotheca rep about AMH text alerts, assisted a patron with searching for Libby audiobooks and provided Libby tech assistance, advised guest presenter on booking a presentation, researched award-winning book jacket designs for a potential wall display, and worked on the newsletter, including requesting event content from staff members, creating content, and creating graphics. Sandhya hosted the daytime Unplug with Art program for adults, managed out of network requests for materials and followed up on open issues, cleared expired holds from the hold shelf and followed up with patrons, worked on interlibrary loans and followed up with patrons, worked on the home delivery service, processed pending library card applications and contacted patrons to pick up new cards, set up new survey forms for programming, and updated information for museum passes, including processing remaining pass renewals and updating the library's website and TixKeeper.

### **Children's Services**

Sarah ran two Toddler Time programs, a session of Preschool Storytime, ran a preschool outreach session, ran three preschool outreach sessions at NGES, moved and organized the collection, met with Cyndi, and performed collection maintenance. Jen moved and organized the collection, prepared for summer reading programming, cleaned the Children's Room, worked on the CR May newsletter, and updated EventKeeper. Stacie

moved and organized the collection, prepared for summer reading programming, cleaned the Children's Room, ran two Drop-In Art sessions, labeled new Children's Room toys. Cyndi prepped for future summer sewing programming.

### **Teen Services**

Allison is on maternity leave. Temps were trained this week and started picking up shifts in the Teen and Children's Rooms this week as well. Sarah attended Anime Boston and purchased manga titles, covered the Teen Services desk and worked on displays. The Question of the Week is, what question do you want us to ask?

### **Reference Services**

Heidi and Eric assisted with tech and reference questions as well as circulation. Heidi worked on program planning and PR. Eric worked on collection maintenance.

### **Technical Services**

Cynthia unpacked items as they arrived; cataloged new adult fiction, nonfiction, and children's books; pulled reports from Ingram regarding backordered items; discussed the consolidation of accounts with our Ingram reps; and attended a webinar training on Grid Ordering through Ingram.

### Veterans Services

- Attended Project New Hope Coffee hour to network with local veterans.
- Preparing for New Veteran Agent to begin soon.
- Continuing to prepare for Memorial Day ceremonies in each community.

### GCTV

No Report Submitted

## **IMPORTANT DATES TO REMEMBER**

Annual Town Meeting, May 8<sup>th</sup> @ 7:00 p.m. GHS Auditorium

### Upcoming Select Board Meetings

April 18<sup>th</sup> and May 2<sup>nd</sup>

### Upcoming Department Head Meetings

April 19<sup>th</sup>, 10:00 a.m.