



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: April 21, 2023

Town Administrator

- Attended Westboro Road Water Main Preconstruction Meeting
- Met with several residents to review their individual concerns
- Continued to hold catch up meetings with Department Heads
- Filmed the warrant review video at GCTV
- Met with Bylaw Study Committee Chair, for status update

ADMINISTRATION & FINANCE

Finance Director

- The Accounting Department is preparing for the yearend. 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 Overlay reconciliation with Principal Assessor.
- Attended MMA Personnel & Labor Relations Policy Committee. Agenda topics included Presentation and Discussion on H1849/S1191 and H1940/S1811. Former Lt. Governor Evelyn Murphy & Megan Driscoll from the Wage Equity Now Coalition will present and answer questions on two priority bills for their coalition: one requiring pay ranges for job postings; one that would aggregate wage data by industry and broken down by race, gender, and job category.
- Started classes in the fifth course in the Suffolk Management Certificate Program. The Foundations of Local Government Administration course is an overview of public administration for municipal government and is built on the premise that state and local government leaders have an obligation to fully develop the human resources network relationships and physical assets available to them so as to increase the value of their organizations to the public.

Treasurer/Collector

- Weekly T/C 30min team meeting (what's in the works, what are we individually working on, any help needed to stay caught up)
- Met with Lockbox provider about online portal and other service options to speed up exception processing/lower fees again. Inquiry and sweep set up
- Working Cash/Receivable/Trust Fund reconciliations
- Large amount in-house payment, mail and call traffic mainly Q4 RE/PP. Large amount of online payment, payment file, and lockbox transfers
- Working on clearing MVX uncollectable from accounting system 2010 forward
- Worked with tax title attorney on current listings
- Working on converting final TT accounts that need more research
- Tailings research for reissues and advertising
- MVX refunds processed
- 8 MLCs processed.
- Debt Book set up-all debt schedules uploaded by purpose
- Worked with FA on combined schedules
- Met with payroll on deduction/payment process
- Working through final block of MMA Suffolk Certificate program

Principal Assessor

- Continuing to enter FY 2024 new growth into the Department of Revenue template.
- Submitted FY 2023 Veteran Exemptions into Department of Revenue Bureau of Local Assessment Gateway.
- Submitted FY 2023 MDM-1 into Department of Revenue Bureau of Local Assessment Gateway For reimbursement.
- Submitted 2023 MVE Reimbursement into Department of Revenue Bureau of Local Assessment.
- Processed 17 motor vehicle abatements.
- Entered 4 deeds.
- Processed 1 Abutters request.
- Received and reviewed 2 Sales Verification Questionnaires.
- Received and reviewed 1 Income & Expense return.
- Entered 25 building permits.
- Performed 18 permit inspections.

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department (4/9/23 – 4/15/23)

458 log entries were made including 90 - 911 calls, 5 motor vehicle accidents, 12 alarm calls, 27 ambulance calls, 1 animal complaint, 169 business/area checks, 4 disturbance calls, 45 motor vehicle stops and 3 well-being checks.

11 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *Grafton Police Department to Participate in DEA's National Prescription Drug Take Back Event on April 22nd*

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.

Officer Simmler attended Defensive Tactics Instructor Training hosted by the MPTC Lynnfield Academy. Officer O'Brien attended the Boston Marathon with the CEMLEC Motor Unit to assist with traffic and security in Hopkinton for the start of the race. Officer Coggans attended Standardized Field Sobriety Training (SFST) update training. Deputy Chief Minardi attended CEMLEC SWAT training. Officer Dias assisted with Applied Patrol Procedures Training for the Quinsigamond Community College Police Academy.

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

- Affordable Housing Trust Meeting
- Housing Production Plan work with consultant and AHT
- 5 Mill Street Park follow up project coordination
- Master Plan EEA grant meeting
- Preparation for 4/24 Planning Board meeting
- Application processing and technical assistance to current/pending applicants
- Vetting and addressing various inquiries from the public
- Coordinating temporary administrative help
- Decision drafting
- WiFi hotspot research

Conservation

- Issued documents from Commission's 4/4 meeting
- The Commission's 4/18 meeting was cancelled
- Reviewed applications for Commission's 5/2 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 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, [Baking Championship](#) at NSES, [SuperSports](#) at NGES, and [Adult Metafit](#).

A fun week of April vacation week programs were held including Outdoor Adventure, Horse Lovers, Horse Buddies, Farm Buddies and Soccer Skilz.

A Community Info Night will be held April 26 at 7pm via Zoom to present the Norcross Park Inclusive Playground project to be voted on at Town Meeting. Project and meeting information can be found at tinyurl.com/NorcrossParkPlayground.

Renovations are scheduled to begin next 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](#)'.

Council on Aging

- A floral arrangement workshop was held by the florist shop, Sweetbriar Florists.
- A Birthday Celebration Luncheon was held to celebrate April Birthdays. Donations were made from Stop & Shop, Shrewsbury Rehabilitation and Nursing Home and Accessible Homecare in support of the luncheon.
- Participated in the Friend's of Grafton Elders monthly meeting.
- A "Healthcare Roundtable" presentation was held. Representatives from various healthcare settings provided information on the services provided for those in need.
- A Volunteer Appreciation Breakfast was held as a thank you to all of our volunteers that work hard to give back to the Senior Center and Seniors in the community.
- Met with a student group and their research advisor from the MCPHS Physical Therapy Program to discuss a future plan of implementing a capstone project through the Grafton Senior Center. The group observed the Senior Exercise class to gauge the community's abilities and need for additional intervention.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

This week we circulated 2,644 items, received 540 items in transit and sent 658 items. We requested 462 items and filled 309 hold requests; registered 14 patrons for library cards, and added 213 new items. The most popular book this week is *Lessons in Chemistry* by Bonnie Garmus. We hosted 18 meetings in our conference, study, and tutoring rooms for 30 people including meetings, telework and quiet study.

The Library is seeking gardening volunteers through the first frost. Please complete a volunteer application if you can help! www.graftonlibrary.org/volunteer.

Admin

Beth and Audrey, our high school intern, attended the Town Department Meeting. Beth covered in the Teen Room and at the Borrower Services Desk, worked on Vadar reports, covered orientation for new on-call temp staff, and reviewed and submitted payroll and bills. She prepared for next week's Board of Library Trustees meeting, shepherded the Grafton Cultural Council grant funded program Let's Get Growing with Eric the Plant

Guy—15 people attended. She updated the website and calendar of events, and approved room reservations. We received our second State Aid disbursement, totaling \$42,693.09 for the Town of Grafton in FY23. We use this funding for items not covered in the municipal budget, such as marketing, professional dues, conference and seminar fees, as well as for unexpected expenses such as replacement laptops and emergency maintenance.

Eileen maintained the collection of periodicals, took care of incoming mail, and prepared bills. Debby was out this week.

Construction Update

We received our permanent certificate of occupancy April 10, and our fourth grant disbursement request of \$1,487,008.00 was accepted—we are expecting a check before the end of the fiscal year. Beth She continued work on the final financial and narrative reports and began working on the March report due May 1. Renaud completed seasonal maintenance at end of last week. Door installation for the Maker Space and Presentation Area began Monday and concluded on Friday. Sunshine Signs was on site to install a sign. Replacement coil for one of the roof units is scheduled for May 1.

Borrower Services

Staff managed the borrower services desks, delivery, museum passes, room reservations, and Automatic Materials Handling equipment. They assisted patrons, placed holds, performed readers' advisory, and supervised volunteers.

Kara rearranged new graphic novels to create bays for new fiction and non-fiction, updated staff on new shelving arrangements, reviewed industry newsletters to add upcoming titles to purchase lists, placed an order for DVDs, processed incoming volunteer applications, placed the April order for e-books and e-audio, and began working on preparations for Free Comic Book Day, including materials and title list.

Jane processed pending patron applications, continued weeding adult fiction, filled a staffing vacancy in the children's room, corrected patron records with the wrong home library, and requested materials for the May staircase display ("Magical May-nia" - where realistic fiction meets fantasy). Ranjita and Jane posted the *New York Times* Best Seller list and recommended titles for purchase. Ranjita processed ComCat requests, processed pending library card applications, and performed a routine check of the Library of Things. Allie continued email communication with Bibliotheca about ongoing text notification issues, adding contacts to the e-newsletter list, setting up shelving to move paperbacks and holiday books, working with a volunteer for weeding damaged or old paperbacks, planning May endcap, adding graphics and content to the May newsletter, displaying new fiction books and adding "New to Collection" fiction books to top of fiction displays. Sandhya contacted patrons with duplicate ecard requests and processed new cards, 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 the home delivery service, performed troubleshooting on the Bibliotheca

receipt dispenser and reset the AMH, updated information for museum passes on the library's website and TixKeeper, picked up free seeds and created more packages for the Seed Library, and hosted the adult session of the pop-up art event, including following up with attendants, notifying waitlist patrons, and AV and room set up.

Children's Services

All children's room staff prepped for upcoming programming and staffed the desk – we saw lots of families visiting over school break!

Sarah ran a session of paper marbling, oversaw the Shadow Puppet Theater program, communicated with local schools about upcoming school visits, booked a table at Fun Fair, ran a movie and perler bead program, met with staff. Jen oversaw the teen water coloring program, updated EventKeeper and social media, worked on the May CR newsletter. Stacie moved the EZ nonfiction collection, decorated the room, worked on upcoming book displays. Cyndi finished washing and folding fabric, brought the fabric into the library, organized the sewing materials shelf, prepared for summer program with buttons, and worked on developing a sewing curriculum for K-2.

Teen Services

The question of the week was, What is Your Favorite Part of April Vacation? Teen Services provided drop in LEGO, puzzles, and What Can You Make with Recycled Materials. Three teens attended the PopUp Art School watercolor program on Wednesday evening. Jessica reviewed shelving locations, reader's advisory handouts and online resources, and checked out library databases. Watched Niche Academies homeless webinar on ornery teens, Manga in Libraries webinar on anime and manga programming, planned endcap displays, stickered and shelved the first round of new manga. Worked on reader advisory posters for the manga collection.

Reference Services

Heidi and Eric assisted with tech and reference questions as well as circulation. Heidi worked on program planning and PR. She also shepherded the author visit with Ted Reinstein on Saturday, April 22nd at 2pm. He discussed his new book *Before Brooklyn: the unsung heroes who helped break baseball's color barrier*. Eric continued to work on collection maintenance.

Technical Services

Cynthia unpacked items as they arrived and organized her shelves. She cataloged new adult fiction, graphic novels, and young adult manga. She sent in requests for records to the CatCenter, worked on fixing problem items, and pulled reports from Ingram to monitor our open items.

Veterans Services

- Met with Vets Inc Case Managers to discuss services we can help each other with.
- New Veteran Agent beginning Monday 4/24/23.
- Continuing to prepare for Memorial day ceremonies in each community.

- Visited war memorials in town to familiarize with their locations.

GCTV

Bus Stop Weather with Sophia Kling and Weekly Sports Recap with Ben Clements were both on hiatus while school is on Spring vacation.

Candidate's interviews this week included. Colleen Roy, Mark Alimo, and Jim Davidson.

Evan and William came by to record their Warrant Article Review program.

Charter/Spectrum has been notified by our Cable Attorney of our continuing audio issues. How do we know? Because they want to schedule a visit to research the problem.

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

Annual Town Meeting

May 8th @ 7:00 P.M. Grafton High School Auditorium

Local Elections

May 16th Election Day

Upcoming Select Board Meetings

May 2, 2023

May 23, 2023

Upcoming Department Head Meetings

May 17, 2023 @ 10:00 a.m.