



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: May 5, 2023

IMPORTANT NOTICES TO ALL DEPARTMENTS

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

Town Administrator

- Held meetings with several department heads to review ongoing items within their departments.
- Attended Finance Committee meeting.
- Attended a tour of the Grafton Food Bank with the SB in recognition of 30 years in Grafton.
- Met with a Grafton resident who is interested in pursuing a field in municipal government.
- Attended the Development Team Meeting.
- Continue prep work for Town Meeting.

ADMINISTRATION & FINANCE

Finance Director

No Report Submitted

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)
- Cash Recon submitted to Accountant
- Q4 real estate due this week
- Large amount in-house payment, mail, and call traffic mainly Q4 RE/PP and MVX demand payments. Large amount of online payment, payment file, and lockbox

transfers

- Attended meeting with school/town HR on withholdings processes
- Attended meeting with lockbox team for implementation of look ups
- Attended VADAR meeting to set dates and conversation about preliminary bills
- 3 MLCs processed.
- 1 Betterment Release
- Working through final block of MMA Suffolk Certificate program class 4

Principal Assessor

- Continuing to enter FY 2024 new growth into the Department of Revenue template.
- Received FY 2023 MDM-1 approval from Department of Revenue Bureau of Local Assessment Gateway for reimbursement.
- Processed the April sales report.
- Sent out 19 Sales Verification Questionnaires.
- Processed 9 motor vehicle abatements.
- Entered 7 deeds.
- Processed 4 Abutters request.
- Received and reviewed 2 Income & Expense returns.
- Received 4 Forms of List.
- Entered 18 building permits.
- Performed 18 permit inspections.
- Performed 9 cyclical inspections.

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department (4/23/23 – 4/29/23)

438 log entries were made including 81 - 911 calls, 7 motor vehicle accidents, 12 alarm calls, 26 ambulance calls, 1 animal complaint, 149 business/area checks, 6 disturbance calls, 65 motor vehicle stops and 8 well-being checks.

5 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on the *Causes and Consequences of Distracted Driving*.

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.

Dispatchers attended in-service training to include Emergency Medical Dispatch Recertification, 911 – Responding to Crisis, Building Resiliency and Understanding Stress and Domestic Violence – The Emergency Communication Center Response,

Officers Benoit and Michniewicz attended Juvenile Law Update training offered through MPI at GPD Headquarters. Officers Benoit, Padgett, Palmer and Dispatcher Mercier taught the Rape Aggression Defense (RAD) training held at Grafton High School.

On Sunday morning Officer Joe Wojnar, one of our agency's newest employees, was dispatched to Broadmeadow Park for a report of a man who had collapsed during a softball game. Thankfully Officer Wojnar was close by and arrived at the scene within two minutes. After receiving updates from E911 Dispatcher Zach Kelly, who was providing emergency medical dispatch pre-arrival instructions to bystanders on the scene, Officer Wojnar brought an Automated Electronic Defibrillator (AED) with him to render aid. After assessing the patient who was unresponsive, Officer Wojnar applied the AED which successfully restored the patient's heart rhythm. This situation is exactly what we train for and both Officer Wojnar and Dispatcher Kelly exemplify the true meaning of serving our community. We wish a full and speedy recovery to the individual and we commend Officer Wojnar and Dispatcher Kelly for their actions, skill and professionalism.

Fire Department

The Fire Department responded to 14 calls for service, 1 Building Fire, 1 Motor Vehicle Fire, 1 Oven Fire, 2 Arcing/Shorted Electrical Equipment, 1 Water problem, 2 Medical Assist, and 6 Alarm Investigations.

Open burning season ended on May 1st. No open burning of brush will be allowed until the 2024 Open burning season which begins on January 15, 2024.

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 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 here, so the BoH reminds everyone to take proper precautions.

DEVELOPMENT SERVICES

Building/Zoning

No Report Submitted

Planning

- Prep for Town Meeting
- Prep for PB meeting on Friday 5/5
- Prep for PB meeting on Monday 5/22
- Technical assistance to (potential) applicants
- Application processing and follow up requirements
- Follow up on public inquiries/requests
- Administrative/clerical tasks
- Master Plan coordination with CMRPC
- MVP Grant submission
- Worked with property owner on UPP Grant submission to MassDevelopment
- Housing Production Plan prep for community workshop
- Coordination of temporary assistance with the Accounting Department
- Research Wifi hotspot implementation per the Local Rapid Recovery Plan
- Hazard Mitigation Plan reimbursement close out

Conservation

- Prepared for, attended, and issued documents from Commission's 5/2 meeting
- Reviewed applications for Commission's 5/16 meeting
- Began to assemble materials for upcoming MS4 outreach requirements: annual spring messaging about proper lawn care and annual guidance for proper septic system maintenance to all septic owners

- 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: May 11 - [Babysitting](#) at NSES and [Adult Pick Up Games](#)

Upcoming Events: May 6 - Community Yard Sale (shop dozens of locations around town and on the common from 9am-2pm)- View a map and sale items [HERE](#). May 13 - Grafton Gazebo Road Race (a 5K around town with awards for the top 3 in 10 age groups plus top 3 overall) – Register [HERE](#) by May 9.

We are seeking CPA funds at Town Meeting on Monday for an inclusive playground at Norcross Park and construction has begun at Ferry St. Get project details at GraftonRec.com under '[Current Projects](#)'.

Council on Aging

- WRTA Report was completed for the month of April. The COA provided 259 rides total via WRTA van.
- GSS Van/ minivan report completed. The Senior Center provided 185 rides via GSS van and mini van!
- Nutrition class was held by exercise instructor, Wendy Reid.
- Participated in the annual SNAP Outreach Reimbursement meeting.
- Book Club met to discuss the book of the month.
- SHINE appointments were held for those seeking assistance with Medicare.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library (May 1-6, 2023)

This week we circulated 2,776 items, received 659 items in transit and sent 605 items. We requested 405 items and filled 526 hold requests; registered patrons for library cards, and added 261 new items. The most popular book this week is *Lessons in Chemistry* by Bonnie Garmus (Beth is currently reading this and it's excellent). We hosted 35 meetings in our conference, study, and tutoring rooms for 135 people including Cub Scouts as well as work, study, homeschool, and tutoring sessions.

Free Comic Book Day is tomorrow, Saturday May 6! Please drop by between 10am-6pm to get a free comic book and vote for your favorite publisher of graphic format stories: Marvel, or DC?

Admin

We pulled a winner for the Willard House and Clock Museum scavenger hunt! Congrats to Anton and Leora who got every question correct. We are coordinating a photo op with WHCM.

Thanks to Allie and Paul for coordination installation of the Mind, Body and Spirit art square project completed by patrons and staff during the pandemic! Panels are now on display in the lobby on the lower level and above the public access computers on the upper level.

Beth continued to work with our GHS intern; we are making a QR code scavenger hunt on the upper and lower levels of building so visitors can scan a QR code to see what the space used to look like. Beth covered the Children's and Teen Services desks, supervised YA staff, temps, and volunteers, corresponded with staff, MA Historical Commissioner, Board of Library Trustees Chair, Willard House, Apple Tree Arts, Zoning Board of Appeals, and about upcoming events, programs, and grants. She reviewed and submitted bills, worked on a NF book order, sent a query to legal regarding movies and public performance, sent out the May newsletter, made updates to the website, social media and events calendar, She attended the First City on Mars presentation, and met with the Garden Volunteer coordinator, two Small Stones Festival of the Arts board members, and our in-house facilities photographer. The keycard entry system went down unexpectedly and without explanation on Tuesday and resolved on Thursday morning, we are still trying to track down the source of the issue.

The Board of Library Trustees Policy Subcommittee met to review the Art Exhibit and Display Policy and Food / Beverage and Kitchen Use Policy, the Fine Free Library Policy, and the list of Library Policies. Our next meeting is Monday June 7 and we are looking at updates for Materials Selection and to draft a new Displays policy for in-house. Beth worked on meeting materials for May.

Beth lost a light saber battle to Debby on Star Wars Reads Day (are you following the Library on TikTok? <https://www.tiktok.com/@graftonpublib> #maythefourthbewithyou.

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. She attended and took notes for the Board of Library Trustees Policy Subcommittee meeting on Wednesday evening and filled scheduling gaps in the Teen Room.

Construction Update

The newly installed door panels do not line up with existing panels as designed, and this will be brought to the Building Committee. The HVAC coil was installed, and a sensor was discovered to be faulty; the system's rooftop unit over the staff room continues to make disruptive noises. The Teen Room Door was leaking again, and we captured footage of rain dripping along the awning over the book drop pooling to create a huge pebble and spread the mulch in front of the book drop. Community Room ceiling tiles were installed from attic stock—no leaking in that space since removing some of the green roof. We are still waiting for a ball bearing for the gate at the bottom of the stairs

and a quote to install the humidifier in the historical materials room (218).

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 took down April displays; set up the title list and displays for May; sent April's OverDrive MARC records to CW MARS; prepared the ARIS, circulation statistics, and circ narrative for April; identified priorities for staff coverage during upcoming shortage; pulled materials for Crescent Manor and made the monthly visit; reviewed industry newsletters to add upcoming titles to purchase lists; continued preparations and helped host the Free Comic Book Day celebration.

She rescued one colleague in need when we learned that if the fence enclosure around recycling and the shed is shut, it cannot be opened from the inside...

Jane and Ranjita posted the *New York Times* Best Seller Lists and recommended titles for purchase. Jane prepared a list of nearby libraries that are currently accepting book donations for the lobby and circ desks, processed pending patron applications, collected items with alerts from old displays and invalid RFID tags, and continued weeding adult fiction. Ranjita processed ComCat requests, processed pending library card applications, performed a routine check of the Library of Things, processed new adult fiction and CD audiobooks, set up the May endcap display for Mother's Day, and performed the monthly AED and first aid kit checks. Allie installed new signage for the Historic Reading Room's new graphic displays, added new email contacts to the general newsletter list from an adult program class, processed CLIO requests, corresponded with Bibliotheca about troubleshooting issues and tested the internal and external returns, added a new section to the May newsletter, set up the May endcap display for Memorial Day, worked on planning the June staircase display for Pride month, helped a patron with questions about e-cards and access to e-resources, and assisted with set up of the Mind, Body and Spirit display. Sandhya managed out of network requests for materials and followed up on open issues, worked on interlibrary loans, created more seed packets and labels for the seed library, worked on the home delivery service, cleared expired holds from the hold shelf and followed up with patrons, prepared materials and graphics for the June endcap display, sent invoices for two museum pass renewals, prepared for adult programming in May and assembled kits for take-and-make crafts.

Children's Services

Sarah worked on planning and implementing the storage of surplus shelving, ran a session of preschool Storytime, ran two sessions of Busy Bee preschool outreach, met with Sarah S and Eric to discuss June Pride Month programming, met with Kara to discuss Free Comic Book Day, put together a volunteer/temp project to manage media donations, delivered Fun Fair prizes to NGES, worked on the April stats and narrative, and dropped off unclaimed lost and found items at Treasures. Jen worked on updating the EventKeeper calendar, finalizing the May Newsletter, continued to work on the

Summer Reading Calendar, planned for upcoming programming, ran a session of Library Babies, and filled in for Sarah to cover two sessions of Toddler Time. Stacie decorated the room, updated displays, planned for upcoming programming, set up a new experiment in the STEM corner, and ran two drop-in Arts & Crafts programs. Mare worked on volunteer schedules, communicated with volunteer applicants, tried to fill in future gaps with upcoming graduating high school senior volunteers, assisted patrons, and shelved materials in the absence of some volunteers. Kristin delivered items to NGES and SGES.

Teen Services

Beth trained temps to cover in Teen Services. Unfortunately, no one was available to cover on Friday afternoon and we had to close the room. Thanks to staff are covering shifts in Allison's absence! Sarah S scheduled LGBTQA speakers for September, gave out buttons and bookmarks for Star Wars Day, put together endcap display lists for pride month, introduced a new pop-up program with 3-D puzzles, and oversaw shelving volunteers. The question of the week is, What is Your Favorite Flower? Responses have been in text and drawings!

Reference Services

Heidi and Eric assisted patrons with tech and reference questions and circulation. Heidi shepherded author Justin Hollander's visit to discuss his newest book *First City on Mars: An Urban Planner's Guide to Settling the Red Planet*. Eric researched programming and met with other departments for June events; refreshed bookends; and ordered items for the non-fiction collection. Community Read is this month and includes art, film, book discussion, and other activities relating to *Love and Saffron* by Kim Fay, culminating in an event on Thursday May 11.

Technical Services

Cynthia unpacked items as they arrived; cataloged new adult nonfiction, audiobooks, and young adult books; worked on fixing problem items; sent in requests for records to the CatCenter; and ran reports to gather cataloging statistics for the month of April.

Veterans Services

- Ashley's onboarding continued and she is getting comfortable in the district.
- VFW commander received flags for cemetery placement.
- Scheduling pickups of remaining flags to groups organizing teams to cover cemeteries.
- Collaborating with Veterans Advisory Committee to find affordable care for local Veterans.

GCTV

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

I interviewed Veterans Service Agent Jeff Farrell this past week for Grafton Minute by Minute.

Charter/Spectrum has responded to our request for help with ongoing audio issues. Four techs spent some time in the facility on Wednesday morning and they're leaning towards a fiber optical issue. This investigation will continue when they have lined up a fiber tech to assist with the troubleshooting. Sadly the audio popping on Spectrum will not be corrected for Town Meeting.

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

May 23, 2023

June 6, 2023

Upcoming Department Head Meetings

May 17, 2023