



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: May 12, 2023

Town Administrator

- Weekly meeting with Finance Director; review town meeting items, review FY2023 budget and year end process
- Monthly check in meeting with School Superintendent
- Held catch up meetings with individual department heads
- Attended an Energy and the Environment Policy Committee meeting
- Met with an Eagle Scout to review his project proposal
- Held office hours at the senior center

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.
- March cash is reconciled with Treasurer/Collector.
- Currently working on March/April receivable reconciliation.
- Working on Overlay reconciliation with Principal Assessor.
- The Accounting Department is currently working on Fixed Assets in preparation for FY23 audit.
- The Accounting Department sent out an open PO list. Please review and let Jared know of any PO's that need to be liquidated.
- Completed last class 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 to increase the value of their organizations to the public. Graduation will be held June 27th at Suffolk University.

- Attended Annual Town Meeting. All financial warrant articles passed. Accounting will open new fiscal year next month and begin to upload the FY24 General Fund, CPA, PEG Access, Sewer Enterprise, and Capital Warrant Article budgets into Vadar.
- Attended Debt Book meeting to review new lease module to better help track School and Town Leases per GASB 87.

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)
- Finalized lockbox edits now waiting on programming
- Working Cash/Receivable/Trust Fund reconciliations April
- Prepping RE/PP/MVX Demands
- Set dates for next MVX and Sewer billings
- Beginning preliminary billing prep RE/PP and set meeting dates with VADAR
- 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
- 2018 MVX Uncollectable prepared for BOA approval
- Began refund process and research for RE planned for end of fiscal year to be issued
- Began research for year-end reporting
- Attended finance team meeting to go over processes and other items to be completed
- Processed Certificates of Good Standing
- 6 MLCs processed.
- Continued work with rep for Debt Book set up
- Working through final block of MMA Suffolk Certificate program class 3

Principal Assessor

No Report Submitted

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department (4/30/23 – 5/6/23)

421 log entries were made including 93 - 911 calls, 10 motor vehicle accidents, 15 alarm calls, 33 ambulance calls, 3 animal complaints, 147 business/area checks, 7 disturbance calls, 47 motor vehicle stops and 4 well-being checks.

6 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *Motorcycles Are Everywhere – Safety Tips for Motorcycle Riders and Motorists*.

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 attended Non-Verbal Clues and Body Language training offered through MPI at GPD Headquarters. Officer Simmler attended Ground Defense Instructor School offered by the MPTC. Deputy Chief Minardi attended SWAT training. SRO Alves attended the Massachusetts Juvenile Police Officers Association conference.

We are happy to announce the addition of a new officer to our ranks. Welcome to Officer Matthew Gurinian. After orientation, Officer Gurinian began his field training with designated Field Training Officers (FTO). We wish him all the best in his chosen career.

Fire Department

No Report Submitted

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 daily and Saturday mornings for the season 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 completed, Stowe RD is now open to through traffic. Main Street improvements project has started up again, expect travel delays for the next several months. Seasonal paving has also begun and will continue through the fall.

Highway Department: Routine Operation and maintenance of town owned infrastructure and equipment. With warmer weather the department has started street sweeping, catch basin cleaning, line painting and mowing operations. Staff continues assistance to other town departments as needed. Took delivery of a new 2023 Mack dump truck which will replace a 20-year-old similar vehicle.

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 and mowing operations. Provided support for 5 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.

Engineering

No Report Submitted

Health Department

Given the COVID-19 public health emergency in Massachusetts and at the federal level ended 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

- Affordable Housing Trust Meeting
- Housing Production Plan work with consultant and AHT
- 5 Mill Street Park follow up project coordination
- Master Plan project coordination
- ARPA research and spending coordination
- Preparation for 5/22 Planning Board meeting
- Application processing and technical assistance to current/pending applicants
- Vetting and addressing various inquiries from the public
- Coordinating temporary administrative onboarding
- Site Visit to 18 & 22 Donahue Lane
- Town Meeting follow up
- 40R coordination with DHCD and TA
- Site Visit to Bull Meadow & follow up

Conservation

- Issued documents from Commission's 5/2 meeting
- Reviewed applications for Commission's 5/16 meeting
- Assembled materials for MS4 outreach requirements: annual spring messaging about proper lawn care and annual guidance for proper septic system maintenance to all septic owners
- Attended Town Meeting and training on procuring consulting services
- 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 16 - [Adult Pick Up Games](#)

Event Updates: The inaugural Community Yard Sale was held on May 6 with a large number of shoppers and sales! The Grafton Gazebo Road Race is on May 13 and is at capacity; there is no same day registration - Please drive safely around town from 10-11am and watch for runners in the road.

Program Updates: Due to the closure of the outdoor pickleball courts at Ferry while under construction, we've added an indoor pickleball session for the spring. View details [HERE](#).

Project Updates: Town Meeting was held on May 8 and our request for CPA funding to build an inclusive playground at Norcross Park was approved. Thank you! This project is anticipated to be completed in the spring of 2024.

Council on Aging

- An ice cream social was held with Grafton High School students.
- SNAP Budget for FY24 was completed.
- A meet and greet was held with VSO Jeff Farrell.
- A Mother's Day themed floral arrangement workshop was held by Grafton's Sweetbriar Florist.
- Podiatry appointments were held by Dr. Biancamano.
- Attended FOGE Annual Meeting. The FOGE Board honored former President, Marsha Platt.
- A representative from the YWCA held a tabling event to recruit participants for the upcoming evidence based program, Active Living Every Day, to begin June 7th.
- Office hours were held by Town Administrator.
- The monthly COA Board meeting was held to discuss current events, finances and planned events in the near future.
- Worcester Register of Deeds, Kathryn A. Toomey, and Registrar of Probate Courts, Stephanie Fattman provided an informative session for Seniors.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library Week of May 8-13, 2023

This week we circulated 2,380 items, received 469 items in transit and sent 521 items. We requested 473 items and filled 414 hold requests; registered 17 patrons for library cards, and added 65 new items. The most popular book this week is *Lessons in Chemistry* by Bonnie Garmus. We hosted 32 meetings in our conference, study, and tutoring rooms for 134 people including Grafton Democratic Town Committee, Grafton Soccer Club Board of Directors, Small Stones planning, Girl Scouts troop 65197, Girl Scouts Grafton Lakes Service Unit as well as private -work, study, homeschool, and tutoring sessions.

Admin

Beth attended Town Meeting – the FY24 Library budget passed as submitted. She drafted and posted a vacancy notice for the new 18-hr per week Library Associate, Teen Services position so we can have someone start on July 1, 2023. We did not have any other items on the warrant.

The Board of Library Trustees met to approve minutes, bills, and a letter of support committing up to \$109,114 for restoration of the cupola. We will seek out additional funding. Beth completed submittal of outstanding items for the MHC preservation grant application; we should get notification of project funding in June. She and William Blake met with architect David L. King to get a better understanding of the plan and scope of work.

Several people have expressed interest in volunteering to help with Library gardens. Beth coordinated training with the head gardener and connected them with Capital Campaign regarding plantings, and is working with a resident to provide a butterfly observation program, since our gardens are host to birds, butterflies, and insects. Of note MA Audubon society's Bird-A-Thon is this weekend—what can you spot on our site? We've seen robins, blackbirds, chickadee, jays, and hawks! <https://www.massaudubon.org/get-outdoors/activities/birding/bird-a-thon>.

Beth attended GUM Jam (focus was on Beatle's music!); worked on updating the schedule, events, calendar and website; and approved meeting room requests. Our intern worked on promotional posters for our social media accounts and finalized a Library QR code scavenger hunt for displaying photos of the Library before renovations took place, and made promotional materials for library databases of interest to teens, including Tutor.com and Comics Plus. Beth met with someone who wants to do a facility rental in June, met with IT, checked in with a union steward on outstanding items, and met with various staff. She will be on vacation and unavailable next week; the BoLT chair and Asst. Town Manager have been alerted, and managerial staff received clear instructions for the task delegated to them: call in temps as needed to staff our facility. Thank you again to BoLT for allocating funds to cover service desk during staff leave.

Eileen maintained the collection of periodicals, took care of incoming mail, prepared bills, and send out late notices. Debby compiled the Weekly Report, worked on social media updates, and completed payroll and scheduling tasks as well as tasks for the Board of Library Trustees. She attended the Town Meeting and special meeting of the Board of Library Trustees on Monday evening and filled in gaps in the Teen Room schedule.

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 placed the May order of adult CD audiobooks, began working on the June title list for Pride Month, checked CWMars top titles against the collection, reviewed industry newsletters to add upcoming titles to purchase lists, attended the Ingram standing order program meeting for adult fiction, ran a report to weed DVDs and Blu-rays to make room for new donated titles, and ran Evergreen reports for lost, transit, and missing items for April. Jane posted the New York Times Best Seller List for print and audio fiction and recommended titles for purchase, completed the conflict of interest training, provided AV support for a program, collected items with alerts for invalid RFID tags, and continued weeding adult fiction. Ranjita posted the New York Times Best Seller List for print and audio nonfiction and recommended titles for purchase; processed ComCat requests and pending library card applications; performed a routine check of the Library of Things and processed new items, and processed new adult DVDs. Allie researched CW

MARS staff guidance on quantity of patron cards, shelved new adult fiction, trained a new hire in room reservations and museum passes, took photos of the "Mind-Body & Spirit" display, and created a music video from the photos for social media outlets. She planned the staircase display for June's Pride Month, created Spotlight for Fiction content and graphics for different newsletter sections, created graphics for June's Museum of the Month, and created the June adult events printable flyer. Sandhya managed out of network requests for materials and followed up on open issues; worked on interlibrary loans; cleared expired holds from the hold shelf and followed up with patrons; worked on the home delivery service; created more seed packets and labels for the Seed Library; created graphics and requested titles for the June endcap display; assembled kits for the take-and-make yarn craft program, and hosted the daytime Unplug with Art program for adults.

Children's Services

Sarah moved surplus shelving, ran two sessions of Toddler Time, ran a session of Preschool Storytime, ran an outreach storytime program at Willard House & Clock Museum, ran three preschool outreach sessions at NGES, discussed final details for summer partnership with Willard House & Clock Museum, and planned for upcoming programs and school visits. Jen worked on the upcoming CR newsletter, updated EventKeeper, finalized the printed summer reading calendar, and ran a session of Library Babies. Jen and Sarah presented a program for the 6th graders at MSES who did not attend Nature's Classroom. Stacie updated CR room displays, ran two 2 sessions of Drop-In Arts & Crafts, assisted patrons, and prepped for upcoming programming. Cyndi went through the emails she received while she was out, met with staff to get updated on anything new that happened while on vacation, trained a new volunteer, and put together a math book display for K-2 & 3-5. Kristin delivered materials to the local schools. Mare managed volunteers, continued to reach out to new volunteers, worked on the volunteers' schedules, assisted patrons, tidied up the room, and shelved.

Teen Services

Thank you to staff for continuing to cover shift in the Teen Room in Allison's absence. Sarah S put up displays for Tiara Day and Sherlock Holmes Day; planned displays for Pride month; kept up with reviews for new YA books, collected a list of upcoming YA nonfiction; and updated the manga release spreadsheet. We had several incidents of teens being disrespectful to the space and to staff which were handled well.

Reference Services

Heidi and Eric assisted with tech and reference questions as well as circulation, worked on monthly statistics, and attended an Ingram meeting. Heidi helped select books for the next Mystery Book Club; hosted the "Not Just For Young Adults" Book Group discussion of *Love Letters to the Dead* by Ava Dellaira; helped host the Friends of the Library's Community Read Book Discussion of *Love & Saffron* by Kim Fay on Thursday, May 11th. (If you couldn't make it, but want to discuss the book, we'll be talking about it at the Daytimers Book Group on Tuesday, May 16th at 1:30pm and at the "Reads Well

with Others" Book Group, on Monday, May 22 at 7:30pm.) Eric refreshed the reception book display and bookends and met with OUT MetroWest for June programming.

Technical Services

Cynthia unpacked items as they arrived; cataloged new young adult and children's books; coordinated a meeting and met with a Collection Development Librarian from Ingram to discuss our standing order; sent requests for records to the CatCenter; and worked on fixing problem items.

Veterans Services

No Report Submitted

GCTV

No Report Submitted

IMPORTANT DATES TO REMEMBER

Upcoming Select Board Meetings

May 23, 2023

June 6, 2023

June 13, 2023

Upcoming Department Head Meetings

June 21, 2023