



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: May 26, 2023

Town Administrator

- Held weekly meeting with the Finance Director
- Held check in meetings with various department heads
- Attended SB meeting

ADMINISTRATION & FINANCE

Finance Director

- The Accounting Department is preparing for the yearend. Guidance has been sent out to Department Heads, Committee's & Boards, and Vadar Users for end of year information including end of year bills, encumbrance procedures, payroll split, and FY24 warrant calendar.
- April cash is reconciled with Treasurer/Collector.
- Currently working on May receivable reconciliation.
- April Trust Fund Reconciliation is completed, and EOY transfers completed.
- STM Journal Entries and budgetary items have been updated in Vadar as of May 8, 2023.
- 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.
- Attended meetings with School/HR/Treasurer & Collector in a joint effort to complete the payroll csv file upload into Vadar for payroll and withholdings.
- Attended MGFOG Spring conference. Agenda topics included School Strikes and how if affect communities, State update which discussed pending legislation on the optional meals tax increasing from .075% to 1.5%.

Treasurer/Collector
No Report Submitted

Principal Assessor
No Report Submitted

Town Clerk
No Report Submitted

PUBLIC SAFETY

Police Department (5/14/23 – 5/20/23)

511 log entries were made including 68 - 911 calls, 9 motor vehicle accidents, 17 alarm calls, 27 ambulance calls, 2 animal complaints, 177 business/area checks, 5 disturbance calls, 74 motor vehicle stops and 3 well-being checks.

4 License to Carry Firearms (LTC) applications were received. Weekly Chief's Column posted on *Safety Tips and Best Advice for a Safe and Successful Party*.

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,

Deputy Chief Minardi attended MPI Public Records training. Officer Alves attended CEMLEC Drone training. Officer O'Brien attended CEMLEC Motorcycle Unit training. Extra patrols were deployed for the Click It or Ticket mobilization with funding provided as part of a traffic safety grant from MA EOPSS. Officer Gurinian continued his field training with designated Field Training Officers (FTO).

Fire Department

The Fire Department responded to 12 calls for service, 2 Building Fires, 1 Smoke Investigation, 1 Motor Vehicle Accident, 1 Public service, 1 Natural Gas Leak, 2 Medical Assist, and 4 Alarm Investigations.

The Department open houses and recruitment drives were well attended. The children and parents alike enjoyed cotton candy, popcorn, and seeing the fire trucks up close. Numerous people requested information on joining the Grafton Fire Department. The Department will be holding more of these events in the future.

Fire Prevention continues to carry out numerous commercial and residential inspections. Captain Killeen has also continued to train other members of the department to perform residential inspections.

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 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

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

Planning

- 5 Mill Street Park follow up
- Master Plan Working Group compilation
- Coordination for Brigati Village
- Planning Board meeting on 5/22
- Select Board meeting on 5/23
- Follow-up work for 5/22 Planning Board meeting
- Application processing and technical assistance to current/pending applicants
- Vetting and addressing various inquiries from the public
- Complete Streets Tier II project close out
- Coordinating temporary administrative onboarding
- UPP Grant coordination for submission
- Mill Overlay/Adaptive Reuse - LPA Hours coordination
- Site visit to 96 Pleasant Street
- MBTA Communities next steps with CMRPC

Conservation

- Issued documents from Commission's 5/2 & 5/16 meetings
- Reviewed applications for Commission's 6/6 meeting
- Assembled materials for annual MS4 required outreach regarding proper septic system maintenance to all septic owners
- Posted annual MS4 required spring messaging about proper lawn care
- Attended webinar on understanding tick populations
- 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

Upcoming Registration Deadlines: June 19 - [Street Hockey](#) and [Zumba](#), June 22 - [Family Fishing Clinic](#).

Events: Big Truck Day will be held at the Millbury St. School on June 24 from 10am-12pm. Visit from 10-10:30am for a sensory friendly experience.

Programs: Due to the closure of the outdoor pickleball courts at Ferry while under construction, a spring indoor pickleball session has been added. View details [HERE](#).

Projects: The Ferry St. courts are about a month away from being painted and an early to mid-July reopening is anticipated.

Staffing Update: The Summer Days Program is looking for an Art Director. This is a part-time, morning position, 4 days a week for 6 weeks starting July 5. Job description and application will be posted soon [HERE](#). After almost 8 years, the Director has resigned for

an opportunity that's closer to the beach: "I feel that the growth of the department and work that has been accomplished during my tenure has been both vast and significant to the community and hope the residents of Grafton feel the same. I am honored to have served in this position and thank you for the support of our department." - Jen Andersen

Council on Aging

- The June issue of the *Senior Gazette* was received and mailed out to ~ 400 seniors in the Grafton and neighboring communities.
- Participated in an MCOA New Directors training- Communication & Conversation
- A formal offer was extended to PT Van Driver applicant, Joseph LaValle, which was accepted.
- Multiple wheelchairs were lent out to assist seniors with attending family graduations.
- Seniors enjoyed an afternoon of karaoke.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

This week we circulated 2,569 items, received 424 items in transit and sent 602 items. We requested 383 items and filled 362 hold requests; registered 18 patrons for library cards, and added 179 new items. The most popular book this week is (again!) *Lessons in Chemistry* by Bonnie Garmus. We hosted 28 meetings in our conference, study, and tutoring rooms for 62 people including Girl Scout Troop 65197, Small Stones Festival planning, Tai Chi Ladies, Grafton Youth Football and Cheer Association Board, as well as private -work, study, homeschool, and tutoring sessions.

The Grafton Public Library will be closed Saturday, May 27, 2023 through Monday, May 29, 2023 for the Memorial Holiday Weekend. No materials are due and we have been fine-free since 2020.

Save the date! The Friends annual meeting will be held on June 9 at 6:30pm and include voting in a new slate of officers and a wine and cheese reception. New members are welcome! Join at the door. Membership rates begin at \$5 for seniors and students.

Congrats to our newly elected Trustees, Carrie Hogan and Roger Trahan Jr. and thank you to outgoing Board members Karen Ceppetelli and Martin Estner for their dedication and service. The Board reorganized with Roger Trahan Jr. as Chair and John Bubriski as Vice-Chair.

Admin

We are sad for the library and happy for Marilyn Wilcox who will be retiring on June 30 after nearly 19 years of service in the Children's Room. Mare provides a warm, welcoming presence to families, compassion and kindness towards co-workers, and excellence in connecting the right person with the right book at the right time, and shared storytime skills as well!

Beth covered gaps in the Teen Room, prepared materials for the Board of Library Trustees meeting, corresponded with Capital Campaign, Friends, and ToG on a number of issues. Beth submitted bills, made website and social media updates, and approved meeting room requests, spending a significant amount of time working on reservations for the Small Stones Festival of the Arts exhibit, which the Library will host this October. Beth was off Friday for observation of Shavuot. We began receiving applications for the posted vacancy for FY24 for an 18-hour/week Library Associate in the Teen Room; must LOVE middle schoolers!

Eileen maintained the collection of periodicals, took care of incoming mail, prepared bills, and sent out late notices. Debby compiled the Weekly Report, worked on social media posts, covered schedule gaps in the Teen Room and completed tasks pertaining to payroll and scheduling, as well as tasks for the Board of Library Trustees. She attended and took notes for the Board of Library Trustees meeting Wednesday evening at the Municipal Center.

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 performed troubleshooting on the AMH and Children's Room self-checkout machine, finished adding titles to the June website book list, reviewed industry newsletters to add upcoming titles to purchase lists, checked CW MARS top titles against the collection, corresponded with volunteer applicants and staff coordinators, created summer bookmarks, and worked on final purchase lists for the fiscal year, including reviewing standing order titles and submitting orders for DVDs, e-books, e-audio, adult fiction, adult graphic novels. Jane posted the New York Times Best Seller List for print and audio fiction and recommended titles for purchase, corrected patron records with the wrong home library, processed pending patron applications, continued weeding DVDs, helped a patron with questions about rooming houses, and prepared signage and selected books for the June endcap display "Fire Up the Grill - Cookbooks for the Grill." 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, performed a weekly check of the Seed Library, and processed new DVDs for the general collection. Allie performed troubleshooting on the AMH, updated the Bibliotheca issues sheet, processed CLIO requests while Sandhya is out, ran a report to remove item alerts for new to the collection titles, edited the newsletter, and pulled books for June's Pride staircase display. Sandhya is out this week. We're still missing her!

Children's Services

Sarah ran four outreach sessions of Preschool Storytime, presented two sessions of Toddler Time, ran one session of Preschool Storytime at the library. She worked on collection maintenance, assisted with 4th Grade school visit, began to compile May

stats, attended the conflict-of-interest webinar, and assisted patrons. Jen ran a session of Library Babies, prepped the CR June newsletter, updated EventKeeper, and assisted patrons. Cyndi assisted with the NSES 3rd grade Grafton History Day program, assisted with the 4th Grade school visit, planned for upcoming programming and assisted patrons. Stacie assisted with the NSES 3rd grade Grafton History Day program, assisted with the 4th Grade school visit, planned for upcoming programming and assisted patrons. Mare coordinated with the CR volunteers and assisted patrons. Kristin delivered C.A.R.E.S. books to the local lower elementary schools.

Teen Services

Many thanks to everyone who continues to help out in the Teen Room to cover Allison's leave. Sarah S. stickered and shelved new YA nonfiction and manga; planned teen and tween pride board game nights; updated manga display cards, performed readers' advisory; and read trade publications to stay up to date with upcoming book titles for to add to the collection. We had one incident of a disruptive patron.

Reference Services

Heidi and Eric assisted with tech and reference questions as well as circulation. Heidi hosted the "Reads Well with Others" Book Group. We discussed Love & Saffron by Kim Fay. She hosted "Thank you Letters" and "Letters Not Sent" as well as working on future program planning. Eric met with OUT MetroWest to finalize the speaker for June, finished planning endcap and staircase displays for June, and organized the new nonfiction area.

Technical Services

Cynthia unpacked items as they arrived; cataloged new young adult manga and DVDs; worked on replacement items; attended a training session with Ingram about our new grid accounts and worked on adding grids to our carts in Ingram; and worked on fixing problem items.

Veterans Services

- Ashley & Jeff attended final Memorial Day planning at American Legion. Ashley will be attending the Ceremony in Grafton this year.
- Ashley met with Veterans Inc to explore benefits available to local Veterans through their program.
- Expanded office space in other towns to make privacy and access easier.
- Attended Central Mass Veterans Service District meeting Tuesday in Grafton.
- Finalizing details for other towns Memorial Day events.

GCTV

Bus Stop Weather with Sophia Kling and Weekly Sports Recap with Ben Clements were both produced this week.

Charter/Spectrum has responded to our request for help with ongoing audio issues. They have settled on "Light Levels" beaming over the fiber as the culprit. Techs

adjusted the equipment to increase the light intensity and so far we have not heard the popping. We are continuing to work with Charter/Spectrum and stay in constant contact.

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

June 6, 2023

June 13, 2023

June 20, 2023

Upcoming Department Head Meetings

June 21, 2023