



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: June 9, 2023

Town Administrator

- Met with Finance Team for weekly updates & reviewed FY23 closing progress/process
- Met with Wyman Gordon staff and Assessors for status update
- Attended Select Board Meeting
- Continued Weekly Check In's with various department heads
- Met with Jen Andersen Recreation Director to review/understand department needs prior to her departure
- Held Senior Center Office Hours

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.
- The Accounting Department will start preparing Vadar for FY24. All 2024 receivable, revenue, and grant accounts have been created in Vadar.
- Next week, I will open the new fiscal year 2024 to upload the FY24 General Fund, Capital Warrant Articles, PEG Access, Sewer Enterprise, and the CPA budgets.
- Attended MIIA training on FLMA, ADA retirement and Worker's Compensation benefits.
- Met with HR to go over vacation, personal, and sick accruals for July FY24 drop.

Treasurer/Collector

No Report Submitted

Principal Assessor

- Continuing to enter FY 2024 new growth into the Department of Revenue template.
- Pulled the data file and LA4 for personal property from RRC.
- Pulled the Y2K data file and LA4 for real estate from Vision.
- Worked with Vadar to create the data bridge for the personal property and real estate bill files.
- Processed the May sales report.
- Sent out 17 Sales Verification Questionnaires.
- Processed 19 motor vehicle abatements.
- Processed uncollectible motor vehicle excise for calendar year 2018.
- Entered 17 deeds.
- Processed 3 Abutters request.
- Received and reviewed 2 Income & Expense returns.
- Received 4 Forms of List.
- Entered 33 building permits.
- Inspected 18 new construction properties.
- Inspected 83 Upton Street and 269 Upton Street due to file damage.
- Performed 1 permit inspections.
- Performed 6 cyclical inspections.

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department (5/28/23 – 6/3/23)

473 log entries were made including 93 - 911 calls, 5 motor vehicle accidents, 18 alarm calls, 25 ambulance calls, 7 animal complaints, 5 arrests, 149 business/area checks, 6 disturbance calls, 2 fraud/identity theft complaint, 75 motor vehicle stops and 4 well-being checks.

4 License to Carry Firearms (LTC) applications were received this week. Weekly Chief's Column posted on *Elderly Drivers – Is It Time to Take the Keys Away?*

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 Spellman and Atchue attended MA Department of Mental Health Annual training. Deputy Minardi attended CEMLEC SWAT training. Sgt. Crosby assisted with MPAC Assessment in Holliston. All officers attended annual Taser Conducted Energy Weapons (CEW) recertification training. Officer Gurinian continued his field training with designated Field Training Officers (FTO).

Fire Department

No Report Submitted

Department of Public Works (Including Engineering, Cemetery & Sewer)

Public Works: Please contact the DPW Office to report any potholes, tree issues, 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 on 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. The 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 seasonal construction projects, street sweeping, catch basin cleaning, line painting and mowing operations. Staff continues assistance to other town departments as needed.

Cemetery and Parks: Routine department functions including, trash pick-up, and fields and grounds maintenance. Continue to assist with the ongoing Common improvements project. Provided support for 7 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 is no longer 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. Mosquito season is starting up also, 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

- Master Plan Working Group coordination
- Housing Production Plan Workshop
- MBTA Communities coordination with CMRPC (next steps prior to drafting zoning)
- Draft and Finalize two Decisions
- Preparation for 6/12 Planning Board meeting
- 274 Providence Road close out with the Building Dept.
- Application processing and assistance to current/pending applicants
- Vetting and addressing various inquiries from the public
- Assisting temporary administrative personnel
- Website updates
- 75 Millennium/40R coordination

Conservation

- Issued documents from Commission's 5/16 meeting
- Prepared for, attended, and issued documents from Commission's 6/6 meeting
- Reviewed applications for Commission's 7/11 meeting
- Assembled materials for annual MS4 required outreach regarding proper septic system maintenance to all septic owners
- Attended meeting to review ongoing Recreation Department projects left in Director's absence – We wish you well in your next chapter Jen, you will be missed!
- DPW installed signage at the new fishing line recycling stations adjacent to the Town's waterbodies to encourage cleaning off boats and other gear to prevent the spread of invasive species from one water body to another – thank you DPW!
- 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

No Report Submitted – Good Luck Jen!

Council on Aging

- The GSS Van Ride report was completed for the month of May. The Senior Center provided 246 rides for community members via GSS shuttle and minivan.
- Nutrition class was held with focus on how to “eat green.”
- The first week of the evidence based program, Active Living Every Day, was held by the YWCA. The group enjoyed an engaging session of exercise and conversation on how to create behavior change for healthy habits.
- Town Administrator office hours were held.
- The June COA Board meeting took place to discuss current events as well as future program/ project ideas.
- The Grafton Senior Center has set a date to host its first Health & Wellness Fair. The fair will be held in the gym on Friday, September 22, 2023. If anyone is interested in having a table for the fair, please register here: <https://forms.gle/hEWzNU4UMvGRVC3V6>
- A pizza party, hosted by Unibank, took place on Friday. Followed by a fun afternoon of karaoke.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

This week we circulated 2,729 items, received 613 items in transit, and sent 623 items. We requested 472 items and fulfilled 415 hold requests; registered 23 patrons for library cards, and added 176 new items. The most popular book this week is *Lessons in Chemistry* by Bonnie Garmus. We hosted 27 meetings in our conference, study, and tutoring rooms for 131 people including Magnolia Farms Association Trust, Small Stones,

Capital Campaign, Tai Chi Ladies, and Friends of the Grafton Public Library, as well as private work, study, homeschool, and tutoring sessions.

The Friends Annual Meeting is tonight Friday June 9 at 6:30pm – you can join at the door, membership starts at \$5 for students and seniors! Elect the new slate of board members, reception to follow.

Building

A big Thank You! to Pat Mackay from the Municipal Center for making time in his schedule Memorial Day Weekend to clean the carpet in the Teen Room. It looks great! Funded by the Capital Campaign, patio furniture was delivered this week.

Admin

Beth attended the Library Planning and Building Committee meeting, Board of Library Trustees Policy subcommittee meeting, and will attend the Friends of the Grafton Public Library's Annual Meeting on Friday June 9. She worked on end of year procedures, started working on the June monthly report and the state's Annual Report Information Survey, and received training with Eileen from Mary Lauria regarding the new departmental procurement card procedures. She covered the Teen service desk due to inadequate staffing, and arranged a photo op for the winner of the April Library Clock Scavenger Hunt. She met with various Town and Library staff, patrons, and capital campaign members as well as the new Trustee chair. She met with a parent regarding teen behavior, submitted bills for payment, worked on a final nonfiction book order, made updates to the procedures manual, website, event calendar, and social media pages.

Eileen maintained the collection of periodicals, took care of incoming mail, sent late notices, and prepared bills. Debby compiled the Weekly Report, attended and took notes for the Board of Library Trustees Policy Committee meeting, covered scheduling gaps in the Teen Room, and worked on payroll, scheduling, social media, and tasks for the Board of Library Trustees.

Borrower Services

Staff managed the adult service desk, delivery, museum passes, the lobby, room reservations, and Automatic Materials Handling (AMH) equipment. We assisted patrons, placed holds, performed readers' advisory, and supervised volunteers.

Kara prepared the ARIS, circulation statistics, and circ narrative for May; sent May's OverDrive MARC records to CW MARS; ran Evergreen reports for lost, transit, and missing items for May; corresponded with volunteer applicants and staff coordinators; renewed the BookWagon library card; reviewed titles with patron interest and ordered requested e-book and e-audio titles; worked on DVD collection development and ordered requested titles; checked CWMars top titles against the collection; and reviewed industry newsletters to add upcoming titles to purchase lists. Jane and Ranjita posted the *New York Times* Best Seller List for print and audio and recommended titles for purchase.

Jane collected items with invalid RFID tags, processed pending patron applications, continued weeding DVDs, and set up a display for "Fire Up the Grill – Cookbooks for the Grill." Ranjita processed ComCat requests and pending library card applications, performed the monthly check of the Library of Things, AED, and first aid kit, and processed new adult fiction, CD audiobooks, and DVDs. Allie created graphics and event content for the June newsletter, ran a report on new patrons interested in receiving newsletters and added contacts, processed ComCat and CLIO requests, completed the State Ethics Commission Conflict of Interest training, communicated with Bibliotheca to troubleshoot external return issues, updated the Bibliotheca issues tracking sheet, processed books for storage, researched new releases for a patron's favorite author, processed new adult fiction and new to collection titles for June, and ran the report for 7-day bestsellers, including recording stats and removing the circulation modifier. Sandhya managed out of network requests for materials and followed up on open issues, worked on interlibrary loans and followed up with patrons, cleared expired holds from the hold shelf and followed up with patrons, prepared materials and graphics for the main staircase display for July, added more seed packets to the Seed Library, followed up with patrons about upcoming morning programming, and completed the State Ethics Commission Conflict of Interest training.

Children's Services

The Children's Room staff prepared for Summer Reading and a full calendar of events! Sarah, Jen, and Stacie hosted the Grafton History Day field trip for 3rd grade students from Millbury Street Elementary School. Sarah and Cyndi made final edits to the Union contract. Sarah met with staff, performed collection development, ran three outreach sessions at NGES, assisted patrons, and followed up with presenters. Jen updated EventKeeper and assisted with volunteers. Cyndi worked on Summer Sewing projects and made project samples, entered nine new games in Library of Things, and trained new volunteers. Stacie worked on CR book displays and assisted volunteers. Mare worked in coordination with Cyndi for scheduling new and current volunteers, assisted patrons, shelved returned materials, and tidied up the Children's room.

Teen Services

The Teen Room has been hopping with the end of the school year drawing to a close— we can only describe their behavior as "spicy." This week we ran our LQBTA+ Teen and Allies Pride Game night with two drop-in sessions. Sarah planned an end-of-the-year pizza party for the middle school and high school students for next Friday July 16. She checked in and shelved new items, made purchasing recommendations, met with a parent regarding teen behavior, and posted a new question of the week: favorite snacks/favorite sneakers. Pride month is in full swing and the Teen Room is so happy to provide a safe and affirming space to all teens; gender buttons and pride flag emblems in the shape of a heart are available in the Teen Room.

Reference Services

Heidi and Eric assisted with tech and reference questions as well as circulation. Heidi also worked on PR for upcoming events and statistics. Eric worked with the database vendors

to updated proxy servers, helped promote the June programming, and captured monthly statistics for May.

Technical Services

This week Cynthia ordered new books and unpacked items as they arrived; cataloged new adult large print, nonfiction, and children's books; sent in requests for records to the CatCenter; gathered statistics for the Tech Services monthly report; and wrote my monthly narrative for May.

Veterans Services

No Report Submitted

GCTV

Bus Stop Weather with Sophia Kling and Weekly Sports Recap with Ben Clements were recorded in studio this week.

We're sad to see our GHS student Bridget Caya move on to her college career, she was a helpful addition to the family. Ben Clements has expressed interest in filling the vacancy. When he completes training he will be responsible for covering School Committee meetings, and perhaps others.

Bill Robidoux produced another studio session with the Jazz Trio known as "The Conversation"

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 13, 2023

July 11, 2023

July 18, 2023

Upcoming Department Head Meetings

June 15, 2023