



## MEMORANDUM

### OFFICE OF THE TOWN ADMINISTRATOR

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TO: Select Board

FROM: Evan Brassard  
Town Administrator

RE: Administrator's Weekly Report

DATE: 6/23/2023

#### Town Administrator

- Met with Finance Committee and Select Board Jointly to approve year end transfers
- Began the interview process for the Recreation Director vacancy.
- Restructured Human Resources, creating a separate department for Payroll and Benefits.
- Continued work on the ADA Door Renovations Project in the Municipal Center
- Worked with the Blackstone Valley Emergency Planning Committee to finalize a contract for a new Regional Hazardous Materials Emergency Plan.
- Worked with local Boards and Committees to update documents, webpages, and generate new public communications.

#### **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.
- Please send Blue Sheets in ASAP to Accounting Office. Please reach out if you have any questions on rates.
- May cash is reconciled with Treasurer/Collector.
- Currently working on May/June receivable reconciliation.
- Attended MMA Personnel & Labor Relations Policy Committee. Agenda topics included Enrique Zuniga, Executive Director of the Massachusetts Peace Officer Standards and Training (POST) Commission, presentation on updates on the Commission's work.
- Attended joint Select Board and Finance Committee meeting on FY23 general fund interfund transfers for year end.
- Continued meeting with Payroll & Benefits on FY23 accruals.
- Set up all the CTR journal entry and revenue links for tax receivable accounts in Vadar.
- Met with ZBA department and reconciled all 40B Other Special Revenue accounts.

#### 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)
- Preliminary RE/PP billing process completed approved KR to print
- FY23 RE/MVX refunds processed.
- 10 MLC processed.
- Debt Book final look through
- May Cash recon submitted to accountant and balanced
- Continued working on CSV file with Harpers Payroll
- Assisting Payroll/Benefits on various tasks
- Updating June Cash sheet with needed info for year end
- Continued work in SoftRight pulling info on properties
- Started new year prep/organization in office
- Large amount of payment traffic-Sewer and MVX demands due

#### Principal Assessor

No Report Submitted.

#### Town Clerk

No Report Submitted.

### **PUBLIC SAFETY**

#### Police Department

No Report Submitted.

#### 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 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

We are delighted to share the news that our Building Commissioner, Mr. Berger, has recently taken up the rewarding journey of learning American Sign Language (ASL). This week, he attended his inaugural class and is eagerly committed to becoming proficient in ASL. This endeavor aims to foster improved communication and support for the deaf community in our town of Grafton. Mr. Berger's decision reflects both the challenges and excitement he anticipates throughout this humbling experience.

### Planning

- Master Plan table at the Farmer's Market and follow up
- MBTA Communities Econ. Feasibility Analysis next steps and overlay district review
- Preparation for 6/26 Planning Board meeting
- WiFi hotspot installation ongoing coordination
- Application processing and technical assistance to current/pending applicants
- Vetting and addressing various inquiries from the public
- Offboarding for temporary administrative help
- GIS survey review meeting with AppGeo; beginning low-hanging fruit updates
- Continuing to work on 40R district application with Claremont and EOHLC (formerly DHCD)
- Meeting with former Town Planner to discuss organizational best practices, etc.
- 40R Annual Reports submitted
- Independent zoning research/analysis
- Reviewing Planning's MS4 requirements including ZBL, Complete Streets, and Subdivision Rules & Regulations updates
- 40B project analysis and comment

### Conservation

- Issued documents from Commission's 6/6 meeting
- Reviewed applications for Commission's 7/11 meeting
- Posted annual messaging about proper dog waste disposal, as well as annual updates to the SWMP & IDDE Plans per MS4 requirements
- Project coordination for 95 North Street Park, Hennessey culvert replacement & treatment of aquatic invasives at Fisherville Pond & Lake Ripple
- Continued to transition to Viewpoint, assemble GIS trail maps & digitize archive files
- Conducted site inspections

## COMMUNITY SERVICES

### Recreation Department

No Report Submitted.

### Council on Aging

- Seniors enjoyed a birthday luncheon, celebrating those with birthdays in the month of June.
- A lively game of Bingo was played. Followed by a lunch of tacos and chips & salsa.
- 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>
- Vendors have been contacted in the Grafton community to participate in the Health & Wellness Fair.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

### Library

This week we circulated 2,567 items, received 427 items in transit, and sent 472 items. We requested 388 items and fulfilled 213 hold requests; registered 32 patrons for library cards, and added 92 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 116 people including a piano recital and graduation party, as well as private work, study, homeschool, and tutoring sessions.

The Grafton Public Library was closed Monday, June 19, in observance of the Juneteenth holiday.

### **Admin**

Beth attended and assisted with a facility rental for a piano recital on Sunday, June 18 and attended the American Library Association conference in Chicago June 22-26. Eileen maintained the collection of periodicals, took care of incoming mail, sent late notices, prepared bills, paid invoices and assisted with coverage for Borrower Services. Debby compiled the Weekly Report; spoke with newly elected Board of Library Trustees' Chair, Roger Trahan, regarding Trustee documents and communication; and worked on payroll, scheduling, social media, and tasks for the Board of Library Trustees.

### **Borrower Services**

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

Kara corresponded with volunteer applicants and staff coordinators; ordered requested e-book and e-audio titles; requested and distributed additional supplies for displays; worked on requested statistics on volunteers and hours for Fiscal Year 2023; put out new adult graphic novels and manga; arranged coverage for open shifts; and reviewed industry newsletters to add upcoming titles to purchase lists. 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, provided A/V support for a program, continued weeding adult fiction, and prepared summer Jokes of the Week. Ranjita posted the *New York Times* Best Seller List for print and audio nonfiction and recommended titles for purchase, processed ComCat requests, processed new adult CD audiobooks and DVDs, performed a routine check of the Library of Things, and processed collection items. Sandhya managed out of network requests for materials, worked on interlibrary loans, cleared expired holds from the hold shelf and followed up with patrons, restocked the Seed Library, and worked on the home delivery service, including ordering items, making calls, processing holds, and contacting volunteer applicants to fill an opening for a new home delivery driver. Allie helped reconfigure the lobby desk and equipment before she was out for a few days. We did our best to get by without her!

### **Children's Services**

The children's room staff had a very busy week. In addition to preparing for summer programs and in-room activities, they fielded many questions about summer reading, gave book suggestions, and assisted patrons new and old. They also hosted Moving on Up: the YMCA Family & Community Partnership Musical Puppet Show for children transitioning to preschool, kindergarten, and first grade in Fall 2023 with over 80 participants at the event. Many thanks to our temps who continue to fill in scheduling gaps to keep things running smoothly.

### **Teen Services**

This week we welcomed Allison back from maternity leave. Thank you to all of wonderful staff who pitched in to cover scheduling gaps in the Teen Room for the past few months. Allison worked on getting caught up on emails and important things that happened in her absence, and prepared for summer programming. Sarah S stickered and shelved new YA fiction, nonfiction, and graphics; updated manga inventory spreadsheet with in-process titles; helped shepherd the Out MetroWest program with Eric; conducted Readers' Advisory; and put together new displays with books about dragons and cookbooks.

### **Reference Services**

Heidi and Eric assisted with tech and reference questions as well as circulation. Heidi hosted the Daytimers Book Group discussion of *Remarkably Bright Creatures* by Shelby Van Pelt; facilitated the GPL Mystery Book Group's discussion of *Grave Reservations* by Cherie Priest; and set up an outreach table at the Grafton Farmers Market. Eric made holiday themed bookmarks, put out new non-fiction materials, planned July book displays, and facilitated the LGBTQ+ Basics and Beyond event presented by OUT MetroWest.

### **Technical Services**

Cynthia ordered books and unpacked items as they arrived; cataloged new children's books and adult fiction; worked on fixing problem items; and helped cover the desk for Borrower Services.

### Veterans Services

- Jeff virtually attended Veterans Advisory Committee meeting and discussed possibility of veteran work off opportunities and starting a Home Town Hero's program with the help of VAC.
- Both VSO's attended Veterans Inc. standown in Worcester to network with other local veterans services.
- New District schedule will be distributed to local media outlets, senior centers and town clerks to help publish info for Veterans.

### GCTV

Bus Stop Weather with Sophia Kling and Weekly Sports Recap with Ben Clements wrapped for the season, both students will return in the Fall.

We are ramping up for another year of coverage at the GPD Youth Academy. Officer Mark Alves and

Bob DeToma have worked on this video project for a few years now. More to come later.

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.