



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: June 30, 2023

Town Administrator
No Report Submitted

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)
- Preliminary Q1 RE/PP mailing
- FY23 RE/MVX mailing
- 6 MLC processed
- 1 Betterment release processed
- Completed CSV file setup with Harpers Payroll and Vadar
- 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
- Finished cleaning up uncollectable 2010-2018
- Preparing Personal Property refunds
- Attended Graduation at Suffolk University received certificate in Local Government Leadership and Management

Principal Assessor
No Report Submitted

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department (6/11/23 – 6/24/23)

968 log entries were made including 198 - 911 calls, 16 motor vehicle accidents, 49 alarm calls, 62 ambulance calls, 8 animal complaints, 12 arrests, 149 business/area checks, 18 disturbance calls, 3 fraud/identity theft complaint, 187 motor vehicle stops and 11 well-being checks.

4 License to Carry Firearms (LTC) applications were received this week. Weekly Chief's Column posted on *Older Adults and Driving safety*.

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 completed MPTC in-service training. Mandatory classes included 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.

GPD along with Millbury St. Elementary School held a graduation ceremony on June 14th for 132 sixth graders who successfully completed the D.A.R.E program taught by School Resource Officer Mark Alves. During the six-week program, the students received instruction on how to make good life decisions and healthy and responsible choices.

On Saturday, we participated in Big Truck Day held at Millbury Street Elementary School sponsored by the Grafton Recreation Department.

Officer Simmler attended low-light firearms training. Deputy Minardi attended SWAT training. Sgt. Mazzola and Exec. Secretary DeVries attended IMC Records Management Systems training. Officer Gurinian continued his field training with designated Field Training Officers (FTO).

Fire Department

The Fire Department responded to 12 calls for service, 2 Lightning Strikes, 2 Medical Assist, 1 Water Problem, 1 Public service, and 6 Alarm Investigations.

On June 29th Auxiliary Firefighters Bruno Camargo and Alex Dionne graduated from the Massachusetts Fire Academy Call Volunteer recruit training program. This training consisted of 250 Hours of training over 15 weeks. The training gives the firefighters the basic knowledge to perform their firefighter duties and a foundation to build future training on. The Grafton Fire Department would like to thank Firefighters Camargo and

Dionne for their dedication and commitment to the Department and congratulate them on their graduation.

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 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. 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. Provided oversight for drainage improvements along Main Street.

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, including preparing the beach for summer activities and participation in Big Truck Day

Cemetery and Parks: Routine department functions including, trash pick-up, and fields and grounds mowing and maintenance. Continue to assist with the ongoing Common improvements project. 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 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 and mosquito season are 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

- 116 Upton Street review for ZBA
- 17 & 27 Upton Street concept review with applicant
- MBTA Communities coordination with CMRPC - zoning drafting, compliance model edits, EFA RFQ drafting
- Preparation for 7/10 Planning Board meeting
- Planning Board meeting follow up from 6/26
- Stillwater Estates landscaping site walk
- 40R Annual Report submissions to the state
- 75 Millennium/40R coordination
- Application processing and assistance to current/pending applicants
- Vetting and addressing various inquiries from the public
- Website updates
- Office organization and administrative record-keeping
- Grant coordination and long-term project management

Conservation

- Issued documents from Commission's 6/6 meeting
- Reviewed applications for Commission's 7/11 meeting
- Posted annual messaging about proper septic system maintenance 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

- The July issue of the *Senior Gazette* was mailed out to ~ 400 seniors in the Grafton community. Reservations have been made for our various planned activities.
- A presentation on management of diabetes through diet was held by ESWA's Registered Dietician, Nicole Reynolds.
- Participated in SNAP Civil Rights Training.
- Participated in a MCOA training on COA Board communication. A handful of COA board members were also able to attend the training.
- Participated in a WRTA Advisory Board meeting to review finalists for the WRTA Administrator role.
- 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 3,774 items, received 488 items in transit, and sent 568 items. We requested 560 items and fulfilled 408 hold requests; registered 37 patrons for library cards, and added 224 new items. The most popular book this week is *Lessons in Chemistry* by Bonnie Garmus. We hosted 26 meetings in our conference, study, and tutoring rooms for 92 people including the Retirement Celebration for Marilyn Wilcox, Grafton Youth Football & Cheer Association, and Northgate Condo Trust, as well as private work, study, homeschool, and tutoring sessions.

The Grafton Public Library will close early at 5 p.m. on Monday, July 3, 2023 and remain closed on Tuesday, July 4, 2023 in observance of the July 4th holiday.

Admin

Beth attended the American Library Association's national conference in Chicago June 22-27, the Board of Library Trustees meeting on June 28, and retirement celebration for Marilyn Wilcox on June 30.

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, and worked on payroll, scheduling, social media, and tasks for the Board of Library Trustees ahead of the June 28 meeting that she attended and for which she recorded minutes.

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; processed new DVDs for the general collection; arranged department coverage during times of short staffing; checked CWMars top titles against the collection; began adding titles to the July website book list; processed new graphic novels and large print fiction; created signage and pulled titles for the July graphic novel display; corresponded with Grafton Food Bank regarding questions about home delivery procedures; and created signage and pulled titles for the July endcap display. 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 library card applications, continued weeding adult fiction, filled two shifts in the Children's Room, and prepared materials and graphics for the July endcap display "Yee-haw! Celebrate National Day of the Cowboy by Reading a Western." 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 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, maintained and put out new packets for the Seed Library, prepared a project for a monthly volunteer, hosted the adult session of the Pride Month tote bag decorating program for ten people, planned and ordered supplies for July programming, and worked on the home delivery service, including ordering items, making calls, processing holds, coordinating volunteers, and communicating with a new delivery driver volunteer. Allie finalized the July newsletter, ran a report on new patrons interested in receiving newsletters, created a printable general events calendar for July, prepared materials and graphics for the July endcap display, ran a report for item alerts from April and removed new to collection items from display, removed April stickers from the new fiction, and refreshed the display of new adult fiction.

Children's Services

Cyndi and Sarah went to a Union Conference then Sarah finished up her vacation. Cyndi worked on decorations for the summer with Stacie. Cyndi also got caught up on correspondence after being away at the conference as well as helping patrons find hard to find books, organizing the CR, and managing volunteers. Shannon, one of our amazing temps, jumped in to host the morning Tote Bag program when Cyndi was pulled away for the conference. During her last week with GPL's Children's Room, Mare assisted patrons, shelved, and picked up the room. A reception was given in honor of her retirement on her last day, June 30th. Thank you to our amazing temps: Shannon, Greta, Susan, and Katie for helping to cover with Jen and Sarah's vacation time.

Teen Services

The Teen Room has had quite a few visitors while students are on summer vacation. Allison and Sarah have been collaborating on programming and collection development. Sarah reviewed July titles for manga, graphic novels, and fiction for future orders; stickered and shelved new YA fiction, graphic novels and manga; ran the second session of Pride tote bags for 16 people; hosted Manga Club; and performed Readers' Advisory.

Reference Services

Heidi and Eric assisted with tech and reference questions as well as circulation. Eric put out new Non-Fiction materials, planned the July non-fiction displays, facilitated an event in the Community Room, and created a new spreadsheet for weeding and collection maintenance for FY24.

Technical Services

Cynthia unpacked books as they arrived; cataloged new adult fiction, children's books, and young adult books; sent requests for records to the CatCenter; worked on fixing problem items; and provided coverage for the desk for Borrower Services.

Veterans Services

- Ashley's access to OnBase has been completed to help manage Chapter 115 claims now.
- Both VSO's attended the Central Mass Veterans coalition virtual meeting to keep increasing community involvement.
- New hours went into effect this week across the district.

GCTV

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

July 11, 2023

July 18, 2023

Upcoming Department Head Meetings

July 19, 2023